



**IHRIM** Institute of Health Records & Information Management

Institute of Health Records  
and  
Information Management

**HEALTH INFORMATICS EXAMINATION**

Foundation Level

Syllabus and Regulations

[UK and Overseas]

Effective for May 2017 Examination

## Examination Regulations

1. The Examining and Awarding Body is the Institute of Health Records and Information Management and the Examination is open to candidates in the UK and Overseas.
2. Only candidates who have been officially accepted by the Institute for Student Membership and who meet all the regulations will be allowed to attempt the Examination. Examination candidates must be fully paid-up members of the Institute.
3. Application forms for Student Membership may be obtained from the IHRIM Office. Applicants will normally have had 12 month's experience of Health Records practice or work in a related field for a period of 12 months.
4. The Examination will normally be held on the fourth Monday of May each year.
5. The Examination will be held in designated centres throughout the UK and Overseas. Every effort will be made to ensure the candidate attends an Examination Centre close to his/her home.
6. The Examination will consist of one paper :  
  
Operational Health Records      2 ½ hour paper
7. The pass mark for the paper is 60% but in order to achieve a Distinction the paper must be passed at the first attempt at 80%.
8. Candidates applying to take the Examination **MUST** lodge with the IHRIM Office a completed Examination Registration Form, together with payment for the appropriate amount by **15 February** each year.  
**NB: Late registrations will not be accepted and any completed registration forms received without a cheque will be returned.**
9. Any candidate whose registration form is not acknowledged within ten working days of posting should advise the IHRIM Office immediately.
10. If a candidate withdraws his/her name before the last day of entry to the Examination the fee will either be returned or carried forward for **one year, however an administration charge of £25.00 +VAT will apply**. If a candidate fails to attend on the day of the Examination the fee will be carried forward for **one year** providing a medical certificate is submitted to the Associate Director of Education [Administration] within seven days of the date of the Examination. Otherwise fees are non-returnable unless exceptional circumstances exist and then only at the discretion of the Director of Education. The candidate will be responsible for any increase in fees which may occur between the initial payment and the date the Examination is taken.

11. Any amendments to the syllabus will be published 12 months before the Examination date.
12. The Examination paper will only be set on the current syllabus bearing the same date as these regulations.
13. Any representation that a candidate may wish to make regarding the conduct of the Examination must be made in writing to the Associate Director of Education [Administration], using the Complaints Procedure which is available on the IHRIM Web Site, within seven days of the conclusion of the Examination.
14. Candidates can expect to receive their percentage mark. The Newsletter will only show a pass notification.
15. Candidates will be notified of the results of the Examination at the end of July of the year in which the Examination was taken. The names of successful candidates will be published in the Newsletter of the Institute.
16. The Examination Appeals Procedure is available from the Director of Education of IHRIM.
17. Candidates who fail to reach the pass standard in this paper may re-sit the paper on any two [2] subsequent occasions but within three years of the first attempt on payment of the appropriate fee and according to the syllabus which is in place at the time of the Examination.
18. Successful candidates who pass the Examination will be awarded the appropriate Certificate and adopt the title 'Health Records Practitioner'.

### **Examination Framework**

0930 – 0935 Reading Time

0935 – 1205 Written Examination [2 ½ hours]

Operational Health Records : Candidates must answer **question 1**  
and then four others  
**Five [5] questions to be answered in total**

## Syllabus

**Where relevant answer the questions as they apply to your home country.**

### **Operational Health Records**

Candidates should be able to describe and explain the methods of health records procedures for patient management from initial referral to discharge including:

### **Health Records Management**

- i. Methods of filing e.g. terminal digit, sequential, alphabetical
- ii. Practical application of retention, archiving and destruction policies (paperbased and electronic)
- iii. Storage media e.g. PACS, video, audio, optical disc, scanned images
- iv. Understanding of the concept of Electronic Personal Health Records (EPHR)
- v. Understanding of the concept of Clinical and Patient Portals
- vi. Retrieval and availability of case notes including systems for paperbased and electronic records
- vii. Case note tracking/tracing systems
- viii. Alternative storage e.g. off site storage, secondary storage, fat folder file, digital
- ix. Filing storage system for paperbased records e.g. mobile racking, static racking, carousel, 'Lectriever's'
- x. Computerised patient management systems
- xi. Personal Health Records architecture and clinical document indexing standards

### **Data Collection and Use**

- i. Range of demographic details recorded on the Master Patient Index
- ii. Data quality e.g. timeliness, accuracy and completeness
- iii. Registration search techniques
- iv. Elimination of double registrations
- v. Use of unique patient identifier [e.g. NHS number, Health and Care Number, Community Index Number]
- vi. Positive Patient Identification
- vii. Clinical Data Capture
  - a. The use of coded clinical data at all stages of the patient journey
  - b. Organisation of the department
  - c. Source of data
  - d. Classifications in current use e.g. ICD, OPCS, SNOMED

### **Emergency Department**

- i. Patient registration
- ii. Management of Clinical documentation
- iii. Storage of ED documentation, paper based and electronic
- iv. Principles of Child Protection
- v. Safeguarding vulnerable adults
- vi. Major Incident procedures

## **Outpatients**

- i. Clinic Booking rules
- ii. Procedures for the management of Did not attend [DNA], Unable to attend [UTA]
- iii. Waiting times [Government Initiatives] waiting time guarantees for your home country e.g. 18 week Referral to Treatment Standard, Cancer Waits etc
- iv. Clinic Preparation (paperbased, paperlite and electronic)
- v. New and Follow up Appointments, clinic outcomes and clinic reconciliation
- vi. Discharge from Outpatient Care
- vii. Awareness of local and national patient access contracts e.g. eReferral, Patient Focused Booking, Partial Booking

## **Inpatients**

- i. The admission process including collection of national dataset for your home country
- ii. Methods of admission/transfer and discharge
- iii. Bed management
- iv. Management of Personal Health Records for Inpatients and Day Cases
- v. Booked elective admissions [Management of Waiting Lists and procedures]
- vi. Awareness of waiting times [Government Initiatives] for your home country

## **Disclosure of Information, Security and Confidentiality**

- i. Data Protection Act 1998
- ii. Freedom of Information Act 2000, Freedom of Information (Scotland) Act 2002
- iii. Access to Health Records Act 1990
- iv. Dealing with requests from Solicitors, Insurance Companies, Government Bodies, Police etc
- v. Consent to release information
- vi. Understanding of principles for confidentiality and security of personal data
- vii. Role Based Access Controls
- viii. Physical Security of paperbased and electronic data e.g. closed libraries, placing of computer screens, logging off
- ix. Understanding of system and information audits
- x. Safe haven fax procedures
- xi. Authentication of callers [in person and on telephone]
- xii. Caldicott
- xiii. Understanding the overarching principles of Information Governance/Assurance

## **Communication**

- i. Reception [General, Outpatient, Emergency Department, Departmental]
- ii. Communication with patients
- iii. Communication with General Practitioners
- iv. Referral Management Service
- v. Patients with Special Needs (your home countries Accessible Information Standard)
- vi. Communication with relatives
- vii. Communication with other staff
- viii. Communication with the Public

## **Health & Safety**

- i. Corporate responsibility
- ii. Personal responsibility
- iii. Moving and handling techniques
- iv. Safety in the workplace
- v. Risk Assessment
- vi. Incident Reporting
- vii. Role of Health & Safety Officer

## **Roles and Responsibility**

- i. Ward Clerks
- ii. Medical Secretaries
- iii. Emergency Department Clerical Staff
- iv. Health Records Manager
- v. Other Health Records Staff e.g.
  - a. Library Staff
  - b. Clinic Preparation Staff
  - c. Disclosure Office [Medico Legal Office]
  - d. Admissions Clerk
  - e. Appointments Booking Clerk
  - f. Receptionist
  - g. Clinical Coder
  - h. Document Scanning Clerk