

# Preface

Welcome to *Electronic Health Records for Allied Health Careers*. This text introduces you to the use of electronic health records in today's rapidly changing health care environment. Whether you plan to work as a medical assistant, a coding professional, a lab technician, or in any other area of allied health, this book is addressed to you.

## YOUR CAREER IN ALLIED HEALTH

This is an exciting time to be entering the allied health field. In all work settings, from hospitals and physician group practices to laboratories, long-term care facilities, and pharmacies, allied health professionals are in demand. At the same time, major changes are taking place in health care. As costs continue to rise, there are greater demands for improved quality and safety in patient care. To tackle these problems, the U.S. health care system is turning to technology. This text focuses on one part of the technology initiative—the shift from paper-recordkeeping systems to electronic health records.

Why do allied health students need to know about electronic health records? The answer is simple—because you will use electronic health records to accomplish tasks once on-the-job. The transition from paper records to electronic records affects everyone working in health care today. Consider just a few examples of the changes electronic health records (EHRs) bring to these jobs:

- › Billing professionals use information in the EHR to prepare insurance claims and patient statements
  - › Respiratory therapists, occupational therapists, physical therapists, and others review patient records, respond to orders sent from an EHR and enter treatment plans in an EHR
  - › Pharmacy technicians receive and process medication orders sent from an EHR
- As you can see, many allied health careers require the use of computers, and because of this, there is great demand for graduates who have a background in health care as well as experience with computers. In addition, employers are seeking individuals who are capable of operating within a work environment that is always changing. To be successful, workers must be willing and able to learn new things throughout their career. In addition to education, certification from a nationally-recognized organization brings more employment options and advancement opportunities.

## OVERVIEW OF THIS TEXTBOOK

Whatever your particular course of study in health care, this text provides you with a broad introduction to electronic health records. The intention of this book is not to make you an expert in one particular EHR program, although you will work with an EHR program in Chapter 7. The goal of the text is to explain the ways in which EHRs are used in different health care settings, and how they are changing the nature of the work performed by individuals throughout the health care field.

## TO THE STUDENT

The chapters in this text follow a logical sequence. The first six chapters provide you with an understanding of electronic health records—what they are, who uses them, how they differ from paper records, and why have become so popular. The

final chapter provides you with the opportunity to gain hands-on experience with an EHR program.

The chapter coverage is as follows:

- › Chapter 1 introduces the topic of electronic health records. It explains what they are, why they are needed, and what they can do, as well as the impact of information technology on allied health careers.
- › Chapter 2 explains how paper records are converted to an electronic format, and the computer hardware required to use an electronic health record system. It also provides an overview of the common standards for clinical health information.
- › Chapter 3 covers the use of electronic health records in outpatient settings, such as a physician's office.
- › Chapter 4 explains how electronic health records are used in hospitals and how they interact with other hospital information systems.
- › Chapter 5 explores personal health records (PHRs), including how they differ from electronic health records, and the different types of PHRs available.
- › Chapter 6 covers the challenges to privacy and security that are created by the widespread use of electronic health record systems, including the HIPAA legislation.
- › Chapter 7 introduces you to the features and functions of an outpatient electronic health record program, McKesson's Practice Partner. You will complete hands-on exercises working with the software.



# What Every Instructor Needs to Know

## WELCOME TO ELECTRONIC HEALTH RECORDS FOR ALLIED HEALTH CAREERS!

As you know, the field of health care is in the midst of an enormous transition from paper-based recordkeeping systems to electronic health records. Your students are entering the allied health field at an exciting time, and you are teaching at an exciting time. While the demand for graduates with a background in allied health exceeds the supply, students entering the field today also need a basic understanding of health information technology, specifically, electronic health records. That is the purpose of this text, which was developed specifically for students in allied health programs.

## TEACHING SUPPLEMENTS

### For the Instructor

**Instructor's Manual** (0-07-3284297) includes:

- › Course overview
- › Chapter-by-chapter lesson plans
- › Case Studies, Your Turn Exercises, and end-of-chapter solutions
- › Correlation tables: SCANS, AAMA Role Delineation Study Areas of Competence (2003), and AMT Registered Medical Assistant Certification Exam Topics.

**Instructor Productivity Center CD-ROM (packaged with the Instructor's Manual)** includes:

- › Instructor's PowerPoint® presentation of Chapters 1 through 7.
- › Electronic testing program featuring McGraw-Hill's EZ Test. This flexible and easy-to-use program allows instructors to create tests from book specific items. It accommodates a wide range of question types and instructors may add their own questions. Multiple versions of the test can be created and any test can be exported for use with course management systems such as WebCT, Blackboard, or PageOut.
- › Instructor's Manual.

**Online Learning Center (OLC)**, [www.mhhe.com/SandersonEHR](http://www.mhhe.com/SandersonEHR),  
Instructor Resources include:

- › Instructor's Manual in Word and PDF format
- › PowerPoint® files for each chapter
- › Links to professional associations
- › PageOut link

## For the Student

**Online Learning Center (OLC)**, [www.mhhe.com/SandersonEHR](http://www.mhhe.com/SandersonEHR)  
includes additional chapter quizzes and other review activities.

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