Frame of Qualifications to be introduced in September 2005.
The Changes to the Institute’s Qualifications

Background Information

The Institute has long been recognised for its education, training and professional qualifications within Health Records and Information Management. There are currently 4 levels of qualifications available:

- Certificate in Technical Competence – Basic Level
- Certificate in Technical Competence – Supervisory Level
- Certificate Examination
- Diploma Award

The Examination Board, as has the Executive Board, become increasingly worried in recent years at the falling pass rate at Certificate Level and the slow uptake of the Diploma Award.

In view of education changes generally within the NHS, and the lower pass rates, the Institute decided it was an opportune time to re-examine the education and examination process entirely. Skills for Health, the Knowledge and Skills Framework of Agenda for Change have also been taken into consideration.

What is Skills for Health?

Skills for Health came into being in April 2002 following decisions by the four UK Health Departments, the independent health sector, the voluntary sector and staff organisations to create a new independent organisation that is central to the strategic development of the workforce of the health sector.

Recommendation:

The Director of Education and the Executive Board have recommended that the full Certificate Examination is suspended in 2005 and that this is used for re-sits only. The new qualification will be launched in 2005 with a new syllabus available in September 2005 to be examined against in May 2006.

Special thanks are extended to the previous Director of Education, Pauline Griffiths, FHRIM for her vital input into bringing the proposed qualification structure to its current state.

Moira McLaughlin, FHRIM
Director of Education, IHRIM [UK]
The Education Agenda

Basic Certificate in Technical Competence (CTC)

Certificates of Technical Competence (CTC’s) have been designed to demonstrate the work-based competence and underpinning knowledge of individuals with regards to health records practice. It is widely recognised that not everyone wishes to undertake an examination, and for those staff that fall into this category the Institute offers a Certificate of Technical Competence to acknowledge staff’s expertise gained through the experiential route. CTC’s are a morale booster, and aimed to build confidence, and they will encourage staff to go on to undertake the new Foundation Level Certificate of the Institute.

Suggested grade of staff: Administration and Clerical Grade 2/3

Suggested length of time in post: Minimum of 12 months

Direct Entry: Not applicable

The emphasis is on basic operational health records and related practice. The subjects covered, with one or two exceptions, are fundamental and equally applicable to all staff working in Health Records and related services.

All staff should for example be familiar with the confidentiality, health and safety at work. They should have good communication skills and have an understanding of some aspects of data collection. There will be five mandatory units and one optional unit to be chosen by the candidate:

Mandatory Units:
- Patient Registration Procedures
- Confidentiality & Data Protection
- Customer Relations - Internal & External Communications
- Health & Safety in the Workplace

Optional Units:
- Filing Library & Case Note Architecture
- Outpatient Administration Procedures
- Inpatient/Booked Elective Admissions Procedures
- Hospital Reception

An Assessor will visit the hospital where the candidate works and undertake the assessment in the workplace. The Assessor will need to spend at least one hour with each candidate to determine his or her understanding of the various aspects of health records work. The Assessor will also observe the individuals at work and operating practices contained in local guidelines.

With regard to data collection, the assessor will take into account the area(s) in which the candidate has expertise together with the local policies and practices. It would be unfair for example to expect a clerk to have a detailed knowledge of waiting list information if s/he had never worked in that section. However the principles of collecting high quality data at all stages from registration of the patient through to clinical coding should be understood.
**Foundation Level Certificate:**

The Foundation Level Certificate has been designed to consolidate on the practical learning that candidates have already demonstrated through undertaking the Certificate of Technical Competence. The examination will consist of a two and a half hour paper on Operational Health Record elements to include:

### Health Records Library

- Methods of filing e.g. terminal digit, sequential, alphabetical
- Practical application of retention and destruction
- Storage media e.g. microfilm, microfiche, optical disc
- Availability of case notes
- Case note architecture
- Case note tracking/tracing systems
- Practical use of Patient Administration Systems
- Storage types: i.e. off-site, secondary storage, fat folder file

### Master Patient Index

- Data collection e.g. minimum data set
- Data quality e.g. timeliness and accuracy
- Registration search techniques
- Elimination of double registrations

### Accident & Emergency

- Reception
- Patient registration
- Documentation
- Storage of A&E documents
- Major incident
- RTA procedure
- BID/DOA procedure

### Inpatients

- Data collection e.g. minimum data set
- Methods of admission/transfer and discharge
- Bed statements
- The role and duties of ward clerks
- The involvement of the medical secretary in the inpatient arena
- Case note management

### Booked Elective Admissions

- Methods of keeping waiting lists e.g. paper, electronic
- Review of waiting lists
- Booked/planned admissions
- The role and duties of ward clerks
- The involvement of the medical secretary
- Booked elective admissions centralised management
- Patient Access Teams
- Communication with patients, relatives, clinicians, ward staff and other health professionals
### Outpatients

- Booking rules
- Communication with patients – written and oral
- Communication with clinicians, nursing staff and other health professionals
- Did not attend [DNA’s]/Could not attend/Unable to attend
- Discharges
- Waiting times [Government Initiatives]
- Clinic Preparation
- Case note management
- Follow up appointments and clinic reconciliation
- The role of the receptionist
- The involvement of the medical secretary

### Medico Legal

- Dealing with requests from solicitors, insurance companies, government bodies, police etc.
- Practical applications of the Data Protection Act 1998 in this area (to include how to deal with disparate systems – document management systems)
- Practical applications of the Access to Health Records Act 1990 in this area

### Disclosure of Information, Security and Confidentiality

- Maintaining confidentiality
- Releasing information e.g. CICA, Benefits Agency/Media
- Password/access levels
- Dealing with complaints
- Physical security e.g. closed libraries, placing of computer screens, security of PCs
- Audit of systems
- Safe haven fax procedures
- Consent to release of information
- Authentication of callers

### Clinical Data Capture

- The use of coded clinical data at all stages of the ‘patient journey’
- Organisation of the department
- Source of the data – i.e. where does the information come from
- Classifications in current use
- The importance of the mechanics of the clinical coding process and ‘tools’ such as ICD-10, OPCS-4, NIC and SNOMED (CT)
- Data quality
- Cancer registration

**Entry Conditional on:**

- 5 GCSE’s to include English
  - Or
  - Basic Certificate of Technical Competence
  - Band Two

**Suggested Timescales:** Minimum of 1 year in post and between 6 and 12 months of attaining a Certificate of Technical Competence

**Examination Date:** May 2006 and yearly thereafter.

Candidates may opt to take the Foundation Level Certificate without having undergone a Basic CTC. This qualification is aimed at health records staff seeking to further their knowledge and supervisory level staff wishing to undertake a formal qualification.
Advanced Level Certificate of Technical Competence:

The Advanced Level Certificate of Technical Competence is offered to staff who have a wide experience of health records services, are seeking to become supervisors or already hold a first line management post.

The subjects covered are fundamental to senior clerical staff and equally applicable across the fields of Health Records and related services.

Health Records Practice
Demonstrates knowledge of manual filing systems in use in all areas
Is conversant with confidentiality under the terms of the Data Protection Act 1998 and Caldicott Guidelines
Understands national guidelines on retention of records and associated local practice
Demonstrates a knowledge of information storage systems
Knowledge and understanding of the role in developing health record policies and subsequent procedures

Data Collection and Presentation
Records and uses relevant information to aid the decision making process in their area of responsibility
Understands how the Information storage systems in use meet local requirements
Is aware of the appropriate methods in place to ensure the validity of information

Health and Safety
Is aware of the appropriate staff training available in this regard
Is aware of their responsibilities with regard to health & safety
Is able to recognise potential dangers and take appropriate action

Optional Unit 1 - Human Resources
Knowledge of staff assessments and appraisal process and Personal Development Plans
The local grievance and disciplinary procedures are fully understood
Positive arrangements for dealing with difficult members of staff exist and are understood
Knowledge and understanding of Procedures for referring staff for counselling
Understands the need for compilation of staffing rotas to optimise both organisational and training needs of individual members of staff
To have a knowledge of the local recruitment and selection process
To have a knowledge of current legislation in relation to the recruitment and selection process such as equal opportunities and the Disability Discrimination Act

Optional Unit 2 - Management Skills
Understand of the role of the Supervisor
Knowledge of audit mechanisms/ key performance indicators within own sphere of work
Understanding of the concept of team building and how this could be used within own sphere of work
Understands the need for good time management and how to prioritise tasks
Has a sound knowledge of the problem/complaint solving process
Understands basic motivational theories

The overall process is to accredit those staff who possess a good all round practical ability and an understanding of the supervisory management process. An understanding of why policies must be followed, as opposed to just knowing how something is done, is very important and can be elicited by careful questioning. As this is an area where Assessors are unlikely to be able to witness practical demonstrations, the Assessor will use searching questions and scenarios to satisfy him/her that the candidate possesses the underpinning knowledge and competency required in the various areas.

Entry Requirement:
Candidates may proceed directly to this qualification if they have at least 18 months health records experience or supervisory experience.
**Intermediate Certificate of the Institute:**

The Intermediate Certificate is proposed as the next step in the qualification structure. The Certificate will comprise of four modules and will be dependent on candidates having attained the Foundation Level Certificate of the Institute.

The four modules of the examination will be as follows:

<table>
<thead>
<tr>
<th>Human Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe the recruitment and selection process</td>
</tr>
<tr>
<td>Describe how to deploy staff to meet the section’s objectives; teambuilding;</td>
</tr>
<tr>
<td>managing workloads, problem solving,</td>
</tr>
<tr>
<td>Describe the training and development process and demonstrate how to use the</td>
</tr>
<tr>
<td>process to monitor the performance of staff i.e. Appraisal, training needs</td>
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<tr>
<td>Demonstrate an understanding of personnel policies i.e. grievance, disciplinary,</td>
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<tr>
<td>sickness</td>
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<tr>
<td>Demonstrate a basic understanding of employment law, in particular Disability</td>
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<tr>
<td>Discrimination Act and Equal Opportunities</td>
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<tr>
<td>Describe different type of communication i.e. verbal, written, the use of</td>
</tr>
<tr>
<td>templates with written correspondence, Customer Care, Aggression and Violence,</td>
</tr>
<tr>
<td>Communicating with staff and Improving Working Lives</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IT Application and Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>The range of IT systems in use in the NHS i.e. Patient Administration Systems,</td>
</tr>
<tr>
<td>Patient Management Systems, Departmental Systems, Clinical Systems, Audit</td>
</tr>
<tr>
<td>Systems, Order Communications and Results Reporting Systems</td>
</tr>
<tr>
<td>Development of Electronic Patient Records [EPR] and Electronic Health Records</td>
</tr>
<tr>
<td>[EHR] NCRS</td>
</tr>
<tr>
<td>Hardware definitions e.g. personal computer, mainframe computer, monitor,</td>
</tr>
<tr>
<td>printer, modem, keyboard, mouse, hard drive, floppy drive, Rapid Access Memory</td>
</tr>
<tr>
<td>[RAM], Read only memory [ROM], Central Processing Unit [CPU], surge protector,</td>
</tr>
<tr>
<td>uninterrupted power supply [UPS] , ports, scanner, digital camera, WORM [write</td>
</tr>
<tr>
<td>one read many] technology, NHSnet</td>
</tr>
<tr>
<td>Software definitions e.g. installation, word processors, spreadsheets,</td>
</tr>
<tr>
<td>databases, desktop publishing, application suite, utility software, games</td>
</tr>
<tr>
<td>software, programmes, systems analysis, LAN, WAN</td>
</tr>
<tr>
<td>Which type of software application is most appropriate to the information being</td>
</tr>
<tr>
<td>presented i.e. word processing packages, spreadsheet packages, database packages</td>
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<tr>
<td>etc.</td>
</tr>
<tr>
<td>File and management structure on a PC</td>
</tr>
<tr>
<td>Email and security issues surrounding confidential information</td>
</tr>
<tr>
<td>Use of the internet and intranet</td>
</tr>
<tr>
<td>The different methods of inputting information</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Medical Terminology</th>
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</thead>
<tbody>
<tr>
<td>Demonstrate an understanding of the component parts of medical terms and be</td>
</tr>
<tr>
<td>able to give meaning to these by constructing or explaining medical terms;</td>
</tr>
<tr>
<td>knowledge of roots, suffixes, prefixes and combining vowels, plurals of terms</td>
</tr>
<tr>
<td>e.g. gastro – enter – ology</td>
</tr>
<tr>
<td>Have a basic understanding of the meaning and purpose of pathological and</td>
</tr>
<tr>
<td>radiological tests and other diagnostic tests, procedures.</td>
</tr>
<tr>
<td>E.g. Bronchoscopy, endoscopy, MRI Scan, Heaf Test, ESR</td>
</tr>
</tbody>
</table>
## Health Records Management

Candidates must be able to demonstrate a knowledge of the following pieces of legislation:

- Access to Health Records Act 1990 – application of the Act
- Data Protection Act 1998 – the principles of Data Protection and arrangements for Subject Access Requests
- Caldicott Report – the principles of the Caldicott Report
- Woolf Report
- HSC 1999/053 or Retention Schedules as they apply in Scotland
- Controls Assurance
- Clinical Negligence Scheme for Trusts (CNST) (CNORIS -Scotland)
- Clinical standards of record keeping
- Release of information as a statutory requirement e.g. births and deaths
- Dealing with requests for information from outside bodies e.g. Solicitors, police insurance companies
- Physical security issues e.g. closed libraries, logging off PC’s, placing of computer screens
- The use of safe haven faxes
- Community services - GP records, Primary Care records and Mental Health records
- The organisation of health record services e.g. outpatients, filing library, A & E, clinical coding departments
- The role of the Health Records Committee
- Monitoring of Performance Standards for Health Records
- Principles of effective waiting list management

The Intermediate Certificate of the Institute is designed to assist Health Record Supervisors/Managers to improve their overall knowledge of health record functions and services and gain a professional qualification.

### Entry Requirement:

Foundation Level Certificate of the Institute
Equivalent Management qualification to be assessed by the Director of Education and supporting documentation to be provided along with the application. (Band 4)

### Examination Timetable:

Examinations will be held in May of each year.

This examination has been structured to create a natural progression through to the Diploma of the Institute which requires a more in depth and broad knowledge of the Health Records service and management theory. The reduction of the Certificate Examination to four modules has been designed to allow candidates an opportunity for more intensive study of the modules over the same academic period. The question of the number of modules sat over a two day period has been raised on numerous occasions and therefore, it is hoped that this new framework of modules will help to overcome the falling pass rates at this level.
Diploma of the Institute:

The Diploma of the Institute is to be changed from the current credit award system to an examination route. The uptake for the qualification in recent years has been slow and members have expressed the belief that the return to an examined qualification would be preferable as this is a more structured approach than the self directed Award system.

The Executive Board and the Education Strategy Group have therefore considered the elements that should be included in the examination and are proposing the following change to the Diploma:

**Compulsory Papers:**

**Human Resources:**
- Demonstrate a sound understanding of the policies and procedures on grievance and disciplinary matters
- Full knowledge of Workforce Legislation to include: Improving Working Lives, Equal Opportunities, Investors in People, Disability Discrimination
- Demonstrate knowledge of motivational theories
- Demonstrate knowledge of the change management process
- Demonstrate knowledge of the workforce planning process

**IT Application:**
- Form design for data collection purposes
- Knowledge of the different formats in which data may be presented
- The concept of computerised systems integration and the need for process management
- Understanding of how system integration is achieved
- Implementing process management in an NHS organisation

**Anatomy & Physiology with Associated Terminology:**
- Demonstrate a knowledge and understanding of human anatomy and physiology including the chemistry of life, cell biology and tissues as well as the following body systems: Integumentary, skeletal, muscular, respiratory, cardiovascular, lymphatic, digestive, urinary, nervous, endocrine, sensory and reproductive systems
- An understanding of the structural (anatomical) components of these systems.
- An understanding of the functional (physiological) workings of these systems
- Demonstrate understanding of anatomical position and directional terms e.g. superior, inferior, anterior, (ventral), posterior, (dorsal), medial, lateral, intermediate, proximal, distal, superficial, deep and knowledge of the body planes e.g. sagittal, frontal, transverse planes
- Demonstrate a knowledge of medical terminology, diseases and operations associated with each body system e.g. cardiac, cardiomyopathy and CABG

**Optional Papers:**

The optional aspect of the Diploma Examination is to reflect the knowledge and skills that are required at a higher level of management whether it be in the Health Records Management area or Information Management.

Candidates may select the paper which best suits their job requirements and reflects their personal development needs.
### Health Records Management:
- Constitution of the Health Records Committee and Terms of Reference
- The role of clinical audit and how it relates to health records
- Clinical Governance and how it applies to the health records service
- Risk management and Controls Assurance standards that apply to the health records service
- Freedom of Information Act and the requirement for a Records Management Strategy
- Sharing information across organisations
- Treatment and consent in clinical practice
- The Information Governance Framework and its impact on health records services
- Application of the Data Protection Act 1998 and safeguards that require to be implemented across the organisation to ensure compliance
- Planning a new department
- Legal aspects of confidentiality (common law, privilege, duty of care)
- Knowledge and understanding of the budgeting process
- Quality assurance of the health records service
- Understanding of the business planning process for health records
- Knowledge of the elements required in a health records strategy

### Information Management:
- The sources of clinical coding data
- The uses of coded clinical data
- Data quality and accuracy – auditing, rectification of errors, validation
- Classifications currently in use
- The purpose of Cancer Registries
- Application of the Information Governance Framework within Information Management
- Sharing information across organisations
- Applications and uses of statistical information
- Knowledge of NHS Data Standards and Definitions
- Calculation of common hospital statistics
- Dispersion of data from the average and its effect on the accuracy of statistical output
- The alternative methods of presenting data
- Form design for effective data capture
- A sound knowledge of the role of information in supporting clinical processes

### Entry Requirements:
Intermediate Certificate of the Institute
Equivalent degree or qualification in Management to be assessed by the Director of Education and substantiated with documentation.

### Examination Date:
Examination will be held in May of each year.

The Diploma has been separated out into two possible streams and the syllabus designed to examine on the more complex areas of health records and information management.

The Qualification gained will be either:

The Diploma in Health Records Management or The Diploma in Information Management

Candidates may then consolidate on the Diploma by undertaking a 5000 word thesis/dissertation of a health related topic following agreement with the Director of Education to gain the award of Honours in Health Records Management / Information Management.
Honours in Health Record Management or Information Management:

The Honours in Health Record Management or Information Management is open to holders of the Diploma of the Institute.

The Honours qualification is designed to consolidate on the Diploma Examination. The requirement is for a 5000 word thesis/dissertation on a subject which must be of a health records/information management nature.

The candidate is required to write a short A4 precis of the proposed topic, the research methodology to be utilised and/or the project to be undertaken. This is submitted for approval to the Director of Education prior to the thesis/dissertation being undertaken. Following agreement with the Director of Education, the candidate has six months in which to complete and submit the thesis/dissertation for review.

The dissertation/thesis will be scored according to the following criteria by two independent assessors:

1. Introduction:
   - Explanation of the topic.
   - Placed in a wider context.
   - Demonstrates familiarity with the background literature on this topic if applicable.
   - Illustrates the general implications of the project for the subject as a whole.
   - States clearly the objectives of the project.

2. Methodology:
   - Clear description of the method(s) applied.
   - Justification of choice of method(s).
   - Soundness of methodology.
   - Appropriateness of theoretical framework.
   - Evaluation of the effectiveness of the methodology.
   - Problems encountered are discussed.

3. Data analysis, discussion and conclusions:
   - Correct interpretation of the results and critical comparison with theoretical models as appropriate;
   - Understanding of the results’ practical implications;
   - Correct and logical conclusions drawn from the analysis, consistent with the activity’s objectives

4. Overall structure of the report:
   - Logical structure of report and literary accuracy;
   - Quality of general presentation;
   - Proper length

5. Project activity and effort:
   - Project planning
   - Demonstration of initiative
   - Commitment and effort

A dissertation may be returned to the candidate if the assessors recommend that further work is required, but an indication of weaknesses will be provided with the returned documentation. If this is required, candidates will have two months to re-submit the thesis for assessment.

A dissertation which scores over 60 marks following assessment will qualify the candidate to receive the Honours of the Institute in the relevant discipline.
The National Clinical Coding Qualification:

The basic National Clinical Coding Qualification (UK) has been developed based on national standards set and established by the previous NHS Information Authority and developed from the original IHRIM Clinical Coding Qualification. The Institute of Health Record & Information Management works in partnership with NHS Connecting for Health and is the awarding body, and provider of the administrative support for the examination. Candidates who pass both examination papers are awarded Accredited Clinical Coder (ACC) status by IHRIM.

The qualification has also been developed in collaboration with NHS Cymru, Health and Social Services Executive (Northern Ireland) and the NHS in Scotland.

The benefits of a qualification for clinical coders are that it:

- provides recognition of the clinical coding profession;
- gives organisations confidence in the data quality, and in the recruitment and ongoing assessment of clinical coding staff; and
- provides a recognised benchmark.

The syllabus is detailed below:

**ICD-10**

Candidates must:

1. Demonstrate the necessary skills to accurately code using ICD-10
2. Describe the contents and structure of ICD-10, WHO Volumes 1, 2 and 3
3. Indicate in-depth understanding of the rules and conventions in ICD-10
4. Demonstrate the ability to analyse examples of clinical summaries by accurately abstracting the Primary Diagnosis and any relevant co-morbidities.

**OPCS-4**

Candidates must:

1. Demonstrate the necessary skills to accurately code using OPCS-4
2. Describe the contents and structure of OPCS-4 Tabular List and Index
3. Demonstrate and understanding of the general features of OPCS-4
4. Demonstrate the ability to analyse examples of surgical operation records by accurately extracting the main procedure performed and any other relevant procedures.

**SNOMED CT**

Candidates must:

1. Demonstrate an understanding of the SNOMED CT use (current and proposed).
2. Demonstrate an understanding of the relevance of using SNOMED CT to under-pin the NHS Care Record.
Other issues related to clinical coding

Candidates must:
1. Demonstrate an understanding of the uses of coded clinical data
2. Demonstrate the ability to define what constitutes a classification and a nomenclature
3. Provide examples of supplementary ICD-10 classifications in use within the NHS (specialty adaptations)
4. Demonstrate an understanding of the National Clinical Coding Query Mechanism
5. Demonstrate an understanding of the importance of clinical coding audit and quality assurance
6. Outline methods to improve data quality
7. Describe the three stages of the Language of Health
8. Define each stage and demonstrate an understanding of how each stage inter-relates with the others.
9. Demonstrate an understanding of medical terminology and a knowledge of basic anatomy and physiology

Examination Details:
The Examination will consist of two papers taken on the same day:

Paper 1 [Practice] 3 hours – pass mark 90% [distinction 95%]
Paper 2 [Theory] 3 hours – pass mark 60% [distinction 80%]

Candidates must attempt both papers at the first sitting.

NB Candidates may be awarded a 'Certificate with Distinction' providing that a distinction is obtained in both papers at the first attempt.

Successful candidates will be entitled to use the designatory letters ‘ACC’ [Accredited Clinical Coder] and will be awarded a certificate and distinguishing badge from the Institute.

Entry Requirements:
It is recommended that candidates have at least one year's experience in clinical coding and across all specialties.

Accredited Clinical Coders are encouraged to acquire continuing educational credits to support their certification. This can be achieved by attendance at training courses, seminars, and conferences, approved by the IHRIM Director of Education and the NHS Connecting for Health.

As there will be no examination in 2006 due to the need to review the possible changes to OPCS4, the new syllabus will be agreed with the NHS Connecting for Health and made available through the IHRIM website www.ihrim.co.uk during 2006.
Study Materials:

It was widely recognised that the study materials offered by the Institute were in need of revision and that they required to accurately reflect the huge changes that have taken place over recent years in the health records and information management arenas.

A considerable amount of work has been undertaken to bring the materials up to date and by mid-September 2005 it is hoped that these will all be available in paper or electronic format to students who wish to purchase these.

In addition, the Journal will devote a page in each issue to topical developments which may be of benefit to students, provide information on websites that may be of interest. A bibliography will also be devised to assist students with their studies.

The proposed cost of the study materials is outlined below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Level</th>
<th>Price (excl p&amp;p)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operational Health Records</td>
<td>Foundation Level Module</td>
<td>£40.00</td>
</tr>
<tr>
<td>Health Records Management</td>
<td>Intermediate Level Module</td>
<td>£30.00</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Intermediate Level Module</td>
<td>£30.00</td>
</tr>
<tr>
<td>Medical Terminology</td>
<td>Intermediate Level Module</td>
<td>£15.00</td>
</tr>
<tr>
<td>IT Application &amp; Development</td>
<td>Intermediate Level Module</td>
<td>£30.00</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Diploma Level Module</td>
<td>£30.00</td>
</tr>
<tr>
<td>Health Records Management</td>
<td>Diploma Level Module</td>
<td>£30.00</td>
</tr>
<tr>
<td>Information Management</td>
<td>Diploma Level Module</td>
<td>£30.00</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology with Associated Terminology</td>
<td>Diploma Level Module</td>
<td>£30.00</td>
</tr>
</tbody>
</table>

Material will be provided in paper/electronic/CD-Rom versions on request. Prices Listed are for UK members only.

Health Records Quality Handbook: Self Audit Tool
- Members £50.00 (excl p&p)
- Non-members £80.00 (excl p&p)

About IHRIM Leaflet: Free
Certificate of Technical Competence Information (Electronic/Printed): Free
Examination Regulations & Syllabus for the NCCQ Exam: Free
Examination Regulations & Syllabus for the Institute Foundation/Intermediate/Diploma: Free

The order form for publications will be published on the IHRIM website www.ihrim.co.uk in September 2005 and will also be available from the IHRIM office:

141 Leander Drive
Castleton
Rochdale
OL11 2XE

All enquiries with regard to the Qualifications Framework should be directed to:

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Tel: 01224 552205
Fax: 01224 554848
E-mail: moira.mclaughlin@arh.grampian.scot.nhs.uk