

Health Information Management

Health Information Technology

Toolkit User Guide

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Objective: *To establish networks for both HSO Health Record Administrators and HSO Information Technology Officers to use for: job opportunities, educational references, and work related/job duty references for officers to gain knowledge on how to function within all their assigned organizations.*

Job Opportunity

Position Descriptions – Bureau of Prisons

Job Title: Medical Records Technician (Health Information Technician)

Organization: BOP

Wages: \$43,964.00 to \$55,605.00 / Per Year

Billet:

Duties:

1. Analyzes medical records for completeness, consistency and compliance with Joint Commission on Accreditation of Healthcare Organizations (JCAHO), Bureau of Prisons and medical staff requirements. Takes measures to correct deficiencies by notifying the appropriate person. Performs the monthly medical record audit in coordination with the medical staff.
2. Processes requests for medical information from outside hospitals, clinics, and physicians. Coordinates notification of transfers to other health services departments. Codes, using ICD-9-CM, complicated diagnoses and procedures for discharged inmates. Ensures diagnoses and procedures are supported in the medical record and appropriately reported via Sentry.
3. Establishes medical records for all new admissions to facility; acquires, monitors and accounts for the medical records which accompany those patients transferred in from other BOP institutions.
4. Along with all other correctional institution employees, incumbent is charged with responsibility for maintaining security of the institution. The staff correctional responsibilities precede all others required by this position and are performed on a regular and recurring basis.

Job Opportunity

Position Descriptions – DHS - ICE

Job Title: ASSISTANT HEALTH SERVICES ADMINSTRATOR

Organization: Department Of Homeland Security - Immigration and Customs Enforcement (ICE)

Wages: \$60,672.00 to \$103,080.00 / Per Year

Billet:

Duties:

1. Interpretation and translation activities within the scope of the employees' duties
2. Assess these employees' language abilities to ensure their competency to perform language services for particular duties; and describe plans for enhancing employees' language abilities.
3. Works with Supervisory Clinician to prepare Medical Unit staffing schedule.
4. Receives all staff leave requests (except for the Clinical Director) and forwards same to HSA.
5. Ensures staff coverage for all shifts, including coverage for sick calls and leave requests.
6. Coordinates day-to-day operations of clinic, resolving issues as they arise, and appropriately seeks guidance as needed.
7. Works with Supervisory Clinician to ensure access to care, and all services are accessible/provided for all detainees, per IHSC policy.
8. Provides administrative supervision of all employees, per delegation of the HSA.
9. Informs HSA of personnel issues, and potential resolutions.
10. Seeks guidance appropriately.
11. Completes weekly, monthly, and annual reports as required, and monitors data.
12. Assists HSA with establishing and managing purchasing accounts.
13. Manages ordering of clinic supplies, verifies inventory, reviews and certifies invoices, and tracks IMPAC card purchases.
14. Maintains ongoing communication with Headquarters Purchasing Officer to ensure compliance with IHSC and Federal regulations for purchasing and procurement.
15. Performs interviews with prospective new employees, providing recommendations to HSA.
16. Arranges for orientation of all new employees per IHSC policy.

17. Assists HSA to maintain on-site personnel files per IHSC policy.
18. Assigns staff for collateral duties as needed, such as Infection Control Officer, Safety Officer, and Performance Improvement Coordinator.
19. Assures assigned activities are completed in a timely manner.
20. Coordinates activities with the on site Clinical Director as indicated.
21. Participates in all accreditation preparation activities, under guidance of HSA.
22. Ensures that all staff training is conducted per IHSC policy, and as needed to meet accreditation standards.
23. Schedules and conducts unit meetings, including Performance Improvement, staff meetings, Pharmacy & Therapeutics, and others, as assigned by HSA.
24. Provides information on staff performance to HSA for the evaluation process.
25. Apprises HSA of incidents, sentinel events, and potential litigation.
26. Informs ICE officials and assists with investigations and problem resolution as needed.
27. Provides direct patient care within appropriate scope of practice to meet the needs of the clinic, as required.
28. Maintains a consistent professional attitude and demeanor consistent with officers hip.
29. Provides communication in a tactful and diplomatic manner.
30. Serves as a USPHS Officer role model for staff.
31. Demonstrates support of the IHSC mission at all times.
32. Maintains a good working relationship with the Officer in Charge or Warden, correctional personnel, contract providers, outside agencies, and all on-site personnel.
33. Knows and follows supervisory chain of command.
34. Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Appropriate current professional licensure or certification.
2. Minimum 3-5 years experience in Health Care with strong business and management skills.
3. Supervisory, leadership, conflict management, and management experience.
4. Flexibility and ability to adapt to sudden changes in schedule and work requirements.

5. Master's degree in Health Care Administration, Public Health or a related field, preferred.
6. Knowledge and proficiency in MS Office Applications.
7. Knowledge of staff development and basic adult learner teaching skills.
8. Knowledge of forensics concepts and principles.
9. Knowledge of team building principles.

Job Opportunity

Position Descriptions – DHS - ICE

Job Title: HEALTH SERVICES ADMINSTRATOR

Organization: Department Of Homeland Security - Immigration and Customs Enforcement (ICE)

Wages: \$72,780.00 to \$128,844.00 / Per Year

Billet:

Duties:

1. Interpretation and translation activities within the scope of the employees' duties.
2. Assess these employees' language abilities to ensure their competency to perform language services for particular duties; and describe plans for enhancing employees' language abilities.
3. Manages the day-to-day operations of the clinical services unit within a correctional setting.
4. Provides direct patient care if clinical license states to practice.
5. Provides administrative supervision to all employees and manages personnel issues, and potential resolutions.
6. Collaborates with Chief, Health Operations regarding complex personnel and operational issues, providing potential resolutions.
7. Collaborates with the Clinical Director (CD) to ensure access to care and provision of health care services for detainees in support of ICE/IHSC policy and accreditation standards.
8. Coordinates clinical related activities with the on site CD as indicated.
9. Provides oversight of the health care unit staffing schedule and approves all leave requests.
10. Prepares fiscal year budget proposals and projections as well as ensures the appropriate management of the unit budget.
11. Manages the local government purchase program (IMPAC).
12. Provides management reports as required, to include monthly health care unit activity reports.
13. Maintains awareness of unit operational issues.
14. Participates in scheduled HSA meetings.
15. Ensures optimal staff participation with All Hands meetings.

16. Possess excellent oral and written communications.
17. Ensures new employees receive appropriate orientation.
18. Encourages individual development and professional growth.
19. Provides appropriate staff recognition for accomplishments.
20. Monitors on-site contracts including but not limited to bio-medical waste, biomedical equipment maintenance and ensuring services rendered are consistent with the contract; Collaborates with the headquarters contracting officer to ensure compliance with Federal Acquisition Regulations (FAR) policy for purchasing and procurement, and appropriate implementations of all contracts.
21. Maintains accurate documentation of laboratory, radiology, and pharmaceutical services rendered.
22. Facilitates the preparation of the health unit for accreditation under the national programs of The Joint Commission (TJC), National Commission on Correctional Healthcare (NCCHC), The American Correctional Association (ACA), and compliance with ICE Performance Based National Detention Standards (PBNDS).
23. Monitors incidents, sentinel events and potential litigation situations, providing documentation of corrective actions accordingly.
24. Interviews prospective new employees providing hiring recommendations accordingly.
25. Maintains on-site personnel files per Standard Operating Procedures (SOP) or Local Operational Plan (LOP).
26. Participates with the performance evaluation process for Commissioned Corps, Civil Service, and Contract employees.
27. Assigns collateral duties to staff as needed, including Infection Control Officer, Safety Officer, Performance Improvement Coordinator, ensuring assigned activities are completed in a timely manner.
28. Participates in all accreditation preparation activities and monitors ongoing compliance.
29. Ensures all staff training is completed, documented, in accordance with accreditation standards.
30. Ensures occurrence of unit meetings, including performance improvement, staff meetings, and others.
31. Informs ICE officials of correctional issues and assists with investigations and problem resolution as indicated.
32. Maintains a working relationship with the Facility Officer in Charge (OIC), the Warden, correctional personnel, contract providers, and outside agencies as applicable.

33. Develops staffing plans to ensure effective quality care provision.
34. Makes decisions independently.
35. Follows supervisory chain of command.
36. Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Appropriate current professional licensure or certification.
2. Minimum 3-5 years experience in Health Care with strong business and management skills.
3. Minimum 3 years employment within IHSC.
4. Supervisory, leadership, conflict management, and management experience.
5. Master's degree in Health Care Administration, Public Health or a related field – preferred.
6. Knowledge and proficiency in MS Office Applications.

Flexibility and ability to adapt to sudden changes in schedules and work requirements

Job Opportunity

Position Descriptions – DHHS

Job Title: Regional Health Administrator; ES-0685

Organization: DHHS – Office of the Secretary of Health and Human Services

Wages: \$68,809.00 to \$89,450.00 / Per Year

Duties: \$119,554.00 to \$179,700.00 / Per Year

Billet:

1. Serves as the principal federal public health authority on overall health assessment, needs identification, resources, and issues in the region, and contributes to the development of national health policies, priorities, plans, objectives, and strategies of the Secretary and ASH. Assures collaborative promotion of the Surgeon General's initiatives.
2. Acts as liaison with federal, state, local and tribal health officials, as well as community based organization and health/medical institutions and organizations within the region on matters of public and community health interprets and assures promotion of public health policies and initiatives on behalf of the ASH and the Secretary.
3. Convenes and works with health officials of federal, regional, state, and local governments, as well as public and private sector health leadership and acts as a catalyst and facilitator for strengthening public health infrastructure, and public health policy, and public health and medical education.
4. Provides leadership for coordinating those public health activities which cross functional and/or program lines. Keeps abreast of public health programs and activities of the HHS agencies and offices in the field to ensure a well intergrated effort, particularly in connection with public health programs and activities of state and local government.
5. Monitors and feeds back information on the effects of PHS federal assistance on state and local health programs in providing health care and public health services in the region and, in general, monitors the health status of the regional population. Monitors the health professional training activities, programs and institutions which contribute to strengthening the health of the community.
6. Plans, coordinates, manages and administers regional programs and activities of Office of Assistant Secretary for Health (OASH) including those of the Offices, Minority Health, Populations Affairs, and Women's Health, Medical Reserve Corps Disease Prevention and Health Promotion, and HIV/AIDS and Infectious Disease Policy, National Vaccine Program, Presidents Council of Physical Fitness, Sports and Nutrition, etc.
7. Exercise delegated authority for review and approval of grant and contract awards in accordance with national health policies and state and local needs and resources. Provides direction to professional and management support staff in project development and monitoring contract and grant administration, and technical assistance to State and local health officials, grantees, including community-based organization, and contractors.

8. Serves as the chief regional public health official in the field for the Assistant Secretary for Health in matters of all hazards preparedness response and recovery, collaborates with HHS preparedness response and recovery staff and with, state and local leadership in the Region and with other federal agents on all hazards preparedness activities of the Department.
9. Provides leadership in the field and collaborates with the Assistant Secretary for Preparedness and Response through the Assistant Secretary for Health regarding all-hazards preparedness and response and recovery and situations of urgent public health public need. In public health or medical emergencies, becomes a member of the Incident Response Coordination Team and may lead the team.
10. Provides leadership, technical guidance, advice in coordinating long-term recovery efforts resulting from natural and man-made disasters. Assumes the lead responsibility of coordinating HHS recovery efforts.
11. Serves as the Surgeon General's emissary to the commissioned officers (COs) in the Region when RHA is a CO and ensures that the function is covered.
12. Manages administrative services consistent with OASH policies and procedures for general regional office operations including compliance with EEOC regulations and laws.
13. Other duties as assigned.

Job Opportunity

Position Descriptions – Indian Health Services (IHS)

Job Title: Medical Records Technician

Organization: IHS – Dental Clinic

Wages: \$31,315.00 to \$40,706.00 / Per Year

Billet:

Duties:

1. Interviews patients to obtain pertinent registration information to create and update patient's health record.
2. Identifies and obtains authorization for health care benefits and visits.
3. Schedules and coordinates appointments for physicians, special clinics, and transportation.
4. Assists with continuity and quality of care.
5. Performs clerical duties.
6. Performs other duties as assigned..

Job Opportunity

Position Descriptions – Indian Health Service

Job Title: Health Information Specialist (Clinical Applications Coordinator (CAC))

Organization: IHS

Wages: \$68,809.00 to \$89,450.00 / Per Year

Billet:

Duties:

1. Implement and maintain Electronic Health Record (EHR) Systems for inpatient and/or outpatient services.
2. Analyzes various aspects of the Electronic Health Record (EHR) systems for modifications, enhancements and corrections.
3. Provides technical advice and input to upper level management in resolving difficult and highly complex problems related to Electronic Health Record (EHR) systems.
4. The incumbent serves as a trainer of clinical staff on a range of application packages including EHR, Health Summary, clinical orders and notes, iCare, Q-Man, and VGEN.

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Health IT Workforce Roles

- Clinical/Practitioner Consultant
- Implementation Support Specialist
- Trainer

For more information on HIT workforce roles: <http://www.hrsa.gov/healthit/workforce/oncroles.html>

Careers in Health Information

- Medical Records and Health Information Technicians
- Certified Medical Coders
- Chief Information Officers

For more information Health Information Careers: <http://www.hrsa.gov/healthit/workforce/careers.html>

Job Opportunities in Health IT within the Safety Net

National Organizations

- [AHIMA's Health Information Careers](#)
- [AMIA Career Center](#)
- [HIMSS Career Services](#)
- [National eHealth Collaborative Job Board](#)

Federal Resources

- [ONC Job Board](#)

For more information: <http://www.hrsa.gov/healthit/workforce/index.html>



Position Locations – *Organizations/Agencies*

HHS Offices and Agencies	Non-HHS Agencies/Programs
<ul style="list-style-type: none"> • Agency for Healthcare Research and Quality 	<ul style="list-style-type: none"> • District of Columbia Commission on Mental Health Services
<ul style="list-style-type: none"> • Agency for Toxic Substances and Disease Registry 	<ul style="list-style-type: none"> • Environmental Protection Agency
<ul style="list-style-type: none"> • Centers for Disease Control and Prevention 	<ul style="list-style-type: none"> • Federal Bureau of Prisons
<ul style="list-style-type: none"> • Food and Drug Administration 	<ul style="list-style-type: none"> • National Oceanic and Atmospheric Administration
<ul style="list-style-type: none"> • Health Resources and Services Administration 	<ul style="list-style-type: none"> • National Park Service
<ul style="list-style-type: none"> • Centers for Medicare and Medicaid Services 	<ul style="list-style-type: none"> • U.S. Department of Agriculture
<ul style="list-style-type: none"> • Indian Health Service 	<ul style="list-style-type: none"> • U.S. Department of Defense
<ul style="list-style-type: none"> • National Institutes of Health 	<ul style="list-style-type: none"> • U.S. Department of Homeland Security
<ul style="list-style-type: none"> • Office of the Assistant Secretary of Health 	<ul style="list-style-type: none"> • Division of Immigration Health Services (DIHS)
<ul style="list-style-type: none"> • Office of the Secretary 	<ul style="list-style-type: none"> • U.S. Coast Guard
<ul style="list-style-type: none"> • Program Support Center 	<ul style="list-style-type: none"> • U.S. Marshals Service
<ul style="list-style-type: none"> • Substance Abuse and Mental Health Services Administration 	
<ul style="list-style-type: none"> • Office of the Assistant Secretary for Preparedness and Response 	

Job Search – USA Jobs

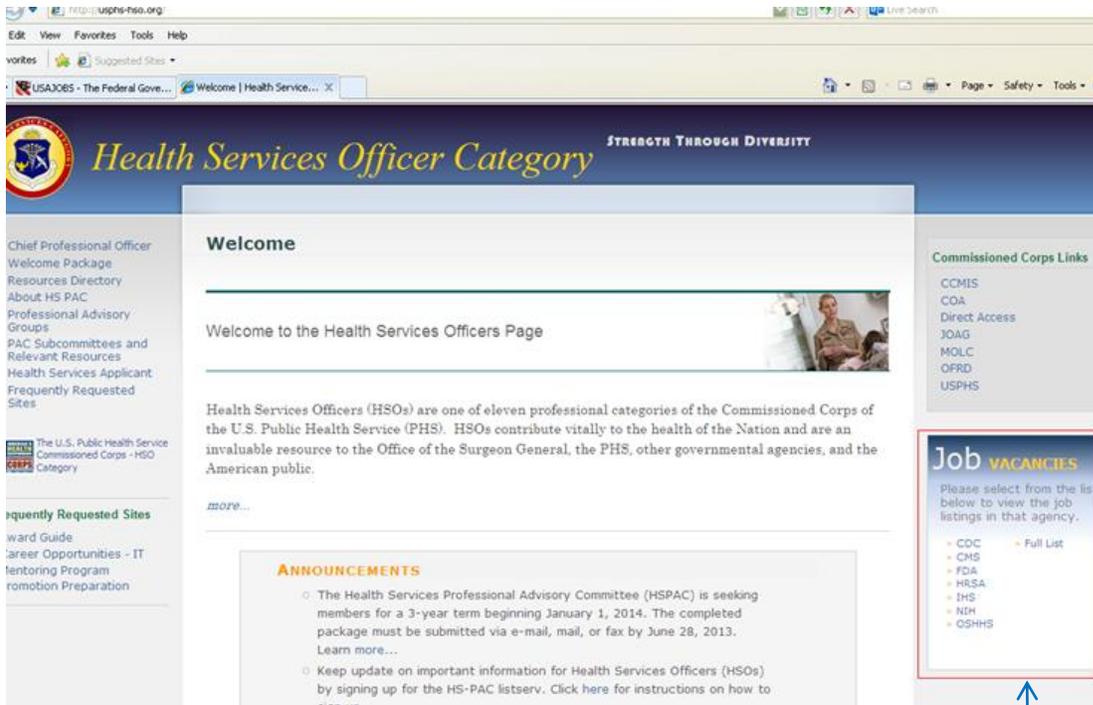
USAJOBS – general search: within the USPHS, in Minnesota



The screenshot shows the USAJOBS website interface. At the top, there is a navigation bar with links for Home, Search Jobs, My Account, and Resource Center. A red button in the top right corner says "SIGN IN OR CREATE AN ACCOUNT". The main content area features the USAJOBS logo, which includes the text "USAJOBS" in large red letters and "WORKING FOR AMERICA" in smaller black letters below it. Below the logo is a search form with two input fields: "What:" containing the text "USPHS" and "Where:" containing the text "MN". To the right of these fields is a blue "Search" button. Below the "Where:" field, there is a link for "Advanced Search >".

Search for jobs: www.usajobs.gov

Job Search – HSO Category Page



Job Vacancies can be found on the HSO Category page on the bottom right corner of page (see red box above). It is sorted by agency. If you would like to view a full list encompassing all the agencies, click the **Full List** option.

Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)

What is CAHIMS?

CAHIMS is a new HIMSS health IT certification designed for emerging professionals within the industry (five years or less of experience). This certification demonstrates knowledge of health IT and management systems, facilitating entry-level careers in health IT. It is designed to be a career pathway to the CPHIMS credential.

The program offers an introductory review of the many facets of health IT and information management systems. Those who sit for the exam and pass it will become armed with a valuable credential, qualifying them to facilitate and improve the quality of health IT and business management systems across the healthcare setting.

Who is the CAHIMS credential for?

- Individuals looking to work in a healthcare setting or mid-level professionals seeking career change
- Those who want to learn more about health IT, including clinicians
- Non-IT professionals, working in other departments, who work as an extension of the IT department
- Those enrolled in an academic program at the undergraduate or graduate level, i.e. healthcare informatics, CAHME-accredited program, Masters in Healthcare Administration, or others students
- Veterans returning from active duty

For more information:

<http://www.himss.org/health-it-certification/cahims?navItemNumber=17565>

Career Development/Progression

CAHIIM College & Education Resources – *Masters Degrees*

Interpretation of Standards for Health Information Management (HIM) Education

Health information management (HIM) professionals have skills and competencies in health data management, information policy, information systems, administrative and clinical work flow. HIM is focused on operations management – essential to ensuring an accurate and complete medical record and cost effective information processing.

In acute care hospitals, HIM is often part of the team including the Information Technology (IT) staff and clinical informatics professionals that oversee electronic health records (EHRs).

HIM skills are critical to continuous quality improvement, regulatory requirements, and revenue cycle processes, ensuring the availability of accurate health data. The role of HIM in helping medical practices adopt electronic health records is growing and is an ideal skill set for EHR technical assistance.

HIM is a value-added “bridge” between clinicians, payors, regulators, patients, consumers and technology (EHRs, personal health records), with critical skills and competencies essential to building the nationwide health information network (NHIN) and health information exchanges (HIEs).

2010 Interpretation of Standards for Health Informatics - Master's Degree:

http://www.cahiim.org/Files-Standards/2012_HI_Masters_Stndrds_elec.pdf

2008 Standards and Interpretations for Accreditation of Master's Degree Programs in Health Information Management (HIM)

http://www.cahiim.org/Files-Standards/2012_HIM_Masters_Stndrds_elec.pdf

CAHIIM Accredited Program Search:

- Search By Program Level
- Search By State
- Search Link: <http://www.cahiim.org/accredpgms.asp>

For more information on CAHIIM: <http://www.cahiim.org/accredstnds.html>

College & Education Resources – CCHIIM

Commission on Certification for Health Informatic and Information Management (CCHIIM)

The Commission on Certification for Health Informatics and Information Management (CCHIIM) is an AHIMA commission dedicated to assuring the competency of professionals practicing HIIM. CCHIIM serves the public by establishing, implementing, and enforcing standards and procedures for certification and recertification of HIIM professionals. CCHIIM provides strategic oversight of all AHIMA certification programs. This standing commission of AHIMA is empowered with the sole and independent authority in all matters pertaining to both the initial certification and ongoing recertification (certification maintenance) of HIIM professionals.

Commissioners represent a broad spectrum of health informatics and information management professionals, and must be AHIMA-certified and meet certification, work experience, and leadership requirements in order to serve on the commission.

Learn more about the CCHIIM:

http://www.ahima.org/~media/AHIMA/Files/Certification/CCHIIM_Ops_Code.ashx

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Education Required: *Qualifying Degrees*

Health Information Management Degree

Health information managers are responsible for the security, accessibility and accuracy of the huge amounts of records and paperwork necessary for the functioning of a healthcare facility. Much of this data is legally and ethically sensitive, so health information professionals must keep abreast of current or proposed legislation and regulations on health information. The job requires both administrative acumen and technological savvy, as health information managers maintain databases, update computer systems as needed and supervise health informatics staff.

- Bachelor of Science in Health Information Management
- Bachelor of Science in Health Services Administration option in Health Care Administration and Informatics
- Bachelor of Science in Health Service Administration

Health Information Technology Degree

Bachelor of Science in Health Informatics combines concepts in healthcare, information technology, and leadership practice to provide you with the knowledge and skills you need to be a valuable designer, developer, and manager of health information systems. You'll become a unique asset in the high-demand fields of health informatics and health information management with the added credibility of an AHIMA certification and several recognized IT certifications.

Education Required – *RHIA*

Registered Health Information Administrator

Working as a critical link between care providers, payers, and patients, the RHIA:

- Is an expert in managing patient health information and medical records, administering computer information systems, collecting and analyzing patient data, and using classification systems and medical terminologies.
- Possesses comprehensive knowledge of medical, administrative, ethical and legal requirements and standards related to healthcare delivery and the privacy of protected patient information.
- Manages people and operational units, participates in administrative committees, and prepares budgets.
- Interacts with all levels of an organization - clinical, financial, administrative, and information systems - that employ patient data in decision-making and everyday operations.

Eligibility Requirements

RHIA applicants must meet one of the following eligibility requirements:

- Successfully complete the academic requirements, at the baccalaureate level, of an HIM program accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

OR

- Graduate from an HIM program approved by a foreign association with which AHIMA has a reciprocity agreement.

Maintenance

- 30 CEUs every 2 years

For more information: <http://www.ahima.org/certification/RHIA>

Credentialing/Licensure – Coding Certificates

Certified Coding Associate CCA

The CCA exhibits coding competency in any setting, including both hospitals and physician practices. The CCS and CCS-P® exams demonstrate mastery level skills in an area of specialty: hospital-based for CCS's and physician practice-based for CCS-Ps.

Training and Recommendations

- 6 months coding experience directly applying codes; OR
- Completion of an AHIMA approved coding program; OR
- Completion of other coding training program to include anatomy & physiology, medical terminology, Basic ICD diagnostic/procedural and Basic CPT coding.

Requirements: High School Diploma or equivalent

Maintenance:

For more information: <http://www.ahima.org/certification/CCA>

Certified Coding Specialist CCS

CCSs are skilled in classifying medical data from patient records, generally in a hospital setting. These coding practitioners:

- Review patients' records and assign numeric codes for each diagnosis and procedure
- Possess expertise in the ICD-9-CM and CPT coding systems
- Are knowledgeable about medical terminology, disease processes, and pharmacology.

Candidates must meet one of the following eligibility requirements:

- By Credential: RHIA®, RHIT®, or CCS-P® **OR**
- By Education: Completion of a coding training program that includes anatomy & physiology, pathophysiology, pharmacology, medical terminology, reimbursement methodology, intermediate/advanced ICD diagnostic/procedural and CPT coding; **OR**
- By Experience: Minimum of two (2) years of related coding experience directly applying codes; **OR**
- By Credential with Experience: CCA® plus one (1) year of coding experience directly applying codes; **OR**
- Other Coding credential from other certifying organization plus one (1) year coding experience directly applying codes.

Maintenance:

For more information: <http://www.ahima.org/certification/CCS>

Credentialing/Licensure – *Coding Certificates*

Certified Coding Specialist – Physician-based CCS-P

CCS-Ps are coding practitioners who:

- Specialize in physician-based settings such as physician offices, group practices, multi-specialty clinics, or specialty centers
- Review patient records and assign numeric codes for each diagnosis and procedure
- Possess in-depth knowledge of the CPT coding system and familiarity with the ICD-9-CM and HCPCS Level II coding systems
- Are experts in health information documentation, data integrity, and quality
- Play a critical role in a health provider's business operations, because patients' coded data is submitted to insurance companies or the government for expense reimbursement.

Eligibility

[CCS-P Eligibility FAQ Document](#)

Candidates must meet one of the following eligibility requirements:

- By Credential: RHIA®, RHIT®, or CCS® **OR**
- By Education: Completion of a coding training program that includes anatomy & physiology, pathophysiology, pharmacology, medical terminology, reimbursement methodology, intermediate/advanced ICD diagnostic/procedural and CPT coding; **OR**
- By Experience: Minimum of two (2) years of related coding experience directly applying codes; **OR**
- By Credential with Experience: CCA® plus one (1) year of coding experience directly applying codes; **OR**
- Other Coding credential from other certifying organization plus one (1) year coding experience directly applying codes.

Maintenance

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For more information: <http://www.ahima.org/certification/ccsp>

Credentialing/Licensure – CHDA

Certified Health Data Analyst (CDHA)

Individuals who earn the CHDA designation will achieve recognition of their expertise in health data analysis and validation of their mastery of this domain. This prestigious certification provides practitioners with the knowledge to acquire, manage, analyze, interpret, and transform data into accurate, consistent, and timely information, while balancing the "big picture" strategic vision with day-to-day details. CHDA-credentialed professionals exhibit broad organizational knowledge and the ability to communicate with individuals and groups at multiple levels, both internal and external.

Eligibility:

- Associate's degree and minimum of five (5) years of healthcare data experience
- Healthcare information management credential (RHIT®) and minimum of three (3) years of healthcare data experience
- Baccalaureate degree and a minimum of three (3) years of healthcare data experience
- Healthcare information management credential (RHIA®) and minimum of one (1) year of healthcare data experience
- Master's or related degree (JD, MD, or PhD) and one (1) year of healthcare data experience

Maintenance

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For more information: <http://www.ahima.org/certification/chda>

Credentialing/Licensure – CHPS

Certified in Healthcare Privacy and Security (CHPS)

- Denotes competence in designing, implementing, and administering comprehensive privacy and security protection programs in all types of healthcare organizations
- Demonstrates a choice to focus and advance by specializing in the privacy and security dimensions of HIM
- Shows a commitment to advancing privacy and security management practices and lifelong learning and professional development

Eligibility

Candidates must meet one of the following eligibility requirements for the CHPS examination:

- Associate's degree and six (6) years experience in healthcare privacy or security management
- Healthcare information management credential (RHIT®) and minimum of four (4) years of experience in healthcare privacy or security management.
- Baccalaureate degree and a minimum of four (4) years experience in healthcare privacy or security management
- Healthcare information management credential (RHIA®) and minimum of two (2) years of experience in healthcare privacy or security management
- Master's or related degree (JD, MD, or PhD) and two (2) years of experience in healthcare privacy or security management

Maintenance

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For more information: <http://www.ahima.org/certification/chps>

Credentialing/Licensure – *CDIP*

Certified Documentation Improvement Practitioner (CDIP)

Now more than ever, a strong, highly respected clinical documentation improvement (CDI) program can make a difference in achieving the goals of RAC audits, ARRA/HITECH, and other important initiatives aimed at improving the quality of healthcare. In response to industry demand, the Commission on Certification for Health Informatics and Information Management (CCHIIM) developed the CDIP credential.

Professionals earning the CDIP credential will:

- Be distinguished as knowledgeable and competent in clinical documentation in patient health records
- Be positioned as leaders and role models in the health informatics and information management community
- Demonstrate competency in capturing documentation necessary to fully communicate patients' health status and conditions
- Help provide a strong base of expertise in the industry

Eligibility

Candidates who would like to sit for the CDIP exam must meet one of the eligibility requirements below:

- An RHIA®, RHIT®, CCS®, CCS-P®, RN, MD or DO and two (2) years experience in clinical documentation improvement
- An Associate's degree or higher and three (3) years of experience in clinical documentation improvement (candidates must also have completed coursework in Medical Terminology and Anatomy and Physiology)

Maintenance

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For more information: <http://www.ahima.org/certification/cdip>

Credentialing/Licensure – CPHIMS

Certified Professional in Healthcare Information & Management Systems (CPHIMS)

CPHIMS is a professional certification program for healthcare information and management systems professionals.

- Distinguish yourself in an increasingly competitive marketplace
- Expand your career opportunities
- Validate your knowledge, competency and credibility
- Gain skills and tools to help you make a difference in your organization, and your community
- Demonstrate your commitment to continuing professional development

Passing the CPHIMS examination demonstrates mastery of a well-defined body of knowledge considered important to competent practice in today's healthcare information and management systems field. You will know that you have met the highest standards of practice and are among the elite in a critical field of healthcare management. Upon passing the examination, HIMSS offers to contact your employer to make him/her aware of this prestigious accomplishment.

Eligibility

Eligibility standards are designed to include those experienced in healthcare information and management systems, but exclude others. To participate in the CPHIMS examination, a candidate must qualify under one of the following options.

- Baccalaureate degree plus five (5) years of associated information and management systems experience*, three (3) of those years in healthcare.
- Graduate degree plus three (3) years of associated information and management systems experience*, two (2) of those years in healthcare.

**Associated information and management systems experience includes experience in the following functional areas: administration/management, clinical information systems, e-health, information systems, or management engineering.*

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For more information: <http://www.himss.org/health-it-certification/cphims?navItemNumber=13647>

Credentialing/Licensure – *CHTS*

Certified Healthcare Technology Specialist (CHTS)

As the nation moves toward industry-wide adoption of electronic health records (EHRs), the Bureau of Labor Statistics expects a shortage of about 50,000 qualified health IT workers to meet the needs of hospitals and healthcare affiliates. The Certified Healthcare Technology Specialist (CHTS) competency exams allow professionals and employers to capitalize on new technologies, procedures and careers.

The CHTS exams assess the competency of individuals seeking to demonstrate proficiency in certain health IT workforce roles integral to the implementation and management of electronic health information. The CHTS exams assess the competency of health IT professionals to:

- Assess workflows
- Select hardware and software
- Work with vendors
- Install and test systems
- Diagnose IT problems
- Train practice staff on systems

Maintenance

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For more information: <http://www.ahima.org/certification/chts>

College & Education Resources - AHIMA

American Health Information Management Association (AHIMA)

The American Health Information Management Association (AHIMA) is the premier association of health information management (HIM) professionals worldwide. Serving 52 affiliated component state associations and more than 67,000 members, it is recognized as the leading source of "HIM knowledge," a respected authority for rigorous professional education and training.

Founded in 1928 to improve health record quality, AHIMA has played a leadership role in the effective management of health data and medical records needed to deliver quality healthcare to the public.

AHIMA is working to advance the implementation of electronic health records (EHRs) by leading key industry initiatives and advocating high and consistent standards. AHIMA members stay one step ahead through AHIMA's accreditation of cutting-edge academic programs and professional development opportunities, including comprehensive continuing education.

AHIMA keeps HIM professionals posted on the healthcare industry through resources to improve their knowledge, skills, and abilities. Some of AHIMA's offerings include:

- Text books
- Credentials
- Live meetings
- Online Education
- The Journal of AHIMA
- The HIM Body of Knowledge (BoK)
- Engage Communities
- Newsletters
- E-Alerts

In addition to providing resources AHIMA actively advocates for the HIM Profession, serves as a thought leader in the world of HIM and is one of the four cooperating parties responsible for the ICD-10 Coding Guidelines.

For more information: www.ahima.org

College & Education Resources:

<http://www.ahima.org/education/onlined/Programs>

<http://www.healthcare-administration-degree.net/best/online/>

http://www.allhealthcaredegrees.com/him_full.htm

<http://www.cahiim.org/accredpgms.asp>

Healthcare Administrative Degree Programs

Top 10 Best Online Healthcare Administration Degree Programs

<http://www.healthcare-administration-degree.net/best/online/>

Top 10 Online Master's in Healthcare Administration Degree Programs

<http://www.healthcare-administration-degree.net/online-masters-healthcare-administration-degree-programs/>

Top 10 Online Masters in Public Health Administration (MPH) Degree Programs

<http://www.healthcare-administration-degree.net/top-online-masters-in-public-health-administration-mph-degree-programs/>

http://www.allhealthcaredegrees.com/career/him_cert.htm

Training - Conferences

- AHIMA conferences:

<http://www.ahima.org/events>

- HIMSS Conferences:

<http://www.himss.org/Events/index.aspx?navItemNumber=2015&EventType=1988>

- State affiliated Health Information Management Association
- Ehealth Initiative
- CMS Medicaid EHR Annual Conference
- Health IT Training Opportunities and Requirements
<http://www.hrsa.gov/healthit/workforce/training.html>

Credentials/licensure - Maintenance & Training

Online Learning/CEUS - AHIMA

American Health Information Management Association

- Online Education/CEUs:

<http://www.ahima.org/education/onlineed>

- Quizzes:

<http://www.ahima.org/education/CE%20Quizzes>

Credentials/licensure: Maintenance & Training

Online Learning/CEUS – HIMSS

Health Information Management Systems Society (HIMSS)

HIMSS is a global, cause-based, not-for-profit organization focused on better health through information technology (IT). HIMSS leads efforts to optimize health engagements and care outcomes using information technology.

- Online learning:

<http://www.himss.org/health-it-education/online?navItemNumber=17578>

- Onsite education:

<http://www.himss.org/health-it-education/onsite?navItemNumber=17584>

Credentials/licensure: Maintenance & Training

Online Learning/CEUS - HCPro Justcoding

HCPro Justcoding

- Learn about Justcoding.com:

www.justcoding.com

- Coding CEUs:

<http://www.justcoding.com/ce-credits>

- Online quizzes:

<http://www.justcoding.com/quizzes>



Organizational Training:

Bureau of Prisons – Cross Development

- MSTC Aurora Colorado
- BOP Learn

References & Resources - *Updates*

www.healthbeat.org

Health IT News

<http://www.himss.org/News/index.aspx?navItemNumber=2483>

ONC Listserve

<https://public.govdelivery.com/accounts/USHHSONC/subscriber/new>

CMS'S HER Incentive Program

<http://www.cms.gov/Regulations-and-Guidance/Legislation/EHRIncentivePrograms/index.html?redirect=/ehrincentiveprograms/>

Fiercehealth IT

<http://www.fiercehealthit.com/>

HIPAA Omnibus Final Rule

<http://www.ama-assn.org/resources/doc/washington/hipaa-omnibus-final-rule-summary.pdf>

References & Resources - *Articles*

References & Resources – *Websites*

- American Health Information Management Association (AHIMA)
www.ahima.org
- Health Information and Management Systems Society (HIMSS)
www.HIMSS.org
- Office of the National Coordinator of Health IT (ONC)
www.healthit.gov
- Centers for Medicare and Medicaid Services (CMS)
www.cms.gov
- Centers for Medicare and Medicaid Services EHR Incentive Program
<http://www.cms.gov/Regulations-and-Guidance/Legislation/EHRIncentivePrograms/index.html?redirect=/ehrincentiveprograms/>
- Indian Health Services
www.ihs.gov/rpms/
- Agency for Healthcare Research & Quality (AHRQ) Health IT
<http://healthit.ahrq.gov/>
- Health Resources and Services Administration (HRSA) Health IT
<http://www.hrsa.gov/healthit/>
- SAMHSA Health IT
www.samhsa.gov/healthit/

Maintenance: Disaster Preparedness/Management

Strategic Issues in Disaster Planning to Deploy Health Information Exchange

Managing Health Information during a disaster requires the development of policies and procedures to obtain a backup plan. The backup plan should consist of how to retrieve medical records and allocating new records. It is important to be able to communicate and share patient health information for continuity of patient care while maintaining security and maintaining access of medical records.

Links related to Disaster Planning and Management of Health Information:

- Managing health information during disasters
http://www.himaa.org.au/members/journal/HIMJ_35_2_2006/Smith_Macdonald.pdf
- Strategic Issues in Disaster Planning to Deploy Health Information Exchange
<http://www.perrc.org/sites/default/files/PERRC%20Session%202010.pdf>
- National Disaster Medical System
http://www.integratedtrainingsummit.org/presentations/2008/main_training_summit/course_35_-_ndms_electronic_medical_records_-_balingnit-wines_ana_marie.pdf
- HRSA Health IT and Quality webinar “Continuity and Relisency for Health IT Systems”
<http://www.hrsa.gov/healthit/toolbox/webinars/webinarvideos.html#continuity>
- Office of National Coordinator for Health IT Resources
<http://www.healthit.gov/buzz-blog/ehr-case-studies/disaster-preparedness-health-information-exchange/>
- HRSA Health IT and Quality webinar “Continuity and Relisency for Health IT Systems”
<http://www.hrsa.gov/healthit/toolbox/webinars/webinarvideos.html#continuity>

Maintenance: Disaster Preparedness/Management

National Disaster Medical System (Electronic Medical Record)

An electronic medical record (EMR) is a digital version of a paper chart that contains all of a patient's medical history from one practice. An EMR is mostly used by providers for diagnosis and treatment.

An electronic health record (EHR) contains medical and clinical information from all providers involved in the patient's care. An EHR allows information to be available whenever and wherever.

<http://www.healthit.gov/providers-professionals/electronic-medical-records-emr>

- Common Risks to paper and electronic records
 - <http://www.hrsa.gov/healthit/toolbox/HealthITAdoptiontoolbox/PrivacyandSecurity/securityrisks.html>
 - <http://www.emrandhipaa.com/benefits-of-emr-or-ehr-over-paper-charts/>

- Web-Based Electronic Medical Records Offer Portability, Disaster Protection.
<http://www.medscape.com/viewarticle/514455>

- Health Information Technology for Economic and Clinical Health Act
<http://www.healthit.gov/policy-researchers-implementers/hitech-act-0>

- Health Information Exchange
 - <http://www.himss.org/library/health-information-exchange>
 - <http://www.healthit.gov/providers-professionals/health-information-exchange>

- Office of National Coordinator for Health IT Resources
<http://www.healthit.gov/buzz-blog/ehr-case-studies/disaster-preparedness-health-information-exchange/>

Network Security - *HIPAA*

Health Information Privacy:

The Office for Civil Rights enforces the HIPAA Privacy Rule, which protects the privacy of individually identifiable health information; the HIPAA Security Rule, which sets national standards for the security of electronic protected health information; the HIPAA Breach Notification Rule, which requires covered entities and business associates to provide notification following a breach of unsecured protected health information; and the confidentiality provisions of the Patient Safety Rule, which protect identifiable information being used to analyze patient safety events and improve patient safety.

Learn more: <http://www.hhs.gov/ocr/privacy/>

HIPAA Omnibus Final Rule:

<http://www.ama-assn.org/resources/doc/washington/hipaa-omnibus-final-rule-summary.pdf>

HHS OCR HIPAA Privacy Rule's Right of Access and Health Information Technology:

<http://www.hhs.gov/ocr/privacy/hipaa/understanding/special/healthit/eaccess.pdf>

HIPAA Administrative Simplification Statute and Rules:

<http://www.hhs.gov/ocr/privacy/hipaa/administrative/index.html>

Personal Health Records and the HIPAA Privacy Rule:

<http://www.hhs.gov/ocr/privacy/hipaa/understanding/special/healthit/phrs.pdf>

HIPAA and Health IT

The Office for Civil Rights (OCR) has published new Health Insurance Portability & Accountability Act of 1996 (HIPAA) Privacy Rule guidance documents as part of a Privacy and Security Toolkit to implement The Nationwide Privacy and Security Framework for Electronic Exchange of Individually Identifiable Health Information (Privacy and Security Framework). These new guidance documents discuss how the Privacy Rule can facilitate the electronic exchange of health information.

For more information: <http://www.healthit.gov/policy-researchers-implementers/hipaa-and-health-it>

Network Security - *HIPAA*

HIPAA certification for staff:

OCR Training modules: <http://www.hhs.gov/ocr/privacy/hipaa/understanding/training/>

HIPAA certification training resources:

- HIPAA Background PDF <http://www.hhs.gov/ocr/privacy/hipaa/understanding/special/healthit/eaccess.pdf>
- PHRs and HIPAA: <http://www.hhs.gov/ocr/privacy/hipaa/understanding/special/healthit/phrs.pdf>
- Video OCR HIPAA Security Rule: <http://www.youtube.com/watch?v=SMUFa5amPKs>
- Video the Right to Access your Health Information: <http://www.youtube.com/watch?v=JY115s8ED5c>
- EHR's Privacy and Security Video <http://www.youtube.com/watch?v=SMUFa5amPKs>
- Video OCR Your Information, Your Rights <http://www.youtube.com/watch?v=FKTHncn-5Vs>
- ONC HIPAA Website <http://www.healthit.gov/policy-researchers-implementers/hipaa-and-health-it>
- ONC Privacy and Security Training Game <http://www.healthit.gov/providers-professionals/privacy-security-training-games>
- HRSA Webinar on ONC Privacy and Security Training Game <http://www.youtube.com/watch?v=hDgaTNa7vyk>

Assess security of their system

- OCR HIPAA Risk Analysis Guidance <http://www.hhs.gov/ocr/privacy/hipaa/administrative/securityrule/rafinalintro.html>
- HIMSS security Risk assessment Toolkit: <http://www.himss.org/library/healthcare-privacy-security/risk-assessment?navItemNumber=13526>
- HRSA Health IT and Quality webinar "Privacy and Security - What Questions Should You Ask Your Vendor?" <http://www.hrsa.gov/healthit/toolbox/webinars/webinarvideos.html#privacyandsecurity>
- Slide deck: <http://www.hrsa.gov/healthit/toolbox/webinars/pdfs/privacyandsecurity.pdf>

HIPAA Enforcement

- <http://www.hhs.gov/ocr/privacy/hipaa/enforcement/index.html>

Address HIPAA Breaches: Filing a complaint

- <http://www.hhs.gov/ocr/privacy/hipaa/complaints/index.html>

HIPAA Video Guide Examples:

- Video OCR HIPAA Security Rule: <http://www.youtube.com/watch?v=SMUFa5amPKs>
- Video the Right to Access your Health Information <http://www.youtube.com/watch?v=JY115s8ED5c>
- EHR's Privacy and Security Video <http://www.youtube.com/watch?v=SMUFa5amPKs>
- Video OCR Your Information, Your Rights: <http://www.youtube.com/watch?v=FKTHncn-5Vs>

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HRSA Health Information Technology & Quality Webinar “Privacy and Security – What Questions Should You Ask Your Vendor?”

<http://www.hrsa.gov/healthit/toolbox/webinars/pdfs/privacyandsecurity.pdf>

Health IT Toolbox Webinar Videos:

<http://www.hrsa.gov/healthit/toolbox/webinars/webinarvideos.html#privacyandsecurity>

HIMSS Privacy and Security Toolkit:

<http://www.himss.org/library/healthcare-privacy-security?navItemNumber=13400>

Network Security – System Integrity

§164.304 – Definitions: *“Integrity means the property that data or information have not been altered or destroyed in an unauthorized manner.”*

Trusting information collected is correct, completed, and up-to-date to improve patient healthcare. Only authorized personal are to add, remove, or change any data entered into the EHR. Audits must be in place to monitor the integrity of and EHR.

- [http://www.imia.org/English code of ethics.html](http://www.imia.org/English%20code%20of%20ethics.html).
- <http://citeseerx.ist.psu.edu/viewdoc/download?doi=10.1.1.122.4276&rep=rep1&type=pdf>
- <http://www.mmigroup.com/webinars/EHRrisksstrategiespart1.pdf>
- http://csrc.nist.gov/news_events/hiipaa_june2012/day1/day1-b2_drode_integrity-protections.pdf