



Accreditation & PI Staff Awareness Questionnaire #20 MEDICAL RECORDS

Employee name: _____ Department: _____
Title _____ Id number: _____ Date: _____

Deadline:
February 13, 2009

Find the words forward, backwards or diagonal in the "Seek - N - Find". Refer to the key below.

S	A	I	T	I	E	N	T	S	A	F	E	T	Y	A	Y	D	R
S	S	A	O	H	I	B	N	J	E	U	O	P	C	X	T	E	R
E	R	G	S	N	P	C	X	P	A	T	I	E	N	T	I	R	I
N	A	N	U	T	O	A	U	R	O	R	R	E	E	D	L	S	A
E	S	W	U	N	O	I	T	A	I	V	E	R	B	B	A	I	N
T	A	E	D	P	E	O	T	P	N	I	L	M	A	P	I	O	D
E	Y	W	G	E	Q	Y	Z	A	A	C	I	A	L	A	T	T	U
L	C	I	N	F	O	R	M	A	T	I	O	N	C	X	N	U	A
P	A	V	B	R	S	K	N	W	S	N	I	O	H	N	E	Y	Z
M	R	R	I	S	S	A	P	O	D	E	E	E	L	O	D	U	A
O	U	U	E	I	I	U	W	S	O	G	I	M	N	I	I	J	E
C	C	C	R	X	T	U	K	L	I	N	G	V	U	T	F	T	N
O	C	E	I	Q	Y	Z	A	I	B	I	L	M	A	C	N	D	P
A	A	E	E	U	A	R	S	M	R	L	V	F	T	E	O	A	G
B	N	O	J	E	U	O	P	C	X	I	U	K	A	T	C	D	R
F	T	E	N	G	U	F	U	N	B	F	A	I	N	O	S	O	G
A	D	R	P	E	O	E	N	I	L	F	A	P	O	R	E	L	J
T	N	J	G	E	Q	Y	Z	A	I	U	W	S	O	P	I	B	N
A	R	N	S	O	P	C	X	T	U	K	L	M	R	D	V	F	T

1. **Documentation:** Writing down the observations, findings, orders, etc. in the medical record
2. **Abbreviation:** A shortened form of a written word or phrase used in place of the whole <amt is an *abbreviation* for *amount*>
3. **Error:** An act involving an unintentional deviation from truth or accuracy <made an *error* in adding up the bill>
4. **Confidentiality:** Containing information whose unauthorized disclosure could be prejudicial to the patient's interest
5. **Access:** Permission or ability to view patients interest
6. **Accuracy:** Correctness or freedom from mistake or error
7. **Completeness:** Having all necessary parts, elements, or forms
8. **Information:** The communication or reception of knowledge or intelligence
9. **Filing:** An act or instance of storing a file in its place
10. **Protection:** To cover from exposure, damage, or destruction

GOOD LUCK

Return the completed questionnaire to: Accreditation & Risk Management Office, AUBMC Phase I, 8th Floor, Rooms C-801 & C-802