



## Physicians Office with Electronic Health Records

### Physicians Office Assistant Professional with Electronic Health Records Management Program

This course provides a well-rounded experience preparing students to assist physicians in multiple administrative areas of the medical office and the requirements of maintaining the electronic health record (EHR). Instruction includes medical terminology, interpersonal skills, medical records management, implementation and management of electronic health information, medical ethics and law, basics of insurance billing and coding, maintaining the regulatory requirements of the EHR and a detailed review of Microsoft Office end user tool including Word, Power Point, Access, Outlook and Excel. Program also includes an optional clinical externship at a local healthcare provider!

### Education and Certification

A major objective of this program is to prepare students for important national healthcare competency certification examinations and to prepare them to work as Physician Office Assistants and Electronic Health Records professionals.

- Students should have or be pursuing a high school diploma/GED.
- National certification examination opportunities for students:
  - Electronic Health Records Management (EHRM) - National Healthcareer Association (NHA) Certified Electronic Health Record Specialist (CEHRS) exam certification
  - The National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CMAA) certification exam
  - The Microsoft Office Desktop Skill modules will prepare students to sit for the Microsoft Office User exams.

### Key Course Module Topics Covered

#### *Physicians Office Assistant Module*

- History and background of the medical assisting profession
- Ethical and legal issues, fraud abuse, and compliance
- Office and patient communication techniques, appointment scheduling and general office duties
- Telephone techniques and skills for scheduling appointments
- Technology in the healthcare environment
- Medical terminology
- Basics of insurance billing and coding
- Medical records management and management of practice finances
- HIPAA review and patient bill of rights and confidentiality

#### *Electronic Health Records Management Module*

- 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
- Basic code set principles and their applications with an emphasis on the ambulatory/outpatient setting and an introduction to inpatient medical records.
- Overview of various healthcare delivery systems

#### *Microsoft Office Module*

- Common features found in Word 2010, Excel 2010, PowerPoint 2010, Access 2010 and Outlook 2010.
- Microsoft Office Suite - “How to Utilize Features” including File, Home, Insert, Page Layout, References, Mailings, Review, View, Developer Tabs Formula, Data, Design, Transitions, Animations, Slide Show, Adobe Presenter Tabs, External Data, Database Tools, and Add-Ins tabs.

Program

Features

& Benefits

- Program includes a “clinical externship” at a local healthcare provider
- National certification exam information and review material
- A personal “instructor mentor” to guide you through your course
- Program includes: textbooks, labs, activities, videos, and other material