AUBURN
UNIVERSITY OUTREACH

OFFICE OF PROFESSIONAL AND
CONTINUING EDUCATION

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Education & Training Plan
Electronic Health Records Management Certificate Program with Clinical Externship

Student Full Name: _____

Start Date: _____ End Date: _____

Program includes National Certification & a Clinical Externship Opportunity
Mentor Supported

Electronic Health Records Management (EHRM) Certificate Program with Clinical Externship

Course Code: AU-EH 06
Program Duration: 4 Months
Contact Hours: 375
Student Tuition: $3,000

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** can be proctored at a local testing facility and is available to all students who complete this program.

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 Auburn University 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 at Auburn University 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. Auburn University works with each student to complete the exam application and register the student to take their national certification exam.

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. Auburn University works with national healthcare organizations and has the ability to place students in clinical externship opportunities nationwide.

Auburn University contact: If students have any questions regarding the EHRM program including national certification and clinical externships**, they should call Shavon Williams of Auburn University at | 334-844-3108 or via email at szw0063@auburn.edu**

Note: No refunds can be issued after the start date published in your Financial Award document.

About Auburn University!

Welcome to Auburn University! Auburn University was established in 1856 as the East Alabama Male College, 20 years after the city of Auburn's founding.

OUR MISSION: The Office of Professional and Continuing Education (OPCE) makes the educational resources of Auburn University available for non-credit education programs and conferences designed to promote lifelong learning, regardless of age, interest, or location. Our programs fall into five general categories: Professional Development, Certificate Programs, Personal Enrichment, Summer Youth Programs, and Conferences.
http://www.auburn.edu/mycaa

Auburn University and Pearson Education
The Auburn University's Office of Professional and Continuing Education eLearning programs were developed in partnership with Pearson Education to produce the highest quality, best-in-class content and delivery necessary to enhance the overall student learning experience, boost understanding and ensure retention. Pearson Education is the premier content and learning company in North America offering solutions to the higher education and career training divisions of colleges and universities across the country aimed at driving quality education programs to ensure student success. Please visit us at **www.pearson.com.**

About Pearson Education
Welcome to Pearson. We have a simple mission: to help people make more of their lives through learning. We are the world's leading learning company, with 40,000 employees in more than 80 countries helping people of all ages to make measurable progress in their lives. We provide a range of education products and services to institutions, governments and direct to individual learners, that help people everywhere aim higher and fulfil their true potential. Our commitment to them requires a holistic approach to education. It begins by using research to understand what sort of learning works best, it continues by bringing together people and organizations to develop ideas, and it comes back round by measuring the outcomes of our products.

Lesson Checklist
Each lesson includes a prescribed checklist of activities for successful completion of the lesson. This includes lesson objectives, readings, and recommended assignments. Although assignments are optional, they are particularly critical in this course. The course mentor will provide feedback on submitted assignments.

Course Materials:
- Electronic Health Records text
  Note: You must install the Medcin Student Edition of the software on a PC. The installation CD is packaged with this textbook. The software is not compatible with a Mac.
- Health Information Technology and Management text

Module/Lesson Structure
The Electronic Health Record Specialist program is divided into five main content modules. Each module contains one or more lesson presentations to view. These lesson presentations are the "lectures" which, along with the textbook readings and resources, will help you learn the material. The lesson presentations address a variety of learning styles and preferences using text, audio, video, etc. Each lesson contains at least one *Check Your Understanding* interactive self-assessment that will help you gauge your comprehension of that lesson's content. Many lessons include supplemental resources such as games, animations, videos, and interactive activities. Using these additional materials will deepen your understanding of the content. Each module has a Module Test (the last Module concludes with a Final Exam for all students).

Course Overview

Module 1 – 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)

Module 2 – 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)

Module 3 – 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)

Module 4 – 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)

Module 5 – 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)

Note: This program can be completed in 4 months. However, students will have online access to this program for a 24-month period.

MICROSOFT OFFICE Module

- Use an integrated software package, specifically the applications included in the Microsoft Office suite
- Demonstrate marketable skills for enhanced employment opportunities
- Describe proper computer techniques for designing and producing various types of documents
- Demonstrate the common commands & techniques used in Windows desktop
- List the meaning of basic PC acronyms like MHz, MB, KB, HD and RAM
- Use WordPad and MSWord to create various types of documents
- Create headings and titles with Word Art
- Create and format spreadsheets, including the use of mathematical formulas
- Demonstrate a working knowledge of computer database functions, including putting, processing, querying and outputting data
- Define computer terminology in definition matching quizzes
- Use the Windows Paint program to alter graphics
- Use a presentation application to create a presentation with both text and graphics
- Copy data from one MS Office application to another application in the suite
- Use e-mail and the Internet to send Word and Excel file attachments
- Demonstrate how to use the Windows Taskbar and Windows Tooltips
- Explain how copyright laws pertain to data and graphics posted on the Internet
- Take the college computer competency test after course completion
- Follow oral and written directions and complete assignments when working under time limitations

Note: Although the Microsoft Office Module is not required to successfully complete this program, students interested in pursuing free Microsoft MOS certification may want to consider completing this Microsoft Office Module at no additional cost.

System Requirements:

Windows Users:
- Windows 8, 7, XP or Vista
- 56K modem or higher
- Soundcard & Speakers
- Firefox, Chrome or Microsoft Internet Explorer

Mac OS User:
- Mac OS X or higher (in classic mode)
- 56K modem or higher
- Soundcard & Speakers
- Apple Safari

iPad Users:
- Due to Flash limitations, eLearning programs are NOT compatible with iPads

Screen Resolution:
- We recommend setting your screen resolution to 1024 x 768 pixels.

Browser Requirements:
- System will support the two latest releases of each browser. When using older versions of a browser, users risk running into problems with the course software.
  - Windows Users: Mozilla Firefox, Google Chrome, Microsoft Internet Explorer
  - Mac OS Users: Apple Safari, Google Chrome Mozilla Firefox

Suggested Plug-ins:
- Flash Player
- Real Player
- Adobe Reader
- Java