Healthcare Records Management Training Course

Professional Development Training Course Outline

Category	Library Institute	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Healthcare Records Management Training Course is designed to develop advanced skills in electronic health records (EHR), medical documentation, health information management, data security, compliance, and digital healthcare transformation. Effective healthcare records management is a critical component of modern healthcare systems, enabling accurate patient information flow, improved clinical decision-making, regulatory compliance, and enhanced patient safety. This course integrates healthcare data governance, information lifecycle management, privacy protection, and emerging health technology trends to equip professionals with practical expertise in managing healthcare information efficiently.

The course focuses on global best practices in healthcare information management, including standards for medical records, data quality improvement, cybersecurity, interoperability, and healthcare analytics. Participants will gain knowledge of international healthcare regulations, electronic medical record systems, record retention strategies, and risk management approaches. Through practical case studies from leading healthcare organizations worldwide, this training enhances operational efficiency, strengthens healthcare service delivery, and supports digital health innovation.

Programme Curriculum

Healthcare Records Management Training Course

Introduction

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Course Objectives

By the end of this course, participants will be able to:

1. Understand advanced healthcare records management principles and global health information standards.
2. Apply electronic health records (EHR) management strategies for improved healthcare delivery.
3. Develop effective medical documentation and information governance frameworks.
4. Implement healthcare data security, privacy, and confidentiality practices.
5. Analyze healthcare information systems for operational improvement.
6. Apply regulatory compliance requirements in healthcare records management.
7. Improve healthcare data quality, accuracy, and accessibility.
8. Manage healthcare records lifecycle processes effectively.
9. Utilize digital health technologies for modern information management.
10. Implement cybersecurity practices for protecting patient information.
11. Develop strategies for healthcare information auditing and monitoring.
12. Enhance interoperability between healthcare information systems.
13. Apply international best practices in healthcare records administration.

Organizational Benefits

1. Improved healthcare information accuracy and accessibility.
2. Enhanced compliance with healthcare regulations and standards.
3. Stronger patient data security and confidentiality protection.
4. Increased efficiency in healthcare documentation processes.
5. Better decision-making through reliable healthcare information.
6. Reduced risks associated with poor records management.
7. Improved digital transformation capabilities.
8. Enhanced staff productivity and operational performance.
9. Better patient care coordination and service delivery.
10. Strengthened organizational reputation and healthcare quality standards.

Target Audiences

1. Healthcare Records Officers and Medical Information Managers
2. Hospital Administrators and Healthcare Executives
3. Health Information Technology Specialists
4. Medical Coding and Documentation Professionals

5. Nurses and Clinical Support Staff
6. Healthcare Compliance and Risk Management Officers
7. Data Protection and Cybersecurity Professionals
8. Public Health and Healthcare Research Professionals

Course Duration: 5 days

Course Modules

Module 1: Fundamentals of Healthcare Records Management

- Introduction to healthcare records management concepts, principles, and international standards.
- Understanding the importance of accurate medical records in patient care improvement.
- Healthcare information lifecycle management and documentation processes.
- Roles and responsibilities of healthcare records professionals.
- Case study: Mayo Clinic healthcare information management practices.
- Developing effective healthcare records management frameworks.

Module 2: Electronic Health Records (EHR) Management

- Overview of electronic health record systems and digital healthcare transformation.
- Managing EHR implementation, maintenance, and optimization.
- Understanding healthcare information interoperability challenges.
- Data migration strategies for healthcare technology systems.
- Case study: NHS Digital transformation and electronic records implementation.
- Improving clinical workflows through EHR solutions.

Module 3: Healthcare Data Security and Privacy Management

- Principles of healthcare data protection and confidentiality.
- Implementing cybersecurity strategies for medical information systems.
- Understanding healthcare privacy regulations and compliance requirements.
- Managing access controls and information security policies.
- Case study: HIPAA compliance practices in United States healthcare organizations.
- Preventing healthcare data breaches and cybersecurity risks.

Module 4: Medical Documentation and Information Quality Management

- Standards for effective clinical documentation and record accuracy.
- Improving healthcare data quality through validation processes.
- Managing incomplete, duplicate, and inaccurate medical records.
- Documentation auditing and quality improvement strategies.
- Case study: Singapore healthcare documentation quality programs.

- Enhancing reliability of healthcare information systems.

Module 5: Healthcare Records Governance and Compliance

- Developing healthcare information governance frameworks.
- Understanding legal requirements for healthcare records retention.
- Managing healthcare audits and regulatory inspections.
- Implementing policies for healthcare information accountability.
- Case study: European healthcare GDPR compliance approaches.
- Strengthening organizational compliance and risk management.

Module 6: Healthcare Records Storage, Retention, and Disposal

- Healthcare records storage methods and management strategies.
- Applying physical and digital records retention policies.
- Secure disposal procedures for confidential healthcare information.
- Managing archival systems and information retrieval processes.
- Case study: Australian healthcare records preservation practices.
- Improving records accessibility and operational efficiency.

Module 7: Healthcare Information Systems and Analytics

- Introduction to healthcare information systems and data analytics.
- Using healthcare data insights for strategic decision-making.
- Integrating healthcare databases and reporting platforms.
- Understanding health information dashboards and performance metrics.
- Case study: Kaiser Permanente healthcare analytics solutions.
- Supporting evidence-based healthcare management.

Module 8: Future Trends in Healthcare Records Management

- Exploring artificial intelligence and automation in healthcare records.
- Understanding blockchain applications in healthcare information security.
- Emerging trends in digital health and smart healthcare systems.
- Preparing organizations for future healthcare technology changes.
- Case study: Global digital health innovation initiatives.
- Developing sustainable healthcare information management strategies.

Training Methodology

- Interactive instructor-led presentations covering healthcare records management concepts.

- Practical exercises focused on healthcare documentation and information systems.
- Real-world global case studies from hospitals and healthcare organizations.
- Group discussions on healthcare data security and compliance challenges.
- Demonstrations of healthcare information management technologies.
- Scenario-based learning to improve problem-solving and decision-making skills.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

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