



Columbia Southern University  
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### Education & Training Plan

## Electronic Health Records Management Certification Program with Externship

Student Full Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Program includes National Certification & an Externship Opportunity**  
**Mentor Supported**

### **Columbia Southern University Program with Externship**

Course Code: CSU-EH 06  
Program Duration: 6 Months  
Course Contact Hours: 375  
Student Tuition: \$3,000.00

### **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.
- 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 Columbia Southern University Electronic Health Records Management program will be prepared to sit for the National Healthcareer Association (NHA) Electronic Health Record Specialist Certification (CEHRS) national certification exam(s). In order to work as a Electronic Health Records Management, many states nationwide are requiring that learners achieve national certification prior to working in that state. Students who complete this program are encouraged to complete the practical/clinical externship option with their program. This comprehensive program is designed to prepare students to sit for National Healthcareer Association (NHA) Electronic Health Record Specialist Certification (CEHRS) exam(s). Students who complete this program can and do sit for the National Healthcareer Association (NHA) Electronic Health Record Specialist Certification (CEHRS) national certification exam(s) and are qualified, eligible and prepared to do so.

## **Externship / Hands on Training / Practicum**

Although not a requirement, once students complete the program, they have the ability to participate in an externship and/or hands on practicum so as to practice the skills necessary to perform the job requirements of a professional in this field. Students will be assisted with completing a resume and/or other requirements necessary to work in this field. All students who complete this program are eligible to participate in an externship and will be placed with a participating organization near their location. The institution works with national organizations and has the ability to place students in externship opportunities nationwide.

**Columbia Southern University contact:** If students have any questions regarding this program including national certification and externships , **they should call Laurie Coleman of Columbia Southern University at | (800) 977-8449 x1840 or via email at [laurie.coleman@columbiasouthern.edu](mailto:laurie.coleman@columbiasouthern.edu)**

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



## About Columbia Southern University!

### Welcome to Columbia Southern University!

**OUR MISSION:** Columbia Southern University provides diverse learning experiences and affordable, flexible distance education programs at the certificate, undergraduate, and graduate levels to a global student body, delivered by qualified, student-centered faculty committed to teaching and student learning. The University is dedicated to providing exceptional academic and student support services.

**OUR VISION:** The Vision of Columbia Southern University is to change and improve lives through higher education by enabling students to maximize their professional and personal potential.

The Continuing Education Department at Columbia Southern University is committed to a program of public service, outreach and continuing education by sharing resources with the workforce to enhance the intellectual capital of all those in need or desire lifelong learning and development.

<http://www.columbiasouthern.edu/online-degree/continuing-education>



### Columbia Southern University and Pearson Education

Columbia Southern University's 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](http://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.

## **Electronic Health Records Management Program Details**

### **HEALTHCARE FACILITIES AND PROFESSIONALS**

- Identify the various organizations associated with the healthcare professions
- Describe the roles of various healthcare professionals
- Differentiate types of healthcare facilities

### **ACCREDITATION, REGULATION AND HIPAA**

- Follow security policy guidelines in a medical facility
- Apply HIPAA privacy policy in a medical office
- Explain HIPAA privacy and security concepts
- List HIPAA transactions and uniform identifiers
- Discuss the importance of accreditation
- Discuss HIPAA security requirements and safeguards

### **FUNDAMENTALS OF HEALTHCARE DATA**

- Describe the various forms of telemedicine
- Discuss the functions of healthcare records
- Explain the fundamental concepts of computers and computer networks

### **THE ELECTRONIC HEALTH RECORD**

- Describe the workflow of an office fully using EHRs
- Compare different forms and features of EHR data
- Explain the importance of electronic health records
- Discuss the HIM responsibilities of the legal health record
- Explain the processes involved in document imaging
- Describe the workflow of charts in the HIM department
- Explain the various ways in which paper records are organized and stored

### **HEALTH INFORMATION PROCESSES**

- Identify different types of digital technologies that are part of electronic health records
- Explain the information system considerations found in various departments
- Describe various HIS and EHR systems and approaches to these systems
- Describe departmental health records systems

### **HEALTHCARE CODING AND REIMBURSEMENT**

- Identify situations of healthcare fraud and abuse
- Describe how a DRG is determined for billing purposes
- Compare prospective payment systems for hospitals and outpatient facilities
- Explain managed care
- Discuss reimbursement methodologies
- Name the coding standards used for billing
- Identify patient and insurance billing terms

## **HEALTH INFORMATION MANAGEMENT**

- Describe electronic data interchange (EDI) transactions
- Discuss the concepts of claim scrubbers, accounts receivable, and the payment floor
- Explain the functions of a clearinghouse
- Differentiate hospital and professional claim forms
- Identify the eight types of HIPAA electronic transactions
- Describe the billing workflow

## **STATISTICS, RESEARCH, AND QUALITY**

- Describe different types of data collected and used by quality management
- Discuss administrative systems used for managerial support
- Explain healthcare statistical terms and formulas
- Identify different types of registries and indexes
- Describe internal and external uses for secondary data

## **ELECTRONIC HEALTH RECORDS: AN OVERVIEW**

- Compare various types of electronic health record computers such as workstation, laptop, and tablet PC
- Contrast inpatient and outpatient charts
- Describe federal government strategies to promote electronic health record adoption
- Discuss social forces that are driving the adoption of electronic health records
- Describe the core functions of an electronic health record

## **FUNCTIONAL EHR SYSTEMS**

- Explain the functional benefits of the EHR
- Explain different methods for capturing and recording EHR data
- Compare different formats of EHR data and prominent code sets

## **BASICS OF MEDICAL RECORD SOFTWARE**

- Demonstrate navigation of the software
- Document a patient encounter
- Complete selected tasks to create a patient account
- Use basic functions of medical record software using Medcin Student Edition Software

## **DATA ENTRY AT THE POINT OF CARE**

- Use Forms
- Use Review of Systems
- Load and use Lists of Findings to speed up data entry

## **ELECTRONIC ORDERS**

- Discuss safety issues and rights related to medication administration
- Use the EHR features related to orders and results
- Compare paper and electronic workflow of orders and results
- Discuss the importance of electronic orders and results

## **PROBLEM LISTS, RESULTS MANAGEMENT, AND TRENDING**

- Create a graph of lab results and vital signs in the chart
- View pending orders and lab test results
- Use Problem Lists
- Use Patient Management

## **DATA ENTRY USING FLOW SHEETS AND ANATOMICAL DRAWINGS**

- Use an EHR drawing tool to annotate drawings in an encounter
- Create a Problem-Based flow sheet
- Create a Form-Based flow sheet
- Work with flow sheets in the EHR system

## **USING THE EHR TO IMPROVE PATIENT HEALTH**

- Explain how patients can be involved in their own health
- Discuss preventive care systems
- Order immunizations for a child
- Calculate Body Mass Index (BMI)
- Create a pediatric growth chart
- Document a well-baby checkup using a wellness form

## **PRIVACY AND SECURITY OF HEALTH RECORDS**

- Explain HIPAA privacy concepts
- Apply HIPAA privacy policy in a medical facility
- List HIPAA transactions and uniform identifiers

## **USING THE INTERNET TO EXPEDITE PATIENT CARE**

- Describe Personal Health Records (PHR)
- Compare different types of telemedicine
- Explain remote access and secure internet communications
- Discuss issues related to security of Internet data
- Compare the Internet to a private network
- Explain how EHR systems use the Internet

## **EHR CODING AND REIMBURSEMENT**

- Use E&M calculator software
- Read tables used in CMS guidelines
- Describe key components of E&M codes
- Demonstrate how Evaluation and Management (E&M) codes are determined
- Explain the relevance of billing codes in an EHR system

**Note: This program can be completed in 6 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: Safari, Google Chrome, Mozilla Firefox

### **Suggested Plug-ins:**

- Flash Player
- Real Player
- Adobe Reader
- Java