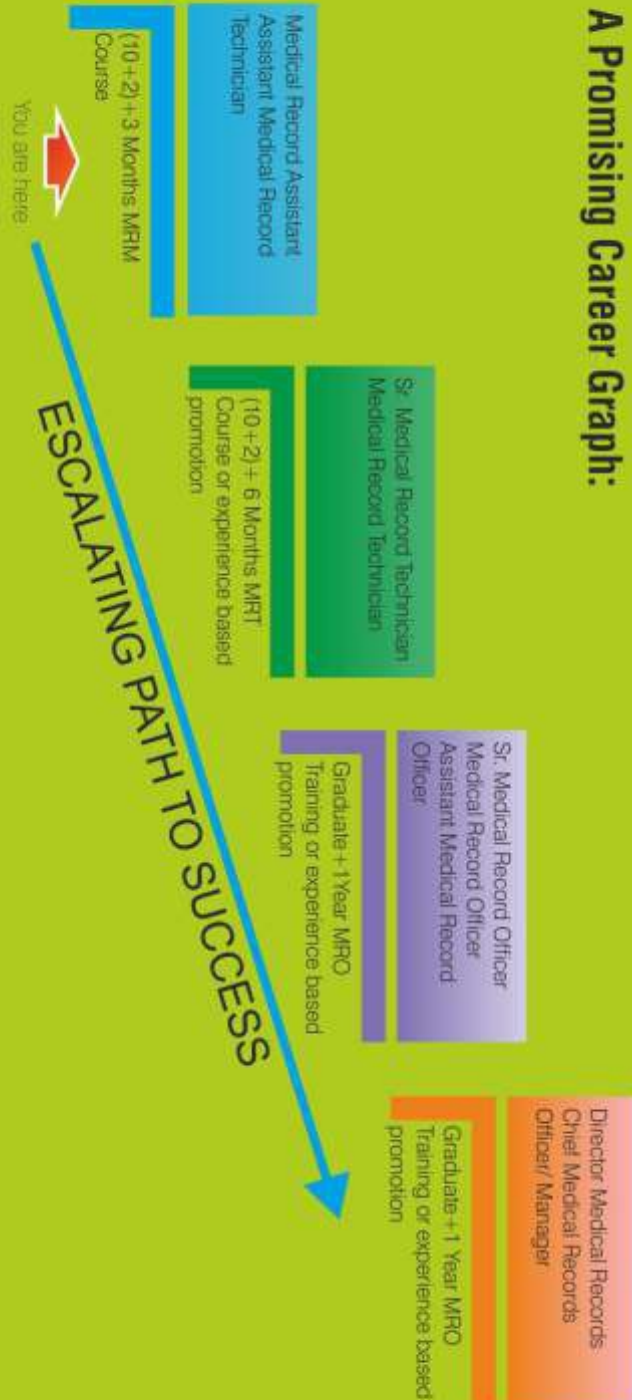


Value Proposition for the Organization:

- Availability of skilled & trained manpower in place for the maintenance of medical records as per NABH/ Statutory requirements.
- In house capacity to generate qualitative and measurable health statistics for day to day planning and strategizing future expansion of the healthcare organization.
- Access to improved quality of health information generated by the hospital using trained resource for planning and improving efficiency of the healthcare facility.

A Promising Career Graph:



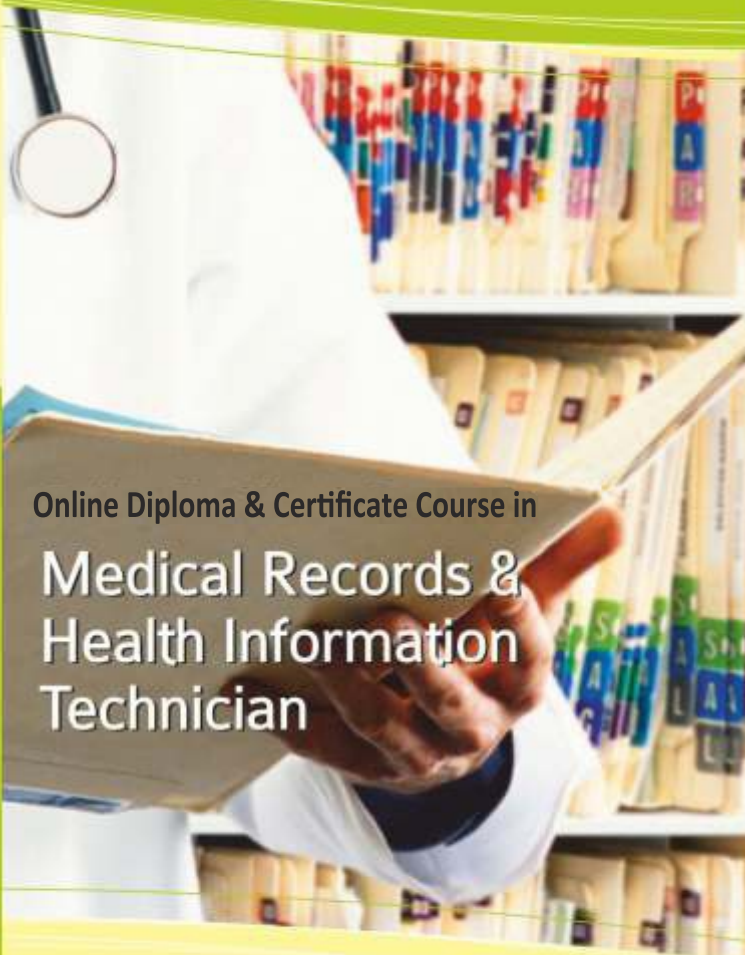
**For Registration Call
8800893636
0124-4546200**

**ASTRON INSTITUTE OF
INTERNATIONAL STUDIES**

Corporate Office :

Surya Kiran Complex, Old Mehrauli Gurgaon
Road, Gurgaon, Haryana (INDIA)-122001

Website : www.astron.international



Online Diploma & Certificate Course in
**Medical Records &
Health Information
Technician**

AIIS offers a distinctive certificate course in Medical Records & Health Information Technician providing the necessary skill and knowledge to successfully manage medical records in healthcare settings.

Course Overview

Medical Records & Health Information Technician (MRHIT) is the science of managing all information related to the operations of a Healthcare Facility. This includes filing and storing patient charts, scanning medical records, ensuring adherence to regulations and retention schedules, and managing the destruction of medical records after their retention period.

This certificate course has been specially tailored for skill enhancement of personnel providing medical record services and for personnel opting to take up medical records management as a career in the field of healthcare.

Learning Objective

To enhance technical skills / work efficiency in the following core areas of health facility management through manual and electronic records:

- Management of inpatient and outpatient medical records.
- Management of inpatient and outpatient department registration services
- Generating hospital statistics including bed occupancy rate, bed turnover rate, average length of stay and cost per patient per bed per day.
- Generating morbidity and mortality statistics by ICD-10 coding of diseases and diagnostic indexing.
- Filing and retrieval of medical records
- Legal aspects of medical records
- Facilitating Medical audit
- Accurate Record Keeping

Eligibility Criteria

Minimum 10+2 pass from central board or any recognized state board.

Course Duration

- 1 Year (online Classes 9 months + 3 months Hospital Training)
- 6 Months (online classes 3 months + 3 months Hospital Training)

Course Content

The course content has been grouped in the following six blocks for execution in three terms of one month each:

Term-1

- Medical Record Science
- Human sciences in relation to Medical Records.

Term-2

- Medical Terminology
- International classification of diseases and related health problems – Medical Coding

Term-3

- Bio-Statistics
- Legal and Ethical aspects of Medical Records.

Each block culminating into a qualifying assignment.

Course Highlights

- Program pedagogy which includes Webinar, Student Faculty Chat by Subject Experts and Project Work.
- Reference subject through E-library.
- Program materials developed by Experts.
- Each block culminating into a qualifying Assignment.
- Credit based teaching outcomes for global application

Course Material: Each student will be provided with the following:

- Soft copy of course content
- Power Point presentations
- Copy of templates used in a hospital setting applicable to medical records.
- Video of group exercises, webinars and live lectures (optional)



Evaluation and Grading

Evaluations will collate candidate performance based on Self Assessment, Term End Assessment, completion of Project Work, participation in Webinar, participation in student-faculty chat. Grading will be done based on alphabetical grade point percentage.

Certification

Successful candidates will be awarded a certificate by the Astron Institute of International Studies

Who Can Join...?

- Quality Executives
- Nursing professionals
- Para-medical Staff/ Secretarial staff in hospitals
- Medical Records Assistant
- Assistant Medical Records Technician
- Executives from Health Insurance companies,
- IT companies dealing with medical records and coding