

Computerized Provider Order Entry (CPOE)

Online Training Program for Medical Assistants & Nurses



This is a 3-month Web-Based Certificate Training Program. Work online at your own pace with no scheduled classes to attend.

What is CPOE?

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.

Why Train Clinical Staff in CPOE?

According to the Institute of Medicine of the National Academies, medication errors are among the most common medical errors, harming at least 1.5 million people each year. Adverse Drug Events, or ADEs, account for more than 3.5 million physician office visits and 1 million ED visits annually. According to the National Library of Medicine’s article “[Medication Dispensing Errors and Prevention](#)”, each year, in the United States alone, 7,000 to 9,000 people die as a result of a medication error. Understanding the margin of error that can occur, hopefully, we can reduce ADEs through education and training. It is believed that preventable medication errors impact more than 7 million patients and cost almost \$21 billion annually across all care settings and are found to be under reported.

Accuracy is Critical When Delegating Order Entry to Non-Licensed Staff

Non-licensed employees do not receive the same level of formal training as Registered Nurses (RNs), Licensed Practical Nurses (LPNs), or Certified Medical Assistants (CMAs). If your providers delegate prescriptions, diagnostic tests, and other clinical orders to a non-licensed member of your workforce, there can be an increased risk of an order entry error.

Quality controls help elevate the care at your healthcare organization from adequate to excellent. When patients are referred to your facility, you can promote your quality assurance programs that put a premium on patient and worker safety and optimize the effectiveness of treatment.

Course Prerequisites - This comprehensive course is designed to train medical office or outpatient unlicensed medical assistants entering orders into a computerized system. It is also a great refresher for licensed nurses and certified medical assistants performing assistive services to providers and that have sufficient knowledge, experience, and training to properly handle potential errors and clinical alerts that may appear when entering orders into the CPOE system.

Online, On-Demand Training - This course is an Online, On-Demand with no scheduled classes to attend during the 12-week access to course materials. Tuition includes a Pharmacology Textbook and Certificate of Completion.

- Typically, medical assistants experienced with entering physician orders complete the course within 10-12 weeks; thus, 12-week access to course materials is included in the tuition. Additional time can be purchased on a month-to-month basis at a minimal cost. The course can be accessed 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 during the training experience. Organizations enrolling 3 or more employees at the same time will receive monthly Employee Progress Reports from our Client Services Department.

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 Will Be Learned

To Earn a Certificate of Completion – complete all 12 lessons and pass all quizzes. Option to Certify in CPOE is available – just pay the Exam Fee of \$75 upon successful completion of the course.

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 9th Edition Textbook: Ordered by the AIHC Office and shipped to your office.

Introduction to Pharmacologic Principles

- Consumer Safety and Drug Regulations, FDA, DEA and Healthcare Professionals, the Law and Ethics
- Drug Names, Classifications, Legal Terms, Terms Indicating Drug Actions, Drug References, and Using the Internet as a 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

- Nutritional Concepts of Pharmacology;
- Drug Classifications by Body System and Medications ordered by primary care and specialty providers

Age-Related Medication Issues

- Older Adult Considerations & Physiologic Changes with Age
- Pediatric Considerations



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 All Training Materials, Textbook, and a Certificate of Completion

- 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 read;
- *Essentials of Pharmacology for Health Professions* 9th Textbook: Ordered by the AIHC Office and **shipped to you**.
- AIHC Membership for One (1) Year: This is available for first-time members only.
- Certificate of Completion upon successfully passing all lesson quizzes.

Need more than a Certificate? [Option to Certify](#) (remote) by appointment with a professional AIHC proctor is available for an additional \$75 exam fee per attempt. A total of (3) attempts at certification are permitted. You will be provided details via email regarding the option to certify upon successful course completion.

Course Tuition is Only \$295

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 – [Click here](#) to return to the Course Page, Enroll and Pay for yourself or 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. Note: American Express is only accepted when you register online.

Refund & Financial Policies




View the Refund Policy posted on the Home Page of our website under Financial Policies www.aihc-assn.org



HARD COPY REGISTRATION FORM

Computerized Provider Order Entry – Online Training Program

Please submit one form per person

Enrollment Date:	I intend to take the online certification exam after completing this program and understand there is an additional exam fee. <input type="checkbox"/> Yes <input type="checkbox"/> No
Name & Credentials:	
Home Address:	Employer Name & Address:
Current Job Position:	
(For website administration and registration confirmation) Primary Email Address:	Work Phone Number:
Alternate Email Address:	Alternate or Cell Phone Number:
Credit Card Payment Information: <div style="display: flex; justify-content: center; align-items: center; gap: 20px;"> <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>Amount Approved on this Credit Card: <input type="checkbox"/> \$295.00 per person</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 & Date: _____</p>	
<p>Please Make Checks Payable to: AIHC</p> <p>\$295.00 per person</p> <p>AIHC Mailing Address: 3637 Medina Road, Suite 15, Medina, Ohio 44256</p> <p>AIHC Fax Number: (330) 952-0716</p> <p>How did you hear about us?</p> <p><input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Co-Worker <input type="checkbox"/> AIHC Website <input type="checkbox"/> LinkedIn <input type="checkbox"/> Other: _____</p>	

