

Course: Health Records Management

Lecture: 1 Answers to Introduction to Health Records Management

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1) What is Health Records Management and why is it important in healthcare delivery?

Health Records Management is the systematic process of creating, organizing, maintaining, and safeguarding patient health information for effective use in healthcare. It is important because it ensures continuity of care, supports clinical decision-making, provides legal evidence, facilitates research, and improves healthcare planning and policy.

2) Differentiate between health records and health information, giving examples.

Health records refer to the documented patient files, whether paper-based or electronic, containing details of medical history, treatment, and outcomes. Health information, on the other hand, is the data extracted and analyzed from these records for purposes such as disease surveillance, healthcare management, or public health policy. For example, a patient's medical chart is a health record, while aggregated hospital admission statistics represent health information.

3) What are some of the key functions of health records management in modern healthcare systems?

Key functions include:

- Supporting patient care by providing accurate medical histories.
- Facilitating communication among healthcare providers.
- Ensuring legal protection for patients and practitioners.
- Assisting in hospital administration and resource planning.
- Providing data for medical research, education, and public health surveillance.