

# Simply a Better Way to Learn!



H E A L T H C A R E S K I L L S

## EHR, Billing and Coding

### Course Introduction

**EHR, Billing and Coding** introduces students to the concept and fundamentals of Electronic Health Records (EHR) and Electronic Medical Records (EMR) in Canada (hereafter referred to as EHR). Students learn how to choose an EHR, implement it in a medical office, and how to troubleshoot. Students are introduced to various software and their functions, including billing and coding, scheduling, patient registry, and privacy and security legislation for a medical environment. The course combines theoretical and practical hands-on use of an EHR from both administrative and clinical perspectives.

This course consists of 9 days (39 hours) of daily online learning sessions in the Healthcare Hybrid format.

### Course Prerequisites

- Basic knowledge of computers, internet, and software installation is required
- Understanding of medical terminology and the medical industry is strongly preferred

### Course Aim

Students will gain knowledge in the fundamental aspects and functions of EHR including population health reporting and data management, laboratory results and prescription ordering, physician decision support, E-communication through the EHR network, patient education, and administrative processes including appointment scheduling, SOAP, CPP, and billing and coding.

### Of Interest To

Those wishing an opportunity to develop the skills required to offer EHR administrative support.

### Course Notes

Students are supplied with a textbook and EHR software for ongoing reference and homework. The courseware contains daily practice quizzes to prepare students for a final exam. Students must achieve a mark of 75% to successfully complete the course.

### Course Software

There are literally hundreds of EHRs and EMRs which exist across Canada with software companies who have 1 – 20% of the market share. Additionally, software applications and billing codes vary dramatically depending on province. In order to handle these variances, students will be exposed to diverse EHR portals and software packages to gain primary knowledge of an assortment of EHRs, functions, and concepts. The software packages students will be shown include:

- **ABELMed**® by ABELSoft
- **Accuro EMR**® by Optimed Software Corp.
- **HSpractice**® by Healthscreen
- **M.O.M.**® by MOM Medical
- **OSCAR**® by McMaster University
- and/or other current medical software

Additionally, each student will be provided with a student-version of EHR software to practice and develop hands-on skills. This software is:

- **Practice Partner**® by McKesson

Students in certain provinces will be provided with information on and an opportunity to receive additional training for provincially-specific software package(s):

- **Smart Series**® by Regent Healthcare Systems

Moreover, all students will be introduced to a Canada-wide dental software package, so they can broaden their EMR training and marketable skills to the compatible dental field:

- **ABELDent**® by ABELSoft

*EHRs are subject to change based on availability and/or changes in industry.*



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### Course Breakdown

This course is comprised of a variety of topics, concepts, and projects that focus on the following areas of skill and competency:

#### **Introduction to Electronic Health Records:**

Identifying what a medical record is, advantages and disadvantages of EHRs, and the role of the healthcare professional using EHRs

#### **Transitioning from Paper Charts to Electronic Health Records:**

Comparing and selecting an EHR vendor and network platform, collecting and entering data, measuring results, and conducting ongoing evaluations

#### **Overview of Electronic Health Records Software:**

Establishing and maintaining a patient registry, and introduction to a live student-version of EHR medical software for hands-on practice and homework:

•**Practice Partner** ® by McKesson

#### **Administrative Use of the Electronic Health Records:**

Identifying the role of the Medical Office Assistant, managing electronic records, and patient scheduling and flow

#### **Using the Electronic Health Record for Reimbursement, Billing and Coding:**

Identifying and understanding various provincial coding systems, understanding provincial health insurance plans and codes, familiarity with World Health Organization ICD-9 and ICD-10 codes, billing, and fraud and claims abuse

#### **Clinical Use of the Electronic Health Record:**

Identifying and understanding documentation in the EHR, and documenting patient history

#### **Privacy, Confidentiality, and Security:**

Understanding privacy and security issues, patients' rights under Canadian legislation, and how patients can protect their health information

### **Health Promotion, Patient Education, and Clinical Decision Support:**

Using the EHR for health promotion by plotting data over time to reveal a patient's health trend, improving patient safety by providing evidence-based protocols for specific conditions to be used as physician decision support, and aiding a patient to have an increased chance of living a healthy, satisfying life by providing education to teach how to be proactive about health



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