Review Packet 6 – Health Informatics and Biotechnology Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What are the 5 methods listed in the powerpoint for communicating information?
2. List and describe the 3 methods for filing records. What are the different strategies for each method?
3. What are the 7 methods for maintaining accounting records
4. What employment opportunities are available for individuals wishing to go into the health informatics field?
5. What are the 4 aspects to remember when documenting patient information?
6. Who transcribes health information dictated by physicians/other healthcare professionals into the patient’s medical record?
7. What skills are necessary to be employed as a professional in the career from question # 6?
8. What should you look for when proofreading transcribed reports?
9. Who completes and processes insurance forms? What does this entail?
10. What is the CMS-1500? What is it used for?
11. What is health informatics?
12. What are the management duties associated with health informatics?
13. What are the technical duties associated with health informatics?
14. What is coding?
15. What are ICD-CM codes? What are they used for?
16. What are the steps for ICD-9-CM coding?
17. What is CPT coding? What is it used for?
18. What are the steps for CPT coding?
19. What is biotechnology?
20. Historically, how has biotechnology been used?
21. List 6 of the present day applications of biotechnology
22. What is the difference between correlation and causation? Which one has to be proven through scientific research?
23. Describe the 3 stages of biomedical research
    1. Basic
    2. Applied
    3. Clinical
24. What are the differences between a phase I, phase II, and phase III clinical trial?
25. What does NDA and IDE stand for? How does this relate to clinical trials?
26. List and describe the 4 steps of pharmaceutical production
27. What does SOP stand for? Why is this important to pharmaceutical production?
28. What are the 5 rules for quality?
29. What is the difference between an internal customer and an external customer? Why are both important?
30. Define the following terms related to SOP
    1. Effective date
    2. Purpose
    3. Scope
    4. Safety
    5. Responsibility
    6. References
    7. Materials/Equipment
    8. Procedures
    9. Approval
31. What are some advantages of working for a bioscience company?
32. What are the 6 different career clusters we discussed in class?