EXCELSIOR COLLEGE

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CENTER FOR PROFESSIONAL DEVELOPMENT

CERTIFIED ELECTRONIC HEALTH RECORDS SPECIALIST (CEHRS) WITH MEDICAL TERMINOLOGY

210 Hours/12 Months/Instructor-Facilitated
Course Code: **CPD135** || Course Cost: **$1825**

OVERVIEW

This practical, hands-on course introduces you to the electronic health record (EHR) and shows you how to become proficient in using EHR software on the job. You will gain a thorough understanding of both the terminology of EHR systems and the practical use of such systems in a health care provider office setting. Some of the topics discussed include problem lists, assessments, prescription/medication management, exam notes, and diagnostic orders and results. The MedWare Chart EHR software and activities are similar to what will be encountered in the workplace.

OUTLINE

Medical Terminology

- Pronunciation
- Spelling
- Word Roots
- Combining Vowels/Form
- Prefixes
- Suffixes
- General Rules
- Word Building
- Abbreviations
- Procedural and Diagnostic Billing Codes
- Body Structure
- Organization of the Body
- Anatomical Position
- Body Planes
- Directional and Positional Terms
- Body Cavities

Electronic Health Record Overview

- Electronic Health Records: An Overview
- Importance of Electronic Records
- Electronic Record Initiatives
- Taking Steps Toward a Successful HER Implementation
- The HER Framework
- HER Architecture, Hardware, Software
- Human Computer Interface Devices
- Functional, Data Content Standards
- Vocabulary Standards

- Feature and Data Formats
- Security Controls
- Hybrid Records
- Software Practice

Record Content and Patient Visit Management

- Record Purposes
- Record Formats and Types of Data
- Record Standards
- Record Content
- Documentation Practices
- Patient Visit Management
- Workflow
- Master Patient Index
- Service Payment Information
- Scheduling
- Consents and Acknowledgements
- Advance Directives and Authorizations
- Continued Software Practice

Notes and Examinations

- Problem Lists
- Medication Lists
- Allergy Lists
- Examination and Assessment Notes
- Graphics and Charts
- Treatment Plan Standards and Documentations
- Diagnostic and Treatment Orders
- Results Reporting
- Continued Software Practice

Orders and Administration

- Medication Orders
- Medication Reference Information
- Medication Alerts and Reminders
- Patient Focused Communications
- Patient Portals
- Personal Health Records
- Coding and Billing Workflow
- Code Sets and Clinical VocabulariesCoding, Billing and Encounter Form
- Encoders and Computer Assisted Coding
- Electronic Bill Submission
- Continued Software Practice

Research, Registries and Continued Care Records

- Medical Product Development
- Organization for Clinical Research
- Clinical Research Steps
- Medicare Qualifying Trials
- Practice Requirements

- Patient Identification and Documentations
- Reimbursement
- Standards the Support Research
- Registries and Reportable Events
- Personal Health Records
- Communication Among Providers for Continuing Care
- Continuing Care Records
- Software Practice – Final Exercises

COMPUTER REQUIREMENTS

- Internet access (a high-speed connection is recommended)
- You must be using a PC with Windows XP/Vista/7 and Internet Explorer 7 or higher
- 1 GB RAM recommended
- Adobe Flash Player and Adobe Acrobat Reader
- Apple Quicktime, Windows Media Player, or Real Player
- PowerPoint or PowerPoint Viewer