Health Information Management
University of Alaska Southeast –Sitka Campus

Health Information Management
Self-Assessment Plan

Academic Year
2016 - 2017

Program Director
Leslie L. Gordon, MS, RHIA, FAHIMA
Associate Professor
Assistant Director of Academic Affairs

Note: The UAS HIM Associate Degree Program is externally accredited by The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

As such the program has significant annual program assessment requirements, including assessment of student learning outcomes. The requirements follow the annual program assessment report (APAR) as required by CAHIIM. Those requirements can be found at: www.cahiim.org .

This assessment plan covers not just the AAS degree but also the coding and privacy and security certificates and the occupational endorsement in privacy and security.

Any questions can be directed to Program Director Leslie Gordon, llgordon@alaska.edu (907) 747-9474

Introduction

The University of Alaska Southeast (UAS) Health Information Management (HIM) Self-Assessment Plan for Academic Year 2016-2017 is organized according to the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) standards.

This program was initially accredited by CAHIIM in 1998 and holds current accreditation. CAHIIM requires an Annual Program Assessment Report (APAR) and every 10 years a detailed program self-assessment. The Associate of Applied Science (AAS) Degree is the HIM Program that is accredited by CAHIIM – this plan is for the AAS as well as the 2 certificates and 1 Occupational Endorsement (OE).

In January of 2014 CAHIIM announced new curriculum competencies that will be required for all HIM programs by August of 2017. The change reflects a major revision of the student learning outcomes for programs. The HIM Program made major curriculum changes during the academic year 2014-2015. The program is compliant with the required curriculum changes before the August 2017 deadline.

I. Sponsorship

1. Sponsoring Educational Institution
The University of Alaska Southeast is accredited by the Northwest Commission on Colleges and Universities (NWCCU), an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education (8060 165th Avenue NE, Suite 100, Redmond, Washington 98052; phone (425) 558-4224. On February 4, 2014, UAS's NWCCU Accreditation was reaffirmed through fall of 2017.

II. HIM Program Mission, Goals, Assessment and Outcomes

2. HIM Program Mission
According to CAHIIM, the HIM program mission should be designed in concert with the institutional mission and goals of the university. The UAS HIM Program Advisory Committee will rewrite and realign the mission and goals at their meeting in April of 2017. The mission and goals will be outcomes focused and aligned with UA and UAS.

HIM Program Mission:
> The HIM Program at UAS provides students with knowledge, skills and ability to prepare to enter the HIM profession; specifically, HIM at UAS is intended to:
> - Provide a high quality education in health informatics and health information management practice
> - Meet the standards for educational programs established by CAHIIM

- Ensure HIM Program meets CAHIIM curriculum competencies for Associate degree education

Student learning enhanced by faculty scholarship, undergraduate research and creative activities, community engagement, and the cultures and environment of Southeast Alaska www.uas.alaska.edu/chancellor/mission/html

The University of Alaska inspires learning, and advances and disseminates knowledge through teaching, research, and public service, emphasizing the North and its diverse peoples. (Regents' Policy 01.01.01)

3. HIM Program Evaluation

The HIM Program has an assessment plan for systematic evaluation of mission, goals and objectives. On a yearly basis the HIM Program faculty and Advisory Committee meet to review performance on certification examinations, review of graduate and employer surveys, faculty evaluations, curriculum and industry changes and needs.

The HIM Program compiles data and information to submit the APAR to CAHIIM as well as a five year program review as part of the UA Board of Regents policy.

4. HIM Program Goals

HIM Program Profile
Degree: Associate of Applied Science in Health Information Management

Catalog Description:
The Health Information Management (HIM) program provides a course of study, using primarily e-Learning methodology that prepares entry-level health information professionals. This program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education. Graduates are eligible to write the national examination; successful completion of the examination leads to the professional credential of Registered Health Information Technician (R.H.I.T.). Program assessment plans and student learning outcomes are posted at:
www.uas.alaska.edu/provost/assessment/program-assessment1.html

Goals:
The HIM Program provides a course of study, using primarily distance delivery methodology that prepares entry-level health information professionals. The HIM Program is accredited by the CAHIIM. Graduates are eligible to write a national examination; successful completion of the examination leads to the professional credential of Registered Health Information Technician (RHIT).

Certificate: Health Information Management Coding Specialist

Catalog Description:

An area of HIM specifically focused on coding/classifications systems at both the inpatient and outpatient level. The certificate will allow students to obtain entry–level skills in healthcare coding and the opportunity to continue to earn an associate of applied science degree. National credentialing exams are available at both the entry and advanced level. Minimum grade of C (2.00) is required in all courses

Goals:

The Coding Specialist Certificate prepares students in the areas of inpatient and outpatient coding, billing, reimbursement methodologies and data quality. The certificate articulates with the AAS degree and students are encouraged to continue to their AAS because HIM industry prefers students with the RHIT credential.

Certificate: Healthcare Privacy and Security

Catalog Description:

This e-Learning Healthcare Privacy and Security Certificate prepares students for employment in data access, disclosure and healthcare informatics. Students who complete this program are prepared to work in a variety of employment settings, particularly in healthcare related facilities. This certificate contains coursework that will apply toward the Associate of Applied Science degree in Health Information Management (HIM).

Goals:

This certificate was created in response to the increased complexity of data disclosure, particularly the full implementation of the federal Health Insurance Portability and Accountability Act (HIPAA).This Privacy and Security Certificate prepares students for employment in data access and disclosure. Students who complete this certificate are prepared to work in a variety of employment settings, particularly healthcare related facilities. Currently, most HIM professionals must meet a minimum standard of 20 continuing education (CE) credits in a two-year cycle, and half of these must be in 6 core areas, one of which is external environment, including regulatory issues. The Healthcare Privacy and Security course HIM 289 also provides accredited professionals with CE opportunity.

Occupational Endorsement: Healthcare Information Technology

Catalog Description:

This occupational endorsement provides training for healthcare workers in the use of health information technology. Courses introduce the student to the fundamentals of electronic health records including privacy and security of Protected Health Information (PHI).

Goals:

The Alaskan healthcare workforce needs to prepare its employees for the technology shift towards EHRs. Courses train the healthcare workforce on the most current and emerging technologies including EHRs. Students learn the most recent federal requirements in privacy and security. Through this program students learn the fundamentals of healthcare information technology by focusing on the resources, devices, and methods used to acquire, store, retrieve and utilize electronic healthcare information.

5. Curriculum Goal

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

Target Outcome: Content taught in the HIM courses reflect current entry-level professional practice.

Plan: Evaluate the competencies and curriculum in each course to determine if curriculum is being taught at the correct Blooms taxonomy level.

6. Faculty Development Goal

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

Target Outcome: HIM faculty maintains continuing education in their field of expertise.

Plan: All faculty members will submit a copy of their continuing education documentation showing current credential maintenance and education.

7. Students and Graduates Goal

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

Target Outcome: 85% of HIM Program graduates are employed in a healthcare or related field within six months of graduation.

Plan: Survey graduates yearly. Students who choose to not work in the healthcare industry are not included in these statistics.

8. Communities of Interest Goal

Goal: The HIM Program will demonstrate responsiveness to the needs of the communities of interest.

Target Outcome: The continuing education needs of HIM Program graduates and other healthcare and HIM professionals are assessed.

Plan: Survey HIM Program grads and other health professionals.

9. Advisory Committee Goal

Goal: The UAS HIM Program will be guided by an Advisory Committee consisting of representation across the healthcare field.

Target Outcome: The UAS Advisory Committee will meet at least once this academic year.

Plan: An Advisory Committee assists HIM Program faculty and the sponsoring educational institution in formulating and periodically revising appropriate goals and curriculum, monitoring needs and expectations, and ensures HIM Program responsiveness to change.

Advisory Committee Members		
Name	**Employer**	**Email**
Kathy Kunemund	Anchorage Providence	kathryn.kunemund@providence.org
Carla Houtary-Gilmartin	Ketchikan Peace Health	crhoutarygilmartin@uas.alaska.edu
Marianne Dailey	Soldotna Central Peninsula Hospital	mdailey@cpgh.org
Jan Rodgers	Sitka SEARHC Hospital	janice.rodgers@searhc.org
Cathy Gross	Wrangell General Hospital	cgross@wmcmail.org
Robin Wahto	UAA Allied Health	rjwahto@uaa.alaska.edu
Doreen Booth	St. Elias Hospital (Anchorage, long term care)	doreen.booth@st.eliashospital.com
Karen Glaser	Anchorage Providence	karen.glaser@providence.org
Renee Skeels	Kotzebue Maniilaq Corp	rskeels@maniilaq.org

10. Annual Assessment
The HIM Program annually assesses and documents its effectiveness in achieving the stated goals and outcomes. This assessment includes performance metrics such as graduate placement rates, graduate and employer satisfaction rates, yearly attrition, national certification scores, and HIM Program completion rates. The results are shared with the accrediting agency, CAHIIM, as well as posted on the Provost's accreditation website at UAS. The results are also shared with the Advisory Committee and reviewed for changes to the goals, target outcomes and action steps for the next academic year.

11. Monitor Assessment Results

The HIM Program conducts a qualitative and quantitative assessment of how the program achieves its mission, goals and target objectives for continual improvement, including a candid assessment of strengths and weaknesses in terms of the program's performance against the accreditation established thresholds. The strengths and weaknesses are part of the five-year UAS program review.

12. Action Plan Implementation

The HIM Program uses the results of assessment and documents and implements program improvements based on the yearly assessment as well as mandated curriculum changes based on legislative actions. The HIM Program faculty and Advisory Committee compare program performance with the goals, and identify ways in which the program can improve. In the past 6 years this has included multiple curriculum revisions, improvements in student services and faculty development activities.

III. HIM Program Director, Faculty and Staff

13. The HIM Program Director

Associate Professor Leslie L. Gordon, MS, RHIA, FAHIMA
Health Information Management Program Director, Full-Time Employment, tenured

14. HIM Program Director Qualifications

Academic Background:

2009	Master of Science Health Information Management	
	The College of Saint Scholastica	
2009	Healthcare Informatics Certificate	
	The College of Saint Scholastica	
2001	Bachelor of Arts Health Information Management	
	The College of Saint Scholastica	
1997	Associate of Applied Science Health Information Management	
	University of Alaska Southeast – Sitka	

Professional Credential – Recognition

2013	Fellowship American Health Information Management Association (FAHIMA)
2007	Registered Health Information Administrator (RHIA) American Health Information Management Association (AHIMA)
1997	Registered Health Information Technician (RHIT) Formally Accredited Record Technician (ART) American Health Information Management Association

According to CAHIIM, the HIM Program Director must be certified as a Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) and must have at minimum, a baccalaureate degree. It is expected that only

HIM professionals with an RHIT or RHIA credential and a minimum of a baccalaureate degree would possess the necessary knowledge and background to effectively manage the HIM Program. There is no exception to the required credential. The HIM Program Director Leslie Gordon currently holds the required credential. UAS would need to conduct a nationwide search to find a replacement if she were to leave.

15. Program Director Responsibilities

According to CAHIIM, the HIM Program Director must be responsible for the organization, administration, continuous program review, planning, development, and general effectiveness of the program. The HIM Program Director must have a role in the budget development process of the program. The HIM Program Director must be given adequate release time to devote to curriculum development and evaluation, counseling of students, HIM Program management and administrative duties within the institution. UAS allows the HIM Program Director release time to manage and fulfill the responsibilities of program management. The development of the budget for the HIM Program is outside the responsibility of the program director at UAS.

16. Faculty

According to CAHIIM, a minimum of two full time individuals must be dedicated to the HIM Program, a program director and a full time faculty member. There must be faculty and instructional staff to advise and mentor students, and provide instruction and supervision on a regular planned basis. The HIM Program has two full time tenure track faculty members, 1 is tenured the other is not. Susie Feero holds an M.Ed degree and has the background needed by the HIM Program to teach HIT courses and content. The AHIMA Foundation recognizes that the second faculty member may have a background in a field outside HIM.

Instructor	Degree/ Specialization	Credentials	Rank/ Tenure Status	Yrs at UAS	Gender	Ethnicity	Courses Taught
Gordon, Leslie	MS	RHIA, FAHIMA	Associate Prof. Tenured	11	F	W	102,135, 280, 281, 291
Goeden, Rose	MBA	RHIA	Adjunct	5	F	W	272, 280,
Feero, Susie	M.Ed	CHTS-TS**	Assistant Prof. Tenure Track*	20	F	W	101, 280,181, 285, 289
Kunemund, Kathryn	BS QM		Adjunct	3	F	W	251, 280
Amy Samuel							135
Wade, Martha	AAS Coding	RHIT, CCS, CPC****	Adjunct	6	F	W	190, 210, 211

**Health Information Technology Professional – Technical/Software Support Staff

***Certified Coding Specialist
****Certified Professional Coder

17. Faculty Qualifications

Full time Faculty Minimum Qualifications

- Master's Degree preferably in Health Information Management
- Five (5) years teaching experience preferably with online courses
- Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) or other AHIMA certification in technology
- HIM Program Director is responsible for Professional Practice Experience (PPE)

Adjunct Faculty Minimum Qualifications

- Associate Degree, Baccalaureate preferred
- RHIT or RHIA or other appropriate certification
- Coding instructors RHIT plus coding credential

18. Professional Development
During the time of this review professional development funds were adequate to allow faculty to stay abreast of national curriculum changes and industry standards. At present there is no formal plan for professional development funds and the needs change yearly based on pedagogy, curriculum changes, technological advances and industry mandates. It is imperative that this support continues for the HIM Program faculty because of industry changes and accreditation requirements.

19. Staff
Administrative support for the HIM Program is vital for its continued success. Recruitment and retention remain a top priority as we focus on HIM Program completion and employment for our students.

Student Services and Resources
As part of UAS, the Sitka Campus Student Success Center (SSC) is working toward implementing a process to provide comprehensive support for students enrolled at the Sitka campus as well as for students taking distance/eLearning classes from other University of Alaska campuses and in towns and villages across Alaska. The SSC supports and tracks students from their initial inquiry with the goal of increasing retention by lowering dropout rates and increasing course completion rates. This is being accomplished through aggressive early intervention efforts by our Student Success Specialists who continue to develop and maintain an online student support system for enhancing student tracking, and when needed, increasing personal contact with students throughout their course of study.

The following resources are available to both our on-campus and on-line students: a comprehensive, individualized online student support system; academic advising;

financial aid (including FAFSA, grants and scholarships); reference and reserve materials for UAS courses; quiet study areas; computers connected to campus network and internet; and tutoring assistance (online and local); as well as proctoring and testing services (including Remote Proctoring).

The SSC is staffed by a multitalented team of Student Support Specialists, who spearhead UAS Sitka efforts to become a model eLearning provider, making readily accessible UA's excellent education programs supported by fully cohesive and responsive student success services. Additionally, the UAS system provides regionally accessible online library services and information technology infrastructure and support.

20. Program Governance
According to CAHIIM, the sponsoring educational institution must clarify the lines of authority and administrative governance of the HIM Program within the framework of the sponsoring institution. The HIM department is housed in the School of Career Education, with the Sitka Campus Director acting as the Dean, and oversight from the Provost, who acts as the Executive Dean.

21. Learning Resources
E-learning
UAS Sitka has long been a leader in delivery of distance education to Alaskans. The entire curriculum in the HIM Program is available by e-learning delivery, with the exception of the internship PPE.

Instructional design support is available on the Sitka Campus to assist instructors in learning new technologies and in deciding which are appropriate for each set of learning objectives. A variety of tools and strategies can enhance both the online and offline components of students' learning experiences.

22. Financial Support

23. Students Access to Resources
The UAS HIM Program uses the Egan Library for research materials for students doing papers and projects. The Egan Library subscribes to the AHIMA Journal for student use. Currently the online library holdings are adequate for the HIM Program.

Adequacy of facilities, technology, laboratory and other equipment *(UAS. 5.2)*
Instructional design support is available on the Sitka Campus to assist instructors in learning new technologies and in deciding which are appropriate for each set of learning objectives. A variety of tools and strategies can enhance both the online and offline components of students' learning experiences.

The HIM Program used the AHIMA Virtual Lab for the six years of this review and will begin using Neehr Prefect in 2016 for electronic health record applications and resources.

V. Curriculum

24. Curriculum
See Appendix A for Curriculum matrix.

25. Curriculum Sequence

Course # and Title		Credit Hours	Didactic	Lab	PPE
Fall	ENGL 111 Methods of Written Communication	3	3	0	0
	HIM 116 Quantitative Methods in HIM	3	3	0	0
	HIM 101 Introduction to HIM Practice I	3	4	2	16
	HIM 181 Computer Applications and Emerging Technologies	3	2	0	4
	HIM 135 Medical Terminology	3	3	0	0
	Total for Term	**15**			
Spring	BIOL 111 Anatomy & Physiology I	4	3	3	0
	ENGL 211 Intermediate Composition	3	3	0	0
	HIM 102 Introduction to HIM II	3	3	0	0
	HIM 155 Coding I	2	2	0	0
	Total for Term	**12**			
Summer	COMM 111 Oral Communication Skills	3	3	0	0
	Total for Term	**3**			
Fall	HIM 255 Coding II	3	3	0	16
	HIM 272 Pathophysiology/Pharmacology	4	3	2	2
	HIM 251 Revenue and Fin. Mgmt	3	3	0	0
	BIOL 112 Anatomy and Physiology II	4	3	3	0
	Total for Term	**14**			
Spring	HIM 258 Coding III	3	3	0	16
	HIM 240 Legal Aspects of HIM	3	3	0	0
	HIM 251 Quality Management/Project Management	3	2	0	8
	HIM 280 Healthcare Management	3	3	0	0
	Total for Term	**12**			
Summer	HIM 281 RHIT Certification Preparation	2	2	0	8
	HIM 291 Internship in HIM	2	0	0	80
	Total for Term	**4**			

26. Curriculum Syllabi and Competencies
Students know at the outset of each course, what is required for successful completion, what they are expected to learn, what activities they will experience, and how and when they will be evaluated. The AHIMA HIM entry-level curriculum competencies are made

known to students at HIM Program admission, and related competencies included in each HIM professional course syllabus. The HIM Program faculty review the syllabi of HIM courses yearly.

Student Learning Outcomes
Health Information Management Academic Year 2016-2017

Occupational Endorsement
Healthcare Information Technology

- Describe healthcare delivery systems
- Apply ethical standards of practice
- Identify healthcare privacy, confidentiality, legal and ethical issues
- Use information technology and systems
- Identify data, information, and file structures
- Describe data security

Certificate
Health Information Management Coding Specialist

- Analyze health data to ensure compliance with health data structure, content and standards
- Comply with healthcare information requirements and standards
- Appraise Clinical classification systems
- Verify reimbursement methodologies

Healthcare Privacy and Security

- Analyze healthcare delivery systems
- Apply ethical standards of practice
- Adhere to healthcare privacy, confidentiality, legal and ethical issues
- Use information technology and systems
- Analyze data, information, and file structures
- Analyze data security

Associate of Applied Science
Health Information Management

- Analyze health data to ensure compliance with health data structure, content and standards
- Comply with healthcare information requirements and standards
- Appraise clinical classification systems
- Verify reimbursement methodologies
- Utilize healthcare statistics and research
- Analyze clinical data
- Analyze healthcare delivery systems
- Apply ethical standards of practice
- Adhere to healthcare privacy, confidentiality, legal and ethical issues
- Use information technology and systems

- Analyze data, information, and file structures
- Analyze data security
- Facilitate organizational resources including human resources and financial management

HIM S 101 Introduction to Health Information Management I 3 credits

- Demonstrate comprehension of the difference between data and information; data sources (primary and secondary), and the structure and use of health information, and be able to apply appropriately
- Demonstrate comprehension of health information media (paper, computer, web-based) and the type and content of health record (paper, electronic computer-based, e-health personal and web based through application and/or analysis and evaluation)
- Demonstrate comprehension of data storage and retrieval through application and be able to evaluate the pros and cons of different storage systems
- Demonstrate comprehension of data quality and integrity through application
- Demonstrate comprehension of healthcare data sets and standards
- Compute and interpret healthcare statistics
- Demonstrate comprehension of health record documentation requirements (such as accreditation, certification, and licensure) through application
- Analyze current laws at the national and state level and an ability to evaluate their impact on healthcare facilities
- Demonstrate comprehension of clinical vocabularies and classification systems
- Investigate and recommend solutions to privacy issues/problems
- Apply and promote ethical standards of practice

S 102 Introduction to Health Information Management II 3 Credits

- Explain revenue cycle and reimbursement methodologies
- Explain regulatory compliance in healthcare
- Explain regulations and guidelines in clinical classification systems
- Identify potential abuse and fraudulent trends in healthcare
- Identify clinical documentation improvement systems
- Summarize leadership roles
- Recognize change management processes on people and systems
- Identify work design and process improvement
- Explain human resource management in healthcare
- Explain training and development
- Summarize strategic and organizational management
- Explain financial management in healthcare
- Comply with ethical standards of practice

HIM S 116 Quantitative Methods in Healthcare 3 credits

- Demonstrate basic math computations
- Apply mathematical computations to solve healthcare related equations including clinical, financial and administrative applications
- Identify measurement systems

- Define basic units of measurement in metric, apothecary and household systems
- Convert among measurement systems
- Identify both abbreviation and symbols used in calculating medication dosages
- Analyze charts, graphs and/or tables in the interpretation of healthcare results and statistics

HIM S 135 Medical Terminology 3 Credits

- Recognize prefixes, suffixes, and word roots as word parts used to build/write medical terms
- Identify human anatomy necessary to build a medical vocabulary
- Demonstrate an understanding of the rules for using word parts by combining them correctly to form medical terms
- Select the correct term when presented with its definition or description
- Identify diagnostic procedures related to clinical treatment
- Spell selected medical words correctly
- Recognize proper pronunciation of medical terms
- Describe medical terms in the context of medical reports and case studies used in various work settings

HIM S 155 Coding I – Outpatient Coding 3 Credits

- Apply diagnosis and procedure codes according to current guidelines
- Evaluate the accuracy of diagnostic and procedural coding
- Explain diagnostic and procedural groupings
- Explain the accuracy of diagnostic/procedural groupings
- Explain current regulations and established guidelines in clinical classification systems
- Apply computer assisted coding to coding scenarios
- Identify discrepancies between supporting documentation and coded data
- Explain physician queries to resolve data and coding discrepancies
- Comply with ethical standards of practice

HIM S 181 Emerging Technologies and Informatics 3 Credits

- Collect and maintain health data (such as data elements, data sets, and databases)
- Apply policies and procedures to ensure the accuracy of health data.
- Verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care management, registries, and/or databases
- Use and maintain electronic applications and work processes to support clinical classification and coding
- Apply current laws, accreditation, licensure, and certification standards related to health information initiatives from the national, state, local and facility levels
- Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs
- Apply policies and procedures for access and disclosure of personal health information
- Maintain user access logs/systems to track access to and disclosure of identifiable patient data
- Use technology including hardware and software, to ensure data collection, storage, analysis, and reporting of information

- Use common software such as word processing, presentation, and email in execution of work processes
- Use specialized software in the completion of HIM processes such as record tracking
- Apply policies and procedures to the use of networks, including intranet and internet applications to facilitate the electronic health record (EHR), personal health record (PHR), public health, and other administrative applications
- Participate in the planning, design, selection, implementation, integration, testing, evaluation, and support for EHRs
- Apply knowledge of database architecture and design (such as data dictionary, data modeling, data warehousing) to meet departmental needs
- Use appropriate electronic or imaging technology for data/record storage
- Apply retention and destruction policies for health information
- Apply confidentiality and security measures to protect electronic health information
- Protect data integrity and validity using software or hardware technology
- Apply department and organizational/facility data and information system security policies

HIM S 240 Legal Aspects of Health Information 3 Credits

- Apply policies/procedures for the access, control, use and release of health information to ensure that confidentiality, quality, and security are maintained in manual or automated systems
- Explain applicable legal and institutional requirements for the retention, control, use and release of health information and identify the need to monitor changes in regulations and/or institutional requirements on release and retention of patient records
- Explain the concepts of patient authorization/informed consent and consent for treatment in relation to documentation in the medical record
- Analyze the requirements for valid authorization requesting the release and proper procedures for release of patient information to various care providers and other interested parties
- Outline the differences between a subpoena and a court order, and recommend procedures for the proper preparation and use of health information in legal proceedings
- Examine the government process, such as judicial and legislative systems, and the administration of the law including the officers of the court, subpoenas, court orders, legal proceedings before a trial and the process of the trial
- Demonstrate the legal responsibilities of various units within a hospital or healthcare facility (i.e., medical staff, administration, committees, etc.)
- Define statute of limitations and discuss how a statute of limitations affects record retention practices
- Analyze the types of documentation errors that may occur in medical record entries and the proper procedures for correcting or altering a medicolegal record
- Summarize the rights of patients and third parties to access medical record information, including sensitive information such as alcohol and drug abuse patient records and psychiatric records
- Discuss the increasing trend of fraud and abuse investigations and appropriate response strategies for healthcare providers
- Outline statutory/regulatory requirements and recommended procedures related to the disposition of medical records upon change of ownership and closure

- Identify the major sources of law that govern confidentiality of health information (with a primary focus on HIPAA), and discuss their application to paper and electronic patient records
- Develop specific privacy training programs that provide methods/guidelines/procedures for protecting the confidentiality and security of personal health information (various areas such as fax, email, and other patient information)
- Apply and develop ethical standards of practice in the area of privacy, confidentiality and security of personal health information

HIM S 251 Quality Improvement and Project Management 3 Credits

- Demonstrate a reading and speaking vocabulary of terms used in healthcare quality management
- Describe the factors influencing performance improvement initiatives in healthcare
- Identify legislative mandates, oversight agency, and accreditation group requirements for quality management activities in healthcare organizations
- Identify, describe, and apply commonly used methods for measuring, assessing, and improving the quality of patient care and services provided in healthcare organizations
- Describe the role of resource management, patient safety improvement, and risk management in the quality initiatives of a healthcare organization
- Demonstrate an understanding of the physician and professional staff competency evaluation system
- Prepare and analyze data-based reports for clinical and administrative decision support
- Explain the role of HIM in organization-wide performance improvement
- Describe and define project management concepts and roles

HIM S 255 Coding II – Inpatient Coding 3 Credits

- Apply diagnosis and procedure codes according to current guidelines
- Evaluate the accuracy of diagnostic and procedural coding
- Analyze diagnostic and procedural groupings
- Analyze the accuracy of diagnostic/procedural groupings
- Examine current regulations and established guidelines in clinical classification systems
- Analyze computer assisted coding to coding scenarios
- Analyze discrepancies between supporting documentation and coded data
- Verify physician queries to resolve data and coding discrepancies
- Comply with ethical standards of practice

HIM S 258 Coding III – Advanced Coding 3 Credits

- Apply diagnosis and procedure codes according to current guidelines
- Evaluate the accuracy of diagnostic and procedural coding
- Apply diagnostic and procedural groupings
- Evaluate the accuracy of diagnostic/procedural groupings
- Analyze current regulations and established guidelines in clinical classification systems
- Determine the accuracy of computer assisted coding to coding scenarios
- Identify discrepancies between supporting documentation and coded data
- Develop physician queries to resolve data and coding discrepancies
- Comply with ethical standards of practice

- Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status
- Verify the documentation in the health record is timely, complete, and accurate
- Explain the revenue cycle management process

HIM S 261 Revenue and Financial Management for Healthcare 3 Credits

- Differentiate the roles and responsibilities of various providers and disciplines, to support documentation requirements, throughout the continuum of healthcare
- Collect and maintain health data
- Identify and use secondary data sources
- Validate the reliability and accuracy of secondary data sources
- Apply policies and procedures to ensure the accuracy and integrity of health data both internal and external to the health system
- Apply policies and procedures for the use of data required in healthcare reimbursement
- Evaluate the revenue cycle management processes
- Analyze policies and procedures to ensure organizational compliance with regulations and standards
- Plan budgets
- Explain accounting methodologies
- Explain budget variances
- Comply with ethical standards of practice

HIM S 272 Pathophysiology 4 Credits

- Explain the disease process for some of the common diseases by body systems
- Analyze certain normal and abnormal laboratory, radiology, and other diagnostic procedure results
- Examine potential treatment options for different disease processes specific to various body systems including surgical and drug therapies
- Apply critical thinking and prior knowledge skills to the pathophysiologic manifestations of diseases

HIM S 280 Health Care Management 3 Credits

- Plan and organize health information service operations
- Identify and explain appropriate management actions when dealing with various management issues
- Develop, apply, and evaluate policies and procedures for health information services/functions incorporating applicable legal, ethical, accrediting, licensing and institutional requirements
- Determine staffing needs within a healthcare department
- Design an appropriate Health Information Department organizational chart
- Develop HIM specific job description
- Develop an HIM-related budget

HIM S 281 RHIT Exam Prep 1 Credit

- Demonstrate comprehension of all AHIMA RHIT Domain competencies

HIM S 285 Healthcare Privacy and Security 3 Credits

- Apply current laws, accreditation, licensure, and certification standards related to health information initiatives from the national, state, local and facility levels
- Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs
- Adhere to the legal and regulatory requirements related to the health information infrastructure
- Apply policies and procedures for access and disclosure of personal health information
- Maintain user access logs/systems to track access to and disclosure of identifiable patient data
- Apply confidentiality and security measures to protect electronic health information
- Protect data integrity and validity using software or hardware technology
- Apply departmental and organizational/facility data and information system security policies

HIM S 289 Healthcare Information Technology 3 Credits

- Collect and maintain health data
- Verify timeliness, completeness, accuracy and appropriateness of data and data sources
- Apply information systems policies and procedures required by national health information initiatives on the healthcare delivery system
- Maintain user access logs/systems to track access to and disclosure of identifiable patient data
- Use technology including hardware and software, to ensure data collection, storage, analysis, and reporting of information
- Use common software such as word processing, presentation, and email in execution of work processes
- Apply policies and procedures to the use of networks, including intranet and internet applications to facilitate the EHR, PHR, public health, and other administrative applications
- Use and maintain electronic applications and work processes to support clinical classification and coding
- Apply knowledge of database architecture and design to meet departmental needs
- Use appropriate electronic or imaging technology for data record storage

HIM S 291 Internship in Healthcare Management 3 credits

- Utilize basic descriptive, institutional and healthcare statistics
- Analyze data to identify trends
- Summarize health information related leadership roles
- Apply the fundamentals of team leadership
- Organize and facilitate meetings
- Adhere to work plans, policies, procedures and resource requisitions in relation to job functions
- Comply with ethical standards of practice
- Evaluate the consequences of a breach of healthcare ethics
- Assess how cultural issues affect health, healthcare quality, cost and HIM

Create programs and policies that support a culture of diversity

27. Curriculum Evaluation

Student evaluation methodologies (tests, exams, projects, assignments, Neerh Perfect activities, etc.) vary in type and construction, each course is designed to frequently test the learning outcomes of the students at different cognitive levels. The courses are taught and students are tested at a variety of taxonomic levels, with emphasis being placed on the use of application and problem-solving techniques. The analysis of situations in professional contexts and problem-based assessment is emphasized in HIM courses.

28. Professional Practice Experiences (PPE)

The PPE (clinical practicum, directed practice experience) are designed, supervised and evaluated by the HIM Program Director. The PPE is designed to allow for a learning experience for the student to reinforce the competencies and skill sets from course work. It is expected that HIM students will not be substituted for paid staff. However the PPE does not prohibit a paid internship. Each student PPE experience is individualized based on the needs of the site and the student's competencies. The HIM Program Director works closely with the student and site supervisor to create a program of practical experience.

29. Health and Safety

"The University of Alaska Southeast recognizing the need to maintain a safe and healthy work and learning experience for our students, faculty, staff and visitors created the Office of Health and Safety in 2001.

The effort to assure health and safety, for ourselves and the environment, is a long term ongoing commitment on the part of the University. My task, as Health and Safety Manager, is to assist each of you in identifying and addressing any areas within your program or facility that do not meet prudent or nationally recognized standards of good practice.

The vision of the Office of Health and Safety for the University of Alaska Southeast is to enhance the research and educational process by fully integrating a continuous improvement of health, safety and environmental performance into our culture, our work practices and all campus activities.

The mission of the Office of Health and Safety at the University of Alaska Southeast is to provide leadership and outstanding service so that the risk of injury, illness, environmental damage and losses to the campus community and its neighbors is continuously reduced."
http://www.uas.alaska.edu/facilities_services/safety/

The responsibilities of the college, PPE site and student(s) are documented for professional practice experiences. A formal contract (Affiliate Agreement) is used in accordance with institutional practice. Health, safety or security policies and requirements are outlined in the agreement, and students are informed of these in advance of the PPE.

VI. Fair Practices

30. Publications and Disclosures

According to CAHIIM, all published HIM Program information reflects the program offered and is known to all applicants and students. The sponsoring educational institution, programmatic accreditation status and curriculum, admissions policies and procedures, policies on advanced placement, transfer of credits, and credits for experiential learning, number of credits required for completion of the HIM Program, tuition/fees and other costs required to complete the HIM Program, policies and procedures for withdrawal and for refunds of tuition/fees, academic calendar, student grievance procedure, criteria for successful completion of each segment of the curriculum and graduation, information about student/graduate achievement that includes the results of outcomes assessments as reported in the Annual Program Assessment Report (APAR).

The Academic Catalog is available online at http://www.uas.alaska.edu/catalog/

The Student Guide book is available online and outlines academic guidelines, health and safety, student conduct and student services.
http://www.uas.alaska.edu/students/guide/guide-toc.html

31. Lawful and Discriminatory Practices

All activities associated with the HIM Program, including student and faculty recruitment, student admissions, and faculty employment practices, are non-discriminatory and in accordance with federal and state statutes, rules, and regulations.

The Academic Catalog is available online http://www.uas.alaska.edu/catalog/

The Student Guide book is available online
http://www.uas.alaska.edu/students/guide/guide-toc.html

The Full-Time and Adjunct Faculty Handbooks are available online
http://www.uas.alaska.edu/facultyhandbook/

32. Student Records

Documentation is maintained for student admission, advisement, counseling, and evaluation. Records of student evaluations are maintained to document learning progress and achievements. Grades and credits for courses are recorded on the student transcript and permanently maintained by UAS in a safe and accessible location.

Degree progress is tracked in DegreeWorks, a degree tracking and management software that is part of the Banner student/finance information management statewide data system. Banner and DegreeWorks are part of © 2015 Ellucian Company L.P. and its affiliates.

Student Advisement Records are kept by academic advisors. EMAS, a Customer Relations Management system is used to record advising session notes. AceWare Student Manager is also used to record advising appointment notes and demographic information.

33. Substantive Change
The HIM Program must report substantive change(s) as described in the CAHIIM Accreditation Manual in a timely manner or as specified by CAHIIM. Change in HIM Program Director, dean, physical location, ownership, academic term, and the impact if any, the change has on the HIM program, will be submitted to CAHIIM within 30 days of the change.

34. Submit APAR by Due Date
The HIM Program is up to date on the submission of APAR. The latest report was submitted in February of 2015 for the academic year 2012-2013. CAHIIM implemented a new electronic submission system this year. The AY 2013-2014 APAR will be due later in the year 2015.

35. Periodic Site Visit
The HIM Program is expected to have a CAHIIM site visit within the next few years. CAHIIM will send the HIM Program notification requiring a self-study to be completed within 1 year of notification. After the self-study is submitted to CAHIIM the HIM Program will receive notification of a site visit. The fee for the site visit is $8,000.

36. Inform CAHIIM of any Adverse Changes
The HIM Program is required to notify CAHIIM of any adverse changes.

37. Payment of all CAHIIM Administrative Fees
The HIM Program is current on all CAHIIM administrative and accreditation fees.

Appendix A:

Domain	Bloom's Level	HIM 101	HIM 102	HIM 116	HIM 181	HIM 155	HIM 255	HIM 258	HIM 240	HIM 251
101 – Introduction to Health Information Management I 102- Introduction to Health Information Management II 116- Quantitative Methods in HIM 181- Emerging Technologies and Informatics 155 – Coding I – (Outpatient) 255 – Coding II – (Inpatient) 258- Coding III – (Advanced) 261 – Revenue and Financial Management for Healthcare 272 – Pathophysiology and Pharmacology 280- Health care Management 289 – Healthcare Information Technology 291A – Internship in HIM I= Introduce P=Practice M=Master – at the required Blooms level										
I. Data Content Structure and Standards DEFINITION: Academic content related to diagnostic and procedural classification and terminologies; health record documentation r healthcare system; data accuracy and integrity; data integration and interoperability; respond to customer data needs; data manage standards.										
I.A Classification Systems										
1. Apply diagnosis/procedure codes according to current guidelines	3	I				P/M	P/M	M		
2. Evaluate the accuracy of diagnostic and procedural coding	5	I				P/M	P/M	M		
3. Apply diagnostic and procedural groupings	3	I				P/M	P/M	M		

Domain	Bloom's Level	HIM 101	HIM 102	HIM 116	HIM 181	HIM 155	HIM 255	HIM 258	HIM 240	HIM 251
4. Evaluate the accuracy of diagnostic/procedural groupings	5	I				P	P	M		

Suggested Neehr Perfect® Activities: Scavenger hunts 1 & 2 – 101 and 102 / Scavenger Hunt 3 - 101
- Data Entry with a note (or without a note) 101
- Entering Inpatient Orders 101
-

Domain	Bloom's Level	HIM 101	HIM 102	HIM 116	HIM 181	HIM 155	HIM 255	HIM 258	HIM 240	HIM 251
I.B. Health Record Content and Documentation										
1. Analyze the documentation in the health record to ensure it support the diagnosis and reflect the patient's progress, clinical findings, and discharge status	4	I			P			M		
2. Verify the documentation in the health record is timely, complete, and accurate	4	I			P			M		
3. Identify a complete health record according to, organizational policies, external regulations, and standards	3	I			P/M				P/M	
4. Differentiate the roles and responsibilities of various providers and disciplines, to support documentation requirements, throughout the continuum of healthcare	5	I								M

Suggested Neehr Perfect® Activities:
- Data Entry of Problems and Communication 181
Retrieval of Data in the EHR- 181
- Case Study Review
- CPRS Chart Deficiency v3 181
- CPRS Analyzing for Chart Deficiencies 181?, 258
- UHDDS and the EHR- 101
- Understanding TJC's Tracer methodology 251
- Quality Improvement Utilizing the EHR- 251

Domain	Bloom's Level	HIM 101	HIM 102	HIM 116	HIM 181	HIM 155	HIM 255	HIM 258	HIM 240	HIM 251
I.C. Data Governance										
1. Apply policies and procedures to ensure the accuracy of health data	3	I			P					

Suggested Neehr Perfect® Activities:
An activity in Neehr Perfect is not applicable for this competency or has not been developed yet.

Domain	Bloom's Level	HIM 101	HIM 102	HIM 116	HIM 181	HIM 155	HIM 255	HIM 258	HIM 240	HIM 251
I.D. Data Management										
1. Collect and maintain health data	2	I			P					M
2. Apply graphical tools for data presentations	3	I		I/P						M

Suggested Neehr Perfect® Activities:
Quality Improvement Utilizing the EHR- 251

Domain	Bloom's Level	HIM 101	HIM 102	HIM 116	HIM 181	HIM 155	HIM 255	HIM 258	HIM 240	HIM 251
I.E Secondary Data Sources										

Domain	Bloom's Level	HIM 101	HIM 102	HIM 116	HIM 181	HIM 155	HIM 255	HIM 258	HIM 240	HIM 251
1. Identify and use secondary data sources	3	I			P			P		M
1. Validate the reliability and accuracy of secondary data sources	3	I			P			P		

Suggested Neehr Perfect® Activities:
An activity in Neehr Perfect is not applicable for this competency or has not been developed yet.

II. Information Protection: Access Disclosure, Archival, Privacy and Security										
Definition: Understand healthcare law (theory of all healthcare law to exclude application of law covered in Domain V); develop priva procedures and infrastructure; educate staff on health information protection methods; risk assessment; access and disclosure mana										
II.A. Health Law										
1. Apply healthcare legal terminology	3	I/P							M	
2. Identify the use of legal documents	3	I/P							M	
3. Apply legal concepts and principles to the practice of HIM	3	I/P							M	

Suggested Neehr Perfect® Activities:
- Release of Information 101 and 240
ROI and Accounting of Disclosures 240

II.B. Data Privacy Confidentiality and 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	I							P	
2. Apply retention and destruction policies for health information	3	I							P	
3. Apply system security policies according to departmental and organizational data/information standards	3	I			P					

Suggested Neehr Perfect® Activities:
- Release of Information
- ROI and Accounting of Disclosures
EHR Evaluation

II.C. Release of Information										
1. Apply policies and procedures surrounding issues of access and disclosure of protected health information	3	I							P/M	

Suggested Neehr Perfect® Activities:
- Release of Information
- ROI and Accounting of Disclosures

III. Informatics, Analytics and Data Use										
Definition: Creation and use of Business health intelligence; select, implement, use and manage technology solutions; system and da information management planning; data modeling; system testing; technology benefit realization; analytics and decision support; da administrative reports; descriptive, inferential and advanced statistical protocols and analysis; IRB; research; patient-centered health information exchange; data quality										

Domain	Bloom's Level	HIM 101	HIM 102	HIM 116	HIM 181	HIM 155	HIM 255	HIM 258	HIM 240	HIM 251
III.A. Health Information Technologies										
1. Utilize software in the completion of HIM processes	3	I			P	P	P	M	P	P
2. Explain policies and procedures of networks, including intranet and Internet to facilitate clinical and administrative applications	2	I			P					
Suggested Neehr Perfect® Activities:										
An activity in Neehr Perfect is not applicable for this competency or has not been developed yet.										
III.B. Information Management Strategic Planning										
1. Explain the process used in the selection and implementation of health information management systems	2	I								P
2. Utilize health information to support enterprise wide decision support for strategic planning	3.	I								P
Suggested Neehr Perfect® Activities:										
• Assessing Commercial Vendors Part I & II 289										
EHR Evaluation 289										
III.C. Analytics and Decision Support										
1. Explain analytics and decision support	2	I		I/P						P
2. Apply report generation technologies to facilitate decision-making	3	I								P
Suggested Neehr Perfect® Activities:										
An activity in Neehr Perfect is not applicable for this competency or has not been developed yet.										
III.D. Health Care Statistics										
1. Utilize basic descriptive, institutional, and healthcare statistics	3	I		I/P						P
2. Analyze data to identify trends	4	I		I/P						P
Suggested Neehr Perfect® Activities:										
QI Simulation *(in development)*										
III.E. Research Methods										
1. Explain common research methodologies and why they are used in healthcare	2	I		I/P						M
Suggested Neehr Perfect® Activities:										
An activity in Neehr Perfect is not applicable for this competency or has not been developed yet.										
III.F. Consumer Informatics										
1. Explain usability and accessibility of health information by patients, including current trends and future challenges	2	I/P		P	M					
Suggested Neehr Perfect® Activities:										
An activity in Neehr Perfect is not applicable for this competency or has not been developed yet.										
III.G. Health Information Exchange										

Domain	Bloom's Level	HIM 101	HIM 102	HIM 116	HIM 181	HIM 155	HIM 255	HIM 258	HIM 240	HIM 251
1. Explain current trends and future challenges in health information exchange	2	I/P		P	P					

Suggested Neehr Perfect® Activities:
- Health Information Exchange 289

Domain	Bloom's Level	HIM 101	HIM 102	HIM 116	HIM 181	HIM 155	HIM 255	HIM 258	HIM 240	HIM 251
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	I								P

Suggested Neehr Perfect® Activities:
- EHR Evaluation 289
- Quality Improvement Utilizing the EHR-251
- Understanding TJCs Tracer Methodology

IV. Revenue Management

Definition: Healthcare reimbursement; revenue cycle; charge master; DOES NOT INCLUDE COMPLIANCE regulations and activities rel compliance initiatives, fraud and abuse, etc.) AS THESE ARE COVERED IN DOMAIN V.

Domain	Bloom's Level	HIM 101	HIM 102	HIM 116	HIM 181	HIM 155	HIM 255	HIM 258	HIM 240	HIM 251
IV.A. Revenue Cycle and Reimbursement										
1. Apply policies and procedures for the use of data required in healthcare reimbursement	3		I/P	P				P/M		
2. Evaluate the revenue cycle management processes	5		I/P	P				P/M		

Suggested Neehr Perfect® Activities:
An activity in Neehr Perfect is not applicable for this competency or has not been developed yet.

V. Compliance

Definition: COMPLIANCE activities and methods for all health information topics. For example, how to comply with HIPAA, Stark Law Coding; auditing; severity of illness; data analytics; fraud surveillance; clinical documentation improvement.

Domain	Bloom's Level	HIM 101	HIM 102	HIM 116	HIM 181	HIM 155	HIM 255	HIM 258	HIM 240	HIM 251
V.A. Regulatory										
1. Analyze policies and procedures to ensure organizational compliance with regulations and standards	4		I						P	
2. Collaborate with staff in preparing the organization for accreditation, licensure, and/or certification	4		I						P	
3. Adhere to the legal and regulatory requirements related to the health information management	3		I						P	

Suggested Neehr Perfect® Activities:
- Quality Improvement Utilizing the EHR
- Understanding TJCs Tracer Methodology
- Hospital Inpatient Quality Measures -- 251 or 280?

Domain	Bloom's Level	HIM 101	HIM 102	HIM 116	HIM 181	HIM 155	HIM 255	HIM 258	HIM 240	HIM 251
V.B. Coding										

Domain	Bloom's Level	HIM 101	HIM 102	HIM 116	HIM 181	HIM 155	HIM 255	HIM 258	HIM 240	HIM 251
1. Analyze current regulations and established guidelines in clinical classification systems	4		I/P			P	P	M		
2. Determine accuracy of computer assisted coding assignment and recommend corrective action	5		I/P			P	P	M		

Suggested Neehr Perfect® Activities:
Students may code any chart located in the Neehr Perfect EHR using your guidelines and forms. (all 3 coding courses)

Domain	Bloom's Level	HIM 101	HIM 102	HIM 116	HIM 181	HIM 155	HIM 255	HIM 258	HIM 240	HIM 251
V.C. Fraud Surveillance										
1. Identify potential abuse or fraudulent trends through data analysis	3		I	P					P	

Suggested Neehr Perfect® Activities:
An activity in Neehr Perfect is not applicable for this competency or has not been developed yet.

Domain	Bloom's Level	HIM 101	HIM 102	HIM 116	HIM 181	HIM 155	HIM 255	HIM 258	HIM 240	HIM 251
V.D. Clinical Documentation Improvement										
1. Identify discrepancies between supporting documentation and coded data	3		I			P	P	M		
2. Develop appropriate physician queries to resolve data and coding discrepancies	6		I			P	P	M		

Suggested Neehr Perfect® Activities:
- Case Study Review –in class activity 181?
- CPRS Chart Deficiency
- CPRS Analyzing for Chart Deficiencies
- Hospital Inpatient Quality Measures

VI. Leadership
Definition: Leadership models, theories, and skills; critical thinking; change management; workflow analysis, design, tools and techni
training and development theory and process; strategic planning; financial management; ethics and project management

Domain	Bloom's Level	HIM 101	HIM 102	HIM 116	HIM 181	HIM 155	HIM 255	HIM 258	HIM 240	HIM 251
VI.A Leadership Roles										
1. Summarize health information related leadership roles	2		I/P							
2. Apply the fundamentals of team leadership	3		I/P							
3. Organize and facilitate meetings	3		I/P							

Suggested Neehr Perfect® Activities:
An activity in Neehr Perfect is not applicable for this competency or has not been developed yet.

Domain	Bloom's Level	HIM 101	HIM 102	HIM 116	HIM 181	HIM 155	HIM 255	HIM 258	HIM 240	HIM 251
VI.B. Change Management										
1. Recognize the impact of change management on processes, people and systems	2		I							P

Suggested Neehr Perfect® Activities:
An activity in Neehr Perfect is not applicable for this competency or has not been developed yet.

Domain	Bloom's Level	HIM 101	HIM 102	HIM 116	HIM 181	HIM 155	HIM 255	HIM 258	HIM 240	HIM 251
VI.C. Work Design and Process Improvement										
1. Utilize tools and techniques to monitor, report, and improve processes	3		I	P						P

Domain	Bloom's Level	HIM 101	HIM 102	HIM 116	HIM 181	HIM 155	HIM 255	HIM 258	HIM 240	HIM 251
2. Identify cost-saving and efficient means of achieving work processes and goals	3		I							P
3. Utilize data for facility-wide outcomes reporting for quality management and performance improvement	3		I							P

Suggested Neehr Perfect® Activities:
An activity in Neehr Perfect is not applicable for this competency or has not been developed yet.

Domain	Bloom's Level	HIM 101	HIM 102	HIM 116	HIM 181	HIM 155	HIM 255	HIM 258	HIM 240	HIM 251
VI.D. Human Resource Management										
1. Report staffing levels and productivity standards for health information functions	3		I	P					P	
2. Interpret compliance with local, state, and federal labor regulations	5		I						P	
3. Adhere to work plans, policies, procedures, and resource requisitions in relation to job functions	3		I							

Suggested Neehr Perfect® Activities:
An activity in Neehr Perfect is not applicable for this competency or has not been developed yet.

Domain	Bloom's Level	HIM 101	HIM 102	HIM 116	HIM 181	HIM 155	HIM 255	HIM 258	HIM 240	HIM 251
VI.E. Training and Development										
1. Explain the methodology of training and development	2		I						P	
2. Explain the return on investment for employee training and development	2		I	P					P	

Suggested Neehr Perfect® Activities:
An activity in Neehr Perfect is not applicable for this competency or has not been developed yet

Domain	Bloom's Level	HIM 101	HIM 102	HIM 116	HIM 181	HIM 155	HIM 255	HIM 258	HIM 240	HIM 251
VI.F. Strategic and Organizational Management										
1. Summarize a collection methodology for data to guide strategic and organizational management	2		I	P						P
2. Understand the importance of healthcare policy-making as it relates to the healthcare delivery system	2		I			P				
3. Describe the differing types of organizations, services, and personnel and their interrelationships across the health care delivery system	2		I/P							
4. Apply information and data strategies in support of information governance initiatives	3		I			P				
5. Utilize enterprise-wide information assets in support of organizational strategies and objectives	3		I			P				

Suggested Neehr Perfect® Activities:
An activity in Neehr Perfect is not applicable for this competency or has not been developed yet.

Domain	Bloom's Level	HIM 101	HIM 102	HIM 116	HIM 181	HIM 155	HIM 255	HIM 258	HIM 240	HIM 251
VI.G. Financial Management										
1. Plan budgets	3		I	P						

Domain	Bloom's Level	HIM 101	HIM 102	HIM 116	HIM 181	HIM 155	HIM 255	HIM 258	HIM 240	HIM 251
2. Explain accounting methodologies	2		I	P/M						
3. Explain budget variances	2		I	P/M						
Suggested Neehr Perfect® Activities:										
An activity in Neehr Perfect is not applicable for this competency or has not been developed yet.										
VI.H. Ethics										
1. Comply with ethical standards of practice	5	I	P	P	P	P	P	P	P	P
2. Evaluate the consequences of a breach of healthcare ethics	5		I	P	P	P	P	P	M	P
1. Assess how cultural issues affect health, healthcare quality, cost, and HIM	5		I	P	P	P	P	P	P	P
4. Create programs and policies that support a culture of diversity	6		I	P	P	P	P	P	P	P
Suggested Neehr Perfect® Activities:										
An activity in Neehr Perfect is not applicable for this competency or has not been developed yet.										
VI.I. Project Management										
1. Summarize project management methodologies	2		I		P					M
Suggested Neehr Perfect® Activities:										
An activity in Neehr Perfect is not applicable for this competency or has not been developed yet.										
VI.J. Vendor/Contract Management										
1. Explain Vendor/Contract Management	2		I/P							
Suggested Neehr Perfect® Activities:										
Assessing Commercial Vendors Part I and II 181?, 289										
VI.K. Enterprise Information Management										
1. Apply knowledge of database architecture and design	3		I		P					
Suggested Neehr Perfect® Activities:										
An activity in Neehr Perfect is not applicable for this competency or has not been developed yet.										
Supporting Body of Knowledge (Pre-requisite or Evidence of Knowledge)										
Pathophysiology and Pharmacology										
Anatomy and Physiology										
Medical Terminology										
Computer concepts and applications	IV.A.2									