

Records Management



Study Guide For Certified Records Manager Exam

Irene Place,David Hyslop

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What's Inside:

- SECTION I: Core CCMA Content Review: Foundational Knowledge, Basic Science, Anatomy, Physiology by Body Systems, Clinical Patient Care Procedures, EKG, Injections, Emergencies, etc.
- Patient Care Coordination, Education, Administrative Assisting, Office Procedures, Communication, Professionalism, and Ethics.
- Medical Law, Confidentiality, and the Scope of Practice.
- SECTION II: Study Aids: Quick Reference Tools, Lab Values, Cheat Sheets, Injection Site Angle Charts, ECG Waveform Interpretation Guides, Dosage Calculation Tips, Emergency Protocols, Printable Study Worksheets, and More.
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weakest areas with detailed explanations for every answer SECTION IV Five Full Length Mock Exams Each 150 question test replicates the structure difficulty and timing of the actual CCMA exam to build stamina and exam day confidence SECTION V Final Exam Toolkit From last minute hacks to test day checklists and printable planners we provide tools to keep you focused organized and mentally ready Mapped to the Official 2025 2026 CCMA Exam Blueprint Tailored for Moderate to Advanced Learners Created by Experienced Healthcare Educators Hundreds of Realistic High Quality Questions with Explanations Optimized for Self Paced and Classroom Use Whether you're planning months ahead or brushing up last minute this CCMA Study Guide for 2025 2026 is the trusted resource to help you pass with flying colors and take the next big step in your healthcare career *ICD-9-CM Inpatient Coding Reference and Study Guide* Ba Kobayashi, 2010-07 If you need to have a strong understanding of how ICD 9 CM diagnosis and procedure codes are determined then you have chosen the right book ICD 9 CM Inpatient Coding Reference and Study Guide The author designed a book that goes beyond the fundamentals that gets into the details of ICD 9 CM diagnosis and procedure code assignment as would be experienced on the job This user friendly reference teaches coders how to handle many coding situations while also being comprehensive enough to teach someone with a basic knowledge of medical coding how to move to the next level of advanced inpatient coding Updated every year to reflect the annual ICD 9 CM coding changes the text enables HIM professionals to master the concepts of medical coding while also gaining critical knowledge to pass the CCS exam administered by AHIMA and the CPC H exam from the AAPC The book also serves as an excellent desk reference and resource for coders who need to refresh their ICD 9 CM coding skills Among the topics covered in Volume 1 are inpatient coding guidelines coding conventions coding tables and a drug reference However the heart of this manual is the body system analysis based on chapters 1 17 of the Tabular list in Volume I of the ICD 9 CM Official Coding Guidelines The chapters are categorized by body system such as respiratory digestive et al The chapters in this study guide follow the same sequence as the Official Coding Guidelines All chapters in addition to highlighting basic coding guidelines contain situation based coding tips and coding examples A quiz follows each chapter reinforcing concepts in a rigorous manner that applies directly to the professional coding environment The book also contains a selective discussion of invasive procedures that the coder will most likely encounter on the job and on the exam At the end of ICD 9 CM Inpatient Coding Reference and Study Guide are 15 case studies providing the reader with an opportunity to assess their ICD 9 CM coding skill set and speed at coding inpatient medical records Each record contains a face sheet history physical progress notes and answer sheet Some of the case studies contain ER reports consultations as well as operative and pathology reports The answer key at the end of this study guide contains a rationale for all code assignments 456 short answer questions 116 multiple choice questions 15 full medical record case studies Each question is highly relevant and reflects a coding situation most hospital based inpatient coders will face The text strives to ensure the reader understands every diagnosis and procedure discussed thorough discussion of symptoms standard treatment protocols

and medications Coding examples and quizzes help clarify the information presented Linda Kobayashi BA RHIT CCS has been a coder and coding manager for almost 20 years Since 1998 Ms Kobayashi has owned and operated Codebusters Inc a nationwide coding consulting company Widely regarded as a medical coding and auditing expert she has conducted workshops on a variety of coding topics including CCS Exam preparation workshops Throughout her career the author has remained professionally active as an AHIMA member as well as a member of her state association CHIA California health Information Association Her formal training includes a teaching credential from California State University Los Angeles a B A degree in English Literature from University of California Los Angeles an RHIT from AHIMA after completing the RHIT program at East Los Angeles College and a CCS certificate from AHIMA Extensive experience as a hands on coder auditor and educator and has given the author the expertise to help coders prepare for the professional coding environment

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