



## Administrative Electronic Health Record Specialist (CIP Code: 510706)

**Program Description:** This course package includes the course in (1) Electronic Health Records [ EHR ] as well as (2) Medical Office Administration. The course package is intended to offer students basic and enhanced skills in the both administrative and medical office environment providing an additional job skill level. In addition, the Administrative Component will enhance the proficiency level of the EHR job skill level. The (primary) course will cover the usage and management of health information and the electronic health record (EHR). This course will introduce the students to the use of health information and the electronic health record for any setting within the health care industry from acute, ambulatory, long term, home health, specialty, population health, and personal health that encompass the continuum of care. This course will provide students with a practical understanding of what an electronic health record specialist is and how important they are in the job market today. This course will enable the students to assemble the patient's health record and ensure all information is complete, properly identified and authenticated. EHR Specialist's duties will vary with size and specialty of the facility in which they may work. Many can specialize in varying areas or one aspect of the EHR such as entry-level coders, encoding within a hospital setting, abstractors and or coding specialist, HIPAA Compliance Officers or HIM (Health Information Managers) and be over entire departments within larger healthcare facilities.

### PROGRAM COURSE OUTLINE

	Module/Lesson Title	Hours Lecture	Hours Computer Lab
CMAA001	Introduction to Health Insurance	3	
CMAA004	Medical Laws and Ethics	2	
CBCS001	Anatomy, Physiology and Terminology for the Certified Medical Administrative Assistant, Certified Billing & Coding Specialist	5	
CMAA012	Medical Office Skills (General)	48	47
NHA	Intro to Computers (MS Pkge Word)	3	
CBCS004	ICD-9-CM Coding with HCPCS (Basic)	3	2
CBCS005	CPT Coding (Basic)	3	2
CMAA013	Medical Documentation	2	
NHA	Introduction to Electronic Health Records	2	
NHA	Transitioning to an Electronic Health Record and the Need for Clinical Information Standards	2	
NHA	Patient Flow in the Physician Practice	2	
NHA	Electronic Health Records in the Hospital	3	
NHA	Personal Health Records	2	
NHA	The Privacy and Security of Electronic Health Information	3	
NHA	Introduction to Practice Partner		25
CBCS015	Computerized Billing		3
NHA	Career Development	3	
NHA	Certification Exam Review and Certification Exam	2	
NHA001	HIPAA Compliance and Medical Legal Aspects of Healthcare	3	
<b>TOTALS</b>		<b>91</b>	<b>79</b>