



THE UNIVERSITY OF ARIZONA

CONTINUING AND PROFESSIONAL EDUCATION

NEW TITLE - Certified Electronic Health Records Specialist Career Prep 6356

Instructor Supported:	Self-Paced	11/16 updated
Enrollment:	Open	
Estimated time:	145 Hours	
Access:	12 Months	
Prerequisites:	None	
Tuition:	\$1,984 (Books included), Exam not included \$150	

Course Overview:

With the move to electronic medical records and other computer-based health information systems, medical offices and healthcare agencies are in need of administrative professionals who can navigate these complex systems. This course will prepare students to become Certified Electronic Health Records Specialists and join the growing ranks of this new allied health field. This course will provide a comprehensive education in all aspects of electronic health records, including implementing electronic systems, managing systems, troubleshooting, entering and retrieving patient information, maintaining patient confidentiality, and other topics associated with electronic health records and computer-based health information systems. Through a variety of learning activities, including practice in a simulated electronic records system, students will learn the skills necessary to become an Electronic Health Records Specialist.

About ProTrain:

ProTrain is committed to offering world class interactive online courses that provide training and learning support for the student in a number of ways during their experience. The ProTrain course structure has been developed to provide activities to guide students throughout the entire process of learning. Learning activities include hands-on assignments that allow students to use what they are learning to allow better transferable skills within their work environments; and collaborative assignments, like wikis and discussion groups that allow them to share what they have learned with others in the same course.

While a student learns, they are not alone. Each student will receive guidance and support from his or her assigned Training Assessment Manager (TAM) and Student Services Specialist (SSS) representative. In addition, we will offer live monthly webinars and feedback sessions for various subject categories. Throughout the entire course, students are monitored by the SSS representative using progress reporting from the ProTrain Registration System (PRS).

ProTrain will provide Students who successfully complete their online certification programs and pass their industry level certification exams the access to the new ProTrain Education-2-Employment Career Tracker system. The Career Tracker will



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allow our students who pass exams to load their own resumes at no additional cost, and letting industry employers find their talent through the same database.

Curriculum Developer Biography:

Willow Nolland is an expert in education and eLearning, with more than ten years of experience in curriculum development and instructional design. She has worked in higher education for over twelve years, and has developed numerous courses and has been involved in curriculum development across disciplines. She has experience with academic program development and coordination, curriculum development, student learning outcomes, educational partnerships, and student development. In addition, she has developed and administered professional development programs for various groups, including teachers, counselors, healthcare workers and members of private industry. She is a certified Quality Matters Reviewer and has taken graduate courses in online course development. She designs and teaches online courses at the college level and is proficient in a variety of course management systems. She has helped educators redesign their courses to transition them from a face-to-face format to an online format, and has provided course editing assistance to others. As a freelance instructional designer and curriculum developer, her projects have included course editing and redesign of online continuing education courses for nurses, CEU curriculum development for healthcare workers and teachers, and course review and editing for various colleges and universities.

Course Outline:

Lesson 1: Introduction to Electronic Health Records

In this lesson, you will learn about electronic health records. First, you will develop an understanding of the definition and scope of electronic health records. From there, you will learn about the importance of electronic health records and their role in the medical office. Finally, you will receive information on new electronic health records initiatives and the future of electronic health records. Upon completion of this lesson, you will have a thorough understanding of electronic records and the ways in which they are used in the medical office.

Lesson 2: Implementing Electronic Health Records

In this lesson, you will learn about Electronic Health Record implementation. First, you will learn about the steps needed to implement EHR. Then, you will learn how to access resources and programs that will assist with EHR implementation. Finally, you will learn about the EHR framework. Upon completion of this lesson, you will be prepared to implement EHR in a medical office.



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Lesson 3: Record Content and Patient Management

In this lesson, you will learn about electronic health record content and patient management. First, you will learn about the different formats of the EHR and the standards commonly used in records. Then, you will learn how to manage patient visits and general patient information using electronic health records. Finally, you will learn how to manage information using problem, medication, and allergy lists. Upon completion of this lesson, you will have a thorough understanding of record content and patient management.

Lesson 4: Examinations and Treatment

In this lesson, you will learn about managing patient examinations and treatment using medical records. In the first section, you will learn about examination/assessment notes, graphics, and charts. From there, you will learn about the treatment plan, patient orders, and results. Finally, you will learn about medication orders and administration. Upon completion of this lesson, you will have the skills and knowledge necessary to maintain these functions in a medical office.

Lesson 5: Patient Communications

In this lesson, you will learn how to use electronic health records and computer software to manage patient communications. You will examine the different formats of communication and identify the stages of patient communication. You will also learn about the precautions you will need to exercise when using electronic communications. Finally, you will learn how to share information from the patient's record. Upon completion of this lesson, you will be fully prepared to manage patient communications using electronic health records and computer software.

Lesson 6: Coding, Billing, and Practice Reports

In this lesson, you will learn how to use electronic records to manage coding and billing workflow. You will learn about the different code sets and how they can be incorporated into electronic health records. You will also learn about bill submission features, as well as how to generate a report. Upon completion of this lesson you will have the skills and knowledge necessary to manage coding and billing functions in a medical office.

Lesson 7: Research, Registries, and Reportable Events

In this lesson, you will learn about the relationship between electronic health records and patient participation in research, clinical trials, and reportable events. You will learn how research participation can impact the patient's electronic health records, as well as the steps and phases in the product research process that involve electronic health records. You will also learn about the role electronic health records play in providing information to registries, responding to reportable event requirements, and meeting meaningful use criteria regarding research and public health. Upon completion of this lesson, you



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will have a thorough understanding of the relationship between electronic health records and research, registries, and reportable events.

Lesson 8: Personal Health Records and Clinical Care Records

In this lesson, you will learn about personal care records and clinical care records. You will learn about the reasons for the development of both and identify the data categories and elements required by AHIMA for the content of a personal health record. You will also learn the standards for developing, maintaining, and accessing continuity of care records. Upon completion of this lesson, you will be fully prepared to develop, maintain, and access personal health records and continuity of care records.

All necessary materials are included.

Certification(s):

This course prepares the student to take the **National Healthcareer Association Electronic Health Record Specialist (CEHRS)** certification exam.

System Requirements:

Internet Connectivity Requirements:

- Cable and DSL internet connections are recommended.

Hardware Requirements:

- Minimum Pentium 400 Mhz CPU or G3 Macintosh. 1 GHz or greater CPU recommended.
- 256MB RAM minimum. 1 GB RAM recommended.
- 800x600 video resolution minimum. 1025x768 recommended.
- Speakers/Headphones to listen to Dialogue streaming audio sessions.
- A microphone to speak in Dialogue streaming audio sessions.



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Operating System Requirements:

- Windows Vista, 7, 8, 8.1, 9, 10
- Mac OSX 10 or higher.
- OpenSUSE Linux 9.2 or higher.

Web Browser Requirements:

- Google Chrome is recommended.
- Firefox 13.x or greater.
- Internet Explorer 6.x or greater.
- Safari 3.2.2 or greater.

Software Requirements:

- Adobe Flash Player 6 or greater.
- Oracle Java 7 or greater.
- Adobe Reader 7 or greater.

Web Browser Settings:

- Accept Cookies
- Disable Pop-up Blocker.

Please Note:

Test vouchers are non-refundable. *No exceptions!*

Arrangements to take Exams must be made within 6 months of completion of the course.

Prices for Exams are subject to change without notice.

****Outlines are subject to change, as courses and materials are updated.****