5.5 Education Plan Guide
Electronic Medical Records (EMR) End User

The purpose of these online courses is to introduce users to the NextGen Electronic Medical Records application and to provide a basic understanding of how to use the Electronic Medical Records (EMR) application.

The content is based on Courses that make up the Curricula. A course is the unit of instruction you will go through to finish a specified topic. Courses are represented in the NextGen Learning Center by a red course icon followed by the course title. A Curriculum represents a grouping of courses that relate to a larger, more general, subject area. Curricula are represented by a red course icon with a light blue band. Most of the online courses are brief and focus on one main topic. They will usually take between 15 and 45 minutes to finish, depending on the task being covered. Once you have finished a course, you can refer to it at any time to review what was covered.

This guide provides a recommended order in which to work through the curriculum and courses and includes the following sections:

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Curriculum: Application Overviews - EMR Only v5.5
This curriculum focuses on how to access the NextGen applications and databases. It includes the following NextGen Learning Center online courses:

- v5.5 An Overview of the EMR Application

Course: v5.5 An Overview of the EMR Application – 30 min.
An overview of the Electronic Medical Records (EMR) application.
Suggested Prerequisites: None
Applications Involved: EMR
Approximate Length: 30 min
Course Objectives:
- Describe the architecture of the EMR application.
- Describe how EMR handle workflow.
- Describe how EMR captures patient information.
- Describe ways EMR exchanges information with other systems.
- Describe how EMR provides security and patient privacy

Curriculum: Getting Started in NextGen v5.5
This curriculum focuses on how to access the NextGen applications and databases. It includes the following NextGen Learning Center online courses:

- v5.5 Application Launcher

Course: v5.5 Application Launcher – 15 min.
Covers how to sign on to the various NextGen applications using the NextGen Application Launcher.
Suggested Prerequisites: None
Applications Involved: EMR and EPM
Approximate Length: 15 min
Course Objectives:
- Open the Application Launcher from your desktop or from the Windows toolbar.
- Review the Legal Disclaimer window.
- Sign on to a NextGen application by using your user name/password combination, or your PIN.
- Customize the Application Launcher menu with your preferred applications.
- Create desktop shortcuts for the NextGen applications.

Curriculum: EMR Application Basics v5.5
This curriculum focuses on familiarizing the student with the EMR application desktop menus and toolbars, along with shortcuts that can be used to access application functions. In addition, the different ways to configure the appearance of the EMR application desktop are covered. It includes the following NextGen Learning Center online courses:
• v5.5 EMR – Navigating the Application Desktop
• v5.5 EMR – Keyboard Shortcuts and Application Views
• v5.5 EMR - Securing Patient Privacy

Course: v5.5 EMR - Navigating the Application Desktop – 15 min.
Covers the components of the EMR application desktop and how to navigate through the EMR.
Suggested Prerequisites: None
Applications Involved: EMR
Approximate Length: 15 min.
Course Objectives:
• Define components of the desktop.
• Easily navigate the EMR desktop.

Course: v5.5 EMR - Keyboard Shortcuts and Application Views – 15 min.
Covers the different ways you can configure the EMR application to appear on the desktop, keyboard shortcuts, and common pop-up screens.
Suggested prerequisites: None
Applications Involved: EMR
Approximate length: 15 min.
Course Objectives:
• Demonstrate various ways in which to view the EMR application.
• Demonstrate keyboard shortcuts.
• Demonstrate right-click shortcuts.
• Identify common pop-up screens used throughout the EMR application.

Course: v5.5 EMR - Securing Patient Privacy – 15 min.
This course focuses on securing the EMR application desktop.
Suggested Prerequisites: None
Applications Involved:
Approximate Length: 15 min.
Course Objectives:
• Demonstrate the ways used to secure the NextGen EMR application.

Curriculum: EMR Medical Record Modules v5.5
This curriculum provides an overview of the NextGen EMR Medical Record Modules. Understanding these functions will help as you move further into setting up your system. It includes the following NextGen Learning Center online courses:

• v5.5 Medical Records Module - Allergies
• v5.5 Medical Records Module - Documents
• v5.5 Medical Records Module - Medications
• v5.5 Medical Records Module - Medications - Optional Module
• v5.5 Medical Records Module - Images
• v5.5 Medical Records Module - Problems
• v5.5 Medical Records Module - Procedures
• v5.5 Medical Records Module - Templates

![Course: v5.5 Medical Records Module - Allergies – 25 min.](attachment:image)
Provides an overview of the Allergies component of the Medical Records Module in the
Electronic Medical Records (EMR) application.
Suggested Prerequisites: Overview of the Medical Record Modules
Applications Involved: EMR
Approximate Length: 25 min
Course Objectives:
• View an existing allergy.
• Add, modify, resolve, and delete allergies.
• View allergy-drug interaction information.

![Course: v5.5 Medical Records Module - Documents – 15 min.](attachment:image)
Provides an overview of the Documents component of the Medical Records Module in the
Electronic Medical Records (EMR) application.
Suggested Prerequisites: Overview of the Medical Record Modules
Applications Involved: EMR
Approximate Length: 15 min
Course Objectives:
• Generate a medical document based on an associated template.
• Save and print a medical document.

![Course: v5.5 Medical Records Module - Medications – 30 min.](attachment:image)
Provides an overview of the Medications component of the Medical Records Module in the
Electronic Medical Records (EMR) application.
Suggested Prerequisites: Overview of the Medical Record Modules
Applications Involved: EMR
Approximate Length: 30 min
Course Objectives:
• Set up your preferred windows layout in the Medications module.
• Set up your preferred view for prescribed medications.
• Search a specific medication.
• Set up your favorite medications lists.
• Prescribe, update, delete, and renew medications.

![Course: v5.5 Medical Records Module - Medications - Optional Module – 30 min.](attachment:image)
Provides an overview of how to use the optional Medications module intended to replace the
default Medications module. This module is not available unless it has been activated in File
Maintenance.
Suggested Prerequisites: Overview of the Medical Record Modules
Applications Involved: EMR
Approximate Length: 30 min
Course Objectives:
- Add, update, delete, and renew medications in the Medications module.
- Print or fax a prescription.
- Check interactions with other medications, allergies, and diagnoses that the patient may have.

![Course: v5.5 Medical Records Module - Images – 40 min.](image)

Provides an overview of the Images component of the Medical Records Module in the Electronic Medical Records (EMR) application.

Suggested Prerequisites: Overview of the Medical Record Modules

Applications Involved: EMR

Approximate Length: 40 min

Course Objectives:
- Define the components of the Images module associated with the NextGen EMR application.
- Navigate through the Images module in the NextGen EMR application.
- Create and use user-defined image sets and image toolbars.

![Course: v5.5 Medical Records Module - Problems – 45 min.](image)

Provides an overview of the Problems component of the Medical Records Module in the Electronic Medical Records (EMR) application.

Suggested Prerequisites: Overview of the Medical Record Modules

Applications Involved: EMR

Approximate Length: 45 min

Course Objectives:
- Use various search methods to search for a problem.
- Add, modify, resolve, and delete a problem.
- Make a resolved problem recur.

![Course: v5.5 Medical Records Module - Procedures – 20 min.](image)

Provides an overview of the Procedures component of the Medical Records Module in the Electronic Medical Records (EMR) application.

Suggested Prerequisites: Overview of the Medical Record Modules

Applications Involved: EMR

Approximate Length: 20 min

Course Objectives:
- Add, update, and delete procedures in the Procedures module of the Medical Records.
- Add diagnoses and modifiers to the procedures.

![Course: v5.5 Medical Records Modules - Templates – 25 min.](image)

Provides an overview of the Templates component of the Medical Records Module in the Electronic Medical Records (EMR) application.

Suggested Prerequisites: Overview of the Medical Record Modules

Applications Involved: EMR

Approximate Length: 25 min

Course Objectives:
- Access a template.
• Define template components.
• Enter data and save a template.

Curriculum: EMR Overview of the Patient Demographics Module v5.5
This curriculum focuses on using the NextGen EMR application’s Patient Demographics module. It includes the following NextGen Learning Center online course:

• v5.5 EMR Patient Demographics Module

Course: v5.5 EMR Patient Demographics Module – 40 min.
Covers how to add a new patient or edit a patient's demographic and insurance information in the NextGen EMR application.
Suggested Prerequisites: None
Applications Involved: EMR
Approximate Length: 40 min
Course Objectives:
• Access and view patient demographic and insurance coverage.
• Add a new patient or edit an existing patient's demographic information.
• Add new insurance for a patient or edit a patient's insurance coverage.

Curriculum: EMR Overview of the Patient Education Module v5.5
This curriculum focuses on understanding the functionality of the NextGen EMR application’s Patient Education module. It includes the following NextGen Learning Center online course:

• v5.3 EMR Patient Education Module

Course: v5.3 EMR Patient Education Module – 30 min.
Covers the Patient Education Module which is an optional module for the EMR. It presents educational topics as available through the Clinical Reference Systems Advisor Series.
Suggested Prerequisites: None
Applications Involved: EMR
Approximate Length: 30 min
Course Objectives:
• Access the Patient Education Module.
• Select a Health Advisor.
• Search for educational topics.
• Print educational materials.

Curriculum: EMR Using the Workflow Module v5.5
This curriculum focuses on using the NextGen EMR application’s Workflow module and includes the following NextGen Learning Center online courses:

• v5.5 EMR Workflow Module - Appointments
• v5.5 EMR Workflow Module - Inbox
• v5.5 EMR Workflow Module - Tasks

Course: v5.5 EMR Workflow Module - Appointments – 15 min.
Covers viewing and updating patient appointments in Workflow.
Suggested Prerequisites: None
Applications Involved: EMR
Approximate Length: 15 min
Course Objectives:
• Access the Workflow module.
• View appointments.
• Modify appointments.
• Set up appointment preferences.
• Access a patient's chart from the appointment window.

Course: v5.5 EMR Workflow Module - Inbox – 15 min.
Covers how to work with the e-mail Inbox in Workflow.
Suggested Prerequisites: Workflow Module - Appointments
Applications Involved: EMR
Approximate Length: 15 min
Course Objectives:
• Access the Workflow Module.
• View e-mail within the Inbox.
• Compose new e-mail.
• Respond to e-mail.
• Add e-mail to a patient's chart.
• Go to a patient's chart from an e-mail message.

Course: v5.5 EMR Workflow Module - Tasks – 30 min.
Covers how to work with the Tasks component of the Workflow module.
Suggested prerequisites: Workflow Module - Inbox
Applications involved: EMR
Approximate length: 30 min
Course Objectives:
• Create tasks on your own Task List.
• Send tasks to other NextGen EMR users.
• Respond to tasks sent to you by other users.
• Create preferences to color-code your tasks.
• Create tabs (or folders) or organize your tasks.
• Go to a patient's chart directly from a task.

Curriculum: EMR Provider Approval Queue for End Users
This curriculum focuses on using the NextGen EMR application’s Provider Approval Queue feature and includes the following NextGen Learning Center online course:

• v5.5 Provider Approval Queue Setup
**Course: v5.5 Provider Approval Queue for End Users – 30 min.**
Covers using the NextGen EMR Provider Approval Queue (PAQ) feature. This feature enables providers to sign off on lab results, documents, and images and send workflow tasks to other users.
Suggested Prerequisites: None
Applications Involved: EMR
Approximate Length: 30 min
Course Objectives:
- Access the Provider Approval Queue (PAQ).
- Review, accept, and reject items in the PAQ.
- Add comments to items in the PAQ.
- Send a Workflow Task from the PAQ.

**Curriculum: EMR User Preferences v5.5**
This curriculum focuses on setting up the user preferences for the Electronic Medical Records (EMR) application and includes the following NextGen Learning Center online courses:

- v5.5 EMR User Preferences – General Tab
- v5.5 EMR User Preferences – Templates Tab
- v5.5 EMR User Preferences - Medical Records Tab
- v5.5 EMR User Preferences - Medication Tab
- v5.5 EMR User Preferences - Formulary Tab

**Course: v5.5 EMR User Preferences - General Tab – 10 min.**
Covers the General Tab of User Preferences. These preferences include the ability to choose between desktop views and automatic logout intervals, along with options to use when performing patient searches.
Suggested Prerequisites: None
Applications Involved: EMR
Approximate Length: 10 min.
Course Objectives:
- Define the options for Preferences from the General tab.
- Apply desired Preferences from the General tab.

**Course: v5.5 EMR User Preferences - Templates Tab – 15 min.**
Covers the Templates Tab of User Preferences. These preferences include the ability to create a default template, along with a preferred list of templates to use.
Suggested Prerequisites: None
Applications Involved: EMR
Approximate Length: 15 min.
Course Objectives:
- Create a preferred list of medical record and demographic templates.
- Set an initial template to automatically display when a patient encounter is created.
Course: v5.5 EMR User Preferences - Medical Records Tab – 15 min.
Covers the Medical Records Tab of the User Preferences. These preferences include the ability to set a default location and provider and customize the Main (History) toolbar.
Suggested prerequisites: None
Applications Involved: EMR
Approximate length: 15 min.
Course Objectives:
• Define the options for preferences from the Medical Records tab.
• Apply desired preferences from the Medical Records tab.

Course: v5.5 EMR User Preferences - Medication Tab – 30 min.
Covers the Medication Tab of the User Preferences. These preferences include options to customize medication searches, customize printing and faxing requirements, and customize how the medications list will appear in a patient’s medical record.
Suggested Prerequisites: None
Applications Involved: EMR
Approximate Length: 30 min.
Course Objectives:
• Define the options for preferences from the Medication tab.
• Apply desired preferences from the Medication tab.

Course: v5.5 EMR User Preferences - Formulary Tab – 10 min.
Covers the Formulary Tab of the User Preferences. The Formulary Tab is for the Formulary Browser** used in the Medications Module. These preferences include the ability to choose to use formularies in medication searches and the information that will display when the search list is returned. **The Formulary Browser is an optional purchase.
Suggested prerequisites: None
Applications Involved: EMR
Approximate length: 10 min.
Course Objectives:
• Define the options for preferences from the Formulary tab.
• Apply desired preferences from the Formulary tab.

Curriculum: EMR Working with Encounters v5.5
This curriculum focuses on how to work with encounters in the EMR application. It includes the following courses:

• v5.5 EMR Main Toolbar - History Toolbar
• v5.5 EMR Encounter Basics
• v5.5 EMR Encounters – Custom and Addendum
• v5.5 EMR Encounters - Customizing the View

Course: v5.5 EMR Main Toolbar - History Toolbar – 20 min.
Covers the Main Toolbar (History Toolbar), which provides users with access to encounters, the Medical Records, and Demographics modules.
Suggested Prerequisites: None
Applications Involved: EMR
Approximate Length: 20 min.
Course Objectives:
• Access and open the EMR Main Toolbar for a patient.
• Identify the components of the EMR Main Toolbar.

Course: v5.5 EMR Encounter Basics – 20 min.
Covers how to create, lock, unlock, and delete encounters and how to view encounter properties.
Suggested Prerequisites: None
Applications Involved: EMR
Approximate Length: 20 min.
Course Objectives:
• Create a new encounter.
• Lock and unlock an encounter.
• Delete an encounter.
• View the encounter-level insurance.
• Change the view of the encounter table of contents.
• View the encounter properties.

Course: v5.5 EMR Encounters – Custom and Addendum – 15 min.
Covers how to add information to encounters that are locked by using custom encounters and by adding an addendum.
Suggested Prerequisites: None
Applications Involved: EMR
Approximate Length: 15 min.
Course Objectives:
• Create a custom encounter in a patient's chart.
• Create an addendum to an existing patient encounter.
• Lock an encounter.

Course: v5.5 EMR Encounters - Customizing the View – 10 min.
Covers how to customize the Encounter View window in the Main toolbar.
Suggested Prerequisites: None
Applications Involved: EMR
Approximate Length: 10 min.
Course Objectives:
• Select the custom components you want to see in a patient's encounter.
• Change the encounter view from encounter dates to categories.

Curriculum: EMR Encounter Workflows v5.5
This curriculum focuses on familiarizing the learner with the Knowledge Base Model (KBM) templates and typical Electronic Medical Records (EMR) encounter workflow. It includes the following online courses:

• v5.3 Overview of the EMR Encounter Workflow
Course: v5.3 Overview of the EMR Encounter Workflow – 45 min.
Covers the KBM templates and the workflow of a typical EMR encounter.
Suggested prerequisites: None
Approximate length: 45 min.
Course Objectives:
• Discuss the objectives of using the EMR.
• List the types of information easily accessible from the EMR.
• Describe the typical nursing EMR workflow.
• Describe the typical physician EMR workflow.

Course: v5.5 EMR Encounter Workflow - Procedure – 30 min.
Covers the KBM templates and the workflow of a typical EMR encounter for a procedure.
Suggested prerequisites: None
Approximate length: 30 min.
Course Objectives:
• Discuss the objectives of using the EMR for capturing procedures.
• List the types of information easily accessible from the EMR.
• List the typical nursing EMR procedural encounter workflow.
• List the typical physician EMR procedural encounter workflow.

Course: v5.5 EMR Encounter Workflow - Telephone – 30 min.
Covers the KBM templates and the workflow of a typical EMR telephone call encounter.
Suggested prerequisites: None
Approximate length: 30 min.
Course Objectives:
• Begin a telephone encounter using the NextGen EMR.
• Document a typical telephone encounter.
• Respond to a telephone encounter.

Curriculum: KBM 7.5 Templates v5.5
This curriculum covers how to use the KBM Immunization Templates in the Electronic Medical Records (EMR) application. It includes the following online courses:

• v5.5 KBM Templates – Adult Immunizations 7.5
• v5.5 KBM Templates - Assessments 7.5
• v5.5 KBM Templates – Family History 7.5
• v5.5 KBM Templates – Health Maintenance 7.5
• v5.5 KBM Templates – HPI 7.5
• v5.5 KBM Templates – Past Medical History 7.5
• v5.5 KBM Templates – Pediatric Immunizations 7.5
• v5.5 KBM Templates – Physical Exam 7.5
• v5.5 KBM Templates - Procedures 7.5
Course: v5.5 KBM Templates – Adult Immunizations 7.5 – 30 min.
Covers how to order and document immunizations for adults in the Electronic Medical Records (EMR) application.
Suggested prerequisites: None
Approximate length: 30 min.
Course Objectives:
• Create an immunization history of your patient.
• Review the immunization history of your patient.
• Order an immunization.
• Document that an immunization order has been completed.
• Send a charge to the Superbill.

Course: v5.5 KBM Templates – Assessments 7.5 – 60 min.
Covers how to document assessments in the Electronic Medical Records (EMR) application.
Suggested prerequisites: None
Approximate length: 60 min.
Course Objectives:
• Assign a diagnosis to "today's concern/reason for visit".
• Use patient's previous assessments and or chronic problems to assign a diagnosis.
• Move previous documented assessments from Unresolved to Resolved within EMR.
• Add (document) new chronic problems.
• Understand how documenting an assessment within the Assessment template affects other templates.

Course: v5.5 KBM Templates – Family History 7.5 - 30 min.
Covers how to add a new patient or edit a patient's family medical history in the Electronic Medical Records (EMR) application.
Suggested Prerequisites: None
Applications Involved: EMR
Approximate Length: 30 min
Course Objectives:
• Identify active fields and pop-up windows for documenting your patient's family medical history.

Course: v5.5 KBM Templates – Health Maintenance 7.5 - 30 min.
Covers how to interpret, update, and edit the Health Maintenance template.
Suggested Prerequisites: None
Applications Involved: EMR
Approximate Length: 30 min
Course Objectives:
• Recognize when a patient's scheduled medical tests and exams are due.
• Order a scheduled tests/exam.
• Document a completed test/exam.
• Document a patient's refusal to a test/exam.
• Indicate elevated risk levels for certain conditions.
• Recognize how ordering tests/exams on the Health Maintenance template affects other templates.

**Course:** v5.5 KBM Templates – HPI 7.5 - 30 min.

Covers how to use the HPI template to document a patient's presenting illness.

Suggested Prerequisites: None

Applications Involved: EMR

Approximate Length: 30 min

Course Objectives:
• Recognize the functions of the fields within the template.
• Document a patient's symptoms regarding their Chief Complaint.
• Describe how documenting a patient's symptoms in the Complaint Pop-Up window, affects EM coding.
• Describe how documenting a patient's symptoms in the Complaint Pop-Up window, creates a written report of the patient's condition.

**Course:** v5.5 KBM Templates – Past Medical History 7.5 - 30 min.

Covers how to add a new patient or edit a patient's history of surgical and diagnostic procedures in the Electronic Medical Records (EMR) application.

Suggested Prerequisites: None

Applications Involved: EMR

Approximate Length: 30 min

Course Objectives:
• Select the appropriate radio button for adding various levels of detail regarding a patient's procedural and diagnostic history onto the Patient Chart.
• Identify active fields and pop-up windows for documenting medical / surgical procedures.
• Identify active fields and pop-up windows for documenting diagnostic procedures.

**Course:** v5.5 KBM Templates – Pediatric Immunizations 7.5 - 30 min.

Covers how to order and document pediatric immunizations in the Electronic Medical Records (EMR) application.

Suggested prerequisites: None

Approximate length: 30 min

Course Objectives:
• Create an immunization history of your patient.
• Review the immunization history of your patient.
• Order an immunization.
• Document that an immunization order has been completed.
• Print educational materials for specific immunizations.
• Send a charge to the Superbill.
Course: v5.5 KBM Templates – Physical Exam 7.5 - 45 min.
Covers how to document a physical examination of a patient in the Electronic Medical Records (EMR) application.
Suggested prerequisites: None
Approximate length: 45 min
Course Objectives:
- Document a patient's physical exam review by entering data into the fields provided.
- Identify active fields and pop-up windows for documenting your patient's physical exam
- Identify the functions of the Physical Exam sub-templates
- Generate a narrative document listing your physical exam findings

Course: v5.5 KBM Templates – Problem List 7.5 - 30 min.
Covers how to use the Problem List template to document a patient's chronic illness.
Suggested Prerequisites: None
Applications Involved: EMR
Approximate Length: 30 min
Course Objectives:
- Recognize the functions of the fields within the template.
- Document a patient's key variables regarding their chronic illnesses.
- Recognize how documenting a chronic condition within the template affects other templates.

Course: v5.5 KBM Templates – Procedures 7.5 - 30 min.
Covers how to use the Procedures template to order patient procedures.
Suggested Prerequisites: None
Applications Involved: EMR
Approximate Length: 30 min
Course Objectives:
- Order common procedures/tests.
- Complete pop-up windows designed to provide detailed instructions and billing information for each procedure/test.

Course: v5.4 KBM Templates – Review of Systems 7.4 - 45 min.
Covers how to properly document a patient's review of systems.
Suggested Prerequisites: None
Applications Involved: EMR
Approximate Length: 45 min
Course Objectives:
- Document a patient's review of systems by entering data into the fields provided.
- Identify active fields and pop-up windows for documenting your patient's review of systems.
- Identify the functions of the Review of Systems sub-templates.
- Generate a narrative document listing your review of systems findings.
- Generate a narrative document listing your physical exam findings.
Course: v5.5 KBM Templates – Social History 7.5 - 45 min.
Covers how to add a new patient or edit a patient's social history in the Electronic Medical Records (EMR) application.
Suggested Prerequisites: None
Applications Involved: EMR
Approximate Length: 45 min
Course Objectives:
• Complete a patient's social history by entering data into the fields provided.
• Identify active fields and pop-up windows for documenting your patient's social history.
• Select the appropriate radio button for adding various levels of detail regarding a patient's social history onto the Patient Chart.
• Identify the functions of the six different sections within the Social History template.

Curriculum: KBM 7.5 Workflows v5.5
This curriculum focuses on familiarizing the learner with the Knowledge Base Model (KBM) templates and typical encounter workflows. It includes the following online courses:

- v5.4 KBM Workflow - Behavioral Health Intake 7.4
- v5.4 KBM Workflow - Behavioral Health Initial Psych Evaluation 7.4
- v5.5 KBM Workflow - Cardiology 7.5
- v5.4 KBM Workflow - Dermatology 7.4
- v5.5 KBM Workflow - ENT 7.5
- v5.5 KBM Workflow - Gastroenterology 7.5
- v5.5 KBM Workflow - General Surgery 7.5
- v5.5 KBM Workflow - Internal Medicine/Family Practice 7.5
- v5.5 KBM Workflow - Neurology 7.5
- v5.4 KBM Workflow - OB/GYN 7.4
- v5.5 KBM Workflow - Oncology 7.5
- v5.5 KBM Workflow - OPH Retina 7.5
- v5.5 KBM Workflow - Ophthalmology 7.5
- v5.4 KBM Workflow - Orthopedics 7.5
- v5.4 KBM Workflow - Pediatrics 7.5
- v5.5 KBM Workflow - Physical Therapy 7.5
- v5.5 KBM Workflow - Pulmonary 7.5
- v5.5 KBM Workflow - Rheumatology 7.5
- v5.5 KBM Workflow - Urology 7.5

Course: v5.4 KBM Workflow – Behavioral Health Intake 7.4 –180 min.
Covers the KBM workflow of a typical behavioral health intake encounter.
Suggested prerequisites: None
Approximate length: 180 min.
Course Objectives:
• Record the patient's History of Presenting Illness (HPI).
• Report significant patient history data.
Log extensive Social History information.
Complete a detailed Mental Status Exam.
Document your Assessment using Axes I through V categories.
Formulate a customized Treatment Plan for your patient, including education and instructions, a Psychotherapy referral, and follow-up.

Course: v5.4 KBM Workflow – Behavioral Health Initial Psych Evaluation 7.4 – 180 min.
Covers the KBM workflow of a typical behavioral health initial evaluation encounter.
Suggested prerequisites: None
Approximate length: 180 min.
Course Objectives:
• Record the patient's History of Presenting Illness (HPI).
• Report significant patient history data.
• Prescribe medication orders.
• Fax medication orders to a pharmacy, physician, or other location.
• Document your Assessment using Axes I through V categories.
• Formulate a customized Treatment Plan for your patient, including education and instructions, lab orders, and follow-up.

Course: v5.5 KBM Workflow - Cardiology 7.5 – 90 min.
Covers the KBM workflow of a typical cardiology encounter.
Suggested prerequisites: None
Approximate length: 90 min.
Course Objectives:
• Enter the patient's medication and allergy information via the respective modules.
• Document history, vital signs, review of systems and physical exam information for a patient.
• Create a treatment plan for the patient.
• Enter procedure and diagnosis codes for the encounter.
• Submit an office visit code from the E&M Coding component.
• Generate a comprehensive Chart Note encompassing all of the data collected during the encounter.

Course: v5.4 KBM Workflow – Dermatology 7.4 – 90 min.
Covers the KBM workflow of a typical dermatology encounter.
Suggested prerequisites: None
Approximate length: 90 min.
Course Objectives:
• Enter the patient's medication and allergy information via the respective modules.
• Document history, vital signs, review of systems and physical exam information for a patient.
• Create a treatment plan for the patient.
• Enter procedure and diagnosis codes for the encounter.
• Submit an office visit code from the E&M Coding component.
• Generate a comprehensive Chart Note encompassing all of the data collected during the encounter.
Course: v5.5 KBM Workflow – ENT 7.5 – 60 min.
Covers the KBM workflow of a typical ENT encounter.
Suggested prerequisites: None
Approximate length: 60 min.
Course Objectives:
- Enter the patient's medication and allergy information via the respective modules.
- Document history, vital signs, review of systems and physical exam information for a patient.
- Create a treatment plan for the patient.
- Enter procedure and diagnosis codes for the encounter.
- Submit an office visit code from the E&M Coding component.
- Generate a comprehensive Chart Note encompassing all of the data collected during the encounter.

Course: v5.5 KBM Workflow – Gastroenterology 7.5 – 60 min.
Covers the KBM workflow of a typical gastroenterology encounter.
Suggested prerequisites: None
Approximate length: 60 min.
Course Objectives:
- Enter the patient's medication and allergy information via the respective modules.
- Document history, vital signs, review of systems and physical exam information for a patient.
- Create a treatment plan for the patient.
- Enter procedure and diagnosis codes for the encounter.
- Submit an office visit code from the E&M Coding component.
- Generate a comprehensive Chart Note encompassing all of the data collected during the encounter.

Course: v5.5 KBM Workflow – General Surgery 7.5 – 90 min.
Covers the KBM workflow of a typical surgical office encounter.
Suggested prerequisites: None
Approximate length: 90 min.
Course Objectives:
- Sign on to the EMR application and select a provider, location, and patient.
- Navigate to the Home template and identify its components.
- Record chronic problems via the Problem List Add popup.
- Enter the patient's medication and allergy information.
- Document the patient's history, HPI, vital signs, review of systems, and physical exam information.
- Create an individualized treatment plan for the patient.
- Submit an office visit code from the E&M Coding template.
- Generate a comprehensive Chart Note encompassing all the data from the encounter.

Course: v5.5 KBM Workflow – Internal Medicine / Family Practice 7.5 – 120 min.
Covers the KBM workflow of a typical internal medicine or family practice encounter.
Suggested prerequisites: None
Approximate length: 120 min.
Course Objectives:
• Enter the patient's medication and allergy information via the respective modules.
• Document history, vital signs, review of systems and physical exam information for a patient.
• Create a treatment plan for the patient.
• Enter procedure and diagnosis codes for the encounter.
• Submit an office visit code from the E&M Coding component.
• Generate a comprehensive Chart Note encompassing all of the data collected during the encounter.

**Course: v5.5 KBM Workflow – Neurology 7.5 – 90 min.**
Covers the KBM workflow of a typical neurology encounter.
Suggested prerequisites: None
Approximate length:  90 min.
Course Objectives:
• Sign on to the EMR application and select a provider, location, and patient.
• Navigate to the Home template and identify its components.
• Record chronic problems via the Problem List Add popup.
• Enter the patient's medication and allergy information.
• Document the patient's history, HPI, vital signs, review of systems, and physical exam information.
• Create an individualized treatment plan for the patient.
• Submit an office visit code from the E&M Coding template.
• Generate a comprehensive Chart Note encompassing all of the data from the encounter.

**Course: v5.4 KBM Workflow – OB/GYN 7.4 – 90 min.**
Covers the KBM workflow of a typical OB/GYN encounter.
Suggested prerequisites: None
Approximate length:  90 min.
Course Objectives:
• Enter the patient's medication and allergy information via the respective modules.
• Document history, vital signs, review of systems and physical exam information for a patient.
• Create a treatment plan for the patient.
• Enter procedure and diagnosis codes for the encounter.
• Submit an office visit code from the E&M Coding component.
• Generate a comprehensive Chart Note encompassing all of the data collected during the encounter.

**Course: v5.5 KBM Workflow – Oncology 7.5 – 90 min.**
Covers the KBM workflow of a typical oncology encounter.
Suggested prerequisites: None
Approximate length:  90 min.
Course Objectives:
• Enter the patient's medication and allergy information via the respective modules.
• Document history, vital signs, review of systems and physical exam information for a patient.
• Create a treatment plan for the patient.
• Enter procedure and diagnosis codes for the encounter.
• Submit an office visit code from the E&M Coding component.
• Generate a comprehensive Chart Note encompassing all of the data collected during the encounter.

Course: v5.5 KBM Workflow - OPH Retina 7.5 – 90 min.
Covers the KBM templates and the workflow of a typical retina encounter.
Suggested prerequisites: None
Approximate length:  90 min.
Course Objectives:
• Enter the patient's medication and allergy information via the respective modules.
• Document history, vital signs, review of systems and physical exam information for a patient.
• Create a treatment plan for the patient.
• Enter procedure and diagnosis codes for the encounter.
• Submit an office visit code from the E&M Coding component.
• Generate a comprehensive Chart Note encompassing all of the data collected during the encounter.

Course: v5.5 KBM Workflow - Ophthalmology 7.5 – 90 min.
Covers the KBM templates and the workflow of a typical ophthalmology encounter.
Suggested prerequisites: None
Approximate length:  90 min.
Course Objectives:
• Enter the patient's medication and allergy information via the respective modules.
• Document history, vital signs, review of systems and physical exam information for a patient.
• Create a treatment plan for the patient.
• Enter procedure and diagnosis codes for the encounter.
• Submit an office visit code from the E&M Coding component.
• Generate a comprehensive Chart Note encompassing all of the data collected during the encounter.

Course: v5.4 KBM Workflow – Orthopedics 7.5 – 90 min.
Covers the KBM workflow of a typical orthopedic encounter.
Suggested prerequisites: None
Approximate length:  90 min.
Course Objectives:
• Enter the patient's medication and allergy information via the respective modules.
• Document history, vital signs, review of systems and physical exam information for a patient.
• Create a treatment plan for the patient.
• Enter procedure and diagnosis codes for the encounter.
• Submit an office visit code from the E&M Coding component.
• Generate a comprehensive Chart Note encompassing all of the data collected during the encounter.
Course: v5.4 KBM Workflow – Pediatrics 7.5 – 90 min.
Covers the KBM workflow of a typical pediatric encounter.
Suggested prerequisites: None
Approximate length: 90 min.
Course Objectives:
• Enter the patient's medication and allergy information via the respective modules.
• Document history, vital signs, review of systems and physical exam information for a patient.
• Create a treatment plan for the patient.
• Enter procedure and diagnosis codes for the encounter.
• Submit an office visit code from the E&M Coding component.
• Generate a comprehensive Chart Note encompassing all of the data collected during the encounter.

Course: v5.5 KBM Workflow – Physical Therapy 7.5 – 90 min.
Covers the KBM workflow of a typical physical therapy encounter.
Suggested prerequisites: None
Approximate length: 90 min.
Course Objectives:
• Sign on to the EMR application and select a provider, location and patient.
• Navigate to the PT Home, template and understand the components of this template and the navigation toolbar.
• Enter the patient's reason for visit, chronic conditions, medication and allergy information via the respective modules.
• Create Physical Therapy Orders.
• Complete the Initial Physical Therapy Evaluation template.
• Use the PT Note template to record daily progress, exercise information and assess the patient's progress.
• Submit Procedure Codes from the PT Treatment Log template.
• Generate a comprehensive Chart Note encompassing all of the data collected during the encounter.

Course: v5.5 KBM Workflow – Pulmonary 7.5 – 120 min.
Covers the KBM workflow of a typical pulmonary encounter.
Suggested prerequisites: None
Approximate length: 120 min.
Course Objectives:
• Record the patient's History of Presenting Illness (HPI).
• Report significant patient history data.
• Prescribe medication orders.
• Fax medication orders to a pharmacy, physician, or other location.
• Document your Assessment.
• Formulate a customized Treatment Plan for your patient, including lab orders, diagnostics, and follow-up.
Course: v5.5 KBM Workflow – Rheumatology 7.5 – 90 min.
Covers the KBM workflow of a typical rheumatology encounter.
Suggested prerequisites: None
Approximate length: 90 min.
Course Objectives:
- Record the patient's History of Presenting Illness (HPI).
- Report significant patient history data.
- Prescribe medication orders.
- Fax medication orders to a pharmacy, physician, or other location.
- Document your Assessment.
- Formulate a customized Treatment Plan for your patient, including lab orders, diagnostics, and follow-up.

Course: v5.5 KBM Workflow – Urology 7.5 – 90 min.
Covers the KBM workflow of a typical urology encounter.
Suggested prerequisites: None
Approximate length: 90 min.
Course Objectives:
- Sign on to the EMR application and select a provider, location, and patient.
- Navigate to the Master, or Home, template and understand the components of this template and the navigation toolbar.
- Enter the patient's medication and allergy information via the respective modules.
- Document history, vital signs, review of systems and physical exam information for a patient.
- Create a treatment plan for the patient.
- Enter procedure and diagnosis codes for the encounter.
- Submit an office visit code from the E&M Coding component.
- Generate a comprehensive Chart Note encompassing all of the data collected during the encounter.