

# Medical Scribe by AHDPG

## LEARNING OBJECTIVES



CareerStep's Medical Scribe by AHDPG program is a new, personalized approach to career training. It's designed to ensure Learners make the best use of their time, allowing for more flexibility in what they learn—all based on their personal knowledge of the profession. Already know all the lingo medical scribes use and hear? Just demonstrate your proficiency by passing our pre-course evaluation and skip that section entirely. We'll also provide one free voucher for the **Medical Scribe Certification** exam.

## Medical Scribe Foundations:

### Becoming a Medical Scribe (Foundations)

- Discuss a scribe's unique, on-the-job functionality.

### HIPAA for Medical Scribes

- Define the HIPAA Privacy Rule.
- Explain how HIPAA impacts a scribe's day-to-day responsibilities.

### Medical Language and the Patient

- Learn the proper medical terminology and appropriate phrasing as used in formal healthcare documentation.

### Review of Systems (ROS)

- Discuss what a review of systems (also called a systems enquiry) is, and learn to identify conditions that don't have precise diagnostic tests.

### Fundamentals of Patient Visit

- Outline and review the Fundamentals of the Chief Complaint, HPI, Past Medical/Social/Family Histories, and Physical Exam

### Medical Decision Making

- Learn the specific components of an MDM—the part of the chart known as the physician's voice.

### Scribe Documentation

- Learn to document a chart for a particular medical specialty.

### Chart Guidelines for Reimbursement (ICD-10)

- Learn when, why, and how physicians are legally reimbursed for their time or expertise.

### Basic Medication Review

- Get familiar with a variety of medications.
- Learn the most common usage for those medications and/or the medication classification.

## Common Lab & Diagnostic Studies

- Review of the most common lab studies seen on the job.
- Understand the reference ranges— and recognize 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.
- Describe the different types of personal health records and explain how personal health records differ from electronic health records.
- Demonstrate an understanding of how the HIPAA privacy and security rules may not provide adequate protection in today's healthcare market.

## Charting - Case Studies (Hands-on activities)

- Gain hands-on experience documenting pertinent information into the proper chart sections including: HPI, PMH, Surgical History, Social History, Medications List, ROS, Physical Exam, Assessment & Plan/ Medical Decision Making, and DIAGNOSES.

## Final Exam

## Medical Terminology and Anatomy for Scribes:

### Introduction to Medical Terminology

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

### Body Systems

- Discuss the organization of the body and its systems.

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### Prefixes

- Learn prefixes for medical terms.

### Suffixes

- Learn suffixes for medical terms

### Diagnostics & Abbreviations

- Get information on diagnostics (imaging, procedures, etc.) and learn the abbreviations scribes use to record those diagnostics.

### Introduction to Anatomy & Physiology

- Review anatomy and physiology from a scribe's perspective.

### Cells, Tissues, and Systems

- Outline the basic terms used when discussing cells, tissues, and systems.

### Skeletal & Muscle Systems

- Outline the basic terms used when discussing the skeletal and muscle systems.

### Integumentary Systems

- Outline the basic terms used when discussing integumentary systems.

### Nervous Systems

- Outline the basic terms used when discussing nervous systems.

### Special Senses & Endocrine Systems

- Outline the basic terms used when discussing special senses and endocrine systems.

### Cardiovascular & Respiratory Systems

- Outline the basic terms used when discussing cardiovascular and respiratory systems.

### Lymphatic & Immune Systems

- Outline the basic terms used when discussing lymphatic and immune systems.

### Gastrointestinal System

- Outline the basic terms used when discussing the gastrointestinal system.

### Urinary System

- Outline the basic terms used when discussing the urinary system.

### Reproductive System

- Outline the basic terms used when discussing the reproductive system.

### Pharmacology

- Outline the basic terms used when discussing pharmacology.

### Diagnostic Studies

- Outline the basic terms used when discussing diagnostic imaging, scribe radiological terms, EKG interpretation, and labs

### Final Exam