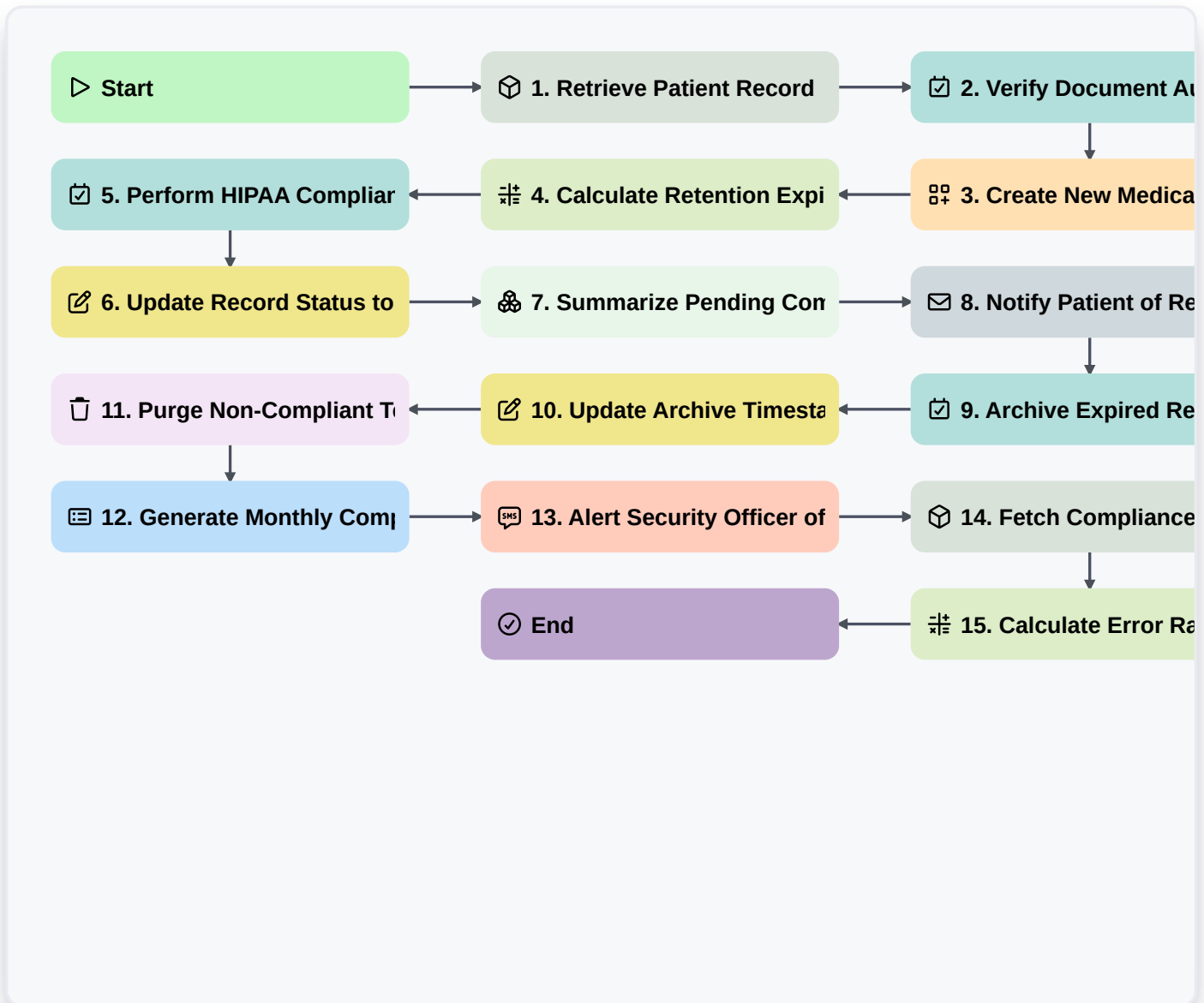


Medical Records Management And Compliance



Start

Start of the Workflow/Process.

1. Retrieve Patient Record

Fetch existing patient data from the Patient Data Model to verify identity and medical history.

2. Verify Document Authenticity

Assign a task to the Medical Records Clerk to verify the legitimacy of incoming external medical files.

3. Create New Medical Record Entry

Generate a new entry in the Medical Records Data Model for newly received documentation.

4. Calculate Retention Expiry Date

Calculate the date when the record must be archived or destroyed based on legal compliance years (e.g., Current Date + 7 years).

5. Perform HIPAA Compliance Audit

Assign a task to the Compliance Officer to ensure the new entry meets all privacy and encryption standards.

6. Update Record Status to 'Verified'

Update the status field of the specific medical record entry to 'Verified' once checks are complete.



7. Summarize Pending Compliance Reviews

Aggregate the count of all medical entries currently in 'Pending Review' status to monitor workload.

8. Notify Patient of Record Update

Send an automated email to the patient's registered email address notifying them that their records have been updated.

9. Archive Expired Records

Periodic task assigned to the Records Manager to move records past their retention date to long-term storage.

10. Update Archive Timestamp

Update the 'Last Archived Date' field in the Data Model when the archiving task is completed.

11. Purge Non-Compliant Temp Files

Delete temporary sensitive files from the system once the data has been successfully moved to the permanent Data Model.

12. Generate Monthly Compliance Audit Report

Create a comprehensive report summarizing all processed, flagged, and error-prone records for the monthly regulatory review.

13. Alert Security Officer of Breach Flag

Send an urgent SMS to the Security Officer if a record fails a high-level compliance check.

14. Fetch Compliance Regulations

Retrieve the latest regulatory threshold values from the Compliance Standards Data Model to use in calculations.

15. Calculate Error Rate

Calculate the percentage of records flagged for errors versus total records processed in the current period.

End

End of the Workflow/Process.