Online Certified Electronic Health Records Specialist Course

194 Hours / 6 Months

Course Description

Whether you already work in the medical field or you're transitioning from another career, becoming a CEHRS can open up new job opportunities for you, give you higher earning power, and make you an in-demand professional in a wide variety of healthcare settings. This program will provide everything you need to make it happen!

In this program, you'll learn the ins and outs of electronic health records (EHR) systems, along with the many benefits they offer medical practices. You'll get hands-on practice using real EHR software as you prepare to take the National Health Career Association's (NHA) CEHRS certification exam.

In Medical Terminology, you will learn important terminology and study the disorders and medical procedures common to each body system.

Hardware Requirements

- This course can be taken on either a PC or Mac.

Software Requirements

- PC: Windows XP or later
- Mac: OS X Snow Leopard 10.6 or later
- Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible. The electronic health record (EHR) software within the course is only accessible through Internet Explorer.
- Adobe Flash Player. Click here to download the Flash Player.
- Adobe Acrobat Reader. Click here to download the Acrobat Reader.
- Software must be installed and fully operational before the course begins.
- Email capabilities and access to a personal email.

Prerequisites

In order to sit for national certification exams, candidates must have a high school diploma or equivalent; therefore, it is recommended you have this before enrolling for this program.

Course Outline

MODULE	TOPICS COVERED	
Certified Electronic Health Records Specialist		
1: An Overview of EHR and CEHRS	• What is an EHR • The Importance of EHRs • Efforts to Encourage EHR Adoption	• EHRs in the Future • The Role of a CEHRS in a Medical Practice
2: Steps to EHR Implementation	• Step 1: Assess • Step 2: Plan	• Step 3: Select • Step 4: Implement
3: The EHR Framework	• EHR Architecture, Hardware, Software, Networks and Interfaces • Human-Computer Interface (User) Devices • Functional, Data Content, and Vocabulary Standards	• Feature and Data Formats • Security Controls • Hybrid Health Records • Disaster Recovery
4: HIPAA Requirements and EHR Systems	• What is HIPAA? • HIPAA and CEHRS	• HIPAA Privacy Rule • HIPAA Security Rule
5: The EHR and Record Content	• Record Purposes • Record Formats and Types of Data • Record Standards	• Medical Record Content • Documentation Practices
6: Patient Visit Management	• The EHR in an Office Workflow • Master Patient Index • Service Payment Information	• Scheduling • Consents, Acknowledgements, Advance Directives, and Authorizations
7: Problem, Medication, and Allergy Lists	• The Lists • Summary Lists in the Office Workflow	• Standards – Functional, Content, and Vocabulary
8: Examination/Assessment Notes, Graphics, and Charts	• Examination and Assessment Notes in the Office Workflow • Functional and Content Standards	• Documentation
9: Treatment Plans, Orders, and Results	• Treatment Plan • Treatment Plans in the Office Workflow	• Functional and Content Standards of Treatment Plans • Documentation of Treatment Plans, Orders, and Results
10: Medication Orders and Administration	• Medication Orders Workflow • Functional, Content, and Vocabulary Standards for Medication Orders	• Medication Reference Information • Medication Alerts and Reminders
11: Patient Communications	• Patient-Focused Communication • Patient Portals	• Personal Health Records

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12: Coding, Billing, and Practice Reports	• Coding and Billing Workflow • Code Sets and Clinical Vocabularies • Coding, Billing, and the EHR	• Encoders and Computer-Assisted Coding • Electronic Bill Submission
13: Research, Registries, and Reportable Events	• Medical Product Development • Practice Requirements	• Standards that Support Research • Registries and Reportable Events
14: Personal Health Records and Continuing Care Records	• Personal Health Record • Communication Among Providers for Continuing Care	• Continuity of Care Record • Ongoing Training and Technical Support of EHR Software
Medical Terminology		
1: Medical Terminology	• Introduction to Medical Terminology • The Musculoskeletal System • The Cardiovascular System • The Lymphatic and Immune Systems • The Respiratory System • The Digestive System • The Urinary System	• The Nervous System • The Special Senses The Eyes and Ears • The Integumentary System • The Endocrine System • The Reproductive System • Diagnostic Procedures, Nuclear Medicine, Pharmacology

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