AEHR (Allscripts Electronic Health Record) Course Descriptions

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AEHR for Providers

Class Pre-requisites: No prerequisites.

Registration: Self-registration through MyUK is not currently available for this class. To sign up, please e-mail michelle.simpkins@uky.edu or jennifer.smith1@uky.edu.

Class Content:
This class is a three-session class designed to cover every function that a provider will need to know about AEHR. The sessions may be taken on separate days, or in some cases, may also be taken in one day. All three sessions are required for successful completion of this course.

Access:
System access is currently being given by IT based on job function and clinic. Only employees of clinics who have begun using AEHR will be granted access to the system.

Staff who should take the class:
This class is for Attending Physicians, Resident Physicians, Nurse Practitioners, Physician Assistants, or other providers in clinics that are using AEHR.

Session 1: Provider Basics
Content:
This session covers the basics of using AEHR. It includes basic navigation and use of the program. It also covers creating an established patient visit note, creating a follow-up visit note, electronically prescribing a medication, and placing an order.

Session 2: Provider Advanced Topics
Content:
This session covers more advanced usages of AEHR for providers. It includes more advanced note usage including creating a new patient visit note, verifying results, and tasking (clinically relevant messaging).

Session 3: Provider Competency
Content:
This session is a competency required of all providers. During this session, you will be given a scenario and asked to document it as if the patient were in the clinic with you. Also during this session, your signature will be captured into AEHR (so that you can e-prescribe) and you will have the opportunity to make sure that your live account works.
AEHR for Clinical Staff

**Class Pre-requisites:** No prerequisites.

**Registration:** Self-registration through MyUK is not currently available for this class. To sign up, please e-mail michelle.simpkins@uky.edu or jennifer.smith1@uky.edu.

**Class Content:**
This class is a three-session class designed to cover every function that clinical staff will need to know about AEHR. The sessions may be taken on separate days, or in some cases, may also be taken in one day. All three sessions are required for successful completion of this course.

**Access:**
System access is currently being given by IT based on job function and clinic. Only employees of clinics who have begun using AEHR will be granted access to the system.

**Staff who should take the class:**
This class is for RNs, CSTs, Medical Assistants, or other clinical staff in clinics that are using AEHR.

**Session 1: Clinical Staff Basics**
**Content:**
This session covers the basics of using AEHR. It includes basic navigation and use of the program. It also covers adding chart alerts, pharmacy and prescription benefit plan information, vital signs, and patient history information to a patient’s chart. Also during this session, ordering and resulting in-office tests and ordering and recording administration of immunizations is covered.

**Session 2: Clinical Staff Advanced Topics**
**Content:**
This session covers more advanced usages of AEHR for clinical staff. It includes call processing, completing orders requiring financial authorization or scheduling, printing clinical summaries, printing patient education, and tasking (clinically relevant messaging).

**Session 3: Clinical Staff Competency**
**Content:**
This session is a competency required of all clinical staff. During this session, you will be given a scenario and asked to document it as if the patient were in the clinic with you. Also during this session, you will have the opportunity to make sure that your live account works.
AEHR for Check-Out Staff

*Class Pre-requisites:* No prerequisites.

*Registration:* Self-registration through MyUK is not currently available for this class. To sign up, please e-mail michelle.simpkins@uky.edu or jennifer.smith1@uky.edu.

*Class Content:*  
This class is a two-session class designed to cover every function that check out staff will need to know about AEHR. The sessions may be taken on separate days, or in some cases, may also be taken in one day. Both sessions are required for successful completion of this course.

*Access:*  
System access is currently being given by IT based on job function and clinic. Only employees of clinics who have begun using AEHR will be granted access to the system.

*Staff who should take the class:*  
This class is for employees who are responsible for check out in clinics that are using AEHR. The information covered in this class is also covered in the Clinical Staff class, so it is not necessary to attend both classes.

**Session 1: Check-Out Class**  
*Content:*  
This class covers the check out functions of AEHR, including how to complete orders requiring financial authorization or scheduling, printing clinical summaries, and printing patient education. This class also covers call processing, tasking (clinically relevant messaging), and basic navigation features of AEHR.

**Session 2: Check-Out Competency**  
*Content:*  
This session is a competency required of all check out staff. During this session, you will be given a scenario and asked to document it as if the patient were in the clinic. Also during this session, you will have the opportunity to make sure that your live account works.
AEHR for Billing

Class Pre-requisites: No prerequisites.

Registration: Self-registration through MyUK is not currently available for this class. To sign up, please e-mail michelle.simpkins@uky.edu or jennifer.smith1@uky.edu.

Class Content:
This class covers the basics of billing in AEHR. It will cover reviewing and editing submitted charges as well as reviewing the method that physicians use to submit charge tickets. This class also covers tasking (clinically relevant messaging) and basic navigation features of AEHR.

Access:
System access is currently being given by IT based on job function and clinic. Only employees working with clinics who have begun using AEHR will be granted access to the system.

Staff who should take the class:
This class is for employees who process billing for clinics that are using AEHR.

AEHR for Call Center

Class Pre-requisites: No prerequisites.

Registration: Self-registration through MyUK is not currently available for this class. To sign up, please e-mail michelle.simpkins@uky.edu or jennifer.smith1@uky.edu.

Class Content:
This class covers the call processing function of AEHR, which allows call center employees to document phone calls about patient care directly into AEHR. This class also covers tasking (clinically relevant messaging) and basic navigation features of AEHR.

Access:
System access is currently being given by IT based on job function and clinic. Only employees working with clinics who have begun using AEHR will be granted access to the system.

Staff who should take the class:
This class is for Call Center employees who take calls for clinics that are using AEHR.