Certified Electronic Health Records Specialist (CEHRS) Program

Program Duration: 6 months

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| **Course Sequence** | **Suggested Study Schedule** |
| **CEHRS** |  |
| I. An Overview of EHR and CEHRS | Week 1 |
| II. Steps to EHR Implementation | Week 2-3 |
| III. The EHR Framework | Week 4 |
| IV. HIPAA Requirements and EHR Systems | Week 5-6 |
| V. The EHR and Record Content | Week 7 |
| VI. Patient Visit Management | Week 8-9 |
| VII. Problem, Medication, and Allergy Lists | Week 10 |
| VIII. Examination/Assessment Notes, Graphics, and Charts | Week 11-12 |
| IX. Treatment Plans, Orders, and Results | Week 13 |
| X. Medication Orders and Administration | Week 14-15 |
| XI. Patient Communications | Week 16 |
| XII. Coding, Billing, and Practice Reports | Week 17-18 |
| XIII. Research, Registries, and Reportable Events | Week 19 |
| XIV. Personal Health Records and Continuing Care Records | Week 20-21 |
| **Microsoft Excel Advanced Functions** | Week 22 |
| **Medical Transcription -Module 3: editing Records** | Week 23-26 |

* The above schedule is provided as a generic guideline to help students manage their study pace efficiently towards on time completion.
* Students who are able to finish courses in a faster pace are allowed and encouraged to do so for earlier completion.
* We recommend students to follow the course sequence in the order listed above.