

# Health information management (him) organizational flowchart

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Running Head: Flowchart HEALTH INFORMATION MANAGEMENT (HIM)

ORGANIZATION FLOWCHART Flow Process Chart Detail of Method

Operation

Movement

Inspection

Delay

Storage

Distance

Wait for the delivery of loose sheet to the desk



Sorting sheets in terminal digit order



D



Locating medical records for first loose sheet



D

?

Taking loose sheet to permanent files



D

?

20 feet

Locating corresponding medical records



D

?

Verification of patient name and number on loose sheet to details on supervisor's desk



D

?

Confirming if name and number match on loose sheets to the supervisor's desk





D

?

15 feet

Place loose sheet in stack on supervisors desk



D

?

Filing loose sheet accordingly if the names and number do match



D



Taking records for repair



D

?

20 feet

Making repairs





D

?

Returning records to permanent files



D

?

20 feet

Filing records



D



Flow Process Chart

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Locating medical records for first loose sheet



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Locating permanent files



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Locating corresponding medical records





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Confirming if name and number match on loose sheets to the supervisor's desk



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Place loose sheet in stack on supervisors desk



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Filing loose sheet accordingly if the names and number do match



D



Taking records for repair



D

?

20 feet

Making repairs



D

?

Returning records to permanent files



D

?

20 feet

Filing records



†



D



There is a difference between the first flow process chart and the second flow process chart. This is because in the second flow process chart, work simplification process has been performed to ensure that only the absolute task are included in the flow chart thus reducing the distance, and time needed to perform these duties. This is in the sense that the distance is reduced by about 35 feet from the first flow process chart to the second one. This has been achieved because some of the tasks such as taking loose sheet to permanent files and taking records to the supervisor's desk to confirm authenticity could be eliminated with the site of the files being transferred closer to the record keeper where they need not move much.