

Certified Healthcare Documentation Specialist

LEARNING OBJECTIVES



This program is designed to explain the importance of clinical standards in the development of interoperable electronic health records. It's fast-paced, engaging, and overflowing with relevant information that will help you kickstart or advance your career. Over the course of 146 hours and 36 modules, you'll explore best practices for several procedures, including (but not limited to) coding and reimbursement. You'll also get extensive training in medical terminology, anatomy, physiology, medico-legal rules, and HIPAA.

One final perk: We'll provide **2 free certification exam vouchers** to take two nationally recognized certification exams: **Medical Scribe Certification Exam (MSCE TM)** and the **Certified Electronic Health Records Specialist (CEHRS)**.

Medical Terminology and Anatomy for Scribes:

Introduction to Medical Terminology

- Get an intro to medical term basics: prefixes/suffixes, singular/plural forms

Body Systems

- Review the organization of the body and its systems.

Prefixes

- Review prefixes for medical terms.

Suffixes

- Review suffixes for medical terms.

Diagnostics & Abbreviations

- Outline diagnostics (imaging, procedures, etc.) and abbreviations scribes use to record those diagnostics.

Introduction to Anatomy & Physiology

- Get a crash course in anatomy and physiology from a scribe's perspective.

Cells, Tissues, and Systems

- Explore the basics and review terminology for these topics.

Skeletal & Muscle Systems

- Explore the basics and review terminology for these topics.

Integumentary Systems

- Explore the basics and review terminology for these topics.

Nervous Systems

- Explore the basics and review terminology for these topics.

Special Senses & Endocrine Systems

- Explore the basics and review terminology for these topics.

Cardiovascular & Respiratory Systems

- Explore the basics and review terminology for these topics.

Lymphatic & Immune Systems

- Explore the basics and review terminology for these topics.

Gastrointestinal System

- Explore the basics and review terminology for these topics.

Urinary System

- Explore the basics and review terminology for these topics.

Reproductive System

- Explore the basics and review terminology for these topics.

Pharmacology

- Get a high-level overview of pharmacology.

Diagnostic Studies

- Explore and review terms regarding diagnostic imaging, scribe radiological terms, EKG interpretation, and labs.

Course Exam

- Test your knowledge.

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Medical Scribe Foundations:

Becoming a Medical Scribe (Introduction)

- Get training scribes use on a regular basis, unique for on-the-job functionality.

HIPAA for Medical Scribes

- Review the HIPAA Privacy Rule and how it applies to the work of medical scribes.

Medical Language and the Patient

- Discuss medical terminology and appropriate phrasing as used in formal healthcare documentation.

Review of Systems (ROS)

- Learn to identify conditions that don't have precise diagnostic tests using a review of systems process.

Fundamentals of Patient Visit

- Review fundamentals of the Chief Complaint, HPI, Past Medical/Social/Family Histories, and Physical Exam.

Medical Decision Making

- Learn how to use the MDM part of a chart, known as the physician's voice.

Scribe Documentation

- Review proper documentation for particular medical specialties.

Chart Guidelines for Reimbursement (ICD-10)

- Review best practices for documentation (that also serves as the major legal proof of the care that was provided to each patient) to ensure proper reimbursement.

Basic Medication Review

- List the most common medications Scribes encounter, especially in the specialty of Family Practice/Internal Medicine.

Common Lab & Diagnostic Studies

- Understand common lab studies and understand the significance of a lab value that is too high or too low (out of normal range).

Electronic Health Record (EHR)

- Explain the importance of clinical standards in the development of interoperable electronic health records.
- Demonstrate an understanding of how electronic health records are used in physician practices and other outpatient settings.
- Demonstrate an understanding of how electronic health records are used in hospitals.

Charting—Case Studies (Hands-On Activities)

- Learn to document pertinent information in the proper chart sections.

Course Exam

- Test your knowledge.

Electronic Health Records:

Introduction to Electronic Health Records Career & Certification

- Get an overview of the career and certification for electronic health records office professionals.

Health Insurance Portability & Accountability Act

- Understand and learn to comply with HIPAA regulations.
- Learn to apply national and state laws to create and maintain facility policies.
- Define HIPAA regulations and identify all covered entities and their responsibilities.

Medical Records Management

- Recognize and prepare medical records and charts and related filing systems.
- Maintain electronic health record software and databases.
- Add and edit data, run reports, and manage templates in the electronic health record software.

Course Exam

- Test your knowledge.

TOTAL HOURS = 146