CASE 7-11

Physical Layout Design for the Health Information Management (HIM) Department

Design the physical layout for the HIM Department for a 250-bed acute care hospital. When designing the department, consider the equipment needs, the workflow, and the tasks involved. The department has implemented an imaging system for scanning records upon discharge; however, it still retains 2 years of old records on the completed shelf. Records older than 2 years are stored on microfilm for access. The department houses 2 main areas: the Physician's Incomplete/Research Room and the HIM Room. The Physician's Room serves as an area for digital completion of patient records and dictating by telephone, as well as access to the Internet for purposes of research into knowledge-based healthcare information. The specifications for both areas of the HIM Department are shown in Figure 7-3.

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