Full Summary of Annual Report

University of Alaska Southeast - Associate

Status - Submitted

Section I - Program Profile

Name of Program's Sponsoring Institution	University of Alaska Southeast
Program's Mailing Address	1332 Seward Ave
Phone Number	907-747-9474
Program's URL	www.uas.alaska.edu/sitka
Type of Institution	Public 2 year
Dept Housing the HIM Program	Allied Health
Is the complete HIM program offered as distance learning?	Yes
Has the program been inactive within the past year? Last graduating class (mm/yyyy)	NO
Current HIM Faculty Full-Time Part-Time Adjunct	2 0 5
List Sponsoring Institution Administrative CEO/Officer (e.g Dr. President, PhD)	John Pugh, Chancellor
Address 1	11120 Glacier Highway
Address 2	
City	Juneau
State	Alaska
Zip Code	99801
List Sponsoring Institution Dean/Administrator (e.g Dr. Dean, PhD)	Steven Krause, PhD Dean
Address 1	11120 Glacier Highway
Address 2	
City	Juneau
State	Alaska

Zip Code	99801
Program Director's Name, Degree, Credentials	Leslie Gordon, RHIA
Program Director?s Email Address	Leslie.Gordon@uas.alaska.edu

Section II - Program Metrics

09-10 Academic Year	Enrollments		Graduates		Attrition		Remaining Students	
Associate Degree	FT	PT	FT	PT	FT	PT	FT	PT
1	0	38			0	1	0	37
2	0	68	0	12	0	4	0	52
Total	0	106	0	12	0	5	0	89

08-09 Academic Year	Enrollments		Graduates		Attrition		Remaining Students	
Associate Degree	FT	PT	FT	PT	FT	PT	FT	PT
1	0	20			0	0	0	20
2	0	58	0	5	0	5	0	48
Total	0	78	0	5	0	5	0	68

07-08 Academic Year	Enrollments		Graduates		Attrition		Remaining Students	
Associate Degree	FT	PT	FT	PT	FT	PT	FT	PT
1	0	38			0	0	0	38
2	0	33	0	6	0	7	0	20
Total	0	71	0	6	0	7	0	58

Comments:

Section III - Placement and Satisfaction Rate

Current CAHIIM threshold for Placement Rate: 80%

III.A.Graduate Placement					
Academic Year	**Total Program Graduates**	**Number Employed**	**Number Continuing Their Education**	**Total Graduate Placement**	**Graduate Placement Rate**

09-10	12	8	3	11	91.67
08-09	5	3	2	5	100
07-08	6	5	0	5	83.33

Current CAHIIM threshold for Satisfaction Rate: 85%

III.B.Graduate Satisfaction				
Academic Year	**Total Surveys Sent**	**Number of Surveys Returned**	**Number of Satisfactory Surveys Returned**	**Graduate Satisfaction Rate**
09-10	15	13	13	100
08-09	10	9	9	100
07-08	15	13	13	100

Section IV - Employer Satisfaction

Current CAHIIM threshold for Employer Survey Satisfaction Rating: 80%

Employer Satisfaction				
Academic Year	**Total Surveys Sent**	**Total Surveys Returned**	**Number of Satisfactory Surveys Returned**	**Employer Satisfaction Rating**
09-10	10	10	9	90
08-09	5	5	5	100
07-08	15	15	15	100

Section V - Certification Outcomes

Exam Period	**AHIMA National Mean Pass Rate**	**Program Pass Rate**
10/01/2009 - 09/30/2010	79	83.3

Domain/Subdomains	**AHIMA National Score**	**Program Mean Score**
1A	5.26	5.66
1B	6.13	6.5
1C	9.19	9.3

1D	5.19	6.16
2A	4.56	4.5
2B	5.59	5.5
3A	6.14	6.5
3B	9.1	9.83
4A	6.85	6.83
4B	7	7.6
4C	6.23	6.17
4D	3.76	3.83
5A	9.98	10.83
5B	4.35	5.67

Total number of students who took the test: 6

Analysis & Action Plan

Analysis	Action Plan
1 student took the test during her final semester of school and failed. She did not prepare or study for the exam. In the areas that the program failed to meet the standard if you take out her scores we fall well above the range each standard. For 2A the score goes from 4.5 to 5.0. For 2B the score goes from 5.5 to 5.8. For 4A the scores goes from 6.83 to 7.4. and for 4C the score goes from 6.17 to 6.2. The scores on this report do not come from the report I received from AHIMA- That report had a student who is not my student and he failed the test. I took his scores out of the overall report.	The program encourages students to study for the RHIT exam and will continue to do that. I do not feel that the program curriculum is lacking anything that would require a change in the delivery of content. We need to emphasis the need to study for the exam.

Section VI - Program Evaluation Plan

Goals and Evaluation Plan

Goal: Faculty will demonstrate current knowledge, skills, qualifications and professional development in the content areas they teach. **(required)**

| **Target Outcomes** | All faculty members who teach HIT content specific courses will have the minimum of a RHIA or RHIT credential. The |

	exception will be coding faculty, who hold a CCS-P and/or CCS
Plan	Full time faculty teaching HIT content will provide proof of credentials and continuing education and maintenance of credential
Results	Full time faculty each hold Master's degrees and RHIA credential. All HIM Adjunct instructors hold RHIT or RHIA, with coding instructors holding RHIT and CCS, CCS-P.
Response/Corrective Action	Human Resources keep curriculum vitae on current HIM faculty. Faculty submits a copy of continuing education and professional development each year to determine compliance.
Person Responsible	Program Director; Human Resources
Time Frame	Annually

Target Outcomes	All HIM faculty members will receive a minimum satisfactory rating of 3 on a student evaluation of HIM Content areas scale of 0 – 4 with 0 being strongly disagree and 4 being strongly agree, on all areas of the teacher evaluation survey
Plan	All student evaluation ratings for every instructor teaching HIT content area courses will be reviewed by the Program Director after every term.
Results	The results of the evaluation analysis indicate that where the faculty evaluations received lower than a 3 rating were in areas outside the control of the Program and Instructor. For example using the AHIMA virtual lab is an important part of the program and students are frustrated by the technology issues related to the lab and not the content or application value.
Response/Corrective Action	This target outcome wording was changed to indicate that the faculty will receive a rating of 3 or higher on HIM specific content questions. The technology issues related to the AHIMA virtual lab show the student frustration with the applications because it is all new to them. I don't believe anything needs to change except better information to the students about the process for lab registration and application use.
Person Responsible	Program Director
Time Frame	Each Term

Target Outcomes	HIM faculty will maintain continuing education in their field of expertise.
Plan	All faculty members will submit a copy of their continuing education documentation showing current credential maintenance and education.

Results	All faculty members are current in professional continuing education. Faculty members submit hard copies of CEU maintenance and credential upkeep.
Response/Corrective Action	All faculty members maintain their current CEUs required for their credentials. This outcome is met by the Program for this year. ICD-10 curriculum will be available for free to all program faculty
Person Responsible	Program Director
Time Frame	Annually

Target Outcomes	HIM faculty will participate in professional development. Workshops are offered through the UAS Instructional Design Department, the AKHIMA CSA, AHIMA and others.
Plan	Instructional Design offers professional development workshops 2-3 times annually. The focus is designing and implementing computer-based courses. All HIM faculty will be given the opportunity and encouraged to participate.
Results	Adjunct faculty attended week-long "i-Teach" course focused on best practice for online web based course design and learning.
Response/Corrective Action	Encourage adjunct faculty to participate in workshops/courses. A database will be developed and maintained on HIM faculty professional development. Full time faculty attended CSA meeting, FDI and AOE
Person Responsible	Program Director and all faculty
Time Frame	Annually

Goal: Program graduates will demonstrate the HIM entry-level competencies.
(required)

Target Outcomes	85% of program graduates shall be employed in the healthcare or related field within 6 months of graduation. Students who are not wanting work in the healthcare industry will not be counted in these statistics.
Plan	Exit interviews are conducted with HIM graduates within 3 months of graduation. A graduate and employer survey is distributed annually
Results	95% graduates for 2009/2010 academic year were employed in the healthcare field within time frame. Interesting to note that one student graduated and has not desire to work in healthcare.
Response/Corrective Action	Will continue to monitor graduates for employment.
Person Responsible	Program Director
Time Frame	Every Term

Target Outcomes	HIM graduates will achieve an 85% or higher on the national exam RHIT Credentialing Examination.
Plan	Review exam statistics and compare results to national scores to determine the average score
Results	6 graduates took the RHIT examination and 5 passed. The one student who failed the examination brought the statistic down considerably. If you take her score out of the mix the standard is met.
Response/Corrective Action	Encourage graduates to write national exam within 6 months to one year of graduation. Offer graduates the opportunity to audit courses to prepare for exam. Last year the internship course was changed to include points for applying for the RHIT Exam. A review of the examination is also included in the internship class starting this year.
Person Responsible	Program Director
Time Frame	Annually

Target Outcomes	HIM students shall earn a minimum grade of C in all HIM courses.
Plan	The program policy was changed this year to require a C or better in ALL courses.
Results	This standard will be removed next year because all students will be required to pass every class with a C or better. If a student does not have a C in any course they will be required to repeat the course.
Response/Corrective Action	Remove this outcome for next year
Person Responsible	Program Director
Time Frame	Each Term

Target Outcomes	Students completing professional practice experiences or internships are expected to demonstrate professional behavior and to consider the site as a potential employer
Plan	Review comments and evaluations from students/site coordinators. Review guidelines for professional practices.
Results	Evaluations from site coordinators have been positive. The Program PPE Guidebook was revised and updated during this academic year.
Response/Corrective Action	Revision of PPE Guidebook revised 2009/2010 AY with help and advice from the Advisory Committee
Person Responsible	Program Director
Time Frame	Every Term

Goal: The HIM curriculum will include, at minimum, the required knowledge clusters with content and experiences to enable students to meet current entry-level competencies. **(required)**

Target Outcomes	AHIMA Virtual Lab will be used to reinforce the competencies needed for applications available in the V-Lab
Plan	HIM 111 Introduction to HIM and HIM 181 Emerging technologies the V-Lab applications are used throughout the courses. The Quantum encoder is used in the coding courses. Each semester more applications and assignments use the V-lab
Results	V-Lab was used in multiple courses this term and will continue to be used in the Program.
Response/Corrective Action	Speak with the Advisory Committee about real world issues and projects that students can do in the V-Lab environment. The HIM faculty are sometimes lacking in the skills needed in V-Lab Applications to create projects for the students. Advisory Committee is willing and able to help in this capacity
Person Responsible	All HIM Faculty
Time Frame	Every Term

Target Outcomes	Content taught in HIM courses shall reflect current entry-level professional practice
Plan	This year we reviewed course content and student evaluations. Evaluated the Knowledge clusters and competencies to determine where they are taught in each course.
Results	The current Knowledge clusters and competencies were reviewed during this academic year and content was added to each syllabus and each course. Advisory Committee suggested increased teaching from current content, not just "teaching from the book". We include more current events types of activities with ARRA, HITECH, etc. it will continue in our courses in the coming years
Response/Corrective Action	Revise course content to reflect suggestions and input from students, faculty, professional peers and employers. More use of current Journals and government documents
Person Responsible	All HIM Faculty
Time Frame	Every Term

Goal: The HIM program will demonstrate responsiveness to the needs of the community(ies) of interest. **(required)**

Target Outcomes	Assess the continuing education needs of program graduates and other healthcare and HIM professionals
Plan	Send Program update annually and ask for input from graduates and industry. Conduct exit interviews with graduates and industry

Results	The continuing education needs of the profession in Alaska is focused on coding for the most part. The University worked with the state association to determine what the membership is interested in for CEU. The Program Director was elected to the State Board of Directors for AKHIMA which will help the HIM Program stay abreast of needed CEU
Response/Corrective Action	Continue to monitor and get feedback from the state association and industry.
Person Responsible	Program Director
Time Frame	Annually

Target Outcomes	Coordinate with other health related programs to ensure transferability and transparency in the registration/advising process
Plan	Meet with University Allied Health faculty at least annually to compare syllabi (medical terminology, coding) to ensure competencies are equivalent
Results	UA Allied Health continues to meet yearly. This year the HIM Program started to work more closely with the registrar's office to help with the transparency of registration and advising for Program students.
Response/Corrective Action	Follow up to ensure that changes in course content are communicated to allied health faculty in other academic units
Person Responsible	Program Director
Time Frame	Annually

Target Outcomes	The HIM program will work with HIM professionals to determine employer needs
Plan	Gather input through HIM Advisory Committee, professional workshops, and meetings with HIM peers
Results	Advisory committee suggested we use current information more so students are graduating with up to date knowledge of what is going on in the HIM world.
Response/Corrective Action	Will continue to find out what is wanted by industry
Person Responsible	Program Director and Advisory Committee
Time Frame	Annually

Section VII - Substantive Changes (Optional)

List of Comments	User Name	Date
We will being working as a sub-award with Dakota State University to offer the Health Information Technology Training as	Leslie Gordon	3/31/2011 2:18:40 PM

Continuing Education Courses. Will determine if this is something that can be offered to the HIM program students as the curriculum is very similar. This is very exciting!!		
I changed the courses this year to make the flow make a little more sense. I had an into class worth 5 credits, which was too much for an introduction class. I changed it to 3 credits and increased my technology and quality management classes each to 3 credits from 2. I also added 1 credit of project management to the quality management course.	Leslie Gordon	3/30/2011 9:22:36 PM

Section VIII - Curriculum

SYNOPSIS OF CURRICULUM :
Include all courses required in their appropriate sequence

Course # and Titles (Exclude general education courses)		Credit Hours	Didactic Hours	Lab Hours	Professional Practice Contact Hours
Fall	ENG 111 Methods of Written Communication	3	3	0	0
	CIOS 105 Computer Literacy	3	3	0	0
	HIM 111 Introduction of HIM Practice	3	4	2	16
	HIM 181 Computer Applications and Emerging Technologies	3	2	0	4
	HIM 135 Medical Terminology	3	3	0	0
Winter					

Spring	BIOL 111 Anatomy and Physiology I	4	3	3	0
	ENG 211 Intermediate Composition	3	3	0	0
	HIM 160 Alternative Delivery Systems	3	3	0	8
	HIM 215 Billing and Reimbursement	2	2	0	8
				0	0
Summer 1	COMM 111 Oral Communication Skills	3	3	0	0
Summer 2				0	0
Fall	HIM 190 CPT Coding	3	3	0	16
	HIM 272 Pathophysiology/Pharmacology	4	3	2	2
	MATH, Science or Social Science Elective	3	3	0	0
	BIOL 112	4	3	3	0
Winter					
Spring	HIM 210 ICD-9-CM Coding	3	3	0	16

	HIM 240 Legal Aspects of Health Information	3	3	0	0
	HIM 251 Quality Management/Proj Mang.	3	2	0	8
	HIM 280 Healh Care Management	3	3	0	0
	HIM 291 Internship in Healthcare Management	2	0	0	40
Summer 1					
Summer 2	HIM 260 Data Quality and Reimbursement	2	2	0	8
Total Credit Hours		60			
Comments		Curriculum changes for HIM 270 and HIM 271 - Pathophysiology and Pharmacology will be combined into a 4 credit 3 + 2 class. Offered in fall 2010. HIM 124 changed to HIM 111 and reduced to 3 credits. HIM 250/251 increased to 3 credits to include project management. HIM 180 changed to HIM 181 and increased from 2 credits to 3 credits.				

KNOWLEDGE CLUSTER CONTENT ASSESSMENT
Associate Degree Program

Knowledge Cluster Content	List the Course Number(s) below that address each knowledge cluster.
Biomedical Sciences	
• Anatomy (4)	BIOL 111, BIOL 112
• Physiology (4)	BIOL 111, BIOL 112, HIM 272
• Medical Terminology (4)	HIM 135, HIM 190, HIM 210
• Pathophysiology (4)	HIM 272
• Pharmacotherapy (4)	HIM 272
I.A. Health Data Structure, Content and Standards	

1. Data versus information (4)	HIM 111
2. Structure and use of health information (individual, comparative, aggregate) (4)	HIM 111, HIM 160, HIM 251
3. Health information media (such as paper, computer, web-based) (4)	HIM 111 HIM 181
4. Health record data collection tools (such as forms, screens, etc.) (4)	HIM 111, HIM 181, HIM 251
5. Data sources (primary, secondary) (4)	HIM 111, HIM 160
6. Data definitions, vocabularies, terminologies, and dictionaries (4)	HIM 111
7. Data storage and retrieval (4)	HIM 111
8. Data quality and integrity (4)	HIM 111, HIM 251
9. Healthcare data sets (such as OASIS, HEDIS, DEEDS, UHDDS) (4)	HIM 111, HIM 160
10. Data monitoring and compliance reporting (5)	HIM 251, HIM 281
11. National Healthcare Information Infrastructure (NHII) (4)	HIM 111
I.B. Healthcare Information Requirements and Standards	
1. Type and content of health record (paper, electronic, computer-based, e-health-personal, web-based) (5)	HIM 111, HIM 181, HIM 160
2. Health record documentation requirements (such as accreditation, certification, licensure) (5)	HIM 111, HIM 160
3. Health record monitoring and compliance reporting (5)	HIM 111, HIM 251, HIM 160
I.C. Clinical Classification Systems	
1. Classifications, taxonomies, nomenclatures, terminologies, and clinical vocabularies (4)	HIM 111, HIM 190, HIM 210, HIM 260, HIM 270
2. Principles and applications of coding systems (such as ICD-9-CM, ICD-10, CPT/HCPCS, DSM-IV) (5)	HIM 190, HIM 210, HIM 215, HIM 260
3. Diagnostic and procedural groupings (such as DRG, APC, RUGs, SNOMED-CT) (5)	HIM 190, HIM 210, HIM 215, HIM 260
4. Casemix analysis and indexes (4)	HIM 210, HIM 260
5. Severity of illness systems (4)	HIM 270, HIM 260, HIM 210

6. Coding compliance strategies, auditing, and reporting (such as CCI, plans) (5)	HIM 190, HIM 210, HIM 260, HIM 251
7. Coding quality monitors and reporting (5)	HIM 190, HIM 210, HIM 260
I.D. Reimbursement	
1. Commercial, managed care and federal insurance plans (4)	HIM 215, HIM 210, HIM 260
2. Payment methodologies and systems (such as capitation, prospective payment systems PPS, RBRVS) (4)	HIM 215, HIM 260
3. Billing processes and procedures (such as claims, EOB, ABN, electronic data interchange) (4)	HIM 215, HIM 260
4. Chargemaster maintenance (5)	HIM 215, HIM 260
5. Regulatory guidelines (such as LMRP, peer review organizations) (3)	HIM 251, HIM 111, HIM 215
6. Reimbursement monitoring and reporting (5)	HIM 215, HIM 251, HIM 260
7. Compliance strategies and reporting (3)	HIM 111, HIM 251, HIM 260
II.A. Healthcare Statistics and Research	
1. Indices, databases and registries (4)	HIM 111, HIM 160
2. Vital statistics (5)	HIM 111, HIM 260, HIM 251
3. Healthcare statistics (5)	HIM 270, HIM 251, HIM 260
4. Descriptive statistics (such as means, frequencies, ranges, percentiles, standard deviations) (5)	HIM 270, HIM 251, HIM 111
5. Statistical applications with health care data (5)	HIM 270, HIM 251, HIM 260
6. Institutional Review Board (IRB) processes (4)	HIM 251, HIM 111
7. National guidelines regarding human subjects research (4)	HIM 270
8. Research protocol monitoring (4)	HIM 270, HIM 251
9. Data selection, interpretation, and presentation (5)	HIM 270, HIM 251
10. Knowledge-based research techniques (such as library, Medline, web-based) (5)	HIM 270, HIM 111, HIM 251

II.B. Quality management and Performance Improvement	
1. Quality assessment and improvement (such as process, collection tools, data analysis, reporting techniques) (4)	HIM 251
2. Utilization management, risk management, and case management (3)	HIm 251
3. Regulatory quality monitoring requirements (4)	HIM 251, HIM 160
4. Outcomes measures and monitoring (4)	HIM 251
III.A. Healthcare Delivery Systems	
1. Organization of healthcare delivery in the United States (4)	HIM 111, HIM 160
2. Healthcare organizations structure and operation (4)	HIM 111, HIM 160
3. External standards, regulations, and initiatives (such as licensure, certification, accreditation, HIPAA) (4)	HIM 111, HIM 215, HIM 160
4. Payment and reimbursement systems (4)	HIm 215, HIM 260
5. Healthcare providers and disciplines (4)	HIM 272, HIM 111, HIM 160
III.B. Healthcare Privacy, Confidentiality, Legal and Ethical Issues	
1. Legislative and regulatory processes (3)	HIM 111, HIM 160
2. Legal terminology (5)	HIM 240, HIM 111
3. Health information/record laws and regulations (such as retention, patient rights/advocacy, advanced directives, privacy) (5)	HIM 111, HIM 240
4. Confidentiality, privacy, and security policies, procedures, and monitoring (5)	HIM 111, HIM 240, HIM 160
5. Release of information policies and procedures (5)	HIM 111, HIM 160
6. Professional and practice-related ethical issues (5)	HIM 272, HIM 111, HIM 160
IV.A. Information and Communication Technologies	

1. Computer concepts (such as hardware components, operating systems, languages, software packages) (3)	HIM 111, HIM 181, HIM 272
2. Communication and Internet technologies (such as networks, intranet, standards) (3)	HIM 111, HIM 181, HIM 272
3. Common software applications (such as word processing, spreadsheet, database, graphics) (5)	HIM 272, HIM 251, HIM 111, HIM 160, HIM 251
4. Health information systems (such as administrative, patient registration, ADT, EHR, personal health record (PHR), lab, radiology, pharmacy) (4)	HIM 111, HIM 160, HIM 181
5. Voice recognition technology (3)	HIM 111, HIM 181
6. Health information specialty systems (such as ROI, coding, registries) (5)	HIM 111, HIM 190, HIM 210, HIM 260
7. Application of systems and policies to health information systems and functions and healthcare data requests (5)	HIM 111, HIM 272
IV.B. Data Storage and Retrieval	
1. Document archival, retrieval, and imaging systems (5)	HIM 111, HIM 160
2. Maintenance and monitoring of data storage systems (5)	HIM 111, HIM 181
IV.C. Data Security and Healthcare Information Systems	
1. System architecture and design (3)	HIM 280
2. System acquisition and evaluation (3)	HIM 280
3. Screen design (4)	HIM 111, HIM 251
4. Data retrieval and maintenance (4)	HIM 111, HIM 251
5. Data security concepts (3)	HIM 111, HIM 251
6. Data integrity concepts (4)	HIM 111 HIM 251
7. Data integrity and security processes and monitoring (5)	HIM 251, HIM 111
8. Data recovery and risk management (4)	HIM 251, HIM 111
9. Work process design (such as ergonomics, equipment selection)	HIM 280

(3)	
V.A. Organizational Resources	
1. Roles and functions of teams and committees (5)	HIM 251, HIM 280
2. Teams/consensus building and committees (4)	HIM 251, HIM 280
3. Communication and interpersonal skills (5)	HIm 272, HIM 280
4. Team leadership concepts and techniques (4)	HIM 251, HIM 280
5. Orientation and training (such as content, delivery, media) (5)	HIM 251, HIM 280
6. Workflow and process monitors (4)	HIM 280, HIM 251
7. Performance monitors (4)	HIM 251, HIM 280
8. Revenue cycle monitors (4)	HIM 215
9. Organizational plans and budgets (framework, levels, responsibilities, etc.) (4)	HIM 280
10. Resource allocation monitors (4)	HIM 251, HIM 280
Competency Levels	**Explanation**
1 = Awareness	Introductory recall and recognition
2 = Literacy	Knowledge of framework and content
3 = Concept	Comprehension, translation, extrapolation and interpretation of meaning
4 = Detailed Understanding	Appropriate application of knowledge in a structured or controlled context
5 = Skilled Use	Application using analysis, synthesis, and evaluation in new situations
Comments	

HIM ASSOCIATE DEGREE ENTRY-LEVEL COMPETENCIES
Domains, Subdomains, and Tasks

I. Domain: Healthcare Data Management	**List the Course Number(s) below that address each entry-level competency.**
A. Subdomain: Health Data Structure, Content and Standards	
1. Collect and maintain health data (such as data elements, data sets, and databases).	HIM 111, HIM 215, HIM 260, HIM 160, HIM 181, HIM 190, HIM 210
2. Conduct analysis to ensure that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical	HIM 210, HIM 260, HIM 160, HIM 190, HIM 215, HIM 272

findings, and discharge status.	
3. Apply policies and procedures to ensure the accuracy of health data.	HIM 111, HIM 160, HIM 251, HIM 181, HIM 210, HIM 240
4. Contribute to the definitions for and apply clinical vocabularies and terminologies used in the organization's health information systems.	HIM 210, HIM 190, HIM 111, HIM 272, HIM 160, HIM 260
5. Verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care, management, billing reports, registries, and/or databases.	HIM 111, HIM 160, HIM 215, HIM 190, HIM 210
B. Subdomain: Healthcare Information Requirements and Standards	
1. Monitor and apply organization-wide health record documentation guidelines.	HIM 111, HIM 160, HIM 240, HIM 251, HIM 260
2. Apply policies and procedures to ensure organizational compliance with regulations and standards.	HIM 111, HIM 160, HIM 240, HIM 251, HIM 280
3. Report compliance findings according to organizational policy.	HIM 251, HIM 215, HIM 111, HIM 160
4. Maintain the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards.	HIM 111, HIM 160, HIM 240
5. Assist in preparing the organization for accreditation, licensing, and/or certification surveys.	HIM 111, HIM 160, HIM 240
C. Subdomain: Clinical Classification Systems	
1. Use and maintain electronic applications and work processes to support clinical classification and coding.	HIm 111, HIM 181, HIM 190, HIM 210, HIM 215
2. Apply diagnosis/procedure codes using ICD-9-CM.	HIM 210, HIM 260
3. Apply procedure codes using CPT/HCPCS.	HIM 190, HIM 260
4. Ensure accuracy of diagnostic/procedural groupings such as DRG, APC, and so on.	HIM 260, HIM 190, HIM 210

5. Adhere to current regulations and established guidelines in code assignment.	HIM 190, HIM 210, HIM 260
6. Validate coding accuracy using clinical information found in the health record.	HIM 190, HIM 210, HIM 260
7. Use and maintain applications and processes to support other clinical classification and nomenclature systems (such as ICD-10-CM, SNOMED, and so on).	HIM 111, HIM 160, HIM 190, HIM 210
8. Resolve discrepancies between coded data and supporting documentation.	HIM 190, HIM 210, HIM 215
D. Subdomain: Reimbursement Methodologies	
1. Apply policies and procedures for the use of clinical data required in reimbursement and prospective payment systems (PPS) in healthcare delivery.	HIM 215, HIM 251, HIM 210, HIM 190
2. Support accurate billing through coding, chargemaster, claims management, and bill reconciliation processes.	HIM 215, HIM 251, HIM 210, HIM 190
3. Use established guidelines to comply with reimbursement and reporting requirements such as the National Correct Coding Initiative.	HIM 190, HIM 210, HIM 251, HIM 215
4. Compile patient data and perform data quality reviews to validate code assignment and compliance with reporting requirements such as outpatient prospective payment systems.	HIM 190, HIM 210, HIM 260
II. Domain: Health Statistics, Biomedical Research and Quality Management	
A. Subdomain: Healthcare Statistics and Research	
1. Abstract and maintain data for clinical indices/databases/registries.	HIM 111, HIM 210, HIM 190, HIM 215
2. Collect, organize and present data for quality management, utilization management, risk management, and other related studies.	HIM 251, HIM 111

3. Compute and interpret healthcare statistics.	HIM 251, HIM 160, HIM 272, HIM 111
4. Apply Institutional Review Board (IRB) processes and policies.	HIM 111, HIM 160, HIM 190, HIM 210, HIM 251
5. Use specialized databases to meet specific organization needs such as medical research and disease registries.	HIM 251, HIM 111
B. Subdomain: Quality Management and Performance Improvement	
1. Abstract and report data for facility-wide quality management and performance improvement programs.	HIM 251, HIM 111
2. Analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare.	HIM 251, HIM 270
III. Domain: Health Services Organization and Delivery.	
A. Subdomain: Healthcare Delivery Systems	
1. Apply information system policies and procedures required by national health information initiatives on the healthcare delivery system.	HIM 111, HIM 160
2. Apply current laws, accreditation, licensure, and certification standards related to health information initiatives from the national, state, local and facility levels.	HIM 111 HIM 160, HIM 240, HIM 251
3. Apply policies and procedures to comply with the changing regulations among various payment systems for healthcare services such as Medicare, Medicaid, managed care, and so forth.	HIM 111, HIM 160, HIM 215
4. Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs.	HIM 160, HIM 111
B. Subdomain: Healthcare Privacy, Confidentiality, Legal, and Ethical Issues.	

1. Participate in the implementation of legal and regulatory requirements related to the health information infrastructure.	HIM 240, HIM 160
2. Apply policies and procedures for access and disclosure of personal health information.	HIM 240, HIM 160
3. Release patient-specific data to authorized users.	HIM111, 240, HIM 160
4. Maintain user access logs/systems to track access to and disclosure of identifiable patient data.	HIM 111, HIM 240, HIM 160
5. Conduct privacy and confidentiality training programs.	HIM 111, HIM 240, HIM 215, HIM 251
6. Investigate and recommend solutions to privacy issues/problems.	HIM 111, HIM 240
7. Apply and promote ethical standards of practice.	HIM 111 HIM 160, HIM 240, HIM 281
IV. Domain: Information Technology & Systems	
A. Subdomain: Information and Communication Technologies	
1. Use technology, including hardware and software, to ensure data collection, storage, analysis, and reporting of information.	HIM 111, HIM 181, HIM 160, HIM 272, HIM 251
2. Use common software applications such as spreadsheets, databases, word processing, graphics, presentation, e-mail, and so on in the execution of work processes.	HIM 251, HIM 181, HIM 111, HIM 280, HIM 272
3. Use specialized software in the completion of HIM processes such as record tracking, release of information, coding, grouping, registries, billing, quality improvement, and imaging.	HIM 111, HIM 180, HIM 190, HIM 210, HIM 260, HIM 215
4. Apply policies and procedures to the use of networks, including intranet and Internet applications to facilitate the electronic health record (EHR), personal health record (PHR), public health, and other administrative applications.	HIM 180, HIM 111, HIM 272

B. Subdomain: Data, Information, and File Structures	
1. Apply knowledge of data base architecture and design (such as data dictionary, data modeling, data warehousing, and so on) to meet departmental needs.	HIM 111
C. Subdomain: Data Storage and Retrieval	
1. Use appropriate electronic or imaging technology for data/record storage.	HIM 111, HIM 160, HIM 181
2. Query and generate reports to facilitate information retrieval.	HIM 111, HIM 251
3. Design and generate reports using appropriate software.	HIM 111, HIM 251
4. Maintain archival and retrieval systems for patient information stored in multiple formats.	HIM 111, HIM 160
5. Coordinate, use and maintain systems for document imaging and storage.	HIM 111 HIM 181
D. Subdomain: Data Security	
1. Apply confidentiality and security measures to protect electronic health information.	HIM 111, HIM 251, HIM 160
2. Protect data integrity and validity using software or hardware technology.	HIM 111, HIM 181, HIM 190, HIM 210
3. Apply departmental and organizational data and information system security policies.	HIM 181, HIM 111
4. Use and summarize data compiled from audit train and data quality monitoring programs.	HIM 251, HIM 215, HIM 190, HIM 210
5. Contribute to the design and implementation of risk management, contingency planning, and data recovery procedures.	HIM 251
E. Subdomain: Healthcare Information Management	
1. Participate in the planning, design, selection, implementation, integration, testing, evaluation, and support for organization-wide information systems.	HIM 111

2. Use the principles of ergonomics and human factors in work process design.	HIM 280
V. Domain: Organizational Resources	
A. Subdomain: Human Resources	
1. Apply the fundamentals of team leadership.	HIM 280, HIM 251, HIM 272
2. Organize and contribute to work teams and committees.	HIM 251, HIM 280, HIM 272
3. Conduct new staff orientation and training programs.	HIM 251, HIM 280
4. Conduct continuing education programs.	HIM 251, HIM 280
5. Monitor staffing levels and productivity standards for health information functions, and provide feedback to management and staff regarding performance.	HIM 251, HIM 280
6. Communicate benchmark staff performance data.	HIM 251, HIM 280
7. Prioritize job functions and activities.	HIM 111, HIM 280, HIM 160
8. Use quality improvement tools and techniques to monitor, report and improve processes.	HIm 251, HIM 280
B. Subdomain: Financial and Physical Resources	
1. Make recommendations for items to include in budgets and contracts.	HIM 280
2. Monitor and order supplies needed for work processes.	HIM 280
3. Monitor coding and revenue cycle processes.	HIM 215
4. Recommend cost-saving and efficient means of achieving work processes and goals.	HIM 251, HIM 280
5. Contribute to work plans, policies, procedures, and resource requisitions in relation to job functions.	HIM 280
Comments	