

## Unit 3 Assignment: The Medical Record – Documentation and Risk Assessment

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### Unit outcomes addressed in this Assignment:

- Describe the importance of a medical record audit.
- Explain the difference between a new and existing patient and discuss the physician's role in proper documentation for services.
- Effectively discuss the medical manager's role in risk management.

### Course outcome(s) addressed in this Assignment:

**MO270-2:** Identify risk assessment practices in the medical office.

### Instructions:

This Assignment focuses on the significance of proper documentation in a medical record. In a Microsoft® Word® document, describe the following:

- What is the role of the medical manager in risk management? (Minimum of one paragraph)
- List the two types of medical audits and then describe what each ones means.
- How is the medical record used as a communication tool? (Insurance companies, clearinghouses, courts?)
- How does the medical record affect a medical mal practice lawsuit?
- Your responses for the entire Assignment should total around 300 words and include all references in APA format. For help with writing your paper and APA formatting, please visit the Kaplan Writing Center. There is also a writing center resources document available in Doc Sharing.

### Unit 3 Assignment Grading Rubric = 75 points

Assignment Requirements	Points possible	Points earned by student
Student effectively discusses the role of a manager in risk management.	10	
Student list the two types of medical audits and describe what each ones means. (15 points each)	15 15	
Student discusses how the medical record is used as a communication tool. Provides at least three examples) (5 points each) Example: Insurance companies, clearinghouses, courts.	15	

