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## **Records Management Test Complete Questions And Answers 2023**

What are the proper procedure for changing items in a paper record Correct Answer: Find the correct information draw single line through error with black ink right date initials and error and enter correct information

List the benefits or advantage of electronic health record Correct Answer: Can be created managed and consulted by authorized providers can bring together current and past visits allows physicians and easily access results

Explain the concept of need to know as it applies to the medical assistant and medical record Correct Answer: Don't look at patient record without the need to only one patient is an office

What are the purpose and ownership of the medical record Correct Answer: Purpose of legal document communication tool among staff or facilities ownership patient under hippa has the right to determine who is allowed to have access

Active records Correct Answer: Records of patients who have been seen within the last three years

In active records Correct Answer: Records of patients who have not been seen in over three years

Closed records Correct Answer: Records of terminated patients

Digital signature Correct Answer: Provides encryption of a signature to prevent unauthorized use

Meaningful use Correct Answer: A set of criteria indicating how certified EHR systems are to be used

SOMR Correct Answer: A type of record or chart where the contents are kept in sections

SOAP Correct Answer: A method of charting a progress note

POMR Correct Answer: A type of record or chart that identifies the patients problems in organizes them

CPOE Correct Answer: Provides the ability to order test prescriptions and referrals using the computer

PHR Correct Answer: Health information stored electronically by the patient

# Records Management Test And Answers

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