The Medical Records department responsible for the scope of services

1. **Assembly and Analysis of Medical Records**:

   o This involves collecting, organizing, and reviewing patient medical records to ensure completeness, accuracy, and compliance with legal and regulatory standards.

   o Analysis may include identifying trends, ensuring proper documentation, and supporting clinical and administrative decision-making.

2. **Coding and Indexing of Medical Records**:

   o Medical coders translate diagnoses, procedures, and treatments into standardized codes (e.g., ICD-10, ICD-9-CM) for research, and statistical purposes.

   o Indexing ensures that records are categorized and stored in a way that allows for easy retrieval and reference.

3. **Filing and Retrieval of Medical Records**:

   o This involves the systematic storage of physical or electronic medical records to ensure they are secure, organized, and accessible when needed.

   o Retrieval services ensure that authorized personnel can access records quickly for patient care, legal requests, or other purposes.

4. **Scanning of Medical Records**:

   o This involves converting paper-based medical records into digital formats for easier storage, access, and sharing within electronic health record (EHR) systems.

   o Scanning ensures that records are preserved and integrated into modern healthcare systems.

The Medical Records department plays a critical role in maintaining the integrity, confidentiality, and accessibility of patient health information, supporting both clinical care and administrative functions.