SCHOOL OF APPLIED TECHNOLOGY &
TECHNICAL SPECIALTIES
MEDICAL (KMCB)

KMCB 0165 Electronic Health Records

Course Description:

Students learn EHR documentation through industry-standard software. Students will learn the benefits of using an EHR system, key privacy and security issues related to EHRs, the legislation to safeguard and protect information, and complete a HIPAA Certification Training course. Students learn electronic charting with emphasis on setting up program preferences and data; scheduling and tracking patients; working with patient charts; office visit activities and reports; working with tests, labs, procedures, and codes; using templates; and using other productivity and utility functions of the program. Students apply their knowledge by working through many case histories using the Spring Charts EHR software.

Have you ever thought it would be interesting and fun to work in a medical office? One of the most important jobs in a medical office is maintaining patient's charts and making sure they are accurate, secure, and updated with the correct and latest patient information. Medical offices have traditionally kept paper charts that were filed in a secure area. Because of the new healthcare legislation, medical offices are now changing to electronic health records and electronic charting. Medical practices will be looking for employees that have experience in using Electronic Health Record software. There are many EHR systems available for physicians to use, but knowing the basics of any EHR program will help you in using the various EHR software programs that you may encounter in a medical office.

[Click here to watch a video about how the use of Electronic Health Records provides better coordination between patients and healthcare providers and results in better patient care. (Links to an external site.)Links to an external site.](#)

[Click here to watch a video about how EHRs can save lives. (Links to an external site.)Links to an external site.](#)

Competencies

At the end of this course, you will be able to:

- Explain the benefits and barriers of using an EHR system.

- Describe key historical events, legislation, and privacy and security issues related to EHRs, and become HIPAA certified.

- Demonstrate electronic charting using an electronic healthcare record (EHR) program.

Course Syllabus

Open and carefully read the Course Syllabus. The syllabus gives you important information needed for this course including textbook information, student responsibilities, and competencies by which you will earn an MC (Mastered Competency) or NM (Not Mastered) grade.
Read the information in Course Materials for information on the materials you need for this course. Wait to talk to your instructor before purchasing any materials for this course.

Electronic Health Records Instructions

1. *Create a folder* called "**Electronic Health Records**" or "EHR" on your flash drive, if you are saving the files to your flash drive yourself. If your instructor loads the files on your flash drive, you will not have to create the folder.

2. Open and save the following documents and files. Save to your *Electronic Health Records* (EHR) folder on your flash drive.

Print the Recording Sheet and the EHR Course Instructions.

EHR KMCB 0165 Recording Sheet - Use the recording sheet to record your scores and know when to take a test.

EHR Course Instructions - This document contains detailed instructions that you will follow to get into the Spring Charts program and complete the course. This is the most important file that you will use. Print and follow the directions carefully as you go through the course!

 3. Open and save the following *folders* to your flash drive. These folders are zip (compressed) files. When you click on the link, you will be directed to a page to download the link for the file. You will have a choice to open the file with a Zip program (if there is a Zip program on your computer), or Save the file. If your computer has a Zip program listed in the dialog window, you can choose to open the folder and extract the files to your computer. If you choose to Save the file to your flash drive, you will need to find the file, right click the file and use your computer's program to unzip the file, or download a free program to unzip files, like WinZip. If you need help, ask your instructor.

EHR Computer Exercises Key – You can download this folder to put the chapter keys on your flash drive, or select this link to the **Computer Exercise Answer Keys** to go to a page to download each chapter key individually. The answer keys contain screen shots and answers for all the computer exercises that you will complete in the book. You may want to check this frequently as you do your exercises to see if your exercises are correct.

EHR Material – This folder contains pictures and documents that you will be importing into the Spring Charts program in some of your exercises.

Spring Charts Program – This folder contains the Spring Charts software program. The program has been installed into this folder. You will just click the Spring Charts.exe file to start the program. You will run the program totally from your flash drive. The instructions for launching the program are included in the KMCB 0165 EHR course instructions document or in Module 2.

4. Optional Material – These files are optional, if you want to download them to your flash drive.

EHR Chapter Review Answer Key – You are not required to do the Chapter Reviews. This is the answer key, if you wish to look at the answers to the review questions.

Guide to Success with SC – This document comes with the Spring Charts program and gives information about installing and using the program. You have all the instructions you need in the EHR Course Instructions document.

MODULES

Module 1

Chapter 1: Instructions

Chapter 1 - The Electronic Health Record

1. Watch the following video about what an Electronic Health Record system is.

Click here to watch a video about what an Electronic Health Records System is. (Links to an external site.)Links to an external site.

2. **Read the chapter,** paying close attention to the terms and definitions in the margins of the text and the Key terms at the beginning of the chapter.

3. Utilize the EHR Chapter 1 Computer Exercises Key to study the Key terms and definitions.

4. You may want to do the Chapter Review at the end of the chapter. Check your answers with the EHR Chapter 1-Computer Exercises Key.

5. Take the EHR Test 1. This is a Theory Test on the terminology and key concepts in Chapter 1.

6. Click the Next button for instructions on taking the test.

7. Utilize the KMCB 0165 Recording Sheet to record your score for your records.

EHR Test 1

Instructions

Electronic Health Records Test 1 covers the material in Chapter 1 of the book.

Make sure you have thoroughly reviewed the terminology and key concepts in the chapter.

The test must be taken in the classroom with your instructor or a test lab aide. You must score at least 80% or higher to pass the test. You can retake the test one time to better your score. The highest score will count as your final test score.

Ask your instructor for the test.

Record your score on your recording sheet.

Chapter 2: Instructions

Chapter 2 - Standards and Features of Electronic Health Records

1. Read the chapter, paying close attention to the terms and definitions in the margins of the text and the Key terms at the beginning of the chapter.

2. Utilize the EHR Chapter 2-Computer Exercises Key to study the Key terms and definitions.

3. You may want to do the Chapter Review at the end of the chapter. Check your answers with the EHR Chapter 2-Computer Exercises Key.

4. Take the EHR Test 2. This is a Theory Test on the terminology and key concepts in Chapter 2.

5. Click the Next button for instructions on taking the test.

6. Utilize the KMCB 0165 Recording Sheet to record your score for your records.

7. After completing the EHR Test 2, continue to the HIPAA Training Certification instructions.

EHR Test 2

Instructions

Electronic Health Records Test 2 covers the material in Chapter 2 of the book. Make sure you have thoroughly reviewed the terminology and key concepts in the chapter.

The test must be taken in the classroom with your instructor or a test lab aide. You must score at least 80% or higher to pass the test. You can retake the test one time to better your score. The highest score will count as your final test score.

Ask your instructor for the test.

Record your score on your recording sheet.

After completing the EHR Test 2, continue to the HIPAA Training Certification instructions.

HIPAA Training Instructions

This part of Module 1 contains the HIPAA Privacy and Security Training and Certification. Follow the instructions below to start the training and obtain your certificate:

After you complete the test for Chapter 2, have your instructor set you up to complete the HIPAA Privacy and Security Training & Certification. The training can be completed in approximately 5 hours or less. This training will count as an exam and will count as 100 points or percent. Your average on all the tests in the training must be at least 80% to receive a certificate. You should be able to get out of the training if you run out of time and return to complete where you left off. You can redo parts of the training to improve your score.

1. Complete the training

2. Print the completion certificate

3. Submit the certificate to your instructor to receive credit. Many employers want HIPAA Certification, so keep a copy of your certificate as verification that you have HIPAA training.

Click here or click the next button for instructions on completing the training.

HIPAA Certification

HIPAA Privacy and Security Training & Certification
The HIPAA training is completed after Chapter 2. You must receive at least 80% to pass the certification. When you complete and pass the training, submit your assignment following the instructions below.

 Instructions for completing the online training program for HIPAA Privacy & Security Certification:
Ask your instructor to set up your log-in to begin the training, and for any other questions you may have.
(Please DO NOT contact the company that provides the training!) Once you have completed your training, **print off and bring your certificate to your instructor.** This assignment is worth 100 points and will count as an exam in your final grade.

1. **Ask your instructor to set-up your login**. Your instructor will email or give you your login name and password when you are set up. You should receive an email invitation from Healthcare Compliance Pros and a link to access the website. You can also click the link below:

Healthcare Compliance Pros Training (Links to an external site.) (Links to an external site.)Links to an external site. The website is also http://www.healthcarecompliancepros.com (Links to an external site.)Links to an external site. if you want to type it in your browser.

2. Click the LOGIN button at the upper right.

3. Enter your username and password (provided by the instructor) and click the SUBMIT button.

4. Click the Start Course link by the HIPAA Privacy & Security training.

5. View the information on the slides, take the quizzes, and take the post-test. You must receive a minimum score of 80% to receive the certificate. You can redo parts of the training to improve your score.

6. Once you have completed all the items, **print out your certificate and hand it in to your instructor.** The instructor will then record your score. Keep a copy for your records, as many employers want HIPAA certification.

7. Record your score on your EHR Recording Sheet

MODULE 2

Chapters 3-10: Instructions

Module 2 consists of Chapters 3-10.
You will be utilizing the SpringCharts program to complete the exercises. You should have downloaded the **Spring Charts Zip** folder from the Electronic Health Records Instructions page, unzipped the file, and saved it on your flash drive. This folder contains the SpringCharts software program. Follow the steps below to complete chapters 3-10.

1. Follow the **SpringCharts Program Instructions** for information on how to launch the SpringCharts program from your flash drive and begin working on your chapters. Follow these instructions each time you get into SpringCharts. **Make sure you are running the program from your flash drive and backing up when you get out.** If you need assistance, ask your instructor! These instructions will teach you how to launch the program, restore and backup your files, and close the program.

2. Make sure you follow and print the Recording Sheet and EHR Course Instructions.

3. **Read the chapter and complete the exercises as you move through the chapter.** The reading is very detailed, so skim through the reading material, because you will learn by doing when you complete the exercises. If you need to review how to do something, look it up in the chapter or utilize the index in the back of the book to find what you are looking for.

4. **Complete all the chapter exercises and Print any exercises that you are instructed to print.** You will not print every exercise. **Label each printout with your name, date, and the name of the exercise (for example, Exercise 3.7, 3.10, etc.).** Keep all the printouts for your chapter together.

5. Check your work with the **Computer Exercise Answer Keys**. **Submit** the chapter exercises to your instructor as you complete each chapter.

6. You do not need to do the Concept Checkups in the chapter or the Chapter Reviews at the end of the chapters. Utilize the Recording sheet to record your chapter scores.

7. There will be no tests after Chapters 3-10. Your instructor will monitor your progress in the program as you complete and submit the exercises.

EHR Chapter 3 Exercises

Follow these instructions to complete the exercises for your chapter:
1.Make sure you are following the KMCB 0165 EHR Course Instructions to complete your course.

2. Make sure you have printed the Recording Sheet and the Course Instructions.

3. Complete all the exercises in Chapter 3 and print the exercises you are told to print in the book.

4. Label the exercises with the chapter number, exercise number, your name, and the date. Put the papers in order and staple them together.

5. Check your exercises before you turn them in with the EHR Chapter 3-Computer Exercises Key. This key contains screen shots of everything you will do.

6. Turn the exercises for this chapter in to your instructor. Submit one chapter at a time.

7. You will be graded on a score of a possible 10 points for each chapter.

8. Record your score on the EHR KMCB 0165 Recording Sheet.

9. There are a total of 80 points possible for submitting all the exercises for chapters 3-10. These points will count toward your final average for the course.

EHR Chapter 4 Exercises

Follow these instructions to complete the exercises for your chapter:
1. Make sure you are following the KMCB 0165 EHR Course Instructions to complete your course.

2. Make sure you have printed the Recording Sheet and the Course Instructions.

3. Complete all the exercises in Chapter 4 and print the exercises you are told to print in the book.

4. Label the exercises with the chapter number, exercise number, your name, and the date. Put the papers in order and staple them together.

5. Check your exercises before you turn them in with the EHR Chapter 4-Computer Exercises Key. This key contains screen shots of everything you will do.

6. Turn the exercises for this chapter in to your instructor. Submit one chapter at a time.

7. You will be graded on a score of a possible 10 points for each chapter.

8. Record your score on the EHR KMCB 0165 Recording Sheet.

9. There are a total of 80 points possible for submitting all the exercises for chapters 3-10. These points will count toward your final average for the course.

EHR Chapter 5 Exercises

Follow these instructions to complete the exercises for your chapter:
1. Make sure you are following the KMCB 0165 EHR Course Instructions to complete your course.

2. Make sure you have printed the Recording Sheet and the Course Instructions.

3. Complete all the exercises in Chapter 5 and print the exercises you are told to print in the book.

4. Label the exercises with the chapter number, exercise number, your name, and the date. Put the papers in order and staple them together.

5. Check your exercises before you turn them in with the EHR Chapter 5-Computer Exercises Key. This key contains screen shots of everything you will do.

6. Turn the exercises for this chapter in to your instructor. Submit one chapter at a time.

7. You will be graded on a score of a possible 10 points for each chapter.

8. Record your score on the EHR KMCB 0165 Recording Sheet.

9. There are a total of 80 points possible for submitting all the exercises for chapters 3-10. These points will count toward your final average for the course.

EHR Chapter 6 Exercises

Follow these instructions to complete the exercises for your chapter:
1. Make sure you are following the KMCB 0165 EHR Course Instructions to complete your course.

2. Make sure you have printed the Recording Sheet and the Course Instructions.

3. Complete all the exercises in Chapter 6 and print the exercises you are told to print in the book.

4. Label the exercises with the chapter number, exercise number, your name, and the date. Put the papers in order and staple them together.

5. Check your exercises before you turn them in with the EHR Chapter 6-Computer Exercises Key. This key contains screen shots of everything you will do.

6. Turn the exercises for this chapter in to your instructor. Submit one chapter at a time.

7. You will be graded on a score of a possible 10 points for each chapter.

8. Record your score on the EHR KMCB 0165 Recording Sheet.

9. There are a total of 80 points possible for submitting all the exercises for chapters 3-10. These points will count toward your final average for the course.

EHR Chapter 7 Exercises

Follow these instructions to complete the exercises for your chapter:
1. Make sure you are following the KMCB 0165 EHR Course Instructions to complete your course.

2. Make sure you have printed the Recording Sheet and the Course Instructions.

3. Complete all the exercises in Chapter 7 and print the exercises you are told to print in the book.

4. Label the exercises with the chapter number, exercise number, your name, and the date. Put the papers in order and staple them together.

5. Check your exercises before you turn them in with the EHR Chapter 7-Computer Exercises Key. This key contains screen shots of everything you will do.

6. Turn the exercises for this chapter in to your instructor. Submit one chapter at a time.

7. You will be graded on a score of a possible 10 points for each chapter.

8. Record your score on the EHR KMCB 0165 Recording Sheet.

9. There are a total of 80 points possible for submitting all the exercises for chapters 3-10. These points will count toward your final average for the course.

EHR Chapter 8 Exercises

Follow these instructions to complete the exercises for your chapter:
1. Make sure you are following the KMCB 0165 EHR Course Instructions to complete your course.

2. Make sure you have printed the Recording Sheet and the Course Instructions.

3. Complete all the exercises in Chapter 8 and print the exercises you are told to print in the book.

4. Label the exercises with the chapter number, exercise number, your name, and the date. Put the papers in order and staple them together.

5. Check your exercises before you turn them in with the EHR Chapter 8-Computer Exercises Key. This key contains screen shots of everything you will do.

6. Turn the exercises for this chapter in to your instructor. Submit one chapter at a time.

7. You will be graded on a score of a possible 10 points for each chapter.

8. Record your score on the EHR KMCB 0165 Recording Sheet.

9. There are a total of 80 points possible for submitting all the exercises for chapters 3-10. These points will count toward your final average for the course.

EHR Chapter 9 Exercises

Follow these instructions to complete the exercises for your chapter:
1. Make sure you are following the KMCB 0165 EHR Course Instructions to complete your course.

2. Make sure you have printed the Recording Sheet and the Course Instructions.

3. Complete all the exercises in Chapter 9 and print the exercises you are told to print in the book.

4. Label the exercises with the chapter number, exercise number, your name, and the date. Put the papers in order and staple them together.

5. Check your exercises before you turn them in with the EHR Chapter 9-Computer Exercises Key. This key contains screen shots of everything you will do.

6. Turn the exercises for this chapter in to your instructor. Submit one chapter at a time.

7. You will be graded on a score of a possible 10 points for each chapter.

8. Record your score on the EHR KMCB 0165 Recording Sheet.

9. There are a total of 80 points possible for submitting all the exercises for chapters 3-10. These points will count toward your final average for the course.

EHR Chapter 10 Exercises

Follow these instructions to complete the exercises for your chapter:
1. Make sure you are following the KMCB 0165 EHR Course Instructions to complete your course.

2. Make sure you have printed the Recording Sheet and the Course Instructions.

3. Complete all the exercises in Chapter 10 and print the exercises you are told to print in the book.

4. Label the exercises with the chapter number, exercise number, your name, and the date. Put the papers in order and staple them together.

5. Check your exercises before you turn them in with the EHR Chapter 10-Computer Exercises Key. This key contains screen shots of everything you will do.

6. Turn the exercises for this chapter in to your instructor. Submit one chapter at a time.

7. You will be graded on a score of a possible 10 points for each chapter.

8. Record your score on the EHR KMCB 0165 Recording Sheet.

9. There are a total of 80 points possible for submitting all the exercises for chapters 3-10. These points will count toward your final average for the course.

MODULE 3

Chapter 11: Instructions

Module 3 consists of Chapters 11 and 12. Chapter 11 is a review and practice of all the concepts you have learned. Chapter 12 is considered the final exam.

Chapter 11 – Applying Your Knowledge

1. Chapter 11 is a review of all the concepts and exercises that you have learned. Work through the chapter and complete the exercises.

2. Refer to the index in the back of your book, or review the chapters where you learned the concepts, if you need help.

3. You do not need to turn anything in to your instructor for this chapter.

4. Try to complete this chapter on your own. This chapter will prepare you to take the final test!

5. Check your exercises with the EHR Chapter 11-Computer Exercises Key.

6. Click **Next** for detailed instructions on completing Chapter 11.

EHR Chapter 11 Exercises

1. Make sure you are following the KMCB 0165 EHR Course Instructions to complete your course.

2. Make sure you have printed the Recording Sheet and the Course Instructions.

3. Chapter 11 is a comprehensive review of all the concepts and exercises that you have learned and completed in the book.

4. Complete all the exercises in Chapter 11. Print any exercises you are instructed to, but **do not turn them in**.

5. Refer to the index in the back of your book, or review the chapters where you learned the concepts, if you need help.

6. **Try to complete this chapter on your own. This chapter will prepare you to take the final test!**

7. **This is a self-study chapter; the answer keys screen captures to each exercise are included in the student's text.** This will enable the student to check his/her own exercise for accuracy. Chapter 11 provides preparatory work for chapter 12.

8. **You may want to look at Chapter 12 in your book to see what you will need to know when you take the final test. Click the Next button for instructions on completing Chapter 12.**

Chapter 12: Instructions

Chapter 12 – EHR Practicum

Final Test Instructions

Chapter 12 is the Final Test for the Electronic Health Records class.

1. This chapter test needs to be completed in the classroom.

2. The test may take more than one day, so plan accordingly to finish your course in a timely manner.

3. You can refer to the chapters in your book to refresh your memory on any concepts you have forgotten. The test is Open Book.

4. Have your instructor give you a Test Flash drive with the Spring Charts program on it. Use this flash drive to complete and save your work.

5. Print all exercises you are instructed to print. Label each printout with the exercise number and keep your printouts in order.

6. Turn in your printouts and your test flash drive to your instructor.

7. Record your score on your recording sheet.

8. You must pass this class with an 80% average. All your test scores and exercise points will be added up to achieve the 80%. You can retake the tests one time and the two scores (the test and retest) will be averaged together for your final score.

9. Congratulations! You have completed Electronic Health Records!

10. **Click Next to take the EHR Final Test.**

EHR Final Test

Instructions

Chapter 12 in your textbook is the Final Test for the Electronic Health Records class. This test is a production test. You will be completing exercises similar to the exercises you completed working through the chapters and the review in Chapter 11.

1. **This Final chapter test must be completed in the classroom**.
2. The test may take more than one day, so plan accordingly to finish your course in a timely manner. If you can't finish in one day, save a backup on your test flash drive and give the flash drive and any printouts you have to your instructor. You can finish another day.
3. You can refer to the chapters in your book to refresh your memory on any concepts you have forgotten. The test is Open Book.
4. Have your instructor give you a Test Flash drive with the Spring Charts program on it. Use this flash drive to complete and save your work.
5. Print all exercises you are instructed to print. Label each printout with the exercise number and your name. Keep your printouts in order.
6. Turn in your printouts and your test flash drive to your instructor.
7. The test will be worth 100 points or 100%. You must pass with at least 80%.
8. Record your score on your recording sheet.
9. You must pass this class with an 80% average. You can retake the tests one time and the highest score will count as your final score.