Title	**Process medical records and related information using a computerised patient database**		
Level	4	**Credits**	5

Purpose	This unit is intended for people working, or intending to work, as administrators in general or specialist medical practice.
	People credited with this unit standard are able to process medical records and related information using a computerised patient database.

Classification	Business Administration > Business Administration Services

Available grade	Achieved

Guidance Information

1   Recommended skills and knowledge for entry:
Unit 32000, *Enter prescribed text accurately using basic keyboarding skills and identify safe ergonomic practices* or Unit 29769, *Use the main features and functions of a word processing application for a purpose*, or demonstrate equivalent knowledge, skills and experience.

2   All activities associated with this unit standard must comply with the requirements of:
Copyright Act 1994
Health and Safety at Work Act 2015
Health Information Privacy Code 1994
Human Rights Act 1993
Injury Prevention, Rehabilitation, and Compensation Act 2001
Privacy Act 2020
and their subsequent amendments.
Current legislation can be accessed at http://legislation.govt.nz/.

3   Reference sources for this unit standard include:
Code of Health and Disability Services Consumers' Rights (1996) (the Code) available from the website of the Health and Disability Commissioner at https://www.hdc.org.nz/your-rights/about-the-code/;

Health Information Privacy Code (1994) available at https://www.privacy.org.nz/the-privacy-act-and-codes/codes-of-practice/health-information-privacy-code-1994/.

4   Definitions
Organisational policies and procedures relate to areas such as management and privacy of personal health information, access to and disclosure of health Information, incidents, complaints, code of conduct, cultural safety and responsiveness, visitors, health and safety.

Outbox refers to a suppository of documents (such as forms, tasks, recalls) that may be sent to a patient from the patient management system. Once processed these documents will then be saved in the patient's record.

5   Other related unit standards include: Unit 18180, *Produce text processed specialist clinical documents from printed information and a recorded dictation source*; Unit 21866, *Demonstrate and apply knowledge to provide medical administration services*; and Unit 21868, *Demonstrate and apply knowledge of hospital clinical administration support services.*

Outcomes and performance criteria

Outcome 1

Process medical records and related information using a computerised patient database.

Performance criteria

1.1   At least five patient medical records are established in the database in accordance with system requirements and organisational policies and procedures.

1.2   At least ten patient appointments are entered and prioritised in the database in accordance with system requirements and organisational policies and procedures.

1.3   Patient appointments are processed in accordance with system requirements and organisational policies and procedures.

        Range   includes production of at least one of each of – patient arrival slip, patient future appointment slip;
                    may include production of an appointment book.

1.4   At least five accounts are prepared and processed in accordance with system requirements and organisational policies and procedures.

        Range   includes – patient invoices, patient receipts, patient statements;
                    evidence of at least one of each is required.

1.5   At least three outbox documents are processed in accordance with system requirements and organisational policies and procedures.

        Range   may include but is not limited to – certificates, letters, recalls, referrals, transfers, consent, enrolment, forms.

1.6   An accounting daybook and/or cash received report and banking documentation are processed through the computerised patient database in accordance with system requirements and organisational policies and procedures.

Planned review date	31 December 2026

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	26 September 2005	31 December 2012
Rollover and Revision	2	9 December 2010	31 December 2017
Rollover	3	16 April 2015	31 December 2022
Review	4	27 February 2020	N/A
Rollover and Revision	5	29 August 2024	N/A

Consent and Moderation Requirements (CMR) reference	0113

This CMR can be accessed at http://www.nzqa.govt.nz/framework/search/index.do.

Comments on this unit standard

Please contact Ringa Hora Services Workforce Development Council qualifications@ringahora.nz if you wish to suggest changes to the content of this unit standard.