



Council for Excellence in Education
Health Informatics and Health Information Management

Associate HIM Level Curricular Competencies

A significant change in approach is noted with this release of the curricula. The emphasis and measurement of success is with attainment of the Bloom's taxonomy level associated with the Student Learning Outcomes rather than the curricular considerations (which are examples of topics to be considered). When specific content is required it is part of the student learning outcome. With the pace of change in healthcare and HIM today, the curricular considerations may change with great frequency, but the student learning outcomes would remain consistent over longer periods of time.

Concepts to be interwoven throughout all levels of the curricula include:

- CRITICAL THINKING: For example the ability to work independently, use judgment skills effectively, be innovative by thinking outside of the box
- PERSONAL BRANDING: For example personal accountability, reliability, self-sufficiency

Entry Level Competency Student Learning Outcomes	Bloom's Level	Curricular Considerations
Domain I. Data Content, Structure & Standards (Information Governance)		
<i>DEFINITION: Academic content related to diagnostic and procedural classification and terminologies; health record documentation requirements; characteristics of the healthcare system; data accuracy and integrity; data integration and interoperability; respond to customer data needs; data management policies and procedures; information standards.</i>		
Subdomain I.A Classification Systems		
1. Apply diagnosis/procedure codes according to current guidelines	3	<ul style="list-style-type: none"> • Principles and applications of Classification Systems <ul style="list-style-type: none"> ◦ ICD/CPT, HCPCS • Taxonomies <ul style="list-style-type: none"> ◦ Healthcare data sets (OASIS, HEDIS, UHDDS, DEEDS) ◦ Clinical Care Classification (CCC) • Nomenclatures <ul style="list-style-type: none"> ◦ DSM, RxNorm, CPT • Terminologies <ul style="list-style-type: none"> ◦ SNOMED-CT, LOINC

1

¹ This is the curriculum content floor, but not the ceiling.

Final Date: November 27, 2013
Rev. 6.25.15

2. Evaluate the accuracy of diagnostic and procedural coding	5	<ul style="list-style-type: none"> Principles and applications of classification, taxonomies, nomenclatures, terminologies, clinical vocabularies, auditing
3. Apply diagnostic/procedural groupings	3	<ul style="list-style-type: none"> Principles and applications of diagnostic and procedural grouping DRG, MSDRG, APC, RUGS
4. Evaluate the accuracy of diagnostic/procedural groupings	5	<ul style="list-style-type: none"> Principles and applications of diagnostic and procedural grouping
Subdomain I.B. Health Record Content and Documentation		
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	<ul style="list-style-type: none"> Content of health record Documentation requirements of the health record Health information media <ul style="list-style-type: none"> Paper, computer, web-based document imaging
2. Verify the documentation in the health record is timely, complete, and accurate	4	<ul style="list-style-type: none"> Documentation requirements of the health record for all record types Acute, outpatient, LTC, rehab, behavioral health
3. Identify a complete health record according to, organizational policies, external regulations, and standards	3	<ul style="list-style-type: none"> Medical staff By-laws The Joint Commission, State statutes <ul style="list-style-type: none"> Legal health record and complete health record
4. Differentiate the roles and responsibilities of various providers and disciplines, to support documentation requirements, throughout the continuum of healthcare	5	<ul style="list-style-type: none"> Health Information Systems as it relates to the roles and responsibilities of healthcare providers Administrative(patient registration, ADT, billing) and Clinical (lab, radiology, pharmacy)
Subdomain I.C. Data Governance		
1. Apply policies and procedures to ensure the accuracy and integrity of health data	3	<ul style="list-style-type: none"> Data stewardship Data and data sources for patient care <ul style="list-style-type: none"> Management, billing reports, registries, and/or databases Data Integrity concepts and standards Data Sharing Data interchange standards <ul style="list-style-type: none"> X2, HL-7 Application of policies By-laws <ul style="list-style-type: none"> Provider contracts with facilities, Medical staff By-laws, Hospital By-laws
Subdomain I.D. Data Management		
1. Collect and maintain health data	2	<ul style="list-style-type: none"> Health data collection tools <ul style="list-style-type: none"> Screen design, screens Data elements, data sets, databases, indices

		<ul style="list-style-type: none"> • Data mapping • Data warehousing
2. Apply graphical tools for data presentations	3	<ul style="list-style-type: none"> • Graphical tools • Presentations
Subdomain I.E. Secondary Data Sources		
1. Identify and use secondary data sources	3	<ul style="list-style-type: none"> • Data sources primary/secondary <ul style="list-style-type: none"> ◦ UHDDS, HEDIS, OASIS • Specialized data collection systems • Registries
2. Validate the reliability and accuracy of secondary data sources	3	Principles and applications of secondary data sources
Domain II. Information Protection: Access, Disclosure, Archival, Privacy & Security		
<i>Definition: Understand healthcare law (theory of all healthcare law to exclude application of law covered in Domain V); develop privacy, security, and confidentiality policies, procedures and infrastructure; educate staff on health information protection methods; risk assessment; access and disclosure management.</i>		
Subdomain II.A. Health Law		
1. Apply healthcare legal terminology	3	<ul style="list-style-type: none"> • Healthcare legal terminology
2. Identify the use of legal documents	3	<ul style="list-style-type: none"> • Health information/record laws and regulations <ul style="list-style-type: none"> ◦ Consent for treatment, retention, privacy, patient rights, advocacy, health power of attorney, advance directives, DNR
3. Apply legal concepts and principles to the practice of HIM	3	<ul style="list-style-type: none"> • Maintain a legally defensible health record Subpoenas, depositions, court orders, warrants
Subdomain II.B. Data Privacy, Confidentiality & Security		
1. Apply confidentiality, privacy and security measures and policies and procedures for internal and external use and exchange to protect electronic health information	3	<ul style="list-style-type: none"> • Internal and external standards, regulations and initiatives <ul style="list-style-type: none"> ◦ State and federal privacy and security laws • Patient verification <ul style="list-style-type: none"> ◦ Medical identity theft • Data security concepts • Security processes and monitoring
2. Apply retention and destruction policies for health information	3	<ul style="list-style-type: none"> • Data storage and retrieval • E-Discovery • Information archival, data warehouses
3. Apply system security policies according to departmental and organizational data/information standards	3	<ul style="list-style-type: none"> • Security processes and policies Data/information standards
Subdomain II.C. Release of Information		
1. Apply policies and procedures surrounding issues of access and disclosure of protected health information	3	<ul style="list-style-type: none"> • Release patient specific data to authorized users • Access and disclosure policies and procedures

Domain III. Informatics, Analytics and Data Use		
<i>Definition: Creation and use of Business health intelligence; select, implement, use and manage technology solutions; system and data architecture; interface considerations; information management planning; data modeling; system testing; technology benefit realization; analytics and decision support; data visualization techniques; trend analysis; administrative reports; descriptive, inferential and advanced statistical protocols and analysis; IRB; research; patient-centered health information technologies; health information exchange; data quality</i>		
Subdomain III.A. Health Information Technologies		
1. Utilize software in the completion of HIM processes	3	<ul style="list-style-type: none"> Record tracking, release of information, coding, grouping, registries, billing, quality improvement, imaging, natural language processing, EHRs, PHRs, document imaging EHR Certification (CCHIT) Software application design and use <ul style="list-style-type: none"> System testing and integration tools
2. Explain policies and procedures of networks, including intranet and Internet to facilitate clinical and administrative applications	2	<ul style="list-style-type: none"> Communication and network technologies <ul style="list-style-type: none"> EHR, PHR, HIEs, portals, public health, standards, telehealth
Subdomain III.B. Information Management Strategic Planning		
1. Explain the process used in the selection and implementation of health information management systems	2	<ul style="list-style-type: none"> Strategic planning process Integration of systems Information management strategic plan Corporate/Enterprise strategic plan
2. Utilize health information to support enterprise wide decision support for strategic planning	3	<ul style="list-style-type: none"> Business planning, market share planning Disaster and recovery planning
Subdomain III.C. Analytics and Decision Support		
1. Explain analytics and decision support	2	<ul style="list-style-type: none"> Analytics and decision support <ul style="list-style-type: none"> Data visualization, dashboard, data capture tools and technologies
2. Apply report generation technologies to facilitate decision-making	3	<ul style="list-style-type: none"> Organizational design and strategic use of patient and performance data to support specific lines of business is healthcare <ul style="list-style-type: none"> OPPS, IPPS, medical research
Subdomain III.D. Health Care Statistics		
1. Utilize basic descriptive, institutional, and healthcare statistics	3	<ul style="list-style-type: none"> Mean, frequency, percentile, standard deviation Healthcare statistical formulas <ul style="list-style-type: none"> LOS, death, autopsy, infections, birth rates
2. Analyze data to identify trends	4	<ul style="list-style-type: none"> Quality, safety, and effectiveness of healthcare Structure and use of health information and healthcare outcomes <ul style="list-style-type: none"> Individual comparative aggregate analytics

Subdomain III.E. Research Methods		
1. Explain common research methodologies and why they are used in healthcare	2	<ul style="list-style-type: none"> • Research methodologies <ul style="list-style-type: none"> ○ CDC, WHO, AHRQ ○ Quantitative, Qualitative, and mixed methods, IRB
Subdomain III.F. Consumer Informatics		
1. Explain usability and accessibility of health information by patients, including current trends and future challenges	2	<ul style="list-style-type: none"> • Mobile technologies, patient portals, patient education, outreach, patient safety, PHRs, patient navigation
Subdomain III.G. Health Information Exchange		
1. Explain current trends and future challenges in health information exchange	2	<ul style="list-style-type: none"> • Exchange/Sharing of health information <ul style="list-style-type: none"> ○ Employer to health provider, health provider to health provider, health provider to employer, facility to facility ○ HIE
Subdomain III.H. Information Integrity and Data Quality		
1. Apply policies and procedures to ensure the accuracy and integrity of health data both internal and external to the health system	3	<ul style="list-style-type: none"> • Quality assessment and improvement <ul style="list-style-type: none"> ○ Process, collection tools, data analysis, reporting techniques • Disease management process • Case management/care coordination
Domain IV. Revenue Management		
<i>Definition: Healthcare reimbursement; revenue cycle; chargemaster; DOES NOT INCLUDE COMPLIANCE regulations and activities related to revenue management (coding compliance initiatives, fraud and abuse, etc.) AS THESE ARE COVERED IN DOMAIN V.</i>		
Subdomain IV.A. Revenue Cycle and Reimbursement		
1. Apply policies and procedures for the use of data required in healthcare reimbursement	3	<ul style="list-style-type: none"> • Payment methodologies and systems <ul style="list-style-type: none"> ○ Capitation, PPS, RBRVS, case mix, indices, MSDRGs, healthcare insurance policies, Accountable Care Organizations • Utilization review/management <ul style="list-style-type: none"> ○ Case management
2. Evaluate the revenue cycle management processes	5	<ul style="list-style-type: none"> • Billing processes and procedures <ul style="list-style-type: none"> ○ Claims, EOB, ABN, electronic data interchange, coding, chargemaster, bill reconciliation process; hospital inpatient and outpatient, physician office and other delivery settings • Utilization review/management • Case management
Domain V. Compliance		
<i>Definition: COMPLIANCE activities and methods for all health information topics. For example, how to comply with HIPAA, Stark Laws, Fraud and</i>		

<i>Abuse, etc.; coding auditing; severity of illness; data analytics; fraud surveillance; clinical documentation improvement.</i>		
Subdomain V.A. Regulatory		
1. Analyze policies and procedures to ensure organizational compliance with regulations and standards	4	<ul style="list-style-type: none"> • Internal and External standards regulations and initiatives <ul style="list-style-type: none"> ○ HIPAA, ARRA, The Joint Commission, Quality Integrity Organizations, meaningful use • Risk management and patient safety
2. Collaborate with staff in preparing the organization for accreditation, licensure, and/or certification	4	<ul style="list-style-type: none"> • Accreditation, licensure, certification
3. Adhere to the legal and regulatory requirements related to the health information management	3	<ul style="list-style-type: none"> • Legislative and regulatory processes <ul style="list-style-type: none"> ○ Coding quality monitoring, compliance strategies, and reporting
Subdomain V.B. Coding		
1. Analyze current regulations and established guidelines in clinical classification systems	4	<ul style="list-style-type: none"> • Severity of illness systems <ul style="list-style-type: none"> ○ Present on admission • UHDDS guidelines
2. Determine accuracy of computer assisted coding assignment and recommend corrective action	5	<ul style="list-style-type: none"> • Coding specialty systems
Subdomain V.C. Fraud Surveillance		
1. Identify potential abuse or fraudulent trends through data analysis	3	<ul style="list-style-type: none"> • False Claims Act • Whistle blower, STARK, Anti Kickback, unbundling, upcoding • Role of OIG, RAC <ul style="list-style-type: none"> ○ Fraud/Abuse
Subdomain V.D. Clinical Documentation Improvement		
1. Identify discrepancies between supporting documentation and coded data	3	<ul style="list-style-type: none"> • Clinical outcomes measures and monitoring
2. Develop appropriate physician queries to resolve data and coding discrepancies	6	<ul style="list-style-type: none"> • AHIMA CDI toolbox • Professional communication skills • Clinical documentation improvements <ul style="list-style-type: none"> ○ Physician Role, HIM Role in CDI
Domain VI. Leadership		
<i>Definition: Leadership models, theories, and skills; critical thinking; change management; workflow analysis, design, tools and techniques; human resource management; training and development theory and process; strategic planning; financial management; ethics and project management</i>		
Subdomain VI.A Leadership Roles		
1. Summarize health information related leadership roles	2	<ul style="list-style-type: none"> • Leadership roles <ul style="list-style-type: none"> ○ Healthcare providers and disciplines
2. Apply the fundamentals of team leadership	3	<ul style="list-style-type: none"> • Team leadership concepts and techniques <ul style="list-style-type: none"> ○ Future roles for HIM professionals ○ C-Suite (within various healthcare settings,

		<ul style="list-style-type: none"> pharmaceutical companies, medical staff, hospital, clinic management, HR) • Business related partnerships
3. Organize and facilitate meetings	3	<ul style="list-style-type: none"> • Roles and functions of teams and committees <ul style="list-style-type: none"> ◦ Work in teams/committees, consensus building • Communication and interpersonal skills • Critical thinking skills
Subdomain VI.B. Change Management		
1. Recognize the impact of change management on processes, people and systems	2	<ul style="list-style-type: none"> • Mergers • New systems and processes implementation <ul style="list-style-type: none"> ◦ Risk Exposure
Subdomain VI.C. Work Design and Process Improvement		
1. Utilize tools and techniques to monitor, report, and improve processes	3	<ul style="list-style-type: none"> • Tools and techniques for process improvement/reengineering • Gantt chart, benchmarking and data presentation • Lean, Six Sigma
2. Identify cost-saving and efficient means of achieving work processes and goals	3	<ul style="list-style-type: none"> • Incident response • Medication reconciliation • Sentinel events
3. Utilize data for facility-wide outcomes reporting for quality management and performance improvement	3	<ul style="list-style-type: none"> • Shared governance
Subdomain VI.D. Human Resources Management		
1. Report staffing levels and productivity standards for health information functions	3	<ul style="list-style-type: none"> • Staffing levels and productivity standards • Productivity calculations
2. Interpret compliance with local, state, federal labor regulations	5	<ul style="list-style-type: none"> • Labor/Employment laws
3. Adhere to work plans, policies, procedures, and resource requisitions in relation to job functions	3	<ul style="list-style-type: none"> • HR structure and operations
Subdomain VI.E. Training and Development		
1. Explain the methodology of training and development	2	<ul style="list-style-type: none"> • Orientation and training • Content delivery and media
2. Explain return on investment for employee training/development	2	<ul style="list-style-type: none"> • Recruitment, retention, and right sizing
Subdomain VI.F. Strategic and Organizational Management		
1. Summarize a collection methodology for data to guide strategic and organizational management	2	<ul style="list-style-type: none"> • Strategic and organizational management • Workflow and process monitors • Resource allocation • Outcomes measures and monitoring • Corporate compliance and patient safety • Risk assessment

		<ul style="list-style-type: none"> • Customer satisfaction • Internal and external
2. Understand the importance of healthcare policy-making as it relates to the healthcare delivery system	2	<ul style="list-style-type: none"> • Healthy People 2020 • IOM reports • CDC • State, local and federal policies • PCORI
3. Describe the differing types of organizations, services, and personnel and their interrelationships across the health care delivery system	2	<ul style="list-style-type: none"> • Managed care organizations • ACO's • Payers/providers, all delivery settings • Payers' impact to each delivery setting • Biotech • Medical devices
4. Apply information and data strategies in support of information governance initiatives	3	<ul style="list-style-type: none"> • Information and data strategy methods and techniques • Data and information stewardship • Critical thinking skills
5. Utilize enterprise-wide information assets in support of organizational strategies and objectives	3	<ul style="list-style-type: none"> • Data and information models • Data/information visualization and presentation • Critical thinking skills
Subdomain VI.G. Financial Management		
1. Plan budgets	3	<ul style="list-style-type: none"> • Budgets <ul style="list-style-type: none"> ◦ Staffing, department, capital
2. Explain accounting methodologies	2	<ul style="list-style-type: none"> • Accounting methodologies • Cost and cash accounting
3. Explain budget variances	2	<ul style="list-style-type: none"> • Budget variances
Subdomain VI.H. Ethics		
1. Comply with ethical standards of practice	5	<ul style="list-style-type: none"> • Professional and practice-related ethical issues • AHIMA Code of Ethics
2. Evaluate the consequences of a breach of healthcare ethics	5	<ul style="list-style-type: none"> • Breach of healthcare ethics
3. Assess how cultural issues affect health, healthcare quality, cost, and HIM	5	<ul style="list-style-type: none"> • Cultural competence • Healthcare professionals self-assessment of cultural diversity • Self-awareness of own culture • Assumptions, Biases, stereotypes
4. Create programs and policies that support a culture of diversity	6	<ul style="list-style-type: none"> • Diversity awareness training programs: age, race, sexual orientation, education, work experience, geographic location, disability • Regulations such as ADA, EEOC

Subdomain VI.I. Project Management		
1. Summarize project management methodologies	2	<ul style="list-style-type: none"> • Project management methodologies <ul style="list-style-type: none"> ○ PMP
Subdomain VI.J. Vendor/Contract Management		
1. Explain Vendor/Contract Management	2	<ul style="list-style-type: none"> • System acquisition and evaluation
Subdomain VI.K. Enterprise Information Management		
1. Apply knowledge of database architecture and design	3	<ul style="list-style-type: none"> • Data dictionary, interoperability
Supporting Body of Knowledge (Pre-requisite or Evidence of Knowledge)		
Pathophysiology and Pharmacology		
Anatomy and Physiology		
Medical Terminology		
Computer Concepts and Applications		

BLOOM'S TAXONOMY – REVISED FOR AHIMA CURRICULA MAPPING

Taxonomy Level	Category	Definition	Verbs
1	Remember	Recall facts, terms, basic concepts of previously learned material	Choose, Define, Find
2	Understand	Determine meaning and demonstrate clarity of facts and ideas	Collect, Depict, Describe, Explain, Illustrate, Recognize, Summarize
3	Apply	Use differing methods, techniques and information to acquire knowledge and/or solve problems	Adhere to, Apply, Demonstrate, Discover, Educate, Identify, Implement, Model, Organize, Plan, Promote, Protect, Report, Utilize, Validate
4	Analyze	Contribute to the examination of information in part or aggregate to identify motives and causes	Analyze, Benchmark, Collaborate, Examine, Facilitate, Format, Map, Perform, Take part in, Verify
5	Evaluate	Make judgments in support of established criteria and/or standards	Advocate, Appraise, Assess, Compare, Comply, Contrast, Determine, Differentiate, Engage, Ensure, Evaluate, Interpret, Leverage, Manage, Mitigate, Oversee, Recommend
6	Create	Generate new knowledge through innovation and assimilation of data and information	Build, Compile, Conduct, Construct, Create, Design, Develop, Forecast, Formulate, Govern, Integrate, Lead, Master, Propose

The layout for the levels and categories was adapted from Lorin W. Anderson and David R. Krathwohl's *A Taxonomy For Learning, Teaching, and Assessing*, Abridged edition, Allyn and Bacon, Boston, MA 2001.

Editorial Revisions made on 4.28.14

- Added commas and parenthetical (Information Governance) to Domain I header.
- Added commas to Domain II header.
- Added commas to Subdomain II.B header.

Editorial Revision made on 6.9.14

- Removed ACLU and replaced it with EEOC

Revisions made on 10.31.14

- Subdomain 1.A
 - Under Principles and applications of Classification Systems: removed SNOMED and DSM
 - Under Taxonomies: Added Clinical Care Classification (CCC)
 - Under Nomenclatures: Added DSM, RxNorm, CPT
 - Under Terminologies: Added CT after SNOMED and LOINC
 - Removed “Clinical Vocabularies”

Revisions made on 6.25.15

- Title of document updated to Curricular Competencies