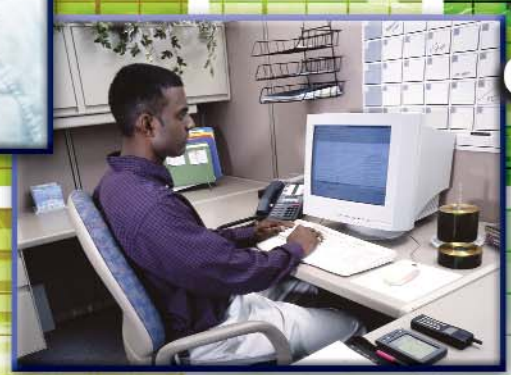
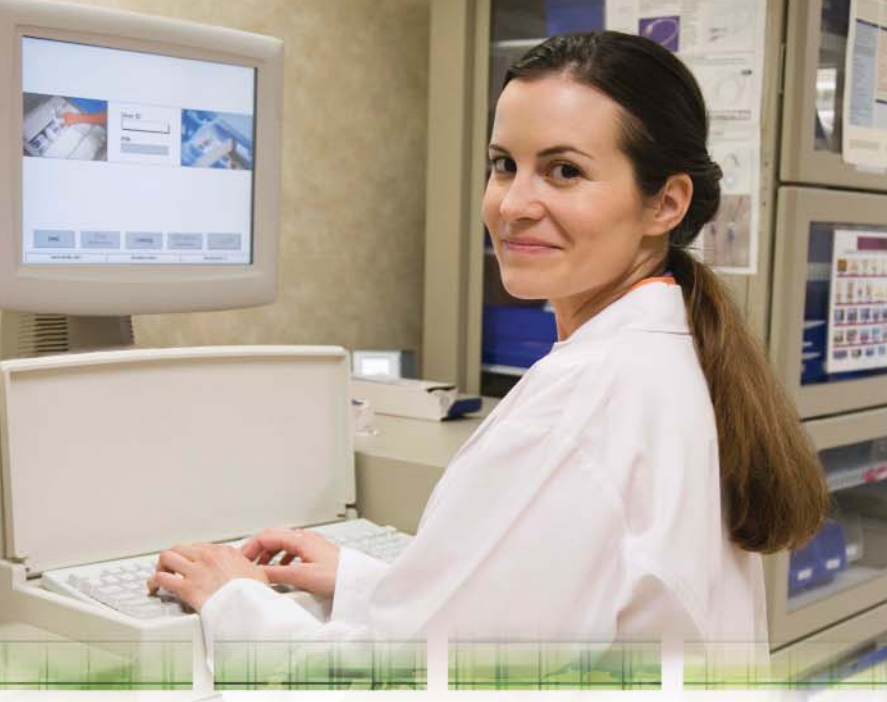


Electronic Health Record Certificate

Program



BURLINGTON
COUNTY COLLEGE

We Can Get You There.

Index

Electronic Health Record Certificate Program: Overview	2
Introduction	3
New Work Force Roles	4
Course of Study	5
Course Descriptions	6
Admission Requirements	8
Additional Information	Inside Back Cover



**BURLINGTON
COUNTY COLLEGE**

We Can Get You There.

Electronic Health Record Certificate Program: Overview

The United States Bureau of Labor Statistics anticipates 51,000 Health Information Technology (Health IT) workers will be needed over the next five years. These highly trained workers will facilitate the conversion of a paper based medical record system to an electronic health record system.

The Office of the National Coordinator of Information Technology (ONC), which is part of the U.S. Department of Health and Human Services has awarded Burlington County College a grant from the Health Information Technology for Economic and Clinical Health Act (HITECH Act) to train this new work force. This project was funded by the Office of the National Coordinator for Health Information Technology, U.S. Department of Health and Human Services, Grant Number 900CC0080.

The areas of concentration for our Electronic Health Record Certificate Program include:

- Clinical/Practitioner Consultant
- Implementation Manager
- Trainer

Burlington County College offers a comprehensive Electronic Health Record Program which is based upon a nationally validated curriculum developed by the Health IT Consortium Education Project. The curriculum will provide approaches to assessing, selecting and configuring electronic health records to meet the specific needs of hospitals, clinics and physician offices. You must complete the program in six months. It is a credit based program consisting of

accelerated terms and a combination of on-line classes and hybrid classes. You will have face to face instruction in a computer lab using the AZZLY Ambulatory Electronic Health Program system at our Pemberton Campus. You will be taught by instructors who have health and/or IT experience and are committed to preparing students to become professionals in the field of electronic health records.

Students enrolled in the training program should have backgrounds in health, information technology or related fields. After successfully completing the training program, students will receive a career certificate in Electronic Health Records and will be able to sit for the voluntary HIT Pro Competency Examination for the role that the student has completed. Visit the HITPro website at

<http://www.hitproexams.org> for more details. Additional information regarding the electronic health record initiative can be found at the Office of the National Coordinator for Health Information Technology (ONC's) <http://healthit.hhs.gov/> website.

Please take a moment and peruse this overview booklet. Should you have any questions or need academic guidance, please visit our Health Information Technology website at www.bcc.edu/hit and review the information for the Electronic Health Record Certificate program.

You may also contact our office at (609) 894-9311 ext. 1094 or 1093.

Electronic Health Record Certificate Program

Department of Health Information Technology

What is an Electronic Health Record?

According to the Health Information Management System Society, (HIMSS), an electronic health record (EHR) is a longitudinal electronic record of patient health information generated by one or more encounters in any care delivery setting. Included in this information are patient demographics, progress notes, problems, medications, vital signs, past medical history, immunizations, laboratory data and radiology reports. The EHR automates and streamlines the clinician's workflow. The EHR has the ability to generate a complete record of a clinical patient encounter - as well as supporting other care-related activities directly or indirectly via interface - including evidence-based decision support, quality management, and outcomes reporting.

A Growing Need for Trained Electronic Health Record Personnel

The demand for skilled electronic health record workers is driven by the following:

- National regulations requiring eligible providers, physicians and hospitals, to achieve meaningful use of electronic health information, including the use of certified electronic health record technology in the near future.
- Financial incentives for eligible providers and hospitals to achieve meaningful use and then financial disincentives for failure to meet meaningful use.
- The establishment of nationwide Regional Extension Centers needing skilled electronic health record workers to help physicians and hospitals implement electronic health record systems and achieve meaningful use.
- Health Information Technology vendors needing trained electronic health personnel to sell and implement electronic health record systems.
- The establishment of Health Information Exchange entities to provide the capability to electronically move clinical information among health systems while maintaining the meaning of the information being exchanged.
- Improved patient outcomes by allowing access to and retrieval of clinical data to provide a safer, timelier, efficient, effective, equitable and patient-centered care system.
- Improved population outcomes as health information is available to public health authorities for analyses of clinical data which then can be used for health policy decisions and health education.

Career Outlook

As electronic health record job opportunities continue to grow, there is great demand for well-trained professionals to enter this dynamic field. BCC's Career Services Center located at the Pemberton and Mount Laurel campuses offers for free, office space with a few computers for students and alumni to conduct online job searches, assistance with creating a resume and cover letter, on-campus recruiting events, and much, much more.

New Work Force Roles in the Electronic Health Record Certificate Program

Burlington County College's Electronic Health Record Program concentrates on three new work force roles:

Clinician/Practitioner Consultant: In this role, a student will use their existing clinical background and experience to analyze workflow and data collection issues. Suggested backgrounds include individuals with a clinical license or public health professional.

Implementation Manager: In this role, a student would provide on-site management of a mobile adoption support team(s) before and during employment of the electronic health record system. The student would apply project and change management principles to create implementation plans to achieve project goals. Suggested backgrounds include prior experience in health or information technology in a clinical or public health setting as well as some administrative or managerial experience.

Trainer: In this role, the student designs and delivers training programs to clinical and public health personnel. They would be knowledgeable in different EHR systems and be able to communicate health and technology concepts as appropriate. As a trainer, the student would assess the training needs and competencies of the learners and design lesson plans. Suggested backgrounds include experience as a health professional or health information management specialist. Experience as a trainer in the classroom would also be beneficial.

Areas of Employment:

Overall, this new work force would facilitate the conversion of a paper-based medical record system to an electronic system. Areas of employment could be in a clinical provider's office or hospital, health information vendor, regional extension center, health information exchange entity and public health agencies. Of course, opportunities as an entrepreneur are always available with new skills, education and experience.

Course of Study

The Electronic Health Record Program currently requires 19 credits with additional courses anticipated. This is an accelerated program which is required to be completed in six months. The Electronic Health Record courses are on-line and hybrid.

*Hybrid courses are a combination of on-line and face to face instruction in our computer lab at the Pemberton campus. Students would attend hybrid classes one to two nights per week for part of the six

months. On-line courses are web-based and are not face to face instruction. Students must maintain a C average in all EHR courses to progress and receive the Electronic Health Record Certificate. While the schedule is demanding, the students are motivated because it is expected that they will be able to enter the work force in a relatively short timeframe.

Schedule details can be found at www.bcc.edu/hit and click on “EHR Certificates.”

Electronic Health Record Certificate Program

Course Descriptions

HIT 105: Medical Terminology

2 credits

This course is the study of medical terminology, the language of medicine, focusing on prefixes, suffixes, word roots and their combining forms by review of each body system and specialty area. It also emphasizes word construction, spelling, usage, comprehension, and pronunciation. In addition, students gain information regarding anatomy and physiology, symptomatology, pathology, diagnostic/surgical procedures, pharmacology, and medical abbreviations. This course requires a textbook; contact the BCC bookstore for required textbook.

Prerequisites: None

Co-requisite: None

HIT 120: Introduction to Healthcare and Public Health

3 credits

Distance Learning

A survey of how healthcare and public health agencies are organized and how services delivered in the U.S., this course covers public policy, relevant organizations and their interrelationships, professional roles, legal and regulatory issues, and payment systems. Will also address reform initiatives in the U.S. and job expectations in health care settings. It will discuss how care is organized inside a practice setting, privacy laws and professional and ethical issues encountered in the workplace. Specific terminology used by workers in healthcare and public health will also be covered.

Prerequisite: None

Co-requisite: None

HIT 121: Introduction to Information and Computer Science

3 credits

Distance Learning

This course provides a basic overview of computer architecture; data organization, representation and structure; structure of programming languages; and networking and data communication, including the basic terminology of computing. It traces the development of IT systems in health care and public health, beginning with the experiments of the 1950s and 1960s and culminating in the HITECH Act. Also includes an overview of specialized public health applications such as registries, epidemiological databases, biosurveillance, and situational awareness and emergency response. Will introduce the concept of meaningful use and informational exchange issues.

Prerequisite: None

Co-requisite: None

HIT 122: Health IT Systems with Lab**4 credits Hybrid**

This course is a “theory” component, specific to health care and public health applications. It includes introduction to health IT standards, health-related data structures, and software applications; and enterprise architecture in health care and public health organizations. This course also provides an overview of the most popular vendor systems highlighting the features of each as they would relate to practical deployments, noting the differences between systems. Addresses approaches to assessing, selecting, and configuring EHRs to meet the specific needs of customers and end users. Installation and maintenance of health IT systems, including testing prior to implementation will be covered. Introduction to principles of underlying configuration will also be included. Laboratory component: Students will work with simulated systems or real systems with simulated data. As they play the role of practitioners using these systems, they will learn what is happening “under the hood.” They will experience threats to security and appreciate the need for standards, high levels of usability and how errors can occur.

Prerequisites: HIT 120 and HIT 121

Co-requisite: HIT 105

HIT 228: Fundamentals of Health IT Workflow Process**3 credits Distance Learning**

Introduces the concepts of health IT and practice workflow redesign as instruments of quality improvement. Addresses establishing a culture that supports increased quality and safety. Discusses approaches to assessing patient safety issues and implementing quality management and reporting through electronic systems. Fundamentals of health workflow process analysis and redesign as a necessary component of complete practice automation; includes process validation and change management. Discussion of rapid prototyping, user centered design and evaluation, usability, understanding effects of new technology and workflow on downstream processes.

Prerequisite: HIT 122

Co-requisite: None

HIT 229: IT Project Management**4 credits Hybrid**

Project management tools and techniques will be covered. Development of skills necessary to communicate effectively across the full range of roles that will be encountered in health care and public health settings. Principles of leadership and effective management of teams will be covered. Emphasis on the leadership modes and styles best suited to IT deployment. This course requires students to work in teams to understand their roles, the importance of communication, and group cohesion.

Prerequisite: HIT 122

Co-requisite: None

HIT 230: Training & Instructional Design**4 credits Hybrid**

Overview of learning management systems, instructional design software tools, teaching techniques and strategies, evaluation of learner competencies, maintenance of training records, and measurement of training program effectiveness.

Prerequisite: HIT 122

Co-requisite: None

Admission to the Electronic Health Record Certificate Program

The Electronic Health Record Certificate Program at Burlington County College utilizes selective admission standards. Therefore, admission to the College does not guarantee admission to the program. Tuition/Scholarship may be available to qualified applicants as a part of the HITECH grant. Applicants must be admitted to BCC as a credit certificate seeking student and are required to submit the following:

- A completed BCC Admission Application. The \$20.00 processing fee is waived if the student completes the on-line application at <https://www.bcc.edu/forms/adm/form.asp>
- Receipt of the BCC Student I.D. after applying
- Receipt of BCC Student email address after applying
- Official copy of high school transcript or General Education Diploma (GED)
- Official copy of college transcript from any college previously attended
- Current resume detailing education and experience
- Official Transcripts should be submitted to:
Registrar's Office, Burlington County College
601 Pemberton Browns Mills Road
Pemberton, NJ 08068
- Completed EHR Certificate Program Application with essay attached and submit to:
HIT / EHR Department, Burlington County College
601 Pemberton Browns Mills Road
Parker 313
Pemberton, NJ 08068
- Background, Education and/or Experience in Healthcare, Health IT and/or Information Technology Professions
- Basic computer skills, internet access and familiarity with Microsoft Office are required
- Attendance at an Electronic Health Record Information Session is required
- Ability to attend some classes on the Pemberton Campus of Burlington County College during weekdays in the evening is required if accepted into the program
- Completion of the Allied Health Entrance Exam: Psychological Service Bureau (PSB) Health Occupations Aptitude Examination (Those holding a Bachelors or Masters degree will be waived. Please enclose an unofficial copy of your transcript WITH GPA shown)

Additional Information

Counseling/Advisement

Program faculty, college counselors and academic advisors are available to meet with students to assist with their educational planning. Students are encouraged to seek counseling and or advisement with these individuals not only during the application process but also throughout the program as the need arises.

Helpful Websites

BCC website: <http://www.bcc.edu>

BCC Career Services Center: www.collegecentral.com/bcc

BCC Distance Learning (for on-line support of learning system): <http://staff.bcc.edu/distance>

BCC Health Information Technology Program: www.bcc.edu/hit

Use the above link to gain access to the Electronic Health Record Program Information Packet and Application Packet

BCC On-line Application: <https://www.bcc.edu/forms/adm/form.asp>

State of New Jersey Health Information Technology Program <http://www.nj.gov/njhrit/>

American Healthcare Information Management Association: www.ahima.org

Health Information Management System Society: www.himss.org

There is a \$500 scholarship available through NJHIMSS. Visit the New Jersey website at <http://njhimss.org>

The Office of the National Coordinator for Health Information Technology: <http://healthit.hhs.gov>

HITPro (competency exams) website: <http://www.hitproexams.org>

As an Equal Opportunity/Affirmative Action institution, Burlington County College affords equal vocational opportunities to qualified individuals regardless of race, color, religion, sex, national origin, age, handicap (as defined by Section 504), ancestry, place of birth, marital status or liability for military service in the operation of its programs and activities (including admissions, access to programs and course offerings, physical education, intercollegiate and intramural athletics, counseling, employment, use of facilities, and college-sponsored extracurricular activities). This is in accordance with Title VI of the Civil Rights Act of 1964 (which prohibits discrimination on the basis of race, color, and/or national origin), Title IX of the Education Amendment of 1972 (which prohibits sex discrimination), Section 504 of the Rehabilitation Act of 1973 as amended and the Americans with Disabilities Act/ADA (which prohibit discrimination against otherwise qualified handicapped people), and other applicable laws and regulations. Copies of the Dispute Resolution for Students with Disabilities is available from Mr. Ronald Brand, Title IX and Section 504 Coordinator, located in Academic Building, room 336 on the Pemberton campus or by calling him at (609) 894-9311, ext. 1262.



**BURLINGTON
COUNTY COLLEGE**

We Can Get You There.

Revised November 2011