

Full Summary of Annual Report



University of Alaska Southeast - Associate

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Status - In Progress

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	99801-8697
List Sponsoring Institution Dean/Administrator (e.g Dr. Dean, PhD)	Jeffery Johnston, PhD Director Sitka Campus
Address 1	1332 Seward Avenue
Address 2	

City	Sitka
State	Alaska
Zip Code	99835
Program Director's Name, Degree, Credentials	Leslie Gordon, RHIA
Program Director's Email Address	Leslie.Gordon@uas.alaska.edu

Section II - Program Metrics

10-11 Academic Year	Enrollments		Graduates		Attrition		Remaining Students	
Associate Degree	FT	PT	FT	PT	FT	PT	FT	PT
1	0	36			0	0	0	36
2	0	89	0	8	0	4	0	77
Total	0	125	0	8	0	4	0	113

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

Comments:

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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
10-11	8	6	1	7	87.5
09-10	12	8	3	11	91.67
08-09	5	3	2	5	100

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
10-11	8	8	8	100
09-10	15	13	13	100
08-09	10	9	9	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
10-11	8	7	7	100
09-10	10	10	9	90
08-09	5	5	5	100

Section V - Certification Outcomes

Exam Period	AHIMA National Mean Pass Rate	Program Pass Rate
1/1/2011-9/30/2011	75	100

Domain/Subdomains	AHIMA National Score	Program Mean Score
1A	4.78	4
1B	6.04	6.5
1C	8.65	9.9
1D	5.09	4.5
2A	4.52	5
2B	6.05	7.5
3A	5.96	4
3B	9.59	10.5
4A	7.38	9
4B	7.35	9.5
4C	6.21	7.5
4D	3.48	4
5A	9.34	13
5B	4.35	4.5

Total number of students who took the test: 2

Analysis & Action Plan

Analysis	Action Plan
Only 2 students took the RHIT exam within this time period and 1 did not not do well on the identified outcomes that fall below the threshold. 1A - Health Data Management 1D - Reimbursement Methodologies 3A - Health Care delivery systems By individually looking at the scores, 1 student is responsible for lowering the outcome and she was a repeat test taker.	The one domain that I feel our program can work to reiterate for the students is 1D Reimbursement Methodologies, We will make a concerted effort in our courses to beef up this part of the curriculum

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 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 HIM course will be reviewed by the Program Director at the end of the academic year
Results	This target outcome is very hard to analyze because the student evaluations are not well done. The wording is awkward and allows for a lot of subjective student complains that are not really warranted. There are a few areas where all faculty consistently rate below a level 3 dealing with technology and issues outside the control of the HIM department.
Response/Corrective Action	This target outcome will be re-worked for the next academic year to determine a way to better assess the faculty knowledge skills and abilities.
Person Responsible	Program Director
Time Frame	Yearly

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 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 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.
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Plan	The University of Alaska has an Instructional Design center that offers professional development workshops 2-3 times annually. The focus is designing and implementing computer-based courses. All HIM faculty are given the opportunity and encouraged to participate. All Full time faculty attend AOE and FDI
Results	Full time faculty attended AOE and FDI. 3 adjunct faculty attended i-Teach with the UAS Instructional design team.
Response/Corrective Action	Continue to encourage professional development for all faculty
Person Responsible	Program Director and 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	93% of graduates for the 2010/11 academic year were employed in the healthcare field within the time frame.
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	Only 2 people took the exam and they both achieved higher than 85% on the exam
Response/Corrective Action	Continue to encourage graduates to write the national exam within 6 months to one year of graduation. Students are assigned the exam application as part of their final class.
Person Responsible	All HIM Faculty
Time Frame	On going

Target Outcomes	Students completing professional practice experiences or
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	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 supervisors was positive overall for the students. The PPE guide was updated again this year
Response/Corrective Action	PPE guidebook revised for 2010/11 AY with help from the advisory committee and final internship students
Person Responsible	Program Director/Advisory Committee
Time Frame	Annually

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	Increase the use of the V-lab in more courses and continue to add modules and applications across the curriculum
Results	Added applications to 2 additional courses this year.
Response/Corrective Action	continue to add applications and activites
Person Responsible	All HIM Faculty
Time Frame	On-Going each term

Target Outcomes	Content taught in HIM courses shall reflect current entry-level professional practice
Plan	Continue to evaluate the competencies and curriculum in each course to determine if curriculum is being taught at the correct Blooms taxonomy level.
Results	We are adding current information on ARRA, HITECH, HIT which will continue to be necessary in the coming years.
Response/Corrective Action	Continue to revise course content to reflect the suggestion and input from students, faculty, professional peers and employes. Use current content more
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
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	and other healthcare and HIM professionals
Plan	Send Program update annually to graduates and industry partners and ask for input. Conduct exit interviews with graduates and industry
Results	The continuing education needs of the profession in Alaska is focused on coding and HIT for the most part. The University worked with the CSA to determine what the membership is interest in for CEU. The Program Director was elected President Elect of the Board which will help the program stay abreast of needed CEU. We worked closely this year with the Alaska E-health Network for provide HIT training to industry
Response/Corrective Action	Continue to monitor and get feedback from industry and HIM professionals
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	The University of Alaska Allied Health faculty at all 3 campuses will work to align curriculum and ensure equivalent competencies in the courses that are transferable, for example Medical Terminology
Results	Group met twice face to face and online to compare curriculum in medical terminology courses. Next step is transparency of registration and advising for Program students and working with registrars offices to automatically accept equivalent courses.
Response/Corrective Action	This project needs ongoing monitoring and action. We want to include HIT and HITECH information across the curriculum at all campuses, the HIM and the Health Care Reimbursement curriculum.
Person Responsible	Allied Health Task Force
Time Frame	On-Going

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. Work with industry and expand the collaboration with the state to understand HIT, HIE, and RECs and the educational needs

Results	Found a need to increase collaboration and get the word out about the educational opportunities offered by this program on both the academic side and the Continuing Education side
Response/Corrective Action	Continue collaboration and report at next APAR
Person Responsible	Allied Health Task Force
Time Frame	On-going

Section VII - Substantive Changes (Optional)

List of Comments	User Name	Date
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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
	CIO 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 Health 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) (3)	HIM 280
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 findings, and discharge status.	HIM 210, HIM 260, HIM 160, HIM 190, HIM 215, HIM 272
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	HIM 251, HIM 111

programs.	
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	HIM 111

departmental needs.	
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	