



CASE WESTERN RESERVE
UNIVERSITY
SCHOOL OF MEDICINE

Continuing Medical Education Program

INTENSIVE
COURSE IN

Medical Record Keeping with Individual Preceptorships

June 3-4, 2010

November 4-5, 2010

Case Western Reserve University
Cleveland, Ohio

INTENSIVE COURSE IN

Medical Record Keeping with Individual Preceptorships

Who Should Attend?

The Intensive Course in Medical Record Keeping is designed for physicians in all specialties who need or wish to increase their ability to effectively maintain medical records.

Medical Record Keeping Statement of Need

The need for maintaining complete and accurate patient records has never been more crucial than in today's fast-paced environment. Appropriate record keeping involves not just good medical practice, but also a keen awareness and appreciation of regulatory guidelines, billing issues and legal constraints.

The Intensive Course in Medical Record Keeping is designed for physicians in all specialties who want or need to keep abreast of current concepts and requirements for proper documentation of patient diagnosis, treatment, and follow-up activity. This course has been designed to assist the practitioner as he or she applies key record-keeping principles to enhance quality care and meet compliance standards.

Participant Learning Objectives

After attending this course, participants will be able to:

- State the essential items needed in every medical record
- Properly document medication prescribing and dispensing in an office setting
- Describe the necessity for accuracy and completeness in office records
- Describe different formats for office records
- Construct an office note after a patient visit, which could assist a colleague in caring for that patient
- Discuss the use of "E & M" code for office visits based on HCFA rules
- Identify several of the risks and benefits of electronic record keeping

Educational Design and Methodology

The on-site portion of the program will include presentations with ample opportunity for questions, skill practice and a precepted chart review session (looking at records/charts you will submit at the start of the program).

There will be two additional opportunities to receive feedback on charts/records you submit for review, one at three months and one at six months following the on-site portion of the course. Detailed instructions concerning chart/record submissions will be sent to you upon registration.

AGENDA

Thursday

8:00-8:30 am	Registration
8:30-9:30 am	Overview of Challenges & Imperatives of Good Record Keeping Martin Macklin, MD, PhD
9:30-10:30 am	Legal Requirements for Medical Record Keeping Shannon Jerse, JD
10:30-10:40 am	Break
10:40-11:50 am	Physician Compliance Issues Shannon Jerse, JD
11:50-12:30 pm	Lunch
12:30-2:50 pm	Clinical Decisions and Documentation When Prescribing Controlled Drugs Theodore Parran, MD
2:50-3:00 pm	Break
3:00-4:00 pm	Evaluating Electronic Medical Records Computer Programs Mary Partin, PhD
4:00-5:00 pm	Speech Recognition John Irwin, JD, MD
5:00 pm	Adjourn

Friday

7:30-8:00 am	Registration
8:00-9:30 am	Compliance in the Reporting of Physician Services Cathy Morgan, MA, RHIA
9:30-12:00 pm	Videotape Clips of Doctor-Patient Interaction with an Exercise in Progress Note and Problem List Construction Martin Macklin, MD, PhD
12:00-12:40 pm	Lunch
12:40-1:25 pm	CMS Guidelines Martin Macklin, MD, PhD
1:25-2:40 pm	Review and Discuss Submitted Records
2:40 pm	Adjourn

FACULTY

Course Director

Martin Macklin, MD, PhD

Assistant Clinical Professor of Psychiatry
Case Western Reserve University
School of Medicine

Theodore V. Parran, Jr., MD

Associate Clinical Professor of Medicine
and Family Medicine
Medical Director, CME
Case Western Reserve University
School of Medicine

John R. Irwin, JD, MD

Attorney at Law

Mary Partin, PhD

Director, Information Technology
Cleveland Clinic

Shannon Jerse, JD

General Counsel
St. Vincent Charity Hospital
Deputy General Counsel
Sisters of Charity Health System

Cathy Morgan, MA, RHIA

Business Consultant
Health Information Management

A team of medical records experts

The policy of the Case Western Reserve University School of Medicine CME Program requires that the Activity Director, planning committee members and all activity faculty (that is, anyone in a position to control the content of the education activity) disclose to the activity participants all relevant financial relationships with commercial interests. Disclosure will be made to activity participants prior to the commencement of the activity. The Case Western Reserve University School of Medicine also requires that faculty make clinical recommendations based on the best available scientific evidence and that faculty identify any discussion of "off-label" or investigational use of pharmaceutical products or medical devices.

Accreditation

The Case Western Reserve University School of Medicine is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.

The Case Western Reserve University School of Medicine designates this educational activity for a maximum of **17.5*** *AMA PRA Category 1 Credits*[™]. Physicians should only claim credit commensurate with the extent of their participation in the activity.

**(13.5 for attending the 2 day course and 2.0 for each 3 and 6 month post review)*

Location and Hotel Accommodations

The course will be held at the George S. Dively Building, 11240 Bellflower Rd., Case Western Reserve University, phone (216) 368-0020. Please call the CME Registrar at (216) 983-1239 or (800) 274-8263 for detailed information on location and hotel accommodations or visit us at <http://casemed.case.edu/cme/>.

For More Information

Call Case Western Reserve University, Continuing Medical Education Program, phone (216) 983-1239 or (800) 274-8263 or visit <http://casemed.case.edu/cme/>.

Disclaimer: The information and material provided in this course is intended solely for educational purposes. When actual medical records are reviewed, reviewers provide suggestions and guidelines only. Since rules vary from state to state, it is impossible to address specific issues. Therefore, feedback should not be relied upon for licensure or professional liability purposes. Practitioners should rely on their own professional judgment. Any specific questions should be referred to your own state and legal authorities.

REGISTRATION

Registration Information

The registration fee for this course is \$950. Fees include tuition, educational materials, breakfast, lunch and breaks. An administrative fee of \$125 will be deducted from fees for cancellations made after May 20 (for June course) or October 21 (for November course). All requests for refunds must be made in writing.

Four Ways to Register

1. Register online at <http://casemed.case.edu/cme/>.
2. Mail this completed form with a check payable to Case Western Reserve University for \$950 or complete the credit card information and send to:
Continuing Medical Education Program
10524 Euclid Avenue
Cleveland, Ohio 44106-6026
3. Fax this form with your credit card number to (216) 844-8133
4. Phone (216) 983-1239 or (800) 274-8263 with the information requested below and your credit card number.

Registration Form

June 3-4, 2010 CID #2328
November 4-5, 2010 CID #2331

Intensive Course in Medical Record Keeping with Individual Preceptorships

Name _____

Degree _____ Specialty _____

Address _____

City _____ State _____ Zip _____

SSN (last 4 digits) _____ E-Mail _____

Phone _____ Fax _____

Make checks payable for \$950 to: Case Western Reserve University
or complete credit card information.

MasterCard Visa Discover

Credit card # _____ Card expiration date _____

Signature _____ Date _____

Dietary restrictions? _____ I will need parking

HAPPENINGS IN CLEVELAND

Stay for the Weekend

The Cleveland Orchestra
Ticket information (216) 231-1111

The Cleveland Museum of Art
Information (216) 421-7340

Playhouse Square Center
Ticket information (216) 771-8403

The Cleveland Play House
Ticket information (216) 795-7000

**The Rock and Roll Hall of Fame
and Museum**
Information (888) 764-7625

**The Great Lakes Science Center
and OMNIMAX Theater**
Information (216) 694-2000

Or for more Cleveland activities
visit Positively Cleveland at
<http://www.positivelycleveland.com>