



## **Private Unit Clerk EHR Training**

### **Curriculum Description:**

This course offers practical simulation training using an Electronic Health Record (EHR) system. Learners will engage in immersive, scenario-based exercises that replicate real-life patient interactions in acute care settings. Each scenario follows a structured format that mirrors hospital workflows such as patient registration, surgical scheduling, discharge coordination, and interdepartmental communication. Through simulated patient cases, students will practice core responsibilities of the Unit Clerk role while developing fluency in digital charting, administrative coordination, and clinical documentation using the EHR interface.

### **Learning Outcomes:**

Upon successful completion of this course, students will be able to:

1. Navigate an Electronic Health Record (EHR) interface efficiently and professionally.
2. Accurately register patients and update demographic information.
3. Manage clinical documentation workflows, including allergies, vitals, and medical histories.
4. Coordinate bed assignments and track patient location changes across units.
5. Enter diagnostic and surgical orders, track pre- and post-operative instructions, and document care transitions.
6. Generate discharge documentation and communicate with interprofessional teams using progress notes.
7. Demonstrate understanding of unit clerk responsibilities in high-acuity settings using scenario-based simulation.



**Suggested Course Schedule:**

Week	Content
1	EHR Access, Log-In, Navigation Practice & Familiarization
2	Scenario 1 Patient Matthew Harris
	Scenario 2 Patient Daniel dela Cruz
3	Scenario 3 Patient Ram Sharma
	Scenario 4 Patient Chen Wei
4	Scenario 5 Patient Sophia Williams
	Scenario 6 Patient Diana Reynolds