

## **DIPLOMA OF HOSPITAL MANAGEMENT AND MEDICAL RECORDS**

This diploma aims to develop the skills of participants in modern hospital management, including planning, organizing, leading, and controlling hospitals and healthcare facilities. It emphasizes adapting to the changing environment and the modern applications of medical records.

The course exposes students to an understanding of medical records and its integral role to patient healthcare quality and effective health planning. Learners who enroll in this programme undertake various core modules to build their knowledge, skills and competencies for quality data collection, storage, retrieval, and use. To fulfill the requirement of the programme, learners must complete nine core modules, medical records project (Disease classification and coding) and work skills and integrated learning.

**The aim of the recommended curriculum is to produce Medical Record professionals who understand the:**

- Definition and characteristics of 'Good' Medical Record
- Values of 'Good' Medical Record to various users
- Required Characteristics of entries in medical Records
- Responsibility for Medical Record Quality

**They should be able to manage:**

- Analysis of Medical Record-Quantitative & Qualitative and Incomplete Record Control
- Source-oriented, Problem-oriented, and Integrated Health Information Management
- Medical Record Forms and their Content
- Standard Order of Arrangement of Medical Record forms

### **Objectives**

To develop competent professionals who can:

- Enable the health care organization to better manage patient information
- Support health care administrators in routine activities
- Apply the knowledge obtained on specialized areas effectively in the health care system
- Work collaboratively with other health care professionals to achieve a quality service



<b>Program</b>	<b>Diploma of Hospital Management and Medical Records</b>
<b>Credit Hours</b>	<b>72 Credits</b>
<b>Duration</b>	<b>Academic Year (9 Months)</b>

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<b>SUBJECT</b>	<b>CODE</b>	<b>CREDIT HOURS</b>
English Language	EN101	3
Anatomy and Physiology	PA13	6
Medical Terminology	PA11	3
Basic computers and information science	HM101	6
International Classification of Diseases (ICD-10)	HM102	3
Principles of Hospital Management	HM103	3
Communication and soft skills	BA78	3
Hospital Administration	HM104	6
Health Information Management	HM105	3
National Health Programme	HM106	3
Hospital Information System and Hospital Statistics	HM107	3
Hospital Records Standards And Policies	HM108	3
Hospital Information System	HM109	3
Medical Records Managemen	HM110	6
System Practical Training	HM111	18