



### Workshop on Medical Records Management

June 22 – 26, 2026, 1<sup>st</sup> Run: Lagos & Port Harcourt

December 7 – 11, 2026, 2<sup>nd</sup> Run: Lagos & Abuja

For Tutor -Led Class: 9am – 4:30pm

Workshop fee: Lagos: N350, 000,

Abuja / Port Harcourt: N400, 000 per Participant

Delivery Mode: In-person / Live Virtual / Hybrid

Online course fee: N300, 000 per Participant

Available for In-plant Training

700 U\$D for foreign  
Participants

#### Program overview:

A good medical record management system is essential for hospital management to provide quality treatment, continuity of care and data for decision making and research. Handling critical healthcare records confidentially, efficiently, and accurately while maintaining legal compliance is the backbone of quality treatment delivered to the patient. This 5-day course on Medical records management” will walk participants through on the fundamentals of a good medical records management system and its sustainability that is legally compliant.

#### For whom:

This training program is designed for healthcare administrators, medical office managers, medical records technicians, nurses, and other healthcare professionals responsible for managing or using medical records.

#### Learning Objectives:

At the end of this program, participants will be able to:

- gain insights into the purpose, components, and types of medical records, including electronic health records (EHR) and paper-based systems.
- learn about HIPAA regulations, patient confidentiality laws, and other legal requirements governing medical records management.
- develop skills in organizing, filing, and maintaining medical records to facilitate efficient retrieval and use.
- ensure data accuracy, integrity, and security to protect patient information from unauthorized access or breaches.
- use EHR systems, including their implementation, benefits, and challenges in medical records management.
- enhance the quality of medical records through audits, continuous improvement processes, and compliance monitoring.
- explain the importance of effective communication and collaboration among healthcare professionals in maintaining accurate and up-to-date medical records.

#### Course Outline:

##### Day 1: Medical Records Management: Overview

- Definition and importance of medical records
- Role and responsibilities of medical records personnel
- Legal and ethical considerations in medical records management

##### Fundamentals of Medical Records

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogbia Industrial Scheme, Ogbia, Ikeja – Lagos

Website: [www.hcaglobalconsult.com](http://www.hcaglobalconsult.com); Email: [info@hcaglobalconsult.com](mailto:info@hcaglobalconsult.com), [hcaglobalconsult@gmail.com](mailto:hcaglobalconsult@gmail.com)

Tel: Office Lines: Mon – Fri | 8am-5pm | +234-8051365946, +234-7087578814 (Office Lines)

24/7 Lines: +234-8068933608 (WhatsApp), +234-8029170491 & +234-8145745664(WhatsApp) & +234-9112830607

- Types of medical records (paper-based vs. electronic)
- Components of a medical record
- Principles of documentation and record keeping

## Day 2: Regulations and Standards

- HIPAA (Health Insurance Portability and Accountability Act)
- GDPR (General Data Protection Regulation) considerations (if applicable)
- Other relevant regulations and standards

## Electronic Health Records (EHR) Systems

- Introduction to EHR systems
- Benefits and challenges of EHR implementation
- EHR functionalities and features

## Day 3: Record Keeping Procedures

- Record creation, maintenance, and retention policies
- Access controls and security measures
- Disaster recovery and backup procedures

## Quality Assurance in Medical Records

- Importance of accuracy and completeness
- Auditing and monitoring medical records
- Corrective actions and continuous improvement

## Day 4: Privacy and Confidentiality

- Confidentiality policies and procedures
- Handling of sensitive information
- Patient rights and consent

## Emerging Trends and Technologies

- AI and machine learning in medical records management
- Blockchain applications in healthcare
- Telemedicine and its impact on medical records

## Day 5: Case Studies and Best Practices

- Real-life examples of successful medical records management
- Learning from industry leaders and organizations

## Practical Exercises and Assessments

- Hands-on training with EHR systems
- Role-playing scenarios for effective record management

## Training Methodology

Lectures, discussions, exercises, and case studies will be used to reinforce these teaching/learning methods.

## LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogbia, Industrial Scheme, Ikeja, Lagos, Nigeria

2 – FAB By Toprank Hotel, Opposite Old Federal Secretariat Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

In-plant Fee Negotiable

## WORKSHOP FEE:

**Workshop fee: Lagos: N350, 000 per Participant, VAT-N26,250**

**Abuja / Port Harcourt: N400, 000 per Participant, VAT-N30,000**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814  
24/7 Lines: 234-8068933608, 234-8029170491, 234-8145745664, &  
234-9112830607**