XCELERATE TRAINING INSTITUTE

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HEALTHCARE MANAGEMENT

Medical Records and Health Information Management Training Course

Accurate, Secure and Compliant Health Records

DURATION	LANGUAGE	FORMAT	COURSE CODE
3 days	English or Arabic	Classroom / Online	TTC-137

Upcoming dates

Dates	Venue	Format	Fee
22 – 24 Mar 2027	Paris	Classroom	€3,200
17 – 19 May 2027	Live online	Online (live)	€900
7 – 9 Jun 2027	Singapore	Classroom	€3,900
13 – 15 Sep 2027	Amman	Classroom	€2,600
22 – 24 Nov 2027	Live online	Online (live)	€900
20 – 22 Dec 2027	Amsterdam	Classroom	€3,200

Register or ask a question

Online: x8ti.com/course/medical-records-and-health-information-management-tr…

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Medical Records and Health Information Management Training Course

Introduction

Health records are essential for patient care, billing, quality measurement and legal protection. Accurate documentation, coding and secure management of health information are core requirements for every healthcare provider.

This course covers health information management: documentation standards, medical records management, coding basics, data quality, privacy and electronic health records.

Learning Objectives

By the end of this course, participants will be able to:

- Understand health information management principles
- Apply documentation standards
- Manage medical records and retention
- Understand clinical coding basics
- Protect patient privacy and confidentiality
- Improve health data quality

Training Methodology

This course combines short expert presentations with practical exercises, case studies from the Gulf and international organisations, group discussions and work with real templates and tools. Participants are encouraged to bring examples from their own work so that the learning can be applied immediately.

Participants review sample records and conduct documentation audits.

Benefits for Your Organisation

- Accurate, complete health records
- Improved billing and coding accuracy
- Compliance with privacy rules
- Better data for decisions

Benefits for You

- Health information management skills
- Documentation audit techniques
- Coding awareness
- Privacy knowledge

Who Should Attend

This course is designed for:

- Medical records staff
- Health information managers
- Coding and billing staff
- Quality staff
- Clinical documentation specialists

Course Outline

Day 1: Health Information Management

- Role of health information management
- Documentation standards
- Paper and electronic records
- Record retention and archiving
- Release of information

Day 2: Coding and Data Quality

- Clinical coding basics
- Coding and billing links
- Documentation improvement
- Data quality audits
- Health statistics

Day 3: Privacy and Systems

- Patient privacy and confidentiality
- Health data protection laws
- Electronic health record management
- Access control
- Action plan

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Registration Form

Medical Records and Health Information Management Training Course

Preferred dates: ..... Venue or online: .....

Duration: 3 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Email: .....

Payment

☐ Please invoice me ☐ Please invoice my company

Signature: ..... Date: .....

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Register online
Open the course page