



Clemson University - Center for Corporate Learning  
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### Education & Training Plan

## Physicians' Office Assistant with Electronic Health Records Management Certificate Program with Clinical Externship

Student Full Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Program includes National Certification & a Clinical Externship Opportunity**  
**Mentor Supported**

### Physicians' Office Assistant with Electronic Health Records Management (EHRM) Certificate Program with Clinical Externship

Course Code: CLEM-PO 10  
Program Duration: 6 Months  
Contact Hours: 780  
Student Tuition: \$3,950

This Physician's Office Assistant with Electronic Health Records Management (EHRM) training program combines two in-demand healthcare certifications with important front office Microsoft end user computer skills.

#### **The Physician's Office Assistant Profession with EHRM**

Medical administrative assistants primarily work in doctor's offices, clinics, outpatient settings, hospitals, and other healthcare settings. Medical administrative assistants, medical secretaries, and medical records clerks are all positions in great demand. The growth and the complexity of the U.S. healthcare system have resulted in a substantial increase in the need for qualified medical administrative assistants. Employment of a medical assistant is expected to grow an impressive 34% by 2018.

#### **The Electronic Health Record Management (EHRM) Profession**

Access to health information is changing the ways doctors care for patients. With the nation's healthcare system moving to the electronic medical record, numerous employment opportunities exist for medical assistants, health information systems staff, patient registration professionals and other related positions. Healthcare professionals with the ability to understand, update and maintain the electronic health record are in great demand.

#### **The Physician's Office Assistant with EHRM Certificate Program**

This program covers information on the medical assisting profession, interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. Additionally, this program prepares students to understand and use electronic records in a medical practice. Course reviews the implementation and management of electronic health information using common electronic data interchange systems and

maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record. This course covers the following key areas and topics:

- History and background of the medical assisting profession
- Interpersonal skills, medical ethics, and basic medical law
- Telephone techniques and skills for scheduling appointments
- Medical terminology
- Basics of insurance billing and coding
- Medical records management and management of practice finances
- The effect of confidential communication laws, the release of information and HIPAA
- Provides a EHR experience using Medcin software to perform health information tasks
- Using EHR to manage patient information including the examination, assessment notes and treatment plans.
- Importance of data accuracy, consistency, completeness, and security of information

### Education and Certification

- Students should have or be pursuing a high school diploma or GED.
- There are no state approval and/or state requirements associated with this program.
- There are several National Certification exams that are available to students who successfully complete this program:
  - **National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CMAA) Exam**
  - **National Healthcareer Association (NHA) Certified Electronic Health Record Specialist (CEHRS) Exam**

### National Certification

Students who complete the Clemson University Physician's Office Assistant Professional Certificate Program with EHRM National Certification will be prepared to sit for the National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CMAA) exam and the NHA Electronic Health Record Specialist Certification exam (CEHRS). Although there is no state approval, state registration or other state requirements for this program, students who complete this program at Clemson University will be prepared and are eligible to sit for these national certification exams. Students who complete this program can and do sit for these NHA certification exams and are qualified, eligible and prepared to do so. Clemson University will work with each student to determine which national certification exam works best with each particular student and register the student for that exam.

### Clinical Externship / Hands on Training / Practicum

Although not a requirement of this program, once students complete the Physician's Office Assistant with EHRM program they have the ability to participate in a clinical externship and/or hands on practicum so as to practice the skills necessary to perform the job requirements of a Physician's Office Assistant with a focus on EHRM. Students will be assisted with completing a resume and/or other requirements necessary to work in a hospital, physicians practice, clinic and/or with other healthcare organizations. All students who complete this program are eligible to participate in an externship and will be placed in a healthcare organization near their location. Clemson University works with national healthcare organizations and has the ability to place students in clinical externship opportunities nationwide.

**Clemson University contact:** If students have any questions regarding this program including national certification and externships, **they should call Juanita Durham of Clemson University at 864.656.3984 or via email at [jdrhm@clemsun.edu](mailto:jdrhm@clemsun.edu).**

Note: No refunds can be issued after the start date published in your Financial Award document.



## About Clemson University!

Clemson Online, a unit reporting directly to the Provost, works closely with leadership teams across the University to develop, market, and deliver top-quality courses and programs in blended and online formats. The office provides vision, leadership, coordination, and expertise in support of faculty design, delivery, and evaluation of technology-enhanced, blended, and fully online courses and instructional materials. Dynamic, transformative, and unique eLearning opportunities characterize Clemson's approach to online teaching and learning.

**Our Mission:** Clemson Online provides strategic leadership for online education, emphasizing innovative teaching and superior learning outcomes to maximize student success in 21st-century academic and professional contexts.

**Our Vision:** Clemson Online will define the public web-grant university through measurable achievements in online education, research, and service.

The office is committed to pursuing strategic opportunities, providing supportive resources, promoting superior educational quality, and ensuring faculty involvement and responsibility in shaping Clemson's online future.



## Clemson University and Pearson Education

Clemson University's eLearning programs were developed in partnership with Pearson Education to produce the highest quality, best-in-class content and delivery necessary to enhance the overall student learning experience, boost understanding and ensure retention. Pearson Education is the premier content and learning company in North America offering solutions to the higher education and career training divisions of colleges and universities across the country aimed at driving quality education programs to ensure student success. Please visit us at [www.pearson.com](http://www.pearson.com).

## About Pearson Education

Welcome to Pearson. We have a simple mission: to help people make more of their lives through learning. We are the world's leading learning company, with 40,000 employees in more than 80 countries helping people of all ages to make measurable progress in their lives. We provide a range of education products and services to institutions, governments and direct to individual learners, that help people everywhere aim higher and fulfil their true potential. Our commitment to them requires a holistic approach to education. It begins by using research to understand what sort of learning works best, it continues by bringing together people and organizations to develop ideas, and it comes back round by measuring the outcomes of our products.

## **Physician's Office Assistant**

### **Lesson Checklist**

Each lesson includes a prescribed checklist of activities for successful completion of the lesson. This includes lesson objectives, readings, and recommended assignments. Although assignments are optional, the instructor will grade and provide feedback on submitted assignments.

### **Course Materials**

- Kinn's The Administrative Medical Assistant
- Kinn's The Administrative Medical Assistant Student Workbook

### **Module/Lesson Structure**

The Physician's Office Assistant program is divided into six main content modules. The textbook is *Kinn's The Administrative Medical Assistant, 7e*. Each module contains one or more lesson presentations to view. These lesson presentations are the "lectures" which, along with the textbook readings and resources, will help you learn the material. The lesson presentations aim to address a variety of learning styles and preferences using text, audio, video, etc. Each lesson contains at least one *Check Your Understanding* interactive self-assessment that will help you gauge your comprehension of that lesson's content. Many lessons include supplemental resources such as games, animations, videos, and interactive activities. Using these additional materials will deepen your understanding of the content. Each module has a Module test (the last Module concludes with a Final Exam for all students).

#### **Module 1 – Introduction to Medical Assisting**

- Lesson 1 – Becoming a Successful Student
  - Reading Assignment: Chapter 1 (pp.1-10)
- Lesson 2 – The Healthcare Industry
  - Reading Assignment: Chapter 2 (pp.11-29)
- Lesson 3 – The Medical Assisting Profession
  - Reading Assignment: Chapter 3 (pp.31-42)
- Lesson 4 – Professional Behavior in the Workplace
  - Reading Assignment: Chapter 4 (pp.43-51)
- Lesson 5 – Interpersonal Skills and Human Behavior
  - Reading Assignment: Chapter 5 (pp.53-73)
- Lesson 6 – Medicine and Ethics
  - Reading Assignment: Chapter 6 (pp.75-91)
- Lesson 7 – Medicine and the Law
  - Reading Assignment: Chapter 7 (pp.93-120)

#### **Module 2 – Administrative Medical Assisting**

- Lesson 8 – Computer Concepts
  - Reading Assignment: Chapter 8 (pp.121-134)
- Lesson 9 – Telephone Techniques
  - Reading Assignment: Chapter 9 (pp.135-153)
- Lesson 10 – Scheduling Appointments
  - Reading Assignment: Chapter 10 (pp.169-173)
- Lesson 11 – Patient Reception and Processing
  - Reading Assignment: Chapter 11 (pp.175-186)
- Lesson 12 – Office Environment and Daily Operations
  - Reading Assignment: Chapter 12 (pp.187-210)
- Lesson 13 – Written Communications and Mail Processing
  - Reading Assignments: Chapter 13 (pp.211-233)

### **Module 3 – Health Information in the Medical Office**

- Lesson 14 – The Paper Medical Record
  - Reading Assignment: Chapter 14 (pp.235-261)
- Lesson 15 – The Electronic Medical Record
  - Reading Assignment: Chapter 15 (pp.263-273)
- Lesson 16 – Health Information Management
  - Reading Assignment: Chapter 16 (pp.275-285)
- Lesson 17 – Privacy in the Physician's Office
  - Reading Assignment: Chapter 17 (pp.287-300)

### **Module 4 – Billing and Coding Procedures**

- Lesson 18 – Basics of Diagnostic Coding
  - Reading Assignment: Chapter 18 (pp.301-323)
- Lesson 19 – Basics of Procedural Coding
  - Reading Assignment: Chapter 19 (pp.325-348)
- Lesson 20 – Basics of Health Insurance
  - Reading Assignment: Chapter 20 (pp.349-370)
- Lesson 21 – The Health Insurance Claim Form
  - Reading Assignment: Chapter 21 (pp.371-394)
- Lesson 22 – Professional Fees, Billing, and Collecting
  - Reading Assignment: Chapter 22 (pp.395-420)

### **Module 5 – Financial and Practice Management**

- Lesson 23 – Banking Services and Procedures
  - Reading Assignment: Chapter 23 (pp.421-439)
- Lesson 24 – Financial and Practice Management
  - Reading Assignment: Chapter 24 (pp.441-452)
- Lesson 25 – Medical Practice Management and Human Resources
  - Reading Assignment: Chapter 25 (pp.453-479)
- Lesson 26 – Medical Practice Marketing and Customer Service
  - Reading Assignment: Chapter 26 (pp.481-492)

### **Module 6 – Assisting with Medical Emergencies and Career Development**

- Lesson 27 – Emergency Preparedness and Assisting with Medical Emergencies
  - Reading Assignment: Chapter 27 (pp.493-525)
- Lesson 28 – Career Development and Life Skills
  - Reading Assignment: Chapter 28 (pp.527-553)

## **Electronic Health Record Management**

### **Lesson Checklist**

This program prepares students to understand and use electronic records in a medical practice. Course reviews the implementation and management of electronic health information using common electronic data interchange systems and maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record. The EHRM Modules are divided into five main content modules. Each module contains one or more lesson presentations to view. These lesson presentations are the “lectures” which, along with the textbook readings and resources, will help you learn the material. The lesson presentations address a variety of learning styles and preferences using text, audio, video, etc. Each lesson contains at least one *Check Your Understanding* interactive self-assessment that will help you gauge your comprehension of that lesson’s content. Many lessons include supplemental resources such as games, animations, videos, and interactive activities. Using these additional materials will deepen your understanding of the content. Each module has a Module Test (the last Module concludes with a Final Exam for all students).

### **Course Materials:**

- Electronic Health Records text
  - Note:** You must install the Medcin Student Edition of the software on a PC. The installation CD is packaged with this textbook. The software is not compatible with a Mac.
- Health Information Technology and Management text

### **Module/Lesson Structure**

The Electronic Health Record Specialist program is divided into five main content modules. Each module contains one or more lesson presentations to view. These lesson presentations are the “lectures” which, along with the textbook readings and resources, will help you learn the material. The lesson presentations address a variety of learning styles and preferences using text, audio, video, etc. Each lesson contains at least one *Check Your Understanding* interactive self-assessment that will help you gauge your comprehension of that lesson’s content. Many lessons include supplemental resources such as games, animations, videos, and interactive activities. Using these additional materials will deepen your understanding of the content. Each module has a Module Test (the last Module concludes with a Final Exam for all students).

### **Course Overview**

#### **Module 1 – Healthcare Information and Systems**

- Lesson 1 – Healthcare Facilities and Professionals
  - Reading Assignment:
    - Health Information Technology and Management - Chapter 1 (pp. 1-21)
    - Health Information Technology and Management - Chapter 2 (pp. 22-41)
- Lesson 2 – Accreditation, Regulation, and HIPAA
  - Reading Assignment:
    - Health Information Technology and Management - Chapter 3 (pp. 42-73)
- Lesson 3 – Fundamentals of Information Systems and Healthcare Records
  - Reading Assignment:
    - Health Information Technology and Management - Chapter 4 (pp. 74-95)
    - Health Information Technology and Management - Chapter 5 (pp. 98-126)
- Lesson 4 – Comparison of Paper and Electronic Records
  - Reading Assignment:
    - Health Information Technology and Management - Chapter 6 (pp. 127-151)
    - Health Information Technology and Management - Chapter 7 (pp. 152-181)
- Lesson 5 – Additional Health Information Systems
  - Reading Assignment:

- Health Information Technology and Management - Chapter 8 (pp. 182-204)

## **Module 2 – Administrative Medical Assisting**

- Lesson 6 – Healthcare Coding and Reimbursement
  - Reading Assignment:
    - Health Information Technology and Management - Chapter 9 (pp. 207- 236)
- Lesson 7 – Healthcare Transactions and Billing
  - Reading Assignment:
    - Health Information Technology and Management - Chapter 10 (pp. 237- 259)
- Lesson 8 – Statistics, Research, and Quality Management
  - Reading Assignment:
    - Health Information Technology and Management - Chapter 11 (pp. 260- 282)
    - Health Information Technology and Management - Chapter 12 (pp. 283- 300)
- Lesson 9 – Electronic Health Records: An Overview
  - Reading Assignment:
    - Electronic Health Records - Chapter 1 (pp. 1-34)

## **Module 3 – An Introduction to Medical Record Software**

- Lesson 10 – Functional EHR Systems
  - Reading Assignment:
    - Electronic Health Records – Chapter 2 (pp. 35-76)
- Lesson 11 – Learning Medical Record Software
  - Reading Assignment:
    - Electronic Health Records - Chapter 3 (pp. 77-117)
    - Electronic Health Records - Chapter 4 (pp. 118-151)

## **Module 4 – Using Medical Record Software**

- Lesson 12 – Data Entry at the Point of Care
  - Reading Assignment:
    - Electronic Health Records - Chapter 5 (pp. 152-195)
- Lesson 13 – Understanding Electronic Orders
  - Reading Assignments:
    - Electronic Health Records - Chapter 6 (pp. 196-253)
- Lesson 14 – Problem Lists, Results Management, and Trending
  - Reading Assignment:
    - Electronic Health Records - Chapter 7 (pp. 261-300)
- Lesson 15 – Data Entry Using Flow Sheets and Anatomical Drawings
  - Reading Assignment:
    - Electronic Health Records - Chapter 8 (pp. 301-341)

## **Module 5 – Using the EHR**

- Lesson 16 – Using the EHR to Improve Patient Health
  - Reading Assignment:
    - Electronic Health Records - Chapter 9 (pp. 342-374)
- Lesson 17 – Privacy and Security of Health Records
  - Reading Assignment:
    - Electronic Health Records - Chapter 10 (pp. 375-416)
- Lesson 18 – Using the Internet to Expedite Patient Care
  - Reading Assignment:
    - Electronic Health Records - Chapter 11 (pp. 417-463)
- Lesson 19 – EHR Coding and Reimbursement
  - Reading Assignment:
    - Electronic Health Records - Chapter 12 (pp. 464-518)

**Note: This program can be completed in 6 months. However, students will have online access to this program for a 24-month period.**

## **MICROSOFT OFFICE Module**

- Use an integrated software package, specifically the applications included in the Microsoft Office suite
- Demonstrate marketable skills for enhanced employment opportunities
- Describe proper computer techniques for designing and producing various types of documents
- Demonstrate the common commands & techniques used in Windows desktop
- List the meaning of basic PC acronyms like MHz, MB, KB, HD and RAM
- Use WordPad and MSWord to create various types of documents
- Create headings and titles with Word Art
- Create and format spreadsheets, including the use of mathematical formulas
- Demonstrate a working knowledge of computer database functions, including putting, processing, querying and outputting data
- Define computer terminology in definition matching quizzes
- Use the Windows Paint program to alter graphics
- Use a presentation application to create a presentation with both text and graphics
- Copy data from one MS Office application to another application in the suite
- Use e-mail and the Internet to send Word and Excel file attachments
- Demonstrate how to use the Windows Taskbar and Windows Tooltips
- Explain how copyright laws pertain to data and graphics posted on the Internet
- Take the college computer competency test after course completion
- Follow oral and written directions and complete assignments when working under time limitations

**Note:** Although the Microsoft Office Module is not required to successfully complete this program, students interested in pursuing free Microsoft MOS certification may want to consider completing this Microsoft Office Module at no additional cost.

### **System Requirements:**

#### **Windows Users:**

- Windows 8, 7, XP or Vista
- 56K modem or higher
- Soundcard & Speakers
- Firefox, Chrome or Microsoft Internet Explorer

#### **Mac OS User:**

- Mac OS X or higher (in classic mode)
- 56K modem or higher
- Soundcard & Speakers
- Apple Safari

#### **iPad Users:**

- Due to Flash limitations, eLearning programs are NOT compatible with iPads

#### **Screen Resolution:**

- We recommend setting your screen resolution to 1024 x 768 pixels.

#### **Browser Requirements:**

- System will support the two latest releases of each browser. When using older versions of a browser, users risk running into problems with the course software.
  - Windows Users: Mozilla Firefox, Google Chrome, Microsoft Internet Explorer
  - Mac OS Users: Apple Safari, Google Chrome Mozilla Firefox

#### **Suggested Plug-ins:**

- Flash Player
- Real Player
- Adobe Reader
- Java