

# QMRK

Quality Medical Record Keeping for Health Care Professionals

## 2018

Click here  
to register  
now!



## Where

University of Florida Family Medicine Clinic  
Ken R. Lewis Memorial Conference Room  
Residency Building - 1255 Lila Avenue  
Jacksonville, Florida 32208

## When

**Saturday Mornings**  
**8:00 a.m. – 12 Noon**

January 20, 2018  
March 17, 2018  
May 19, 2018  
July 21, 2018  
September 15, 2018  
November 17, 2018

Limited Availability  
Per Class  
Register Early!



**FMA**  
**Accreditation**  
**PROGRAM**  
How Physicians Earn Quality CME

Designed to Help Health Care Professionals Maintain and  
Improve Their Medical Record Keeping Skills

# Course Objectives

At the conclusion of this course, the participant will be able to:

- Understand the functions and principle components of the medical record,
- Recognize the basic principles of sound medical record keeping practices and procedures,
- Identify common mistakes in medical record charting which can impact negatively on patient care,
- Assess/evaluate the quality of his/her own medical records and implement changes which will improve medical record quality and avoid potential risk for professional and/or legal sanction.

## Phase I 5 AMA Category 1 Credit Hours

- 1 hour **“The Record that Serves and Protects”**  
Read materials to prepare for on-site instruction.
- 4 hours **Saturday Morning On-Site Instruction**  
One hour didactic lecture, two hour audit practicum, one hour critique of participant’s records as indicated below.
- 8:00 – 9:00 AM  
**Basic principles of Medical Record Keeping and Explanation of Record Audit Process**  
— Faculty
- 9:00 – 11:00 AM  
**Critique of Participant’s Office Records**  
— Assigned Preceptor
- 11:00 – 12 Noon  
**Critique of Audit Practicum**  
— Assigned Preceptor

## Phase II 3 AMA Category 1 Credit Hours

(Follow-up Audit in 4-6 Weeks)

- 2 hours **Self Audit**  
Detailed self-audit of records using audit criteria provided by the course.
- 1 hour **Critique of Self-Audit**  
Preceptorial review of the participant’s records, audit results and a written critique to participant.

**A certificate of credit will be issued upon completion of the full eight-hour course. Completion of Phase I through Phase II takes approximately six (6) weeks, provided all deadlines are timely met. The timeframe of this course cannot be adjusted to accommodate the participant’s deadline, so register early! No partial credit will be given.**

**Non-Refundable Registration Fee: \$1,500**

Note: If fewer than three people register for a specific date, that course will be cancelled and those participants will be re-scheduled for the next available course. Participants are advised not to book non-refundable flights too far in advance.

### For More Information Contact:

Nancy Wisham, Education Coordinator  
Florida Medical Association  
P.O. Box 10269  
Tallahassee, FL 32302

nwisham@flmedical.org  
800.762.0233

### Accreditation/Credit Statement

The Florida Medical Association is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.

The Florida Medical Association designates this live activity for a maximum of eight (8) AMA PRA Category 1 Credit(s)<sup>™</sup>. Physicians should only claim credit commensurate with the extent of their participation in the activity.



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# Faculty 2018

**Linda Wilson, D.O.** \* received her medical degree from the University of Osteopathic Medicine and Health Sciences, Des Moines, Iowa. She has served as an instructor for the medical record keeping course since 1997 and has been the course's Acting Medical Director since 2002. She completed a general rotating internship at Botsford Hospital, Farmington Hills, Michigan and her Family Practice Residency at Providence Hospital, Southfield, Michigan. She is currently a Clinical Assistant Professor in the Department of Community Health and Family Medicine and has been on faculty since 1996. She also has been the clerkship director for UF Family Medicine in Jacksonville campus since 2000.

**Jan Meires, EdD, ARNP, MN** \* Professor received her Master of Nursing from Wichita State University and her Post Master's Family Nurse Practitioner status from the University of Florida. She received her Doctorate in Education and Health Science Research from the University of North Florida in 2001. She presently serves as Professor, College of Health, at the University of North Florida, Jacksonville, Florida.

**\*No relevant financial disclosures.**

**The planners of this course have no relevant financial disclosures.**

# Course Dates and Deadlines

Saturday Dates	4wks Registration Deadline	3wk Medical Records Deadline
January 20, 2018	12-23-17	12-30-17
March 17, 2018	2-17-18	2-24-18
May 19, 2018	4-21-18	4-28-18
July 21, 2018	6-23-18	6-30-18
September 15, 2018	8-18-18	8-25-18
November 17, 2018	10-20-18	10-27-18

\*\*IF THE MEDICAL RECORDS AS DESCRIBED BELOW ARE NOT RECEIVED BY THE ABOVE RECORDS DEADLINE DATE, YOU WILL NOT BE ABLE TO PARTICIPATE IN THAT CURRENT MONTH'S COURSE. YOU WILL AUTOMATICALLY BE RE-SCHEDULED FOR THE NEXT AVAILABLE COURSE AND NOTIFIED.

To assist the faculty in assessing your current record keeping practices, we ask that you supply **SIX (6) sets of records** (i.e., progress notes, flow sheets, labs, x-ray/EKG, correspondence, etc). These records must be received at least three weeks prior to the course date. Do not send original records! If original records are received by this office, they will be returned as unacceptable. Please make complete copies of all records and be sure to black out all information that might lead to identification of the patient, including name, address, telephone numbers, social security number and insurance number and forward same by regular mail to: Florida Medical Association, Inc., (Attention: Nancy R. Wisham, Education Coordinator) or by over-night delivery to 1430 Piedmont Drive E., Tallahassee, FL 32308. **You may also fax the records to 850.224.6627 or email them to [education@flmedical.org](mailto:education@flmedical.org). PLEASE INDICATE WHERE PATIENT #1, #2, etc. begins through all six (6) charts.**