



**Australian Government**

# **Assessment Requirements for HLTCCD002 Interpret and navigate health care records**

**Release: 2**

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## Modification History

Release	Comments
Release 2	Release 2 HLTCCD002 Interpret and navigate health care records supersedes and is equivalent to Release 1 HLTCCD002 Interpret and navigate health care records. Updated: Mapping details and minor corrections
Release 1	HLTCCD002 Interpret and navigate health care records no equivalent unit.

## Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- for three different patients, use a Patient Administration System (PAS) to analyse the health care record including:
  - recognising the key steps in the patient journey
  - identifying mandatory data elements for coding and reporting
  - clarifying issues that affect the clarity and accuracy of the information contained in the patient health care record
  - referring to privacy legislation and organisational policies and procedures for maintaining confidentiality of health care information.

## Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- Patient Administration Systems (PAS) used to store patient demographic, administrative and clinical information.
- Patient Administration System (PAS) functions and operations
- organisational protocols:
  - storage, access and use of patient health care records and data
  - handling issues affecting clarity and accuracy of patient health care records
  - requirements for maintaining privacy and confidentiality of patient health care records

- relationship between patient health care records and accurate coding of health care information
- Commonwealth and State or Territory privacy legislation
- sources of key information in patient health care records.

## Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions.

Assessment must ensure:

- real-life patient health care records, or de-identified real patient health care records, either electronic or hard copy, that reflect current clinical practice
- organisational policies and procedures
- modelling of industry operating conditions including:
  - integration of situations requiring problem solving

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>