



MAURITIUS QUALIFICATIONS AUTHORITY

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**NATIONAL CERTIFICATE**

**LEVEL 5**

**IN**

**HEALTH INFORMATION MANAGEMENT**

**AND**

**CLINICAL CODING**

## **National Certificate Level 5 in Health Information Management and Clinical Coding**

1. Level of qualification: 5
2. Total Credits: 160
3. Review date: October 2028
4. Access to qualification

### **4.1 Entry information**

(a) Cambridge School Certificate with credit in at least five subjects including English Language and Mathematics obtained at no more than two sittings.

**and**

(b) Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.

### **4.2 Recognition of Prior Learning [RPL]**

The qualification will not be accessible through Recognition of Prior Learning.

### **4.3 Award of Qualification Requirements**

#### **Compulsory**

<b>Unit Code</b>	<b>Unit Standard Title</b>	<b>Level</b>	<b>Credit</b>
<b>HEALTH RECORDS SYSTEMS AND PROCEDURES</b>			
01	Demonstrate knowledge of the role of the Ministry of Health and Wellness in the management of health services in the country and the setup of services in public health institutions	5	5
02	Apply knowledge of customer care, hospitality, courtesy and ability to guide patients and the public appropriately	5	5
03	Apply knowledge of patient registration of new and follow-up cases while maintaining the appropriate registers, manual and electronic	5	6
04	Apply knowledge of smooth and uninterrupted medical records service required at the Accident and Emergency Department	5	6
05	Apply knowledge of scheduling appointments of patients with doctors and attending to those who encounter the outpatient services	5	6
06	Demonstrate knowledge of the importance of a medical records library and activities undertaken thereat	5	5
07	Apply knowledge of keeping records of in-patient flow including activities of wards	5	5

08	Apply knowledge of initiating and maintaining a waiting list system in respect of routine surgeries and procedures	5	5
09	Demonstrate knowledge of the duty to protect patient data and conditions attached to their release	5	5
<b>BEHAVIOUR, ETHICS AND INFORMATION TECHNOLOGY</b>			
10	Demonstrate knowledge related to Information and Communication Technologies, related terminologies, hardware, software and networking	5	10
11	Recognise the use of e-health, practical implementation at workplace, and change in workflows	5	7
12	Apply the principles of Laws and Ethics governing use of ICT in the health care set-up	5	3
13	Demonstrate knowledge and use of Communication, Counselling and Customer Care using social media and other digital means	5	5
<b>ANATOMY, PHYSIOLOGY &amp; PATHOLOGY OF THE MAIN SYSTEM OF THE HUMAN BODY AND MEDICAL TERMINOLOGY</b>			
14	Demonstrate and apply knowledge of key medical terms	5	1
15	Demonstrate basic knowledge of the Respiratory System	5	1
16	Demonstrate basic knowledge of the Cardiovascular System	5	1
17	Demonstrate basic knowledge of the Endocrine System	5	1
18	Demonstrate basic knowledge of the Digestive System	5	1
19	Demonstrate basic knowledge of the Musculoskeletal System	5	1
20	Demonstrate basic knowledge of the Nervous System	5	1
21	Demonstrate basic knowledge of the Reproductive System	5	1
22	Demonstrate basic knowledge of the Urinary System	5	1
<b>HEALTH STATISTICS</b>			
23	Apply knowledge and use of statistical methods, terminologies and formulae	5	15
24	Apply knowledge and use of creation and maintenance of databases for data collection, and databases used in health records departments	5	15

25	Apply knowledge and use of surveys and research methodology in brief	5	8
<b>CLINICAL CODING</b>			
26	Demonstrate knowledge and use of history and uses of clinical coding	5	12
27	Demonstrate knowledge and use of guidelines and rules for morbidity and mortality coding of inpatient and outpatient episodes of care using ICD and ICHI or any other coding tools	5	15
28	Apply the principles of clinical coding through practical coding exercises	5	13
<b>TOTAL</b>			<b>160</b>

**5 Purpose:**

This qualification is designed for trainees to acquire and develop knowledge, skills and attitudes necessary for them to function effectively as Health Records Technician within a hybrid of paper and electronic medical records keeping or a fully e-health environment.

**6 Qualification pathways:**

The awarding body is devising a suite of qualifications in the field at higher levels of the National Qualifications Framework.