

Medical Scribe

LEARNING OBJECTIVES



This program provides a comprehensive overview of the skills you need to be a successful medical scribe. We'll discuss basic medical procedures and walk you through medical terminology, anatomy and physiology, EHR navigation, HIPAA privacy laws, pharmacology, and scribing essentials.

Program Orientation: Medical Scribe

- Initiate Medical Scribe program.

Digital Technology

- Have a basic understanding of the internet and evaluated hardware.
- Understand and be able to use various programs and apps.
- Be able to explain privacy and digital security in digital technology.
- Describe the fundamentals of input and output.
- Have an understanding of network devices.
- Use technology to help you find a career.

Grammar and Punctuation with Medical Examples

- Identify and correctly use each of the parts of speech.
- Recognize proper sentence structure and formatting, including punctuation and capitalization.

Comprehensive Medical Terminology

- Analyze how medical terms are built using common word parts.
- Properly spell, define, and pronounce medical terms associated with each of the major body systems.
- Identify and define the word parts most frequently associated with the major body systems.
- Interpret common abbreviations used in medical terminology and cautions to remember when using them.

Anatomy and Physiology

- Identify the structures, locations, and functions of major body systems and the organs that comprise them.
- Explain how the organs of the major body systems interact and maintain homeostasis.
- Compare various risk factors leading to high mortality and morbidity.
- Describe the components of cell structure and their functions.
- Summarize how infectious agents affect cellular growth and function.
- Define basic anatomical terms.

Comprehensive Pharmacology

- Define basic pharmacology terminology.
- Identify U.S. drug laws and explain their importance in patient care and health services documentation.
- Differentiate among drug classifications, routes of entry, mechanisms of action, and therapeutic treatments related to specific body systems and disease conditions..
- Identify medication side effects, precautions, contraindications, and interactions.
- Identify major drug standards, legislation, legal responsibilities of the health care practitioner when dispensing medications.
- Identify the major drug classification systems and differentiate among the various types of drug names with examples.
- Evaluate the standard and online pharmacological references in use today.
- Classify the sources of drugs, examine their pharmacokinetic processes, and analyze the variables that affect drug actions and effects.
- Analyze various drug forms, routes of delivery, and the supplies and techniques necessary for safe and appropriate administration.
- Identify commonly used medications and their characteristics.
- Identify the sources, mechanism of action, and indications for specific drug therapies.
- Analyze the side effects, precautions, contraindications, and interactions for specific medications.
- Assess the factors that influence the absorption and effectiveness of drugs.
- Analyze the physiological effects of prolonged drug use and discuss the responsibilities of a health care practitioner in addressing and treating drug abuse.
- Investigate recent actions taken by the government and by manufacturers for specific drugs.
- Identify the key factors involved in considering drug therapies for older adults.

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Comprehensive HIPAA

- Describe HIPAA basics.
- Understand the HIPAA Privacy Rule.
- Understand the HIPAA Security Rule.
- Describe the HITECH Act.
- Explain regulations for business associates.
- Summarize HIPAA documentation and training.
- Review applied HIPAA security for healthcare professionals.

Comprehensive Electronic Medical Records

- Demonstrate how patient records are used and regulated.
- Complete tasks required for scheduling patient appointments.
- Practice clinical information reporting.
- Apply basic coding for reimbursement claims.
- Outline revenue cycle and financial reporting.

Scribe Essentials

- Understand the history of the Medical Scribe industry.
- Understand what a medical scribe is.
- Understand the importance of HIPAA as a medical scribe.
- Underline the medical scribe's scope of care and ability to maintain integrity and patient privacy.
- Describe the primary roles and responsibilities as a medical scribe.
- Understand the necessary skills of a medical scribe.
- Review do-nots and tips to succeed as a medical scribe.
- Relate to different clinical environments as a member of a multidisciplinary team.
- Understand the different clinical settings.
- Know the difference between outpatient facilities/clinics and the emergency department workflow.
- Apply medical terminology when documenting and communicating among healthcare professionals.
- Review the vital signs.
- Record basic medical abbreviations.
- Illustrate knowledge of common prefixes and suffixes used in medical terminology.

- To distinguish the difference between subjective and objective findings.
- Conduct through documentation of the chief complaint, history of present illness, review of systems, current medication regimen, allergies, medical history and family history.
- Have a baseline understanding of different physical exam findings.
- Understand what information will be added to the assessment and plan.
- Execute the standard order of documentation by using the acronym SOAP
- Know the common laboratory tests and what they are used to test for in regard to medical decision making.
- Know the common medical imaging and what they are used for in regard to medical decision making.
- Understand vital signs and physical exam findings and how they contribute to medical decision making.
- Identify and document the final diagnosis from the provider.
- Summarize the patient's disposition, plan and discharge instructions as ordered from the provider.
- Demonstrate active listening skills to document the patient visit.
- Navigate the EHR Go platform and successfully enter the visit information into the EHR system provided.
- Utilize what you have learned in previous courses in this program to practice a "real life" scribing exercise to include medical terminology and pharmacology.

Career Success in Healthcare

- Define "professionalism" and "success" in your own terms.
- Differentiate between long-, medium-, and short-range goals.
- Assess and develop your time management skills.
- Develop plans to enhance your creative and critical thinking.
- Use an effective decision-making process to maximize your chances for success.
- Describe methods to maximize verbal, nonverbal, and written communication.
- Describe the health care system.
- Describe and discuss organizational structure, communication channels, and lines of authority.

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- Develop an understanding of the factors that affect group dynamics and use these skills to maximize your leadership potential.
- Explain ethics and how they relate to health care professionals.
- Define continuing education, certification, and licensure.

Program Completion: Medical Scribe

- Prepare to take next steps for program completion.

Reproductive System

- Outline the basic terms used when discussing the reproductive system.

Pharmacology

- Outline the basic terms used when discussing pharmacology.

Diagnostic Studies

- Outline the basic terms used when discussing diagnostic imaging, scribe radiological terms, EKG interpretation, and labs