

Computerized Physician Order Entry

CEHRT Compliance Online Training

Work online at your own pace with no scheduled classes to attend. This course is preapproved for 18 continuing education units with AIHC.



Sponsored by the American Institute of Healthcare Compliance (AIHC)

AIHC is a nonprofit 501(c)(3) organization and an internationally recognized leader in healthcare compliance training and certification. Our mission is to provide education, certification, and continuing education to healthcare administrators at a reasonable cost through our classroom and web-based training programs. Our goal is to improve the competency of medical facility management in an increasingly complex regulatory environment. We seek to promote the increased quality of administrative healthcare systems in the United States by building an international network of credentialed healthcare professionals.

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- [Board of Directors](#)
- [Professional Staff: Instructors, Corporate Trainers, and Online Course Managers](#)
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eLearn Training: The Basics

eLearn training courses are online instructor assisted programs. There are no scheduled classes to attend, so you can work at your own pace. You are able to access your course information 24 hours a day, 7 days a week, by logging into the AIHC website. Your course instructor will be available to communicate by phone and e-mail to assist you throughout your training program.

Course Prerequisites

This course 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 (now called the Promoting Interoperability Program), please contact Medicare directly or visit the [Modified Stage 2 Program Requirements for Eligible Hospitals, CAHs, and Dual-Eligible Hospitals Page](#) from the Centers for Medicare and Medicaid Services website.

Included in the Course Tuition

- An Online Course Manager is assigned to each professional enrolling in the program to provide professional guidance, technical website support, and assistance throughout the learning experience.
- Training materials and access to the online course page are provided for up to six (6) months. If you choose to attempt the optional certification exam, you must do so within twelve (12) months of your enrollment date.
 - Two Textbooks: Order Entry for Diagnostic Tests eBook (available to download)
Essentials of Pharmacology for Health Professions, 7th Edition (ordered by the AIHC Office and shipped to you)
 - Downloadable Electronic Flash Cards: Terminology, Acronyms, and Abbreviations



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Included in the Course Tuition, continued

- Homework, quizzes, and downloadable information can all be accessed through the online course page.
- AIHC Membership is provided for one (1) year *for first time members only*.
- One attempt at the online certification exam is included in the course tuition, provided the exam is taken within three (3) months of completing the program.

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 six (6) months of your enrollment date. Your course enrollment begins when the AIHC Office receives your course tuition payment.

Updates from the Centers for Medicare and Medicaid Services

CMS continues to reinforce the need for appropriate credentialing related to computerized order entry and EHR meaningful use. In March 2018, CMS sent a reminder to providers to review compliance information for EHR meaningful participation, providing a list of Frequently Asked Questions (FAQs) for reference. The second question in this list, FAQ #2851, states:

Question: Who can enter medication orders in order to meet the measure for the computerized provider order entry (CPOE) meaningful use objective under the Medicare and Medicaid Electronic Health Record (EHR) Incentive Programs?

Answer: As mentioned in 80 FR 62798, a medical staff person who is a credentialed medical assistant or is credentialed to and performs the duties equivalent to a credentialed medical assistant may enter orders. We maintain our position that medical staff must have at least a certain level of medical training in order to execute the related CDS for a CPOE order entry. We defer to the provider to determine the proper credentialing, training, and duties of the medical staff entering the orders as long as they fit within the guidelines we have proscribed. We believe that interns who have completed their medical training and are working toward appropriate licensure would fit within this definition. We maintain our position that, in general, scribes are not included as medical staff that may enter orders for purposes of the CPOE objective. However, we note that this policy is not specific to a job title but to the appropriate medical training, knowledge, and experience.

To read more, you can view this [FAQ document](#) OR visit the [CMS Frequently Asked Questions Page](#) and select “Objectives and Measures.”

Course Learning Objectives

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 and 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 are Provided)



Course Learning Objectives, continued

Radiology & Other Diagnostic Tests

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

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

Drug Classifications

- Vitamins, Minerals and Herbs: Traditional and alternative medicines and antioxidants
- Skin Medications: Cautions for Topical Medications, antipruritics, corticosteroid, emollients, kertolytics, enzyme preparations, scabicides and pediculicides, local anit-infectives, burn medications, and agents to treat acne
- Autonomic Nervous System Drugs: Adrenergics, adrenergic blockers, cholinergics, and cholinergic blockers
- Antineoplastic Drugs: Antimetabolites, alkylating agents, mitotic inhibitors, antitumor antibiotics, hormones, biological therapies, colon-simulating factors, monoclonal antibodies, targeted therapies, vaccines, radioactive isotopes, and cautions and responsibilities for antineoplastic drugs
- Urinary System Drugs: Diuretics, treatment of Gout, bladder antispasmodics, cholinergics, urinary analgesics, and 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, and 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, and treatment HIV and AIDS
- Eye Medications: Anti-infectives, anti-inflammatory agents, antiglaucoma agents, mydriatics, and local anesthetics
- Analgesics: Sedatives, hypnotics, local anesthetics, and antimigraine agents
- Psychotropic Medications, Alcohol and Drug Abuse: CNS stimulants, selective norepinephrine reuptake inhibitor (SNRI) for ADHD, antidepressants, and antimanic agents
- Musculoskeletal and Anti-inflammatory Drugs: Skeletal muscle relaxants, anti-inflammatory drugs, and osteoporosis therapy



Course Learning Objectives, continued

Drug Classifications, continued

- Anticonvulsants, Antiparkinsonian Drugs and Agents for Alzheimer's Disease: Anticonvulsants, Drug therapy for generalized and partial seizures, febrile seizures and absence seizures, Antiparkinsonian drugs, and agents for restless legs syndrome and Alzheimer's disease
- Endocrine System Drugs: Pituitary hormones, adrenal corticosteroids, thyroid disorders, and antidiabetic agents
- Reproductive System Drugs: Gonadotropics, androgens, erectile dysfunction medications, estrogens, progestins, contraceptives, and drugs for labor/delivery
- Cardiovascular Drugs: Cardiac glycosides (digoxin), antiarrhythmic agents, antihypertensives, coronary vasodilators, antilipemic agents, antitrombotic and thrombolytic agents, and hematopietic 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, and 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

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.

Optional Certification Exam

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 remotely from the comfort of your home or office. Attempts at the exam are only available by appointment with a professional AIHC proctor. Visit the [Certification Exam Cancellation or Rescheduling](#) page for information about AIHC exam policies and rescheduling fees.

Remember: 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.

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

View the online [CEU Renewal Chart](#) for a summary of the CEUs required to renew this credential. AIHC also offers free and low-cost CEU programs for our members. Please [Contact Us](#) for more information.



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Course Tuition

Groups of 1-4 People: \$425 Each

Groups of 5-20 People: \$375 Each

How to Register for this Course

Register Online as a Group of 1-4 People:

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

AIHC Members: Locate this course in the [AIHC Member Store](#) to register online.

Register Online as a Group of 5-20 People:

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

AIHC Members: Locate this course in the [AIHC Member Store](#) to register online.

Please [Contact Us](#) when registering groups of more than 20 people!

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.



Payment Options

We accept registration payment via credit card or corporate check. You are able to submit your payment information online, by mail, or via fax. See the Enrollment Form below for more details or visit our website for more information about AIHC [Payment Options](#).

Refund Policy

Refunds are not available. However, you may opt to request a credit voucher. For our eLearn courses, you have five (5) business days from your date of payment to notify us that you would like to request a credit voucher. If you have accessed the online course information, no credit voucher is available. View the [AIHC Refund Policy](#) for more details.



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Hard Copy Registration Form *(Please submit one form per person)*

Enrollment Date:	Tuition (Check the Appropriate Box): <i>Please submit a separate form for each enrollee, even when registering a group of people.</i>
Name & Credentials:	Group of 1-4 People <input type="checkbox"/> Course Tuition: \$425.00 per Person
Home Address:	Group of 5-20 People <input type="checkbox"/> Course Tuition: \$375.00 per Person
Employer Name & Address:	I intend to take the online certification exam after completing this program: <input type="checkbox"/> Yes <input type="checkbox"/> No
Current Job Position:	Highest Level of Education: <input type="checkbox"/> High School <input type="checkbox"/> Bachelors Degree <input type="checkbox"/> Associate Degree <input type="checkbox"/> Masters Degree or Higher <input type="checkbox"/> Diploma Program
<i>(For website administration and registration confirmation)</i> Primary Email Address: Alternate Email Address:	Work Phone Number: Alternate or Cell Phone Number:
Credit Card Payment Information:	
  	
<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> Discover	
Amount Approved on this Credit Card: \$ _____	
Card Number: _____	
Security Code: _____	Expiration Date: _____
Billing Address for this Card: _____	
Name As It Appears on this Card: _____	
Authorized Signature & Date: _____	
Paying by corporate check? Amount Due: \$ _____	
Please Make Checks Payable to: AIHC	
AIHC Mailing Address: 431 West Liberty Street, Medina, Ohio 44256	
AIHC Fax Number: (330) 952-0716	
How did you hear about us?	
<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: _____	



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A Membership Application Is Required for Non-Members Enrolling in this Program

(Membership is included in the price of tuition *for new members only*)

Job/Position (Title and 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"/> Kinesiotherapist | <input type="checkbox"/> Other (please specify below): |
| <input type="checkbox"/> Chiropractor | <input type="checkbox"/> Physician Assistant | _____ |
| <input type="checkbox"/> Doctor of Podiatric Medicine | <input type="checkbox"/> Nurse Practitioner/Midwife | _____ |
| <input type="checkbox"/> Physical Therapist | <input type="checkbox"/> Registered Nurse | |
| <input type="checkbox"/> Occupational Therapist | <input type="checkbox"/> Licensed Practical Nurse | |
| <input type="checkbox"/> Speech-Language Pathologist | <input type="checkbox"/> Registered Pharmacist | |

OIG Exclusion

Have you ever been notified that you were under investigation for, investigated for, charged with, or convicted of any offense relating to Medicaid or Medicare fraud?

- Yes
 No

Have you ever been on the OIG exclusion list?

- Yes
 No

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 to a higher 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 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 to 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



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