

# Computerized Provider Order Entry (CPOE)

## *Online Training Program for Medical Assistants & Nurses*



This is a 4-month web-based certificate training program. Work online at your own pace with no scheduled classes to attend. [We are a licensing/certification partner with CMS.](#)

### **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, 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 online and on-demand with no scheduled classes to attend during the 16-week access to course materials. *Tuition includes online order-entry lessons, online review quizzes, a hardcopy Pharmacology Textbook shipped to you and Certificate of Completion to print and/or download*

- Typically, medical assistants experienced with entering physician orders complete the course within the 16 weeks. Additional time can be purchased on a month-to-month basis at a minimal cost. The course can be accessed on-demand, which means you can login 24 hours a day, 7 days a week to your course page. 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.

### Course Syllabus

**To Earn a Certificate of Completion – complete all lessons and quizzes. The option to certify in CPOE is available – just pay the exam fee of \$75 upon successful completion of the course.**

#### **Introduction to CPOEP<sup>SM</sup> (Certified Provider Order Entry Professional)**

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

#### **Lesson 1 The Legal Health Record and Signature Compliance**

#### **Lesson 2 Diagnostic Laboratory Services Orders**

#### **Lesson 3 Radiology Order Entry**

#### **Lesson 4 Ordering Other Tests**

***Essentials of Pharmacology for Health Professions* 10<sup>th</sup> Edition Textbook: Ordered by our office and shipped to your home or office as designated upon registration for this course.**

#### **Lesson 5 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.

#### **Lesson 6 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)

#### **Lessons 7 – 13 Reviews Drug Classifications as listed below**

- Nutritional Concepts of Pharmacology; Integumentary System, Autonomic Nervous System, Cardiovascular, Urinary System, Gastrointestinal, Respiratory System, Eye, Ear Medications, Analgesic, Sedatives, Hypnotics, Psychotropic, Alcohol and Drug Abuse/Withdrawal Treatment, Musculoskeletal and Anti-inflammatory drugs, Anticonvulsants, Antiparkinsonian Drugs and Agents for Alzheimer's Disease, Endocrine System Drugs, Reproductive System Drugs, Anti-infectives, Antineoplastic and Age-Related Medication Issues.



## 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 four (4) months of your enrollment date or purchase an extension to buy more time (up to 2 months in extensions). Your course enrollment begins when our office receives your course tuition payment.

## Course Tuition Includes All Training Materials, Hard-copy 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* 10<sup>th</sup> edition Textbook: Ordered by our office and **shipped to you.**
- AIHC<sup>®</sup> 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 of Completion? *Certify!* Optional Certification Exam – Earn the CPOEP<sup>SM</sup> Credential

Experienced CPOE professionals will have the [Option to Certify](#) (remote) as a Computerized Provider Order Entry Professional (CPOEP<sup>SM</sup>) by appointment with a professional proctor 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.

### About the Certification Exam

- 100-question, open-note, three (3)-hour proctored exam taken online
- Passing score is 80%
- There are (2) domains:
  - Domain 1: Questions from Module 1 (Lessons 1-4)
  - Domain 2: Questions from Module 2 (Lessons 5-13 based on the 10<sup>th</sup> edition pharmacology book)
- Certification is approved by the Certification Exam Board

## Maintaining Your CPOEP<sup>SM</sup> 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.



## 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 register securely for this training program.**

We accept the following credit cards online via the secure payment portal located on the course registration page.



### *Need to Mail a Check or Money Order?*

Scroll down, complete the hardcopy enrollment form and enclose it with your payment.

## Refund & Financial Policies

View the Refund Policy 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>

**Please Make Checks Payable to: AIHC®**

**Tuition \$295**

**Mailing Address:** 3637 Medina Road, Suite 15, Medina, Ohio 44256

**Please do not send credit card information, for secure credit card payments:**

Register Online – [Click here](#) to register securely for this training program.

Or request an invoice by emailing [RegistrationDepartment@aihc-assn.org](mailto:RegistrationDepartment@aihc-assn.org), or call 330-241-5635 (option 2)

We Accept the Following Credit Cards:



**AIHC® is a 501(c)(3) Non-Profit Licensing/Certification Partner with CMS.**

*Thank you for choosing AIHC for your training needs.*



**How did you hear about us?**

Mail  
  Email  
  Co-Worker  
  Our Website  
  Social Media  
  Other: \_\_\_\_\_

