



Medical Scribe Training for CPMS™ Certification Course Syllabus

Prerequisites: Medical Terminology, Anatomy, and Pathophysiology strongly recommended.

Clock Hours: 20 (*Note:* 20 clock hours accounts only for time spent in the online course and does not include time spent outside the course or study time. Study time will vary widely per individual.)

Course Length: To be completed at student's own pace within a 3-month period or less. Enrollment date begins at date of purchase. Monthly course extensions may be purchased.

Class Hours: Days/Times Per Week: Online course, independent self-study, no classroom meetings; student may login to course at their own time schedule, no specific login times.

Certificate of Completion Issued: Yes

CEUs: 20 CEUs upon completion (AAPC certified prior to enrollment; some certifications excluded – see AAPC website for more details.)

Course Description: The student will learn principles of being a medical scribe. In addition, there will be discussion of communicating with providers, documentation requirements, and interpreting clinical comments into documentation. Regulations and compliance that affect the medical scribe and electronic coding tools will also be discussed. This course is recommended for anyone who is beginning their clinical medical career, preparing for a career as a Certified Professional Medical Scribe™, and strongly recommended for anyone who is preparing for AAPC's Certified Professional Medical Scribe™ (CPMS) certification examination.

Course Objectives:

- Provide an overview of anatomy and medical terminology.
- Identify strategies for communicating with providers.
- Discuss fraud and abuse regulations.
- Identify HIPAA compliance practices.
- Learn to create documentation from provider comments.
- List the components of a medical record and medical record requirements.
- Discuss quality measures and how they affect documentation.
- Provide a basic understanding of coding and billing.
- Discuss scribe safety.

Course Content:

- Overview of Anatomy and Medical Terminology
- Provider Communication
 - Identify strategies for communicating crucial messages
 - Demonstrate the ability to query providers
- Compliance
 - Discuss fraud and abuse
 - Identify HIPAA requirements for medical scribes
- Medical Record Documentation
 - Discuss the importance of complete and accurate documentation
 - Identify ancillary service clinical indicators
 - List documentation and medical record requirements
 - Discuss electronic coding tools and the electronic medical record
 - Identify the elements of the medical record
 - Describe the effects of good documentation

- List the responsibilities of medical and clinical staff as it relates to documentation
- Discuss proper use of templates
- Describe the proper procedure for correcting errors
- Quality Measures
 - Know the requirements for meaningful use
 - Identify quality measures and proper documentation to support them
- Coding and Billing
 - Learn a basic understanding of coding and billing and how they are impacted by documentation
- Safety
 - Identify safety protocols for infectious diseases, sterile fields, and blood borne pathogens
- Final Exam

Methods of Evaluation:

The instructional methods used include reading assignments, interactive audio/video lectures with quizzes included, chapter review exams, and a final exam. To receive a certificate of completion, students must successfully complete the course within the allotted time frame of 3 months or less (monthly extensions may be purchased).

Successful course completion includes:

- A passing score of 70% or higher on all chapter review exams
- An attempt at the quizzes and practical applications
- A passing score of 70% or higher on the final exam
- An overall final course score of 70% or higher

No reduced hours in the course or tuition discount for previous education or training will be granted.

Included Reading Material:

1. Medical Scribe Training: CPMS™ (current year) - eBook; AAPC; AAPC publisher

Computer Requirements: High-speed Internet connection with Blackboard supported Operating System & Web browser (see Course Requirements tab: <https://www.aapc.com/training/medical-documentation-course.aspx>); Adobe Acrobat Reader. For best experience, use of a mobile device is not recommended.

Course Enrollment Fee: Payment is due in full at time of enrollment. Fees listed do not include any required or recommended textbooks/supplies or computer requirements, which are to be purchased separately by the student. Prices are variable and subject to change, see AAPC website for most current enrollment fees.