

# Outline

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## Course Schedule:

- Hour One - Definition of Medical Records; Patient Information; SOAP Notes; Privacy and Confidentiality; Role of Insurance
- Hour Two - Consents and Legal Requirements; Legal Ramification; Filing and Records Maintenance Requirements; Reports and Financial Records

# Objectives

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- Introduce healthcare providers to the standards of care regarding medical records
- Identify types of medical records
- Learn best practices in record keeping techniques