



Association of Healthcare Providers (India)

**AISS**  
ASTRON INSTITUTE OF SOCIAL SCIENCES



Online Certificate Course in  
**Medical Records & Health Information Technician**

## Value Proposition for the Organization:

- Availability of skilled & trained manpower in place for the maintenance of medical records as per NABH/ Statutory requirements.
- In house capacity to generate qualitative and measurable health statistics for day to day planning and strategizing future expansion of the healthcare organization.
- Access to improved quality of health information generated by the hospital using trained resource for planning and improving efficiency of the healthcare facility.

## A Promising Career Graph:



For Registration Call  
**0124-4546200**  
**0124-4009264**  
**8800893636**

For more details please visit us at  
[www.astroninstitute.in](http://www.astroninstitute.in)

### ASTRON INSTITUTE OF SOCIAL SCIENCES

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Accredited by



## About AISS

Astron Institute of Social Sciences, an academic vertical of Astron Hospital & Healthcare Consultants Pvt. Ltd, Gurgaon, is focused on the intensively growing fields of public and community health with emphasis on the underserved section of society at large. It envisions promoting excellence in Healthcare, Research, Education, Training, Skill Building, Skill Enhancement and Consultancy Services. AISS, with its vision and mission to contribute to the fulfilment of the National Health Policy 2015 goals is working towards the development of healthcare workforce with specialised skills and knowledge.

AISS has been accredited by International Accreditation Organization, USA and affiliated with credible organizations like Healthcare Sector Skill Council, a non statutory body of Govt. of India and Association of Healthcare Providers of India.

## Course Overview

Medical Records & Health Information Technician (MRHIT) is the science of managing all information related to the operations of a Healthcare Facility. This includes filing and storing patient charts, scanning medical records, ensuring adherence to regulations and retention schedules, and managing the destruction of medical records after their retention period.

This certificate course has been specially tailored for skill enhancement of personnel providing medical record services and for personnel opting to take up medical records management as a career in the field of healthcare.

## Learning Objective

To enhance technical skills / work efficiency in the following core areas of health facility management through manual and electronic records:

- 1) Management of inpatient and outpatient medical records.
- 2) Generating hospital statistics strategical planning at the hospital
- 3) Evidence based management of medicolegal issues arising in the hospital

## Eligibility Criteria

Minimum 10+2 pass from central board or any recognized state board.

## Course Duration

- 3 months online course with 2 days contact program supported by expert faculty and exposure visit.

## Course Content

The course content has been grouped in the following six blocks for execution in three terms of one month each:

### Term-1

- Medical Record Science
- Human sciences in relation to Medical Records.

### Term-2

- Medical Terminology
- International classification of diseases and related health problems – Medical Coding

### Term-3

- Bio-Statistics
- Legal and Ethical aspects of Medical Records.

Each block culminating into a qualifying assignment.

## Course Highlights

- Course content approved by Healthcare Sector Skill Council, a non statutory body of Govt. of India.
- Course content designed for ready application to NABH standards / NABH accreditation.
- Course Pedagogy (in line with global practices): Differentiator 50% theory and 50% application based teaching.
- Application based online teaching through virtual class rooms, white board, webinars, E-group work / presentation, live lectures by subject experts, chats, instant messaging, blogs screen shares, project work.
- Contact program for onsite learning
- Reference subject content through E library.
- Credits based teaching outcomes for global application.

## Course Material:

Each student will be provided with a Hard and soft copy of course content, Student Handbook, Online & offline learner support and Recorded Video of group exercises, webinars and live lectures (optional)



## Evaluation and Grading

Evaluation will collate candidate performance based on assessments, completion of project work, participation in E group work, webinar, chats, usage of E library and participation in contact program, both by AISS and HSSC.

Grading will be done based on Letter grade point percentage / percentile.

## Certification

Successful Candidates will be awarded a certificate by the Healthcare Sector Skill Council, Astron Institute of Social Sciences, Association of Healthcare Providers (India) and International Accreditation Organisation, USA.

## Who Can Join

- Quality Executives
- Nursing professionals
- Para-medical Staff/ Secretarial staff in hospitals
- Medical Records Assistant
- Assistant Medical Records Technician
- Executives from Health Insurance companies,
- IT companies dealing with medical records and coding
- Graduates • 10+2 passouts

“Future of healthcare would revolve around in being SMART. Efficient management of medical records within a healthcare facility would require competent technicians to manage this important function”

**Train your staff with this NABH compliant course.**

**Dr. Girdhari Gyani**  
**Founder & Director General**  
**AHPI**