

HED-53 – Electronic Health Records Management Certificate Program with Clinical Externship

Professional Education Course Syllabus

Program includes National Certification & a Clinical Externship Opportunity

Course Contact Hours: 95

The Electronic Health Record Management Profession

Access to health information is changing the ways doctors care for patients. With the nation's healthcare system moving to the electronic medical record, numerous employment opportunities exist for medical assistants, health information systems staff, patient registration professionals and other related positions. Healthcare professionals with the ability to understand, update and maintain the electronic health record are in great demand.

The Electronic Health Record Management Program

This program prepares students to understand and use electronic records in a medical practice. Course reviews the implementation and management of electronic health information using common electronic data interchange systems and maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record.

This Electronic Health Record (EHR) Management program prepares students to understand and use electronic records in a medical practice. Course reviews the implementation and management of electronic health information using common electronic data interchange systems and maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record. This course covers the following key areas and topics:

- Importance of the medical record as a legal document
- The effect of confidential communication laws, the release of information and HIPAA
- Provides a “real life” EHR experience using Medcin software to perform health information tasks
- Skills required to use and EHR to manage patient visit information including the examination, assessment notes and treatment plans.
- Importance of data accuracy, consistency, completeness, and security of information

Education and Certifications

- Students should have or be pursuing a high school diploma or GED.
- There are no state approval and/or state requirements associated with this program.
- Students who complete this course are prepared for national certification:
 - **National Healthcareer Association (NHA) Certified Electronic Health Record Specialist (CEHRS) exam**

Electronic Health Record Management Detailed Course Information:

- Overview of various healthcare delivery systems with an emphasis on content and documentation requirements of the health record in various healthcare settings

- Designed to provide students with “real life” computer experience using Medcin software and performing tasks in health information departments. Tasks include admission procedures, information retention and retrieval, data entry, chart assembly, data collection, abstracting, code sets, and the release of information
- Structural components of the interactive HER, how it supports communication and continuity of care, clinical standards such as SNOWMED CT, LOINC, and UMLS
- Importance of the medical record and the effect of confidential communication laws on the release of medical information such as protected health information and HIPAA
- Tasks include admission procedures, information retention and retrieval, data entry, chart assembly, data collection, code sets, and the release of information

National Certification

Students who complete the Electronic Health Records Management (EHRM) program will be prepared to sit for the National Healthcareer Association (NHA) Electronic Health Record Specialist Certification (CEHRS) exam. Although there are no state approval, state registration or other state requirements for this program, students who complete this Electronic Health Records Management (EHRM) program will be prepared and are eligible to sit for this national certification exam. Students who complete this program can and do sit for the NHA CEHRS national certification exam and are qualified, eligible and prepared to do so.

Clinical Externship / Hands on Training / Practicum

Although not a requirement of this program, once students complete the Electronic Health Records Management (EHRM) program they have the ability to participate in a clinical externship and/or hands on practicum so as to practice the skills necessary to perform the job requirements of a EHRM professional. Students will be assisted with completing a resume and/or other requirements necessary to work in a hospital, physicians practice, clinic and/or with other healthcare organizations. All students who complete this program are eligible to participate in an externship and will be placed in a healthcare organization near their location.

Course Overview

Healthcare Information and Systems

- Lesson 1 – Healthcare Facilities and Professionals
 - Reading Assignment:
 - Health Information Technology and Management - Chapter 1 (pp. 1-21)
 - Health Information Technology and Management - Chapter 2 (pp. 22-41)
- Lesson 2 – Accreditation, Regulation, and HIPAA
 - Reading Assignment:
 - Health Information Technology and Management - Chapter 3 (pp. 42-73)
- Lesson 3 – Fundamentals of Information Systems and Healthcare Records
 - Reading Assignment:
 - Health Information Technology and Management - Chapter 4 (pp. 74-95)
 - Health Information Technology and Management - Chapter 5 (pp. 98-126)
- Lesson 4 – Comparison of Paper and Electronic Records
 - Reading Assignment:
 - Health Information Technology and Management - Chapter 6 (pp. 127-151)
 - Health Information Technology and Management - Chapter 7 (pp. 152-181)
- Lesson 5 – Additional Health Information Systems
 - Reading Assignment:
 - Health Information Technology and Management - Chapter 8 (pp. 182-204)

Administrative Medical Assisting

- Lesson 6 – Healthcare Coding and Reimbursement
 - Reading Assignment:
 - Health Information Technology and Management - Chapter 9 (pp. 207- 236)
- Lesson 7 – Healthcare Transactions and Billing
 - Reading Assignment:
 - Health Information Technology and Management - Chapter 10 (pp. 237- 259)
- Lesson 8 – Statistics, Research, and Quality Management
 - Reading Assignment:
 - Health Information Technology and Management - Chapter 11 (pp. 260- 282)
 - Health Information Technology and Management - Chapter 12 (pp. 283- 300)
- Lesson 9 – Electronic Health Records: An Overview
 - Reading Assignment:
 - Electronic Health Records - Chapter 1 (pp. 1-34)

An Introduction to Medical Record Software

- Lesson 10 – Functional EHR Systems
 - Reading Assignment:
 - Electronic Health Records – Chapter 2 (pp. 35-76)
- Lesson 11 – Learning Medical Record Software
 - Reading Assignment:
 - Electronic Health Records - Chapter 3 (pp. 77-117)
 - Electronic Health Records - Chapter 4 (pp. 118-151)

Using Medical Record Software

- Lesson 12 – Data Entry at the Point of Care
 - Reading Assignment:
 - Electronic Health Records - Chapter 5 (pp. 152-195)
- Lesson 13 – Understanding Electronic Orders
 - Reading Assignments:
 - Electronic Health Records - Chapter 6 (pp. 196-253)
- Lesson 14 – Problem Lists, Results Management, and Trending
 - Reading Assignment:
 - Electronic Health Records - Chapter 7 (pp. 261-300)
- Lesson 15 – Data Entry Using Flow Sheets and Anatomical Drawings
 - Reading Assignment:
 - Electronic Health Records - Chapter 8 (pp. 301-341)

Using the EHR

- Lesson 16 – Using the EHR to Improve Patient Health
 - Reading Assignment:
 - Electronic Health Records - Chapter 9 (pp. 342-374)
- Lesson 17 – Privacy and Security of Health Records
 - Reading Assignment:
 - Electronic Health Records - Chapter 10 (pp. 375-416)
- Lesson 18 – Using the Internet to Expedite Patient Care
 - Reading Assignment:
 - Electronic Health Records - Chapter 11 (pp. 417-463)
- Lesson 19 – EHR Coding and Reimbursement
 - Reading Assignment:
 - Electronic Health Records - Chapter 12 (pp. 464-518)

Fresno Pacific University Student Learning Outcomes (FPU-SLO)

FPU-SLO 1	Student Learning Outcomes Oral Communication: Students will <i>exhibit</i> clear, engaging, and confident oral communication – in both individual and group settings – and will critically <i>evaluate</i> content and delivery components.
FPU-SLO 2	Written Communication: Students will <i>demonstrate</i> proficient written communication by <i>articulating</i> a clear focus, <i>synthesizing</i> arguments, and utilizing standard formats in order to <i>inform</i> and <i>persuade</i> others.
FPU-SLO 3	Content Knowledge: Students will <i>demonstrate</i> comprehension of content-specific knowledge and the ability to apply it in theoretical, personal, professional, or societal contexts.
FPU-SLO 4	Reflection: Students will <i>reflect</i> on their personal and professional growth and <i>provide evidence</i> of how such reflection is utilized to manage personal and vocational improvement.
FPU-SLO 5	Critical Thinking: Students will <i>apply</i> critical thinking competencies by <i>generating</i> probing questions, <i>recognizing</i> underlying assumptions, <i>interpreting</i> and <i>evaluating</i> relevant information, and <i>applying</i> their understandings to new situations.
FPU-SLO 6	Moral Reasoning: Students will <i>identify</i> and <i>apply</i> moral reasoning and ethical decision-making skills, and <i>articulate</i> the norms and principles underlying a Christian world-view.
FPU-SLO 7	Service: Students will <i>demonstrate</i> service and reconciliation as a way of leadership.
FPU-SLO 8	Cultural and Global Perspective: Students will <i>identify</i> personal, cultural, and global perspectives and will employ these perspectives to <i>evaluate</i> complex systems.
FPU-SLO 9	Quantitative Reasoning: Students will accurately <i>compute</i> calculations and symbolic operations and <i>explain</i> their use in a field of study.
FPU-SLO 10	Information Literacy: Students will <i>identify</i> information needed in order to fully understand a topic or task, <i>explain</i> how that information is organized, <i>identify</i> the best sources of information for a given enquiry, <i>locate</i> and critically <i>evaluate</i> sources, and accurately and effectively <i>share</i> that information.

Continuing Education Student Learning Outcomes (CE-SLO)

CE-SLO 1	Demonstrate proficient written communication by articulating a clear focus, synthesizing arguments, and utilizing standard formats in order to inform and persuade others, and present information applicable to targeted use.
CE-SLO 2	Demonstrate comprehension of content-specific knowledge and the ability to apply it in theoretical, personal, professional, or societal contexts.
CE-SLO 3	Reflect on their personal and professional growth and provide evidence of how such reflection is utilized to manage personal and professional improvement.
CE-SLO 4	Apply critical thinking competencies by generating probing questions, recognizing underlying assumptions, interpreting and evaluating relevant information, and applying their understandings to the professional setting.
CE-SLO 5	Reflect on values that inspire high standards of professional and ethical behavior as they pursue excellence in applying new learning to their chosen field.

CE-SLO 6	Identify information needed in order to fully understand a topic or task, organize that information, identify the best sources of information for a given enquiry, locate and critically evaluate sources, and accurately and effectively share that information.
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