

Electronic Health Record Specialist Syllabus

Instructor: Louise Crago 907-212-6584 louisec@alaskapca.org Class

Days & Hours: Fridays from 10-11 am

*You are encouraged to attend class, however if you are unable to, a recording will be uploaded shortly following the live class. You will be required to listen to it if you miss class.

General Information:

Apprentices will meet once a week via internet for a period of 24 weeks.

Class Schedule—1-hour live or recorded session and 5-hours homework time each week.

This training will cover the following subjects:

- Health Care Delivery Systems Information Management Professionals
- Health Care Settings Collection
- Introduction to the Patient Record
- Electronic Health Records Management
- Patient Record Documentation Guidelines
- Numbering & Filing Systems, Record Storage and Circulation
- Indexes, Registers, and Health Data
- Legal Aspects of Health Information
- Introduction to Coding & Reimbursement

Textbook:

Bowie, M.J., & Green, M.A. (2016). *Essentials of Health Information Management: Principles & Practices*. Boston, MA: Cengage Learning.

COHORT 6

COURSE SCHEDULE

Week	Date of Class	Chapter Name	Learning Path	Points
1	Week 1	Orientation The assignments for the week need to be completed by the date of the class.	<ul style="list-style-type: none"> • Technical Instruction • MindTap • OJL Logs 	•
2	Week 2	1. Health Care Delivery Systems pp 1-14	<ul style="list-style-type: none"> • Chapter Reading • Knowledge Check • Career Readiness • Final Exam • Learning Lab 	<ul style="list-style-type: none"> • N/A • 5 • 100 • 30 • 100
3	Week 3	1. Health Care Delivery Systems pp14-40	<ul style="list-style-type: none"> • Chapter Reading • Knowledge Check • Career Readiness • Final Exam • Learning Lab 	<ul style="list-style-type: none"> • N/A • 5 • 1 • 30 • 100

4	Week 4	2. Health Information Management Professionals	<ul style="list-style-type: none"> • • Chapter Reading • • Knowledge Check • Career Readiness Final Exam Learning Lab 	<ul style="list-style-type: none"> • N/A • 5 • 1 • 30 • 100
5	Week 5	3. Health Care Settings	<ul style="list-style-type: none"> • Chapter Reading • Knowledge Check • Career Readiness • Final Exam • Learning Lab 	<ul style="list-style-type: none"> • N/A • 5 • 1 • 30 • 100
6	Week 6	4. Introduction to the Patient Record pp 77-99	<ul style="list-style-type: none"> • Chapter Reading • • Knowledge Check • Career Readiness • Final Exam • Learning Lab 	<ul style="list-style-type: none"> • N/A • 5 • 1 • 30 • 100
7	Week 7	4. Introduction to the Patient Record pp 100-114	<ul style="list-style-type: none"> • Chapter Reading • Knowledge Check • Career Readiness • Final Exam • Learning Lab 	<ul style="list-style-type: none"> • N/A • 5 • 1 • 30 • 100
8	Week 8	5. Electronic Health Records	<ul style="list-style-type: none"> • Chapter Reading • • Knowledge Check • Career Readiness • Final Exam • Learning Lab 	<ul style="list-style-type: none"> • N/A • 5 • 1 • 30 • 100
9	Week 9	6. Patient Record Documentation Guidelines: Inpatient, Outpatient & Physician Office pp 131-178	<ul style="list-style-type: none"> • Chapter Reading • Knowledge Check • Career Readiness • Final Exam • Learning Lab 	<ul style="list-style-type: none"> • N/A • 5 • 1 • 30 • 100
10	Week 10	6. Patient Record Documentation Guidelines: Inpatient, Outpatient & Physician Office pp 178-221	<ul style="list-style-type: none"> • Chapter Reading • • Knowledge Check • Career Readiness • Final Exam • Learning Lab 	<ul style="list-style-type: none"> • N/A • 5 • 100 • 30 • 100
11	Week 11	7. Numbering & Filing Systems and Record Storage & Circulation	<ul style="list-style-type: none"> • Chapter Reading • Knowledge Check • Career Readiness • Final Exam • Learning Lab 	<ul style="list-style-type: none"> • N/A • 5 • 11 • 30 • 100

12	Week 12	8. Indexes, Registers, & Health Data Collection	<ul style="list-style-type: none"> • Chapter Reading • Knowledge Check • Career Readiness • Final Exam • Learning Lab 	<ul style="list-style-type: none"> • N/A • 5 • 1 • 30 • 100
13	Week 13	9. Legal Aspects of Health Information management pp 277-300	<ul style="list-style-type: none"> • Chapter Reading • Knowledge Check • Career Readiness • Final Exam • Learning Lab 	<ul style="list-style-type: none"> • N/A • 5 • 1 • 30 • 100
14	Week 14	9. Legal Aspects of Health Information Management pp 300-317	<ul style="list-style-type: none"> • Chapter Reading • Knowledge Check • Career Readiness • Final Exam • Learning Lab 	<ul style="list-style-type: none"> • N/A • 5 • 1 • 30 • 100
15	Week 15	10. Introduction to Coding & Reimbursement	<ul style="list-style-type: none"> • Chapter Reading • Knowledge Check • Career Readiness • Final Exam • Learning Lab 	<ul style="list-style-type: none"> • N/A • 5 • 1 • 30 • 100
16	Week 16	Orientation to NHA Materials Test Taking Strategies	☒	• ☐☐☐
17	Week 17	NHA Study Materials Chapter 1	☒	• ☐☐☐
18	Week 18	NHA Study Materials Chapter 1	☒	• ☐☐☐
19	Week 19	NHA Study Materials Chapter 2	☒	• ☐☐☐
20	Week 20	NHA Study Materials Chapter 3	☒	• ☐☐☐
21	Week 21	NHA Study Materials Chapter 4	☒	• ☐☐☐

22	Week 22	NHA Study Materials Chapter 5	?	• □□□
23	Week 23	NHA Take Practice Test 1, 2 & 3 and Study Areas of weakness.	?	• □□□
24	Week 24	NHA Practice Test 4, 5 & 6 & Schedule Testing Date	?	• □□□
<i>EHRIS Certifying Exam needs to be scheduled & completed by TBD</i>				

