

Electronic Health Record Specialist Syllabus

Instructor: TBD apprenticeship@alaskapca.org

Class Days & Hours: TBD

*You are required to attend class, however if you are unable to due to an emergency, a recording will be uploaded shortly following the live class. You are 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
- Numbering & Filing Systems, Record Storage and Circulation
- Health Information Management Professionals
- Indexes, Registers, and Health Data Collection
- Health Care Settings
- Introduction to the Patient Record
- Legal Aspects of Health Information Management
- Electronic Health Records
- Patient Record Documentation Guidelines
- Introduction to Coding & Reimbursement

Textbook:

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

The assignments for the week need to be completed by the date of the class.

COURSE SCHEDULE

| Week | Date | Chapter Name | Learning Path | Points |
|------|--------|---------------------------------|--|--|
| 1 | Week 1 | Orientation | | |
| 2 | Week 2 | 1. Health Care Delivery Systems | <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 | 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 |
| 4 | Week 4 | 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 |
| 5 | Week 5 | 4. Introduction to Patient 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 |
| 6 | Week 6 | | | |
| 7 | Week 7 | 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 |
| 8 | Week 8 | 6. Patient Record Documentation Guidelines: Inpatient, Outpatient, & Physician Office | <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 | | | |
| 10 | Week 10 | 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 • 100 • 30 • 100 |
| 11 | Week 11 | 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 • 11 • 30 • 100 |
| 12 | Week 12 | 9. Legal Aspects of Health Information Management | <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 | | | |

| | | | | |
|----|---------|--|--|--|
| 14 | Week 14 | 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 |
| 15 | Week 15 | Orientation to NHA Materials Test Taking Strategies Online Study Guide | | |
| 16 | Week 16 | NHA Practice Exam 1 NO CLASS | | |
| 17 | Week 17 | Study areas of Weakness Cengage Practice exam | | |
| 18 | Week 18 | Study areas of Weakness Cengage Practice exam | | |
| 19 | Week 19 | Study areas of Weakness NHA Practice Exam 2 | | |
| 20 | Week 20 | Study areas of Weakness Cengage Practice exam | | |
| 21 | Week 21 | Study areas of Weakness NHA Practice Exam 3 | | |
| 22 | Week 22 | Study Areas of Weakness Cengage Practice Exam | | |

| | | | | |
|----|---------|--|--|--|
| 23 | Week 23 | Study Areas of Weakness NHA Practice Exam 4 | | |
| 24 | Week 24 | Study Areas of Weakness Develop study plan until eligible to sit for certification. Cengage Practice Exams. | | |