1. Define - Vocabulary :

Accreditation – A voluntary process of institutional or organizational review in which a qausi-independent body created for this purpose periodically evaluates the quality of the entity’s work against pre-established written criteria. A determination by an accrediting body that an eligible organization, network, program, group, or individual complies with applicable standards. The act of granting approval to a healthcare organization based on whether the organization has met a set of voluntary standards developed by an accreditation agency.

AAPC – American Academy of Professional Coders – educates and certifies medical coders.

AAMRL – American Association of Medical Record Librarians – The name adopted by the Association of Record Librarians of North America in 1944.

ACS – American College of Surgeons – Surgeons formed to improve the quality of surgical care by setting high standards for surgical education and practice

AHIMA – American Health Information Management Association – Professional membership organization for managers of health record services, healthcare information systems, and coding services. It provides accreditation, advocacy, certification, and educational services.

AMRA – American Medical Record Association – The name adopted by the American Association of Medical Record Librarians in 1970.

AHDI – Association for Healthcare Documentation Integrity – a professional organization dedicated to the capture of health data and documentation.

ARLNA – Association of Record Librarians of North America – Organization formed 10 years after the beginning of the hospital standardization movement whose original objective was to elevate the standards of clinical record keeping in hospitals and other heal care facilities.

AHIMA CODE OF ETHICS – all members of AHIMA are expected to act in a manner and comply with all laws, regulations, and standards governing the practice of HIM. They are expected to protect the confidentiality and security of health records and health information.

CAHIIM – Commission on Accreditation for Health Informatics and Information Management Education – an accrediting organization whose mission is to serve the public interest by establishing and enforcing quality accreditation standards for health information management educational programs.

CCHIIM – Commission on Certification for Health Informatics and Information Management – an independent body within AHIMA that establishes and enforces standards for the certification and certification maintenance of information management professionals.

CEUs – continuing education units – Training that enables employees to remain current with advancing knowledge in their profession. Activities that qualify for CEU’s include attending workshops and seminars, taking college courses, and engaging in self-assessment activities.

HIM – Health Information Management – health profession that is responsible for ensuring the availability, accuracy, and protection of the clinical information that is needed to deliver healthcare services and make healthcare-related decisions.

HOSPITAL STANDARDIZATION PROGRAM - an early 20th century survey mechanism instituted by the American College of Surgeons and aimed at identifying quality of care problems and improving patient care.

AHIMA's Mission and Core Values – explains what the organization is and what it does. It describes the organization’s distinctive purpose.

Please answer the following questions:

2,

1. \*Summarize the development of health information management (HIM) profession from its beginnings to the present.

The development of the HIM profession was influenced by four steps. They include the hospital standardization movement, the organization of records librarians, the approval of formal educational processes, and an educational curriculum for medical record librarians.

b.\* Explain AHIMA's certification processes

Each credential has specific requirements and certification program. Learning and training are required. CAHIIM was voted in and handled the educational preparation for HIM. Certified individuals must prove that they are continuing to maintain their knowledge and skill. To maintain their certification they must complete a set of designated set of CEU. Taking college courses, seminars, workshops, and independent study activities are examples of CEU’S.

c. How is AHIMA governed? http://www.ahima.org/about/governance

AHIMA is governed by the Board of directors. It made up of 13 members including the CEO. Members of AHIMA elect a president each year to serve in the role of governing the association. The president then sets strategies and maintains oversight and responsibility.

d. \*Identify the appropriate professional organizations for the various specializations of HIM.

HIM professional organizations include Healthcare Information and Management Systems Society, Association for Healthcare Documentation Integrity, American Academy of Professional Coders, and National Cancer Registrars Association.

3. Name the AHIMA credentials available to students and membership? ie; RHIT, etc.

RHIT, RHIA, CCA, CCS, CCS-P, CHPS, CHDA, CDIP, CHTS

4. What is AHIMA's fellowship program?

The fellowship program is a program of earned recognition for AHIMA members who made significant and sustained contributions to the HIM profession.

5. What is the AAPC? What are their credentials?

The AAPC is the American Academy of Professional Coders.

Certified Professional Coder (CPC)

Certified Professional Coder – Payer (CPC-P)

Certified Professional Medical Auditor (CPMA)

Certified Professional Compliance Officer (CPCO)

Certified Inpatient Coder (CIC)

Certified Outpatient Coder (COC)

Certified Risk Adjustment Coder (CRC)

6. What is the National Cancer Registrars Association?

Association representing cancer registry professionals and Certified Tumor Registrars. The focus is education and certification with the goal to provide that all cancer registry professionals have the required knowledge to be superior in their field.

7. Answers to "check your understanding 1.1 and 1.2

1.1 1. B American College of Surgeons

2. C 1928

3. A Changes in technology

4. A Information focused

5. A Department based

6.B CAHIIM

1.2 1. B Candidacy

2. A Engage

3. B House of Delegates

4. C Foster professional development of its members

5. B Registered Health Information Technician

8. Visit http://hicareers.com/CareerMap/ re: Career paths. Write a career plan.

The career I am choosing is medical coding. I am hardworking, easy to get along with, and hepful with others. I am motivated to reach this career. I have just began college. I will work hard to achieve my goal. When I finish college I want to start my career. It will better mself and family for our future.

9. Visit http://www.ahima.org/certification research the qualifications for taking each certification examination aned the continuing education requirements for maintaining each credential. What are the differences and similarities?

There are qualifications before taking the certification exams,

The HIM certification which consists of RHIA and RHIT both have to be completed with academic requirements accredited by CAHIIM. Some examples of the academic requirements for RHIA is to complete the academic requirements at a bachelor’s degree level of a HIM program or complete academic requirements at a master’s level of an HIM program.

CCA, CCS, and CCS-P are listed under the coding certification. CCS and CCS-P are about the same. Some examples of the requirements are by education and coding credentials from other certifying organization plus one year coding experience. The requirement you need for CCA is a high school diploma.

Speciality certifications are CDIP, CHDA, CHPS, CHTS. The CHTS has recommendations but not required options. You can be trained through non-degree health IT workforce development programs or workforce and training experience. For CDIP an example for requirement is 2 years experience in clinical documentation improvement. CHDA requires master in HIM, or masters or higher degree and 1 year healthcare data experience.CHPS need an associates degree plus 6 years experience in healthcare privacy or security management or a masters or related degree plus 2 years of experience