

Unit 8: HIM Function Information

The HIM Department handles a variety of needs and services within the health care facility. They are responsible for duties such as release of information, records processing, coding, dictation, forms management, quality reporting, and medical record audits.

Release of Information

This is section of the department responds to the requests of the medical record. The department will release the proper documents to authorized professions. With the submission of the proper medical records authorization forms we are able to expedite these request accurately and efficiently.

Records Processing

This section of the department prepares and organizes medical record of patients that are discharged from the facility or seen in our several outpatient locations. Records are routinely gathered from all inpatient/outpatient units, organized in proper order for accessibility to continue quality care in accordance with JC and facility regulations.

Coding

Coding is a method that relegates a numeric code to demonstrative and procedural information on a medical classification system. The coders utilize the International Classification of Diseases, ninth Revision, Clinical Modification (ICD-9-CM), which is acknowledged and utilized around the world. The motivation behind these codes is to recover information about particular diseases, break down patterns of illness, and give data for proper charging and audit of procedures.

Dictation and Transcription

This area of the department is needed for tracking and processing of oral reports and distribute complete transcribe records.

Forms Management and Research for Quality and Audit

This section of the department gathers information in view of TJC Information Management Standards-Regulatory Agencies, recognizes issues, and prescribes activities to repair the issues found in patient care arenas. Likewise, this department works with the needed facility forms committees to guarantee that all structures and reports are incorporated to meet medicinal record structures and measures.