

**CAHIIM CURRICULUM REPORT**  
**AHIMA Entry-Level Competencies For Health Information Management (HIM) at the Associate Degree Level**

Entry-Level Competencies	Required Bloom's Level	Curricular Considerations - These are topics programs may use to guide students to achieve the competency at the required Bloom's taxonomy level.	List the course number/prefix, course name, type of assignment/activity/project and the location of the assignment/activity/project in the course syllabus' class schedule or calendar that demonstrates the highest Bloom's taxonomic level for each Competency (Columns 1 & 2). <b><u>Maximum of two (2) assignments per Competency</u></b>
<b>Institution/Program Title:</b>			
<b>Program Director, Credentials:</b>			
<b>Address/City, State:</b>			
<b>Submission Date:</b>			
<b>Programs must provide CAHIIM with faculty viewing access in the Learning Management System (LMS) for all HIM core courses offered and/or delivered in an online format at the time of self-assessment submission in the CAS system. Program must include the login URL/link, username &amp; password</b>			
<b>Domain I. Data Content, Structure &amp; Standards</b>			<i>Note:</i> Program can increase row height as needed. If copy/paste is used to insert text: <b>Set paste settings to "Match Destination Formatting"</b>
<b>Subdomain I.A. Classification Systems</b>			<i>Example: HIT 134: Health Law and Ethics; Project; Compliance Plan; Week 8</i>
1. Apply diagnosis/procedure codes according to current guidelines	3	* Principles of Nomenclatures, Terminologies, Clinical Vocabularies, Taxonomies & other data sets (OASIS, HEDIS, UHDDS, & DEEDS), and applications of Classification Systems (ICD/CPT, HCPCS, SNOMED, & DSM)	
2. Evaluate the accuracy of diagnostic and procedural coding	5	* Principles and applications of Classification Systems and Audits	
3. Apply diagnostic/procedural groupings	3	* Principles and applications of diagnostic and procedural grouping including Diagnostic Related Group (DRG), Medicare Severity Diagnosis Related Group (MSDRG), Ambulatory Payment Class (APC), and Resource Utilization Groups (RUGS)	
4. Evaluate the accuracy of diagnostic/procedural groupings	5	* Principles and applications of diagnostic and procedural groupings and audits	
<b>Subdomain I.B. Health Record Content and Documentation</b>			
1. Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status	4	* Content and documentation requirements of the health record; health information media (paper, computer, web-based document imaging)	
2. Verify the documentation in the health record is timely, complete, and accurate	4	* Documentation requirements of the health record for all record types including acute, ambulatory, long term care, rehab, and behavioral health	

**CAHIIM CURRICULUM REPORT**  
**AHIMA Entry-Level Competencies For Health Information Management (HIM) at the Associate Degree Level**

3. Identify a complete health record according to organizational policies, external regulations, and standards	3	* Medical staff By-laws, The Joint Commission, and State Statutes, and Legal Health Record	
4. Differentiate the roles and responsibilities of various providers and disciplines to support documentation requirements throughout the continuum of healthcare	5	* Roles and responsibilities of health care providers for health information documentation	
		* Administrative (patient registration, Admission/Discharge/Transfer (ADT), billing) and Clinical (lab, radiology, pharmacy) services	
<b>Subdomain I.C. Data Governance</b>			
1. Apply policies and procedures to ensure the accuracy and integrity of health data	3	* Data stewardship and data sources for patient care (management, billing reports, registries, and/or databases)	
		* Data integrity concepts & standards; Data interchange standards including X2 & HL-7	
		* Medical Staff By-laws, Hospital By-laws, and Provider contracts with facilities	
<b>Subdomain I.D. Data Management</b>			
1. Collect and maintain health data	2	* Health data collection tools (screen design & screens)	
		* Data elements, data sets, databases, & indices	
		* Data mapping & data warehousing	
2. Apply graphical tools for data presentations	3	* Graphical tools & presentations	
<b>Subdomain I.E. Secondary Data Sources</b>			
1. Identify and use secondary data presentations	3	* Specialized data collection systems and registries	
2. Validate the reliability and use secondary data sources	3	* Purposes and applications of secondary data sources	
<b>Domain II. Information Protection: Access, Disclosure, Archival, Privacy &amp; Security</b>			
<b>Subdomain II.A. Health Law</b>			
1. Apply healthcare legal terminology	3	* Healthcare legal terminology	
2. Identify the use of legal documents	3	* Health information/record laws and regulations (consent for treatment, retention, privacy, patient rights, advocacy, health power of attorney, advance directives, Do not Resuscitate (DNR) orders)	
3. Apply legal concepts and principles to the practice of HIM	3	* Maintain a legally defensible health record (subpoenas, depositions, court orders, and warrants)	
<b>Subdomain II.B. Data Privacy, Confidentiality &amp; Security</b>			

## CAHIM CURRICULUM REPORT

### AHIMA Entry-Level Competencies For Health Information Management (HIM) at the Associate Degree Level

1. Apply confidentiality, privacy and security measures and policies and procedures for internal and external use and exchange to protect electronic health information	3	* Internal and external standards, regulations and initiatives (state and federal privacy and security laws)	
		* Patient verification (medical identity theft); Data security concepts, processes, and monitoring	
2. Apply retention and destruction policies for health information	3	* E-Discovery; Data storage & retrieval	
3. Apply system security policies according to departmental and organizational data/information standards	3	* Security processes and policies (data/information standards)	
<b>Subdomain II.C. Release of Information</b>			
1. Apply policies and procedures surrounding issues of access and disclosure of protected health information	3	* Release patient specific data to authorized users; Access and disclosure policies and procedures	
<b>Domain III. Informatics, Analytics and Data Use</b>			
<b>Subdomain III.A. Health Information Technologies</b>			
1. Utilize software in the completion of HIM processes	3	* Record tracking, release of information, coding, grouping, registries, billing, quality improvement, imaging, Electronic Health Records (EHRs), Personal Health Records (PHRs), and document imaging	
2. Explain policies and procedures of networks, including intranet and Internet to facilitate clinical and administrative applications	2	* Communication and network technologies including EHRs, PHRs, Health Information Exchanges (HIEs), portals, public health, standards, and telehealth	
<b>Subdomain III.B. Information Management Strategic Planning</b>			
1. Explain the process used in the selection and implementation of health information management systems	2	* Strategic planning process, integration of systems, and information management strategic plan	
2. Utilize health information to support enterprise wide decision support for strategic planning	3	* Business planning; Market share planning; Disaster and recovery planning	
<b>Subdomain III.C. Analytics and Decision Support</b>			
1. Explain analytics and decision support	2	* Analytics and decision support (data visualization, dashboard, data capture tools, and technologies)	

**CAHIIM CURRICULUM REPORT**  
**AHIMA Entry-Level Competencies For Health Information Management (HIM) at the Associate Degree Level**

2. Apply report generation technologies to facilitate decision-making	3	* Organizational design and strategic use of patient and performance data to support specific lines of business in healthcare including Outpatient Prospective Payment System (OPPS), Inpatient Prospective Payment System (IPPS), and medical research	
<b>Subdomain III.D. Health Care Statistics</b>			
1. Utilize basic descriptive, institutional, and healthcare statistics	3	* Healthcare statistical formulas (length of stay (LOS), death, autopsy, infections, and birth rates); Mean, frequency, percentile, and standard deviation	
2. Analyze data to identify trends	4	* Structure and use of health information and healthcare outcomes (comparative & aggregate analytics); Quality, safety, and effectiveness of healthcare	
<b>Subdomain III.E. Research Methods</b>			
1. Explain common research methodologies and why they are used in healthcare	2	* Research methodologies including quantitative, qualitative, mixed methods, and Institutional Review Board (IRB)	
<b>Subdomain III.F. Consumer Informatics</b>			
1. Explain usability and accessibility of health information by patients, including current trends and future challenges	2	* Mobile technologies, patient portals, patient education, outreach, patient safety, PHRs, and patient navigation	
<b>Subdomain III.G. Health Information Exchange</b>			
1. Explain current trends and future challenges in health information exchange	2	* Exchange/sharing of health information (Employer to Health Provider; Health Provider to Health Provider; Health Provider to Employer; Facility to Facility)	
<b>Subdomain III.H. Information Integrity and Data Quality</b>			
1. Apply policies and procedures to ensure the accuracy and integrity of health data both internal and external to the health system	3	* Disease management process; Quality assessment & improvement (process, collection tools, data analysis, and reporting techniques)	
<b>Domain IV. Revenue Management</b>			
<b>Subdomain IV. A. Revenue Cycle and Reimbursement</b>			
1. Apply policies and procedures for the use of data required in healthcare reimbursement	3	* Payment methodologies and systems including capitation, Prospective Payment System (PPS), Resource Based Relative Value Scale (RBRVS), case mix, indices, MSDRGs, healthcare insurance policies, and Accountable Care Organizations (ACOs)	

**CAHIIM CURRICULUM REPORT**  
**AHIMA Entry-Level Competencies For Health Information Management (HIM) at the Associate Degree Level**

2. Evaluate the revenue cycle management processes	5	* Billing processes and procedures (claims, Explanation of Benefits (EOB), Advanced Beneficiary Notice (ABN), Electronic Data Interchange (EDI), coding, Chargemaster, and bill reconciliation process) in hospital inpatient, outpatient, physician offices, and other delivery settings	
		* Utilization review and case management/care coordination	
<b>Domain V. Compliance</b>			
<b>Subdomain V.A. Regulatory</b>			
1. Analyze policies and procedures to ensure organizational compliance with regulations and standards	4	* Internal and external standards, regulations, and initiatives; Health Insurance Portability and Accountability Act (HIPAA), The Joint Commission, Quality Integrity Organizations (QIOs), Meaningful Use (MU), risk management, & patient safety	
2. Collaborate with staff in preparing the organization for accreditation, licensure, and/or certification	4	* Deeming Authorities for accreditation, licensure, and certification (EHRs)	
3. Adhere to the legal and regulatory requirements related to health information management	3	* Legislative and regulatory processes (coding quality monitoring, compliance strategies, and reporting)	
<b>Subdomain V.B. Coding</b>			
1. Analyze current regulations and established guidelines in clinical classification systems	4	* Severity of illness systems such as Present on Admission (POA), Hospital Acquired Conditions (HACs)	
2. Determine accuracy of computer assisted coding assignment and recommend corrective action	5	* Coding specialty systems; Computer-Assisted Coding (CAC) technology	
<b>Subdomain V.C. Fraud Surveillance</b>			
1. Identify potential abuse or fraudulent trends through data analysis	3	* False Claims Act, (Stark Law, Anti-Kickback Statute, and Whistleblower Protection Act); Role of Office of Inspector General (OIG) and Recovery Audit Contractors (RACs); Unbundling and upcoding (Fraud/Abuse)	
<b>Subdomain V.D. Clinical Documentation Improvement</b>			
1. Identify discrepancies between supporting documentation and coded data	3	* Clinical outcome measures and monitoring	
2. Develop appropriate physician queries to resolve data and coding discrepancies	6	* Clinical Documentation Improvement (CDI); Professional communication skills; Roles of Physicians and HIM in CDI	
<b>Domain VI. Leadership</b>			

**CAHIIM CURRICULUM REPORT**  
**AHIMA Entry-Level Competencies For Health Information Management (HIM) at the Associate Degree Level**

<b>Subdomain VI.A. Leadership Roles</b>			
1. Summarize health information related leadership roles	2	* Healthcare providers including administration, CIO/CMIO, and others	
2. Apply the fundamentals of team leadership	3	* Team leadership concepts and techniques	
3. Organize and facilitate meetings	3	* Roles and functions of teams and committees (work in teams/committees & consensus building); Communication, interpersonal, and critical thinking skills	
<b>Subdomain VI.B. Change Management</b>			
1. Recognize the impact of change management on processes, people and systems	2	* Organization Mergers; New systems and processes implementation (Risk Exposure)	
<b>Subdomain VI.C. Work Design and Process Improvement</b>			
1. Utilize tools and techniques to monitor, report, and improve processes	3	* Tools & techniques for process improvement/reengineering; Gantt charts, benchmarking, and data presentation	
2. Identify cost-saving and efficient means of achieving work processes and goals	3	* Incident response, medical reconciliation, and sentinel events	
3. Utilize data for facility-wide outcomes reporting for quality management and performance improvement	3	* Data for outcomes reporting; Continuous Quality Improvement (CQI)	
<b>Subdomain VI.D. Human Resources Management</b>			
1. Report staffing levels and productivity standards for health information functions	3	* Staffing levels and productivity standards (productivity calculations)	
2. Interpret compliance with local, state, and federal labor regulations	5	* Labor/Employment laws	
3. Adhere to work plans, policies, procedures, and resource requisitions in relation to job functions	3	* HR structure and operations	
<b>Subdomain VI.E. Training and Development</b>			
1. Explain the methodology of training and development	2	* Orientation and training	
2. Explain return on investment for employee training/development	2	* Recruitment, retention, and sizing	
<b>Subdomain VI.F. Strategic and Organizational Management</b>			

**CAHIM CURRICULUM REPORT**  
**AHIMA Entry-Level Competencies For Health Information Management (HIM) at the Associate Degree Level**

1. Summarize a collection methodology for data to guide strategic and organizational management	2	* Internal and external workflow, process monitors, outcomes measures, and monitoring; Resource allocation, corporate compliance and patient safety, risk assessment, and customer satisfaction	
2. Understand the importance of healthcare policy-making as it relates to the healthcare delivery system	2	* State, local, and federal policies (Healthy People 2020, Institute of Medicine (IOM) Reports, Center for Disease Control (CDC), and Patient Centered Outcomes Research Institute (PCORI)	
3. Describe the differing types of organizations, services, and personnel and their interrelationships across the health care delivery system	2	* Payers/providers in all delivery settings; Accountable Care Organizations (ACOs) and Managed Care Organizations (MCOs); Medical devices and Biotech	
4. Apply information and data strategies in support of information governance initiatives	3	* Information and data strategy methods & techniques	
5. Utilize enterprise-wide information assets in support of organizational strategies and objectives	3	* Governance Standards; Data/information visualization, models, and presentation	
<b>Subdomain VI.G. Financial Management</b>			
1. Plan budgets	3	* Budgets (staffing, department, & capital)	
2. Explain accounting methodologies	2	* Basic accounting methodologies; Cost and cash accounting	
3. Explain budget variances	2	* Budget variances	
<b>Subdomain VI.H. Ethics</b>			
1. Comply with ethical standards of practice	5	* Professional and practice-related ethical issues; AHIMA Code of Ethics	
2. Evaluate the consequences of a breach of healthcare ethics	5	* Breach of healthcare ethics	
3. Assess how cultural issues affect health, healthcare quality, cost, and HIM	5	* Healthcare professionals and cultural diversity; Cultural competence and self-awareness; Assumptions, biases, & stereotypes	
4. Create programs and policies that support a culture of diversity	6	* Diversity awareness training programs: age, race, sexual orientation, education, work experience, geographic location, and disability	
		* Regulations such as Americans with Disabilities Act (ADA) and Equal Employment Opportunity Commission (EEOC)	
<b>Subdomain VI.I. Project Management</b>			
1. Summarize project management methodologies	2	* Project Management Planning (PMP)	
<b>Subdomain VI.J. Vendor/Contract Management</b>			
1. Explain Vendor/Contract Management	2	* Systems acquisition and evaluation	

**CAHIIM CURRICULUM REPORT**  
**AHIMA Entry-Level Competencies For Health Information Management (HIM) at the Associate Degree Level**

<b>Subdomain VI.K. Enterprise Information Management</b>			
1. Apply knowledge of database architecture and design	3	* Data dictionary and interoperability	
<b>Supporting Body of Knowledge (Pre-requisite or Evidence of Knowledge)</b>			
1. Pathophysiology and Pharmacology			
2. Anatomy and Physiology			
3. Medical Terminology			
4. Computer Concepts and Applications			