

QMRK

Quality Medical Record Keeping for Health Care Professionals



2025

Click here
to register
now!

Where

Virtual Livestream Webinar by
the Florida Medical Association
in Tallahassee, FL 32308

Phone: 850-224-6496

Fax: 850-224-6627

When

Saturday Mornings

8:00 a.m. – 12 Noon (EST)

February 1, 2025

June 7, 2025

October 4, 2025

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-line/on-site instruction.
- 4 hours** **Saturday Morning Instruction**
One hour didactic lecture, two hour audit practicum, one hour critique of participant’s records as indicated below.
- 8:00 – 9:00 AM (EST)**
Basic principles of Medical Record Keeping and Explanation of Record Audit Process — *Faculty*
- 9:00 – 11:00 AM (EST)**
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 time frame 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 canceled and those participants will be re-scheduled for the next available course.

For More Information Contact:

Nancy Wisham, Education Coordinator
Florida Medical Association
1430 Piedmont Dr E
Tallahassee, FL 32308
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)*[™]. Physicians should only claim credit commensurate with the extent of their participation in the activity.



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Faculty 2025

Arnold Mackles, M.D., MBA* practiced hospital based neonatal medicine in Florida for over twenty-two years after completing a Pediatric Residency at Lenox Hill Hospital in New York City, and a Fellowship in Neonatology at The Cornell University Medical Center. In addition to receiving an MBA from Nova Southeastern University he obtained his license as a Healthcare Risk Manager through studies at the University of South Florida. He was elected to the Board of Directors of The Florida Society for Healthcare Risk Management and Patient Safety for a two-year term from 2006-2008, and again for a one-year term from 2014-2015. He has served as an instructor with the University of Florida Distance Education Risk Management and Patient Safety Program, and also participated as a faculty member of the University of South Florida Risk Management Licensure Program. In addition, he is the author of multiple on-line continuing education courses on patient safety topics for The Sullivan Group. He now devotes full time to risk management and patient safety issues.

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	4 weeks Registration Deadline	3 weeks Medical Records Deadline
February 1, 2025	January 4, 2025	January 11, 2025
June 7, 2025	May 10, 2025	May 17, 2025
October 4, 2025	September 6, 2025	September 13, 2025

****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) complete 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. Make sure you maintain a set of these records also as they will be used during the structured audit. 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 identify them as Patient #1, #2, #3, #4, #5 and #6. Also be sure to **BLACK OUT** all information that might lead to identification of the patient, including name, address, telephone numbers, social security number, insurance numbers and then **forward same by email to nwisham@flmedical.org or by over-night delivery to: Florida Medical Association, Inc., (Attention: Nancy Wisham, Program Administrator), 1430 Piedmont Dr East, Tallahassee, FL 32308. You may also fax the records to Nancy Wisham @ 850.224.6627.**