

Medical Scribe Training for Allied Health Professionals

Course Syllabus

Course Description

A program for medical assistants seeking to add the skills associated with medical scribing. Students will use their extensive medical knowledge to further their skills to become an MA-Scribe.

Starting from the vantage point that each candidate for this program comes with a fundamental level of knowledge in Anatomy & Physiology, Medical Terminology, English Grammar, Computer Skills, and HIPAA, this course will give you the information and knowledge necessary to handle the activities associated with medical scribing and further reducing the administrative burden placed on your physicians by today's electronic medical record systems. Courses that would normally target new scribes (those with no previous healthcare experience) will be waived in this program, as prospective students for this course already have a medical background and have taken an initial screening exam on the waived subjects.

Training Schedule

The online lessons are best if completed in the following sequence to master key concepts in one section before moving on to the next. Students who allocate a minimum of 8 hours per week working through the self-paced curriculum will complete the entire course in less than 2 months.

The course contains a "Goal Sheet" in the online learning management system, which is a recommended timeline for completing the assignments. Timely communication of any problems or questions with the course facilitator is critical to meeting the deadline.



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Program Faculty

The AHDPG faculty member will contact the student via email initially and will remain in contact with the student via email, online chat or telephone to address any student questions or provide student feedback throughout the program. The individual faculty member's contact information and office hours will be provided to each student.

Students should keep the contact information available for reference in case assistance is required.

Class Meeting Times

There are no specified meeting times, as this is an independent study course. All curricula, assignments, and communication occur within the online learning management system. The link to the learning management system, along with the username and password, will be emailed to the student upon enrollment in the program.

Equipment/Resources

Personal computer with Internet access

Compatible operating systems:

- Windows
- Macintosh

Grading Policy

Grading: All assessments (tests), assignments, and the final exam are averaged together at the end of the course, and the total average will factor into the final program grade as below.

- Lesson Assessments 30%
- Lesson Exams 30%



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- Final Exam Part 1 20%
- Final Exam Part 2 20%

The grading scale for this program is as follows:

- 90 – 100 = A
- 80 – 89 = B
- 0 – 79 = Failing

Course Aims and Learning Outcomes

In this course, medical assistants will add to their skill sets by becoming medical scribes. The scribe then becomes the provider's assistant, documenting the provider/patient encounter in the EHR. MAs will learn to become scribes in this expedited course to enable them to perform these documentation duties, utilizing the significant knowledge and experience they already have and combining it with the knowledge learned in this program. This then enables the provider to return to the focus of patient care without having to spend hours on documentation.

- Course Overview
 - AHDPG
 - What is a Medical Scribe?
- The Language of Medicine
 - Terminology
 - Abbreviations & Brief Forms
 - Phrasing
 - Sound-a-Likes
- Subjective
 - Chief Complaint
 - History of Present Illness
 - Review of Systems
 - Past Medical History



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- Current Medications
- Objective
 - Physical Examination
 - Orders
 - Procedures
 - Lab
 - Path
 - Imaging
- Assessment
 - Differential Diagnosis
 - Diagnosis
 - Problem List
 - Medical Decision Making
- Plan
 - Plan of Care
 - Patient Education
- Reimbursement
 - Coding
 - Medical Necessity
 - Revenue Cycle
- Healthcare Compliance
 - HIPAA
 - Compliance
 - Safety
- The Electronic Health Record
 - Documentation Standards
 - HITECH
 - Health Information
- Documentation Review
- Practice Scenarios/Charting
- Final Exam
 - Part 1– Knowledge Exam



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○ Part 2 – Charting Exam

Specific Learning Outcomes

By the end of this course, students will:

- Understand the history of medical scribing and the difference between traditional scribes and AHP scribes.
- Understand the intrinsic value of an AHP scribe to a provider and the healthcare team, including the role, responsibilities, etiquette, and personality of a functioning and successful AHP scribe.
- Understand the required elements and mechanics of an EHR chart to meet coding/billing/reimbursement guidelines.
- Comprehend common and specialty diagnostic tests and procedures, including coding and reimbursement for the same.
- Describe the functions of electronic health records.
- Explain the importance of clinical standards in the development of interoperable electronic health records.
- Effectively utilize information technology as it applies to electronic health records.
- Understand the components and mechanics of an EHR regarding scribing utilizing hands-on practice to demonstrate competency.
- Understand Meaningful Use as it applies to healthcare documentation.
- Apply scribe workplace fundamentals through directed multimedia scenarios.
- Obtain scribing practice with case presentations and medical charting.
- Prepare to add a significant new healthcare skill set to your resume.

Students who complete this program will receive a Certificate of Completion and will be prepared to sit for the Medical Scribe Certification Exam (MSCE™) through the American Healthcare Documentation Professionals Group, Inc.



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Certification

Students who complete this comprehensive course will have earned a certification of completion from AHDPG and will be eligible to sit for the Medical Scribe Certification Exam (MSCE™) through the American Healthcare Documentation Professionals Group, Inc. This will be scheduled with one of our testing centers either at the Middletown or Fauquier Campuses within 30 days of course completion.

Students enrolled in this program via the Fast Forward Grant who do not complete the class successfully will be invoiced for 1/3 of the cost of the class.

The AMSP™ Credential

The Apprentice Medical Scribe Professional AMSP™ credential is awarded to a candidate who successfully passes the Medical Scribe Certification Exam (MSCE™) and possesses fewer than 200 hours of documented front-line, on-the-job medical scribe experience.

The CMSP™ Credential

The Certified Medical Scribe Professional CMSP™ credential is awarded to a candidate who successfully passes the Medical Scribe Certification Exam (MSCE™) *and* possesses 200 hours of documented front-line, on-the-job medical scribe experience.

NOTE: An individual who attains the AMSP™ credential will immediately achieve the CMSP™ credential status upon submitting and receiving approval of attaining 200 hours of front-line, on-the-job medical scribe experience.



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