

# Computerized Physician Order Entry For CEHRT Compliance

Provider Order Entry Professional Certification Online



**A 6 Month eLearn Training Program for Healthcare Professionals**

Work online at your own pace with no scheduled classes to attend

Sponsored by



**American Institute of Healthcare Compliance, Inc.**

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Visit our web site at [www.aihc-assn.org](http://www.aihc-assn.org)

An Internationally Recognized Compliance Training & Certification Leader in Health Care  
501(c)(3) Non-Profit Organization

## Who should take course?

This program is recommended for individuals who perform assistive services in their practices and have sufficient knowledge, experience, and training to properly handle any such alerts that may appear when entering orders into the CPOE system.

If you have questions related to the modifications of Stage 2 Meaningful Use, please contact Medicare directly or go to: [https://www.cms.gov/Regulations-and-Guidance/Legislation/EHRIncentivePrograms/Stage2Modified\\_RequireEH.html](https://www.cms.gov/Regulations-and-Guidance/Legislation/EHRIncentivePrograms/Stage2Modified_RequireEH.html)

## What is eLearn training?

eLearn Training has no scheduled classes to attend. You have a maximum (6) months to complete the program. If your employer has registered you for this program, check with them because they may have a different timeframe for completion, but not to exceed (6) months. Work at your own pace, you have the ability to login to your information 24 hours per day. An instructor assigned to you is available by phone and e-mail to assist you throughout your training program. Instructors provide online access, technical support and course instruction as needed to help in your educational efforts.

## What is included in the CPOE Training Program?

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

- Qualifications of a Certified Provider Order Entry Professional
- Government Rules on Authentication – Electronic Signatures Requirements
  - The Legal Electronic Health Record
- Medicare: Overview of Diagnostic Tests, Order Guidelines

### **Diagnostic Laboratory Services**

- Entering Orders for Diagnostic Lab: The Laboratory Order or Requisition
- Commonly Ordered Laboratory Tests
- Common Abbreviations and Acronyms (Flash Cards Provided)

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

- Entering Orders for Radiology Tests or Procedures
- Understanding Terminology
- Interpreting and appropriately using Abbreviation (Flash Cards Provided)

### **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, unexpected responses to drugs
- Medications Preparations and Supplies: routes of administration and how drugs are supplied to support accurate order entry. This chapter includes nontraditional drug forms and devices, standard drug forms and supplies

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

- Abbreviations & Systems of Measure: Conversion of units, household system of measures, medical abbreviations, medication orders, metric system and the telephone order (TO)

## Drug Classifications:

- Vitamins, Minerals and Herbs: Traditional and Alternative Medicines, Antioxidants
- Skin Medications: Cautions for Topical Medications, antipruritics, corticosteroid, emollients, keratolytics, enzyme preparations, scabicides and pediculicides, local anti-infectives, burn medications, agents to treat acne
- Autonomic Nervous System Drugs: Adrenergics, adrenergic blockers, cholinergics, cholinergic blockers
- Antineoplastic Drugs: Antimetabolites, alkylating agents, mitotic inhibitors, antitumor antibiotics, hormones, biological therapies, colon-stimulating factors, monoclonal antibodies, targeted therapies, vaccines, radioactive isotopes, cautions and responsibilities for antineoplastic drugs
- Urinary System Drugs: Diuretics, treatment of Gout, bladder antispasmodics, cholinergics, urinary analgesics, treatment of BPH
- Gastrointestinal Drugs: Antacids, Treatment of ulcers GERD, Gastric mucosal agents, GI antispasmodics or anticholinergics, agents for IBD, antidiarrheal drugs, antiflatulents, laxatives and cathartics, antiemetics
- Anti-Infective Drugs: Resistance, adverse reactions, vaccines, aminoglycosides, cephalosporins, macrolides, penicillins, carbapenems, quinolones, tetracyclines, antifungals, antituberculosis agents, agents for VRE, sulfonamides, urinary anti-infectives, antivirals, treatment HIV and AIDS
- Eye Medications: Anti-infectives, anti-inflammatory agents, antiglaucoma agents, mydriatics, local anesthetics
- Analgesics: Sedatives, hypnotics,, local anesthetics, antimigraine agents
- Psychotropic Medications, Alcohol and Drug Abuse: CNS stimulants, selective norepinephrine reuptake inhibitor (SNRI) for ADHD, antidepressants, antimanic agents
- Musculoskeletal and Anti-inflammatory Drugs: Skeletal muscle relaxants, anti-inflammatory drugs, osteoporosis therapy
- Anticonvulsants, Antiparkinsonian Drugs and Agents for Alzheimer's Disease: Anticonvulsants, Drug therapy for generalized and partial seizures, febrile seizures and absence seizures, Antiparkinsonian drugs, Agents for restless legs syndrome and Alzheimer's disease
- Endocrine System Drugs: Pituitary hormones, adrenal corticosteroids, thyroid disorders, antidiabetic agents
- Reproductive System Drugs: Gonadotropics, androgens, erectile dysfunction medications, estrogens, progestins, contraceptives, drugs for labor/delivery
- Cardiovascular Drugs: Cardiac glycosides (digoxin), antiarrhythmic agents, antihypertensives, coronary vasodilators, antilipemic agents, antithrombotic and thrombolytic agents, hematopoietic agents
- Respiratory System Drugs and Antihistamines: Oxygen therapy, respiratory stimulants, bronchodilators, corticosteroids, asthma prophylaxis, mucolytics and expectorants, antitussives, antihistamines, decongestants, safety of cough-cold-allergy products, smoking-cessation aids

## Drugs and Older Adults:

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

## Are there specific computer requirements needed for this course?

Computer  
Requirements



**Yes!** You will need High-speed Internet access, Email, Microsoft Word, Excel & Adobe Reader

## What is the cost? What is included?

Tuition: **\$425.00**

We offer multiple student discounts for organizations: **\$375.00** each for groups of 5 or more

\*[Contact Us](#) for pricing information when registering groups of 20 or more

- ✦ Start training after registration is processed. Course must be completed in 6 months to avoid extension fees and/or penalties. We work with employers when an employee transitions out of employment. Contact us for more information about course transferring to another employee.
- ✦ Online Course Manager assigned to each professional enrolling in the program to provide professional guidance, technical web site support and assist in the learning experience.
- ✦ Training Materials and Online Course Page provided:
  - Two (2) Textbooks: Order Entry for Diagnostic Tests eBook & Essentials of Pharmacology for Health Professions, 7<sup>th</sup> Edition
  - Flash cards to learn terminology, acronyms and abbreviations
- ✦ Homework and online quizzes are accessed through your Online Course Page.
- ✦ Downloadable information can be used for future reference.
- ✦ AIHC Membership for one year (*for non-members only*)

Experienced Medical Professionals will have the **option** to [Certify](#) as a Certified Provider Entry Professional (CPOEP) after successful completion of the Computerized Physician Order Entry Training Program. The online exam can be taken from the comfort of your home or office by appointment only and scheduled with a professional AIHC proctor. The certification exam is **OPTIONAL**, but the cost of one exam attempt is **INCLUDED** in your course tuition provided you take the exam within three months of completing the program.

## Register Now:

**Non-Member:** [Click Here](#) to register online for groups of 1-4 people

**Non-Member:** [Click Here](#) to register online for groups of 5-20 people

**AIHC Member:** [Click Here](#), scroll down to the **AIHC Member Store**



Locate this course & click “[Register Now](#)”  
Login; Registration form auto-populates

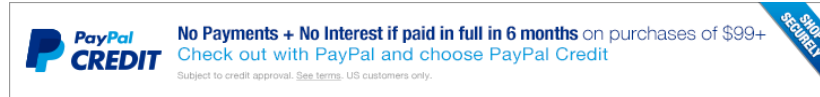
**OR** scroll down for hard copy registration form

## Do you have a Refund Policy?

Yes! [Click Here](#) to view our Refund and Transfer Policy

## Do you have payment options available for this course?

**Yes!** We offer in-house payment plans – please [Contact Us](#) for more information **OR** we offer the option to use PayPal Credit when paying online through PayPal.



[Scholarship Assistance](#) is available to our **current** members employed with a company that does not offer tuition reimbursement.

## Can I earn Continuing Education Units (CEUs)?



### **Yes! EARN 18 CONTINUING EDUCATION UNITS**



**18 CEUs:** This program has been approved for 18 Continuing Education Units (CEUs) by the American Institute of Healthcare Compliance for AIHC Certified Professionals.

## How do I maintain my CPOEP Credential?

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

About the Annual Competency Exam:

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

[Click Here](#) to access the online CEU renewal chart.





## Computerized Physician Order Entry (CPOE) ENROLLMENT FORM

<b>Enrollment Date:</b> _____ <b>Print Name &amp; Credentials (one form per person)</b> <b>Employer Name &amp; Address</b> <input type="checkbox"/> Ship text(s) here <i>Is Employer paying for this course? <input type="checkbox"/>Yes   <input type="checkbox"/>No</i> <b>Home Address:</b> <input type="checkbox"/> Ship text(s) here	<p style="text-align: center;"><b><u>TUITION (CHECK APPROPRIATE BOX)</u></b></p> <b>Computerized Physician Order Entry:</b> <input type="checkbox"/> Tuition: <b>\$425.00</b> (1-4 attendees) <input type="checkbox"/> Optional Certification Exam  <input type="checkbox"/> Tuition: <b>\$375.00</b> per employee (5 – 20 attendees) • <i>This individual is part of a group enrollment</i> <input type="checkbox"/> Optional Certification Exam  <p style="text-align: center;"><b>FOR GROUP REGISTRATIONS PLEASE USE A SEPARATE FORM FOR EACH ENROLLEE.</b></p>	
<b>Position Held &amp; Check Highest Level of Education:</b>		
<input type="checkbox"/> Medical Assistant Degree or Training <input type="checkbox"/> Emergency Medical Technician (EMT-I or EMT-P) <input type="checkbox"/> Athletic Trainer, Kinesiotherapist <input type="checkbox"/> Physical/ Occupational Therapist <input type="checkbox"/> Nurse (RN or LPN) <input type="checkbox"/> Bachelor Degree or higher: _____ <input type="checkbox"/> Other: _____		
<b>Clearly Print Your Email Address(es)</b> <i>(For confirmation of registration)</i> Primary: Alternate:	<b>Work Phone (Ext.):</b>	<b>Alternate / Cell:</b>
<b>Charge My Credit Card:</b> <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <b>Fax to: 330-952-0716</b>		
Card #: _____ Sec Code _____ Exp. Date _____ Billing address for credit card: _____ Name as it appears on the card: _____ Authorized Signature & Date: _____		
<b>Paying by Corporate Check? Total Amount Due: _____</b> Please make checks payable to: <b>AIHC</b> <i>Mail to: American Institute of Healthcare Compliance 431 W. Liberty Street Medina, OH 44256</i> <b>PHONE: 330-241-5635 / FAX: 330-952-0716</b> Please visit our website at <a href="http://www.aihc-assn.org">www.aihc-assn.org</a> for more information about our company. Inquiries should be made to <a href="#">Contact Us</a>  <b>How did you hear about us?</b> <input type="checkbox"/> Mailing <input type="checkbox"/> Email <input type="checkbox"/> Co-worker <input type="checkbox"/> AIHC web site <input type="checkbox"/> AHIMA web site <input type="checkbox"/> Facebook <input type="checkbox"/> Other _____		

# American Institute of Healthcare Compliance, Inc.

Membership Application/Required for non-members enrolling in this program  
(Membership is included in price of tuition for NEW MEMBERS ONLY)

Job/Position (title & brief description):

Are you certified by any organization? Please indicate certification and company name:

Are you a licensed clinical professional? Please check all appropriate boxes:

- |   |   |
|---|---|
| <input type="checkbox"/> MD/DO                        | <input type="checkbox"/> Physician Assistant        |
| <input type="checkbox"/> Chiropractor                 | <input type="checkbox"/> Nurse Practitioner/Midwife |
| <input type="checkbox"/> Doctor of Podiatric Medicine | <input type="checkbox"/> Registered Nurse           |
| <input type="checkbox"/> Physical Therapist           | <input type="checkbox"/> Licensed Practical Nurse   |
| <input type="checkbox"/> Occupational Therapist       | <input type="checkbox"/> Medical Assistant          |
| <input type="checkbox"/> Speech-Language Pathologist  | <input type="checkbox"/> Other _____                |
| <input type="checkbox"/> Kinesiotherapist             |   |

## OIG exclusion

Have you ever been:

1) Notified that you were under investigation for; investigated for; charged with; or convicted of any offense relating to Medicaid or Medicare fraud?

2) Placed on the OIG exclusion list?

## Membership Requirement (Restriction)

AIHC membership is open to the public, health care workers and administrators as well as certified healthcare auditors, collectors and compliance officers. To uphold a high standard, AIHC follows the guidelines recommended by the Office of the Inspector General (OIG) regarding retention of excluded individuals. For many years the Congress of the United States has worked diligently to protect the health and welfare of the nation's elderly and poor by implementing legislation to prevent certain individuals and businesses from participating in Federally-funded health care programs. The OIG, under this Congressional mandate, established a program to exclude individuals and entities affected by these various legal authorities, contained in sections [1128](#) and [1156](#) of the [Social Security Act](#), and maintains a list of all currently excluded parties called the List of Excluded Individuals/Entities (See OIG website at <http://exclusions.oig.hhs.gov/> )

No individual whose name appears on the OIG Excluded Individuals Entities List may hold membership in AIHC; and any member whose name is added to this list will have his/her membership status revoked without refund.

*“My signature below indicates I have read this restriction for membership and attest that I am not currently on the OIG exclusion list at the date this application has been submitted for membership to the American Institute of Healthcare Compliance.”*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date