



Value Proposition for the Organization :

- Availability of skilled & trained manpower in place for the maintenance of medical records as per NABH/Statutory requirements.
- In house capacity to generate qualitative and measurable health statistics for day to day planning and strategizing future expansion of the healthcare organization.
- Access to imposed quality of health information generated by the hospital using trained recourse for planning improving efficiency of the healthcare facility.

For Registration Call:

0124-4546200,

**Toll Free No. 180030709980,
8800279462**

For more details please
visit us at

www.astroninstitute.in

ASTRON INSTITUTE OF SOCIAL SCIENCES

Corporate Office :

Surya Kiran Complex, Old Mehrauli Gurgaon
Road, Gurgaon, Haryana(INDIA)-122001

Phone: +91-124-4546200, 8800279462

Toll Free No. :180030709980

E-mail : contact@astroninstitute.in

Website www.astroninstitute.in

DIPLMA PROGRAM IN MEDICAL RECORDS & HEALTH INFORMATION TECHNICIAN



International
Accreditation
Organization, USA

A Promise Career Graph:

Medical Record
Assistant
Assistant Medical
Record Technician
(10+2) +3 Months MRM
Course

Sr. Medical Record
Technician
Medical Record
Technician
(10+2) +6 Months MRT
Course or experience based
promotion

Sr. Medical Record officer
Medical Record officer
Assistant Medical Record
Officer
Graduate+1year MRO
Training or experience based
promotion

Director Medical Records Chief
Medical Records
Officer/Manager
Graduate+1year MRO
Training or experience based
promotion

You are here

ESCALATING PATH TO SUCCESS

About AISS

Astron Institute of Social Sciences (AISS), an academic vertical of the Astron Group, Gurgaon, is focused on the intensively growing and continually developing fields of public and community health with emphasis on the underserved section of society at large. It envisions promoting excellence in Healthcare, Research, Education, Training, Skill Enhancement and consultancy services. AISS with its Vision and Mission to contribute to the fulfilment of the National Health Policy 2015 goals is working towards the development of healthcare workforce with specialized skills and knowledge.

Course Overview

Medical Records and Health Information Technicians (MRHIT) is the science of managing all information related to the operations of a Healthcare Facility. This includes filing and storing patient charts, scanning medical records, ensuring adherence to regulations and retention schedules, and managing the destruction of medical records after their retention period.

This Diploma has been specially tailored for his skill enhancement of personnel providing medical records services and for personnel opting to take up medical records management as a career in the field of healthcare.

Learning Objective

To enhance technical skills/work efficiency in the following core areas of health facility management through manual and electronic records:

- Management of inpatient and outpatient medical records
- Management of inpatient and outpatient department registration services
- Generating hospital statistics including bed occupancy rate, bad turnover rate, average length of stay and cost for patient per bed per day.
- Generating morbidity and mortality statistics by ICD-10 coding of diseases and diagnostic indexing.
- Filing and retrieval of medical records
- Legal aspects of medical records
- Facilitating Medical audit
- Accurate Record Keeping

Eligibility Criteria

Minimum 10 + 2 pass from Central Board or any recognized state board.

Course Duration

| Duration | Certification |
|-------------------------|--|
| 1 Years Diploma Program | International Accreditation Organization, USA Astron Institute of Social Sciences |

Course Content

The course content has been grouped in the following six blocks for execution in three terms of one month each:

Term-1

- Medical Records Science
- Human sciences in relation to Medical Records.

Term-2

- Medical Terminology
- International classification of diseases and related health problems-Medical Coding

Term-3

- Bio-Statistics
- Legal and ethical aspects of Medical Records.

Each block culminating into a qualifying assignment.

Course Highlights

- Accredited by International Accreditation Organization, USA.
- Course Pedagogy with blended approach and in line with global practices.
- Appropriate interplay of course work and clinical work.
- Classroom lectures and skill lab by subject experts and market leaders.
- On the job training in state of the art healthcare facilities.
- State of the Art Library with latest resources.
- Students encouraged for self-directed learning.
- Guided article review and case presentations.



- Quality Executives
- Nursing professionals
- Para-medical Staff/Secretarial staff in hospitals
- Medical records Assistant
- Assistant Medical Record Technician
- Executives from health insurance companies,
- IT companies dealing with the medical records and coding
- Graduates
- 10 +2 pass outs

Evaluation and Grading

- Classroom Assessment
- Project Work
- Group Work
- Case Presentation
- Article Review