

The PACE Medical Record Keeping Course

Is appropriate for physicians who have been found to be deficient in medical charting or desire to improve their medical record keeping performance. It is also an appropriate course for office personnel who wish to ensure they maintain appropriate billing codes.

Course objectives covered during this intensive two-day program:

At the end of this CME activity, participants should be able:

- To improve the quality of charting behavior and documentation of medical records by physicians
- To increase physician knowledge about the laws pertaining to medical documentation
- To improve physician knowledge regarding documentation and coding for correct billing procedures
- To provide information on current technological innovations to improve medical documentation and information retrieval

The course was designed in response to numerous requests from state medical boards, risk management groups and hospitals to teach proper medical charting methodology and billing practices. We also gathered feedback from expert chart reviews and prior activity. Our faculty are experienced in the fields of billing & coding, legal requirements and technical and electronic advancements in medical record keeping.

Participants are asked to submit 5 "blinded" medical record entries for review by our coding experts prior to the course. A seminar is conducted at the end of Day One, where participants have the opportunity to discuss their critiques, including common documentation and coding errors.

Medical Record Keeping



University of California, San Diego School of Medicine is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.

The University of California, San Diego School of Medicine designates this live activity for a maximum of 17 *AMA PRA Category 1 Credits*TM.

Physicians should only claim credit commensurate with the extent of their participation in the activity.



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Medical Record Keeping Course

2014 Course Dates:
October 23-24

2015 Course Dates:
January 29-30
April 30-May 1
July 30-31
October 29-30

Telephone: 619-543-6770



The Medical Record Keeping Course

The Medical Record Keeping Course topics include:

- The Law and the Medical Record
- Avoidance of Deficiencies in the Medical Record that Lead to Malpractice Suits or Disciplinary Action
- HCFA Guidelines, Coding and Documentation of Services
- Medical Informatics and the Medical Record
- The Electronic Medical Record
- Chart Review Workshop: Individual Personalized Review and Critique of Medical and Billing Records

Needs Assessment:

This course is designed to address medical record keeping deficiencies in physicians as identified by state medical boards and private institutions.

Thursday Course Overview:

- **Registration & Continental Breakfast**
- **Welcome & Course Overview**
Medical Records: From Index Cards to the Problem- Oriented Medical Record to the EMR (Electronic Medical Record).
David Bazzo, M.D.
- **How to Attract the Attention of the Medical Board of California**
The Honorable Stephen Hjelt, J.D.
- **The Law and The Medical Record**
Timothy Blanchard, J.D.
- **Risk Management and the Medical Record**
Raylene Filley, R.N., J.D.
- **Roundtable Discussion**
- **Lunch**
- **Coding and Documentation Workshop**
Suzanne Forrest, RHIT, CCS, CCS-P, CPC
- **Dinner on your own**
- **Chart Review Workshop: Medical and Billing Records Review***
Suzanne Forrest, RHIT, CCS, CCS-P, CPC
Teresa Weist, CPC
Claudia Lewis, CPC, CHC, CPMA

Friday Course Overview:

- **Continental Breakfast**
- **Technical Innovations to Improve Documentation**
Hardware, Software, and Voice Recognition
Tyson Ikeda, M.D., David Bazzo, M.D.
- **Information Retrieval, Digital Libraries and the Use of Evidence-Based Principles for Clinical Decision Making (I)**
Craig Haynes, M.S.
- **Information Retrieval, Digital Libraries and the Use of Evidence-Based Principles for Clinical Decision Making (II)**
This hands-on, case based session will employ laptop Computers. Participants will divide into groups
Tyson Ikeda, M.D., David Bazzo, M.D., Craig Haynes, M.S.
- **Lunch**

Friday Course Overview (cont.):

- **EMR Charting Tools**
How to build a note, using learned skills. This will be an interactive practice relevant to practice.
Joshua Lee, M.D.
- **Break**
- **HIPAA, Privacy and Compliance**
Joshua Lee, M.D.
- **Post-test, Commitment to Change, Course Evaluation**
David Bazzo, M.D.

Faculty Disclosure

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