



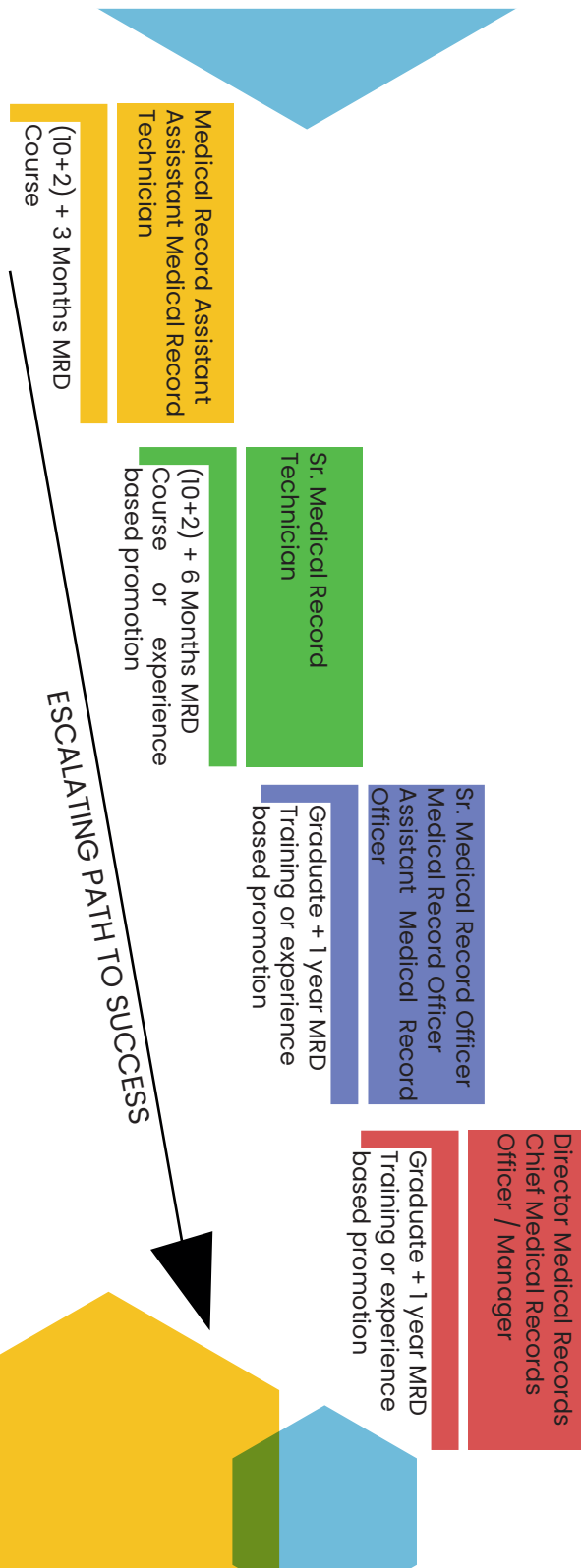
Online Diploma & Certificate Course in Medical Records & Health Information Technician

Contact Us

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About AIIS

Astron Institute of International Studies, an e-learning portal of the Astron Group, focused on achieving academic excellence in healthcare, quality & accreditation of healthcare services and hospital planning & design. We stand out from other e-Learning platform as a leader and offers Enterprise-Wide Training, Team Specific Training, Leadership Development Program, Online & Hybrid Training for Healthcare Professionals. More than 25,000 Healthcare Professionals have been trained and certified by AIIS. With its innovative pedagogy, AIIS has personalized advanced training modules specially catering to the needs of Doctors, Nurses and Paramedical Professionals. We adopt a comprehensive learning pedagogy for upskilling of public sectors through blended approach. We perform a complete life-cycle of online learning, e-Learning solutions development, blended learning, mobile learning, curriculum development, and facilitation of workshop.

Learning Objective

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

- Management of in-patient and out-patient 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-11 coding of diseases and diagnostic indexing
- Filing and retrieval of medical records
- Legal aspects of medical records
- Facilitating Medical Audit
- Accurate Record Keeping

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

Eligibility Criteria

Minimum eligibility is 10+2 (Any Stream) from Central or State Board of Education system.

Program Duration

- 6 Months (3 Months Online theory Classes + 3 Months Hospital Training)
- 1 Year (9 Months Online theory Classes + 3 Months Hospital Training)

Course Highlights

- Program pedagogy which includes Webinar, Student
- Faculty Chat by Subject Experts, Case Studies, assignment 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

Benefits to the Individual

- Become job ready to efficiently perform the tasks of a Medical Laboratory Technician.
- Leadership capabilities to supervise and lead the Laboratory team.
- Develop ability to practise Quality Assurance in Laboratory Services.

Benefits to the Organization

- Skilled human resource for better management of a Medical Laboratory
- Technical support to Laboratory Managers
- Better understanding of user needs and organisational priorities

Evaluations 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

At the end of the program the student will be awarded a Certification from Astron Institute of International Studies and respective hospital for undergoing onj-ob training.