

# Computerized Provider Order Entry

## CPOE Online Training Program for Medical Assistants



This is a 3-month Web-Based Training Program. Work online at your own pace with no scheduled classes to attend. This course is preapproved for 18 continuing education units with AIHC.

**What is CPOE?** The Office of the National Coordinator for Health Information Technology provides a basic definition “Computerized provider order entry (CPOE) refers to the process of providers entering and sending treatment instructions – including medication, laboratory, and radiology orders – via a computer application rather than paper, fax, or telephone.” [Click Here](#) to learn more.

**Online, On-Demand Training** - This course is Online, On-Demand with no scheduled classes to attend during your 3-month access to course materials. Typically, medical assistants experienced with entering physician orders complete the course and certify within 6 to 8 weeks, however, you have 3-month access included in your tuition. Access your course information 24 hours a day, 7 days a week, by logging into the AIHC website. A qualified, certified instructor is available upon request to address questions you may have during your training experience.

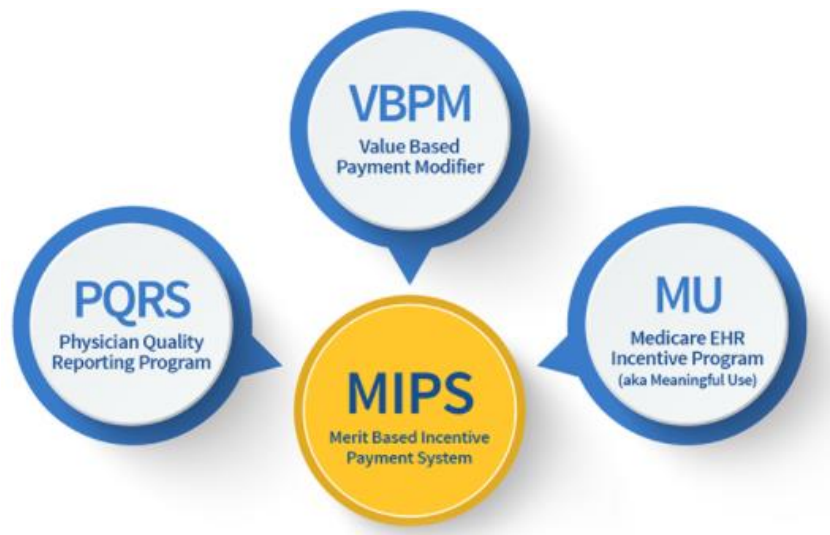
**Course Prerequisites** - This course is recommended for medical office or outpatient unlicensed medical assistants and is also a great refresher for licensed nurses and certified medical assistants performing assistive services to providers and have sufficient knowledge, experience, and training to properly handle any such alerts that may appear when entering orders into the CPOE system.

### CPOE and Meaningful Use

The following information is from healthIT.gov, the website for the Office of the National Coordinator for Health Information Technology or “ONC”. MIPS harmonizes existing CMS quality programs (including meaningful use), the Physician Quality Reporting System, and Value-Based Payment Modifiers. MIPS consolidates multiple, quality programs into a single program to improve quality care.

Meaningful use leveraged certified electronic health record (EHR) technology for multiple purposes. The Advancing Care Information category within MIPS now supplants meaningful use, but it still aims to achieve the same objectives, including:

- Improve quality, safety, efficiency, and reduce health disparities
- Engage patients and family
- Improve care coordination, and population and public health
- Maintain privacy and security of patient health information



**AIHC cannot provide advice regarding CPOE requirements for your institution or practice.** Contact your Medicare Administrative Contractor (MAC), legal counsel or consultant for advice regarding non-licensed, non-credentialed staff entering orders for your providers in your State.



## Earn Continuing Education Units (CEUs)



**18 CEUs:** This program has been approved for 18 continuing education units by the American Institute of Healthcare Compliance for AIHC Certified Professionals.

## What Your Workforce Will Learn

Qualified workforce members typically complete this training within 8-12 weeks when 4-6 hours per week of study time is devoted to this course. They have additional time (up to 3 months) to pass the certification exam after training.

**Tuition includes an eBook to download and learn order entry basics for radiology and laboratory tests and a Pharmacology textbook.**

### **Introduction to CPOEP (Certified Provider Order Entry Professional)**

- Introductory video
- Government Rules on Authentication, Electronic Signatures Requirements

### **Diagnostic Laboratory Services**

- Entering Orders for Diagnostic Lab, Abbreviations & Terminology

### **Radiology & Other Diagnostic Tests**

- Entering Orders for Radiology Tests or Procedures Abbreviations & Terminology

**Essentials of Pharmacology for Health Professions Textbook: Ordered by the AIHC Office and shipped to your office.**

### **Introduction to Pharmacologic Principles**

- Drug laws, FDA, DEA and Health Care Practitioners and the Law
- Classifications, Identifying Names, Legal Terms, Terms Indicating Drug Actions, Drug References, and Using the Internet as Reference
- Sources and Effects of Drugs, Drug Processing by the Body (Pharmacokinetics), Other Variables Affecting Drug Actions, and Unexpected Responses to Drugs
- Medications Preparations and Supplies: Routes of Administration and How Drugs are Supplied to Support Accurate Order Entry.

### **Abbreviations and Systems of Measure**

- Conversion of Units, Household System of Measures, and the Metric System
- Medical Abbreviations, Medication Orders, and the Telephone Order (TO)

### **Drug Classifications**

- Medications ordered by primary care and specialty providers

### **Drugs and Older Adults**

- Physiologic changes with age
- Potentially inappropriate medication use in older adults, drugs to avoid with certain medical conditions, polypharmacy



## Computer Requirements and Time Limits

To successfully complete this course, you will need high-speed internet access, email, Microsoft Word, Microsoft Excel, and Adobe Reader. You must complete this course within three (3) months of your enrollment date or purchase an extension to buy more time (up to 3 months in extensions). Your course enrollment begins when the AIHC Office receives your course tuition payment.

## Course Tuition Includes

- Access to a Qualified Online Nurse Instructor If and When You Need Help upon request;
- Training Materials and Access to the Online Training Page;
- Online quizzes accessed through the online training page;
- Order Entry for Radiology and Diagnostic Tests lessons to download and read;
- *Essentials of Pharmacology for Health Professions* Textbook: Ordered by the AIHC Office and shipped to you.
- AIHC Membership for One (1) Year: This is available for first-time members only.
- Mock Exam: This mock exam is one exam total that covers all four of the certification exam domains.
- Two (2) Certification Exam Attempts, Provided the Exam is Taken Within Three (3) Months of Completing the Course: This includes one initial exam attempt and one exam retake.

## Certify as a Computerized Provider Order Entry Professional – Earn your CPOEP Credential

Qualified medical assistants passing this course with an average score of 80% or higher has the *option* to certify as a Computerized Provider Order Entry Professionals (CPOEP<sup>SM</sup>). The online exam can be taken remotely from the comfort of your home or office. Attempts at the exam are only available by appointment with a professional AIHC proctor.

### About the Certification Exam

The exam is 100 questions, open note three (3) hour proctored exam taken online. Passing score is 80%. There are four Domains:

1. Order Entry of Laboratory Services
2. Order Entry of Radiology and Other Diagnostic Tests
3. Pharmacology
4. Medical Terminology, Acronyms and Abbreviations

The exam is taken online from the comfort of your home or practice by appointment only and scheduled with a professional AIHC proctor. Certification is approved by the Certification Exam Board

**\*Policy:** Two (2) Certification Exam Attempts Included in the Tuition Fee. This exam is taken online and scheduled with an AIHC proctor. You will know immediately if you have passed (scoring at least 80%) or failed the exam. If you score less than 80%, you have the opportunity to schedule a second attempt within your three (3) month deadline. If you do not pass the second time, you may purchase an additional attempt at certification. A total of 3 attempts within 1 year from your course enrollment date is permitted.

## Maintaining Your CPOEP Credential

Once you are certified, you need to maintain your credential by earning six (6) CEUs annually. AIHC offers a *free* annual competency examination worth 6 CEUs to meet your renewal requirement:

- Exam Content: Order Entry for Lab, Radiology, Medications, and Abbreviations/Acronyms
- 75 questions worth 6 CEUs. An 80% minimum score is required to pass.



## Tuition Price: Only \$495

*Employers – contact us at 330-241-5635 option #2 when registering multiple employees at the same time.*

**Updates on student progress:** When the employer pays tuition, you can request routine updates on each workforce member's progress and scores from our Client Services Department.

## Enrolling Each Staff Member - How to Register for this Course

**Register Online – Return to the Course Page, Enroll and Pay or [Click Here to enroll your workforce member\(s\)](#).**

We accept online registration payment via credit card.



**Register Via Mail or Fax:** Scroll down for a hard copy enrollment form. Mail or fax your completed form to the AIHC Office to submit your registration and payment information. We can only accept American Express payment when you register online.

## Refund & Financial Policies




View the Refund Policy and Payment Plan Options Posted on the Home Page of our Website under Financial Policies [www.aihc-assn.org](http://www.aihc-assn.org)



# HARD COPY REGISTRATION FORM

## Computerized Provider Order Entry – Online Training Program

*Please submit one form per person*

<b>Enrollment Date:</b>	<b>I intend to take the online certification exam after completing this program:</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Name &amp; Credentials:</b>	
<b>Home Address:</b>	<b>Employer Name &amp; Address:</b>
<b>Current Job Position:</b>	
<i>(For website administration and registration confirmation)</i> <b>Primary Email Address:</b>  <b>Alternate Email Address:</b>	<b>Work Phone Number:</b>  <b>Alternate or Cell Phone Number:</b>
<b>Credit Card Payment Information:</b> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 5px;"> <div style="text-align: center;">   <input type="checkbox"/> MasterCard         </div> <div style="text-align: center;">   <input type="checkbox"/> VISA         </div> <div style="text-align: center;">   <input type="checkbox"/> Discover         </div> </div> <p style="margin-top: 10px;">Amount Approved on this Credit Card: <input type="checkbox"/> <b>\$495.00 per person</b></p> <p>Card Number: _____</p> <p>Security Code: _____      Expiration Date: _____</p> <p>Billing Address for this Card: _____</p> <p>Name As It Appears on this Card: _____</p> <p>Authorized Signature &amp; Date: _____</p> <div style="text-align: center; margin-top: 20px;"> <p><b>Please Make Checks Payable to: AIHC</b></p> <p><b>\$495.00 per person</b></p> <p><b>AIHC Mailing Address:</b> 5000 Gateway Drive, Suite 202, Medina, Ohio 44256</p> <p><b>AIHC Fax Number: (330) 952-0716</b></p> <p><b>How did you hear about us?</b></p> <p> <input type="checkbox"/> Mail             <input type="checkbox"/> Email             <input type="checkbox"/> Co-Worker             <input type="checkbox"/> AIHC Website             <input type="checkbox"/> Social Media             <input type="checkbox"/> Other: _____         </p> </div>	

