

Medical Records Specialist

LEARNING OBJECTIVES



Our 154-hour Medical Records Specialist program is divided into 8 courses, which cover a number of topics: privacy laws, telehealth skills, documentation management, and so much more. Once you complete your program, we'll give you one free certification voucher to sit for the Certified Electronic Health Records Specialist (CEHRS) exam from the NHA.

Program Orientation: Medical Records Specialist

- Review program timeline, expectations, and requirements.

Law, Liability, and Ethics for Healthcare

- Describe the structure of the healthcare industry and how it relates to the medical office profession.
- Identify law and regulations related to the healthcare workplace.
- Describe how law flows from the constitution to the courtroom.
- Identify criminal acts and intentional torts.

Introduction to Healthcare

- Identify health information management concepts common to allied health professionals.
- Describe characteristics of healthcare delivery and settings in the United States.
- Delineate career opportunities for health information management professionals.

Electronic Medical Records

- 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.

Health Information Management

- Explain the role of health information management in patient care documentation and medical coding and billing.
- Identify types of health records and the documentation requirements, data sources, collection tools, and potential issues associated with each type.

- Discuss the evolution of the electronic health record (EHR) and its administrative and clinical applications.
- Describe records storage and retrieval processes, including numbering and filing systems and record storage and circulation methods.
- Explain health record maintenance through the use of the master patient index and data collection, indexes, and registers.

Federal Qualified Health Centers (FQHC)

- Differentiate between FQHC and RHC policies and regulations.
- Identify FQHC and RHC staff and learn FQHC and RHC requirements.
- Describe services applicable to FQHC and RHC.
- Understand the medical record requirements for FQHC and RHC.

Telehealth Skills

- Discuss all the methods and models of telehealth.
- Learn how telehealth applies to the role of medical records specialists.

Program Completion: Medical Records Specialist

- Create a personal profile in the Learner Placement Portal.

Total Hours: 310

Coursework, Simulations, and Experiential