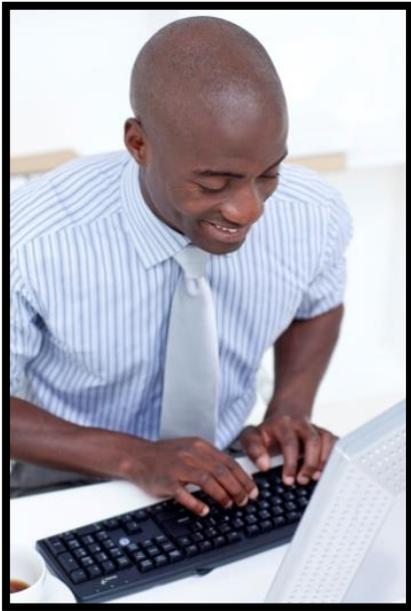


CERTIFIED ELECTRONIC HEALTH RECORDS SPECIALIST (CEHRS)

Offered Winter and Summer Terms ONLY



The Electronic Health Records Specialist program is a twelve to fourteen-week program* that consists of 326 hours of classroom, computer lab and clinical (preceptorship) instruction. At the conclusion of the program, graduates will be eligible to sit for the National Healthcare Association's Certified Electronic Health Records Specialist (CEHRS) exam. Electronic Health Records Specialists may be employed in hospitals, clinics, physicians' offices, other health care provider locations or in the health insurance industry to create, monitor, review and maintain accurate and complete medical records.

Jeremiah's Hope Academy is an Eligible Training Provider for WIA in the State of Alabama. Check with your County's Career Center for more information.

"Training You Can Believe In"

St. Vincent's Birmingham
Jeremiah's Hope Academy
2800 University Boulevard
Birmingham, Alabama 35233
205-939-7263
www.jhacademy.org

Application Requirements

A high school diploma or GED is required. Applicants must be at least 18 years old, complete a background check, drug screening, and a Work Keys academic placement test. Interviews are required. This process is lengthy and competitive but assures that students will be qualified to work in hospitals and healthcare institutions. Nonrefundable application fees are required.

Training

Training programs provide classroom instruction and supervised clinical experiences related to Electronic Health Records procedures, interpersonal/communication skills, legal and ethical responsibilities, medical terminology, basic human anatomy, transcription of doctors' orders and employability skills. Supervised clinical experiences for Electronic Health Records Specialists occur in a physician office or hospital setting. Successful completion of an approved Electronic Health Records Specialist program prepares the student to take the National Healthcare Career Certification Examination.

- **\$100 Application Processing Fee (Non-refundable)**
- **Tuition Cost** (includes books, supplies and basic cert. fee): **\$ 1992.00**
- Additional cost for clinical scrubs
- Additional certifications optional for additional fee

*Scholarships are available for those who qualify

Fees effective January, 2015 and are subject to change

Electronic Health Records Specialist FAQs

Where do Electronic Health Records Specialists work, what are their hours, and what do they do?

Electronic Health Records Specialists work in hospital, clinic and office settings. Full-time, part-time and flex-time positions are available, and some may include night and week-end shift opportunities. Electronic Health Records Specialists create, monitor, maintain and review health records to assure complete and accurate records of patient care.

What can the Electronic Health Records Specialist expect in the workplace?

The Electronic Health Records Specialist can expect to work in an office setting, using computers, telephone, office machines and paper records. Teamwork, technical skills, and strong interpersonal skills are required for success in the field of Electronic Health Records.

What are the physical demands of being an Electronic Health Records Specialist?

This work demands long periods of sitting, and may include stooping, reaching, kneeling, occasional lifting/pushing, and walking.

What will the Electronic Health Records Specialist training include?

The Electronic Health Records Specialist training is a twelve to fourteen week program that incorporates classroom, interactive computer skills lab, and a clinical experience course in the hospital/clinical setting. Classroom instruction offers the Electronic Health Records Specialist a wide variety of classes in Life Skills, human relations, introduction to healthcare, basic human structure, medical terminology, electronic health records, and faith based patient care which provides a holistic view of their role in healthcare provision.

What is the class schedule for Electronic Health Records Specialist training at Jeremiah's Hope Academy?

The class schedule is dependent upon available classroom space, and is subject to change based upon the classroom needs of St. Vincent's Birmingham for meetings and training events. You can go to the website at www.jhacademy.org to see the most up to date class schedules.

Can I expect to find employment as an Electronic Health Records Specialist?

Electronic Health Records is a growing field and, with the current health care reform, the need is projected to increase. This career is listed on the Bureau of Labor Statistics as one that will continue to demand trained, competent employees.