

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

Purpose	People credited with this unit standard are able to process medical records and related information using a computerised patient database.
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Classification	Business Administration > Business Administration Services
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Available grade	Achieved
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Entry information	
Recommended skills and knowledge	Unit 102, <i>Consolidate keyboarding skills and produce accurate text based documents</i> , or demonstrate equivalent knowledge and skills.

Explanatory notes

- 1 This unit is intended for people working, or intending to work, as administrators in general or specialist medical practice.
- 2 All activities associated with this unit standard must comply with the requirements of: Health and Safety in Employment Act 1992; Injury Prevention, Rehabilitation, and Compensation Act 2001; Copyright Act 1994; Human Rights Act 1993; Privacy Act 1993; Health Information Privacy Code 1994; and their subsequent amendments.
- 3 Other related unit standards include: Unit 18180, *Produce text processed clinical documents*; Unit 21866, *Demonstrate knowledge required in medical administration roles, and produce medical documents*; and Unit 21868, *Demonstrate knowledge of hospital clinical administration support services*.

Outcomes and evidence requirements

Outcome 1

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

Evidence requirements

- 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 follow-up 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 patient invoices, patient receipts; evidence of at least one of each is required.
- 1.5 Medical claims and schedules are completed in accordance with system requirements and organisational policies and procedures.
- Range includes but is not limited to –
claims – one each of accident compensation (ACC), general medical or specialist, immunisation, maternity;
schedules – one each of immunisation, maternity.
- 1.6 An accounting day book/cash received report and bank deposit forms are prepared and processed in accordance with system requirements and organisational policies and procedures.

Planned review date	31 December 2019
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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	N/A

Consent and Moderation Requirements (CMR) reference	0113
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.