



**HIM-Basics and Beyond Workshop**  
**Wednesday June 23, 2010 8:00am to 4:30pm**  
**Presenter: Ellen (Mardoian) Lee, RHIT, CHP**

If you work in the Health Information Management (HIM) department in a Long Term Care facility, this workshop is for you. You will receive an overview of the roles and responsibilities of the HIM department, covering day to day operations, Federal and State Regulations and the functions of the interdisciplinary team regarding clinical records.

***Upon completion of this workshop, participants will:***

- Identify and define day to day operations including opening/closing/thinning of the Medical Record
- Understand how to organize an efficient HIM department
- Distinguish the importance of HIM as an interdisciplinary team member
- Demonstrate understanding of effective auditing and how to create meaningful reports
- Utilize state and federal regulations as a resource
- Explain the RAI process and the scheduling of the frequency of the MDS and assessments
- Define the role of Medical Records as an auditor to the QA & A process

The workshop is from 8:00am to 4:30pm with registration from 7:30am to 8:00am. Participants will receive copies of all handouts, presentations, and reference material. Lunch and snacks will be provided.

**You may also register on-line by using all major credit cards by visiting our C.A.R.E.S. website: [www.clinicaladvisorsllc.com](http://www.clinicaladvisorsllc.com) click on What's New**

*Pending approval of 6.5 CEU's by NCIA board.*

**REGISTRATION - PLEASE PRINT CLEARLY AND RETURN WITH YOUR PAYMENT OF \$159.00**

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