PROGRAMS

ELECTRONIC HEALTH RECORDS SPECIALIST

OBJECTIVE

This program is designed to provide students with the knowledge and technical skills needed to pursue entry-level employment in the health care industry as an Electronic Health Records Technician/Health Information Technician.
CLOCK HOURS: 300

PROGRAM DESCRIPTION

Fundamental components, terminology and functions associated with electronic health record (EHR) systems in the health care provider practice. The role of the EHR in facilitating complete documentation, efficient workflow and timely communications among clinicians, staff and patients. Strategies and action steps required for successful EHR implementations including interface with practice management systems. Includes practice exercises to provide hands-on experience using EHR software to complete common work tasks in the health care provider office setting. This program is designed to provide students with the knowledge and technical skills needed to pursue entry-level employment in the health care industry as an Electronic Health Records Specialist/Health Information Specialist.

PROGRAM OUTLINE

EHR101 – Foundational EHR Concepts, Terminology and Standards
(60 hours)
This course will cover the following introductory classes: a) Electronic Health Records – an Overview; b) Steps towards a successful EHR implementation; c) The EHR Framework; d) The EHR and Record Content

EHR201 – EHR Impact on Administrative and Clinical Workflow
(100 Hours)
This course advances the student into the basic understanding of the construction of the patient records: a) Patient visit Management; b) Problem, Medication, and Allergy lists; c) Examination/Assessment Notes, Graphics, and Charts; d) Treatment Plan, Orders, and Results; e) Medication Orders and Administration; f) Patient communications; g) Coding, Billing and Practice Reports; h) Research, Registries and Reportable Events

EHR301 – EHR: Connecting to Patients and Other Patient Care Providers
(80 Hours)
This course assists the student with further understanding of how the patient charts are created and used by the Physician: a) Personal Health Records; b) continuity of Care Records

NHA100 – National Healthcareer Association Certification
(55 Hours)
This course will prepare the student to successfully pass the NHA certification examination. Students will review each week's lessons. Students will have the opportunity to enhance their weak areas and to continue to build their strong areas: a) certification review; b) certification preparation; c) Certification exam

CPR100 – Basic Life Support Cardiopulmonary Resuscitation Certification
(5 Hours)
This course will teach the student the basics of CPR, upon completion and successfully passing this course exam and hands-on demonstration the student will be certified in CPR, which is renewable every 2 years.

BOOKS

Using the electronic health record in the health care provider practice, 2nd ed.; Eichenwald Maki, S., & Petterson, B. (2014); Clifton Park, Ny: Delmar, Cengage Learning.
Case situations, glossary, computer exploration activities, review questions, and e-Medsys Educational Edition 2.0 software exercises included with text
http://www.cengagebrain.com to create an account to access the Cengage Premium Website
The Paperless Medical Office: Using Optum PM and Physician EMR, 1st edition; Michelle Heller, CMA (AAMA), RMA, Optum, Virginia Ferrari, M.H.A.; Cengage 2015
The Paperless Medical Office Workbook: Using Optum PM and Physician EMR, 1st edition; Michelle Heller, CMA (AAMA), RMA, Optum, Virginia Ferrari, M.H.A.; Cengage 2015

CLASS SCHEDULE

Day Class – Monday – Friday / 9:00 AM to 2:00 PM