Arizona CTE

MEDICAL RECORDS TECHNOLOGIES 51.0707.00

DISTINGUISH AMONG VARIOUS HEALTHCARE DELIVERY SYSTEMS MRT 1.0	**1.1** Identify private healthcare facilities (i.e., hospitals, extended care facilities, long-term care services, etc.) MRT 1.1
	1.2 Identify government healthcare agencies (i.e., public health services, critical access hospitals, etc.) MRT 1.2
	1.3 Identify voluntary health agencies (i.e., American Heart Association, American Cancer society, National Lung Institute, nonprofit hospitals, visiting nurse associations, local service organizations, etc.) MRT 1.3
	1.4 Identify ambulatory care services (i.e., private medical practices, hospital-based ambulatory care services, outpatient surgical services, etc.) MRT 1.4
	1.5 Define subacute and acute care MRT 1.5
USE MEDICAL TERMINOLOGY AS APPLIED IN HEALTHCARE SYSTEMS MRT 2.0	**2.1** Use medical terminology as it relates to patient medical records MRT 2.1
	2.2 Explain the division of medical word parts MRT 2.2
	2.3 Identify medical word combining forms MRT 2.3
	2.4 Explain medical terminology prefixes and suffixes MRT 2.4
DEMONSTRATE AN UNDERSTANDING OF BODY SYSTEMS AND HUMAN ANATOMY MRT 3.0	**3.1** Identify body planes and directions MRT 3.1
	3.2 Identify body cavities [e.g., dorsal cavities (cranial and spinal) and ventral cavities (thoracic, abdominal, pelvic)] MRT 3.2
	3.3 Identify body regions and quadrants MRT 3.3
	3.4 Identify basic structure and describe the function of the skeletal system MRT 3.4
	3.5 Identify basic structure and describe the function of the muscular system MRT 3.5
	Identify basic structure and describe the function of the digestive system MRT 3.6

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	3.7 Identify basic structure and describe the function of the circulatory system MRT 3.7
	3.8 Identify basic structure and describe the function of the respiratory system MRT 3.8
	3.9 Identify basic structure and describe the function of the central and peripheral nervous system MRT 3.9
	3.10 Identify basic structure and describe the function of the urinary system MRT 3.10
	3.11 Identify basic structure and describe the function of the integumentary system MRT 3.11
	3.12 Identify basic structure and describe the function of the endocrine system MRT 3.12
	3.13 Identify basic structure and describe the function of the reproductive system MRT 3.13
	3.14 Identify basic structure and describe the function of the lymphatic and immune system MRT 3.14
	3.15 Describe the medical specialties associated with the body systems (e.g., Cardiologist, OB/GYN, Urologist, Pulmonologist, Dermatologist, Orthopedist, and Otolaryngology) MRT 3.15
EXAMINE THE PROCESS OF MEDICAL CODING MRT 4.0	**4.1** Interpret medical nomenclatures (vocabulary of medical and clinical terms) and classification systems when coding diseases and procedures [e.g., ICD-10-CM (diagnosis), ICD-10-PCS (facility procedure billing codes), CPT (professional procedure codes), and HCPCS (durable medical codes)] MRT 4.1
	4.2 Discuss the links between CPT codes and ICD-10-CM codes in relation to medical necessity for reimbursement for charges billed MRT 4.2
	4.3 Use source documents when coding diseases and operations MRT 4.3
	4.4 Apply processes and procedures for coding diagnoses with accuracy and completeness MRT 4.4
	4.5 Describe the integration of paper records with electronic records through indexing MRT 4.5
APPLY PAYER GUIDELINES MRT 5.0	**5.1** Explain the Medicare National Correct Coding Initiative MRT 5.1
	5.2 Explain third-party payers [e.g., Medicare, Medicaid (AHCCCS), and commercial and private insurers] MRT 5.2

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	5.3 Explain the difference among HMOs, PPOs EPOs IOSs, IPAs, and consumer directed plans MRT 5.3
	5.4 Explain the use of the master patient index to improve quality care, reduce costs, and increase efficiency MRT 5.4
	5.5 Verify accurate collection of proper patient demographic and insurance information MRT 5.5
	5.6 Verify patient insurance eligibility and benefits, authorization, and referral (e.g., pre-authorization, pre-certification, and predetermination) MRT 5.6
	5.7 Interpret remittance advice to determine the financial responsibility of the patient and the insurance company and post payments MRT 5.7
	5.8 Identify accounts that are ready for final billing and how to obtain information for accounts that are not ready for billing MRT 5.8
	5.9 Interpret collection policies and laws for accounts that govern collection [e.g., Federal Trade Commission Act (FTCA) and Fair Debt Collection Practices Act (FDCPA)] MRT 5.9
EXECUTE HEALTHCARE PRIVACY, CONFIDENTIALITY, AND LEGAL AND ETHICAL METHODS RELATED TO MEDICAL RECORDS MRT 6.0	**6.1** Explain HIPAA Privacy Rule standards to maintain compliance with the privacy and security of Protected Health Information (PHI) MRT 6.1
	6.2 Define the safeguards of the HIPAA Security Rule MRT 6.2
	6.3 Apply policies and procedures for use and disclosure of Protected Health Information (PHI) in compliance with HIPAA standards MRT 6.3
	6.4 Identify appropriate release of patient-specific data to authorized users per HIPAA guidelines MRT 6.4
	6.5 Describe how and when to de-identify Protected Health Information (PHI) as directed by HIPAA regulations MRT 6.5
	6.6 Analyze the process for investigating audit compliance MRT 6.6
	6.7 Identify components used in internal audits of medical records (e.g., consent forms, Release of Information forms (ROI), and signature on file) MRT 6.7
	6.8 Evaluate methods to protect patients' rights through legal, moral, and ethical measures (e.g., HIPAA, legal liability, and malpractice) MRT 6.8
PERFORM SCHEDULING AND OTHER MEDICAL OFFICE FUNCTIONS MRT 7.0	**7.1** Obtain and verify patient information for scheduling registration and check-in MRT 7.1
	Schedule patient appointments (paper and electronic) and provide patients with complete appointment information MRT 7.2

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	7.3 Process and maintain security of mail, email, and faxes MRT 7.3
	7.4 Apply telephone etiquette to telephone calls MRT 7.4
	7.5 Obtain prior authorization and benefit information from insurance companies MRT 7.5
	7.6 Process patient for checkout including any additional instructions MRT 7.6
	7.7 Purge and back up patient paper and electronic records MRT 7.7
MAINTAIN THE MEDICAL RECORDS SYSTEM MRT 8.0	**8.1** Collect and input patient demographics (i.e., name, address, contact information, etc.) MRT 8.1
	8.2 Collect and input patient insurance, payment guarantor information, and necessary signed consent forms MRT 8.2
	8.3 Collect and input medical history (i.e., allergies, social history, family history, current medications, etc.) MRT 8.3
	8.4 Record provider services notes and instructions including patient communications regarding the instructions MRT 8.4
	8.5 Record ordered tests and procedures and the results MRT 8.5
	8.6 Explain the purpose of superbills, charge tickets, and encounter forms MRT 8.6
	8.7 Explain the legalities of recording changes, additions, and deletions in the medical record MRT 8.7
APPLY REVENUE MANAGEMENT TASKS MRT 9.0	**9.1** Explain key components in the healthcare revenue cycle (i.e., scheduling, patient registration and eligibility of insurance, upfront patient collections, medical billing and patient collections, etc.) MRT 9.1
	9.2 Explain the financial accounting processes (i.e., primary or secondary insurance to be billed, fees for returned checks, statements, cash-pay fee schedule, doctor's fee schedule, interest or finance charges, etc.) MRT 9.2
	9.3 Explain resource allocation and data analytics when managing budgets MRT 9.3
	9.4 Identify the benefits of revenue management MRT 9.4
UTILIZE MEDICAL RECORDS TECHNOLOGIES REPORTING MRT	**10.1** Describe the basic need for statistical reports for clinical Quality Improvement (QI) measures including the clinical process and financial measures MRT 10.1
	10.2 Compile medical care and census data for continuity of care records (e.g., statistical reports on diseases treated, surgery performed, and use of hospital beds for clinical audits) MRT 10.2

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10.3 Define Diagnosis-Related Groups (DRGs) and outliers when classifying patients for purposes of payment MRT 10.3