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**Week 1: Health Information management Technology Chapter 1**

**Upload answers and comments in a word document through cm connect**

1. **Define - Vocabulary**:

**Accreditation** is voluntary process of an institutional or organizational review in which a quasi-independent body created for this purpose evaluates the quality of the entity’s work against pre-established written criteria.

**AAPC** stands for the American Academy of Professional Coders. The AAPC educates and certifies medical coders.

**AAMRL** stands for the American Association of Medical Record Librarians. The AAMRL was the precursor to the AHIMA.

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

**AHIMA** stands for the American Health Information Management Association. The AHIMA is the professional membership organization for managers of health record services and healthcare information systems as well as coding services; provides accreditation, advocacy, certification and educational services.

**AMRA** stands for the American Medical Record Association.Precursor to the AHIMA.

**AHDI** stands for the Association for Healthcare Documentation Integrity. The AHDI has model curriculum for formal educational programs that includes the study of medical terminology, anatomy physiology, medical science, operative procedures, instruments, supplies, laboratory, values, reference use and research techniques and English grammar.

**ARLNA** stand for the Association of Record Librarians of North America. Precursor to the AHIMA. Organization formed 10 years after the beginning of the hospital standardization movement whose original objective was to elevate the standards of clinical recordkeeping in hospitals dispensaries and other healthcare facilities.

**AHIMA CODE OF ETHICS-**the AHIMA requires that all members abide by a code of ethics. The code of ethics stipulates that all members must act in and ethical manner, and they must abide by all laws, regulations and standards for the HIM profession.

**CAHIM** stands for the Commission on accreditation for health Informatics and Information Management Education. The CAHIM is an independent accrediting organization whose mission is to serve the public interest by establishing and enforcing quality accreditation standards for health informatics and health information management educational programs.

**CCHIM** stands for the Commission on Certification for Health Informatics and Information Management. The CCHIM is an independent body within AHIMA that establishes and enforces standards for the certification and certification maintenance of health information and information management professionals.

**CEUs** stands for continuing education units. CEUs are training that enables employees to remain current with advancing knowledge in their profession. Activities that qualify for CEU’s include such things as attending workshops and seminars taking college courses participating in independent study activities and engaging in self-assessment activities.

**HIM** stands for Health Information Management. This is an allied health profession that is responsible for ensuring the availability, accuracy and protection of the clinical information that is needed to deliver healthcare services and to make appropriate health care related decisions.

**HOSPITAL STANDARDIZATION PROGRAM** was an early survey mechanism instituted by the American College of Surgeons. It was aimed at identifying quality –of-care problems and improving patient care; precursor to the survey program offered by the joint commission.

**AHIMA's Mission and Core Values-** the AHIMA’s mission is that it leads the health informatics and information management community to advance professional practice and standards. The core values involve quality, integrity, respect and leadership.

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

The HIM profession can be traced back to 1918 when the ACS created the Hospital Standardization programs. They realized that proper and thorough documentation of patient medical records is really important for patient care. After the new standards were placed new processes had to be developed to comply with these standards. In 1928 the ARLNA was formed. Over the years since 1928 the HIM profession has evolved and with it so has the standards and accreditation processes of the profession. Since 1928 the ARLNA has changed its name to more accurately describe the profession a few times and is now called the American Health Information Management Association. The profession continues to evolve has we continue into the information age and into more EHR based systems.

* 1. **Explain AHIMA's certification processes**

CCHIM is responsible for the certification and re-certification for all of the AHIMA’s certifications. In order to be certified you must first meet all of the requirements for that certification and pass a certification exam. Once certified you need to complete a designated amount of CEUs to remain certified.

* 1. **How is AHIMA governed?** [**http://www.ahima.org/about/governance**](http://www.ahima.org/about/governance)

The AHIMA is governed by a board of directors which consists of 13 members that are all elected (except the CEO) for three year terms. The board of directors serve to determine to direction of the organization and are responsible for managing the association and making sure it remains fiscally sound. The AHIMA also has a House of Delegates. The House of Delegates is made up from members from all 52 CSAs. The House of Delegates are responsible for governing the standards of the profession including the AHIMA’s Code of Ethics and the interpretation guide, they elect the member of the AHIMA’s nominating committee (except the chairman and appointed members), they advise the board of directors in the development and modification of the association’s plans, the levy special assignments, approve amendments to the AHIMA’s bylaws, approve standing rules of the House of Delegates and approve resolutions.

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

There are a few specialty organizations that’s exist to support professionals who specialize in different areas of HIM profession. Healthcare information and Management Systems Society focuses on the IT side of HIM. They sponsor exams for health information and information systems professionals. The Association for Healthcare Documentation Integrity, formally called the American Association for Medical Transcription, is dedicated to capturing healthcare data and documentation. They sponsor the Registered Healthcare Documentation Specialist (RHDI), which determines if someone has the skills to be a medical transcriptionist and Certified Healthcare Documentation Specialist (CHDS) credentials, which determines if a person is qualified to be a transcriptionist in a multidisciplinary environment. The American Academy of Professional Coders is dedicated to educating and certifying medical coders. They sponsor several different certifications in coding, medical compliance and medical auditing. Finally the National Cancer Registrars Association is dedicated to cancer registrar professionals. They sponsor Certified Tumor Registrar certification. This exam has information on registry organization and operations, coding, data analysis etc.

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

There are several credentials available through the AHIMA including Registered Health Information Technician (RHIT), Registered Health Information Administrator (RHIA), Certified Coding Associate (CCA), Certified Coding Specialist (CCS), Certified Coding Specialist –Physician Based (CCs-P), Certified in Healthcare Privacy and Security (CHPS), Certified Health Data Analyst (CHDA) Clinical Documentation Improvement Practitioner (CDIP) Certified Healthcare Technology Specialist (CHTS). The AHIMA offers different types of memberships to fit all members of the HIM profession. They have the active membership which is open to all individuals’ interest in AHIMA and willing to abide by the code of ethics. These members have the right to vote and to serve in the House of Delegates. The student membership is a discounted membership offered to students at a discount. This membership gives the students the opportunity to have a voice and participate on committees but not the right to vote. The Emeritus membership allows members over 65 years old to have a discounted membership with all membership rights including the right to vote. Finally they offer group memberships that allow multiple people from an organization to join at one time.

1. **What is AHIMA’s fellowship program?**The AHIMA’s fellowship program is a program of earned recognition for AHIMA’s members that have made significant and sustained contributions to the profession. The fellowship is available to any member who is have a minimum of 10 years as a full-time professional in HIM or related field, 10 continuous years as an AHIMA member, at least a Master’s degree and to provide evidence of the contribution they have made. Once you received this is a life time recognition as long as you remain and active AHIMA member. Only 179 members have been awarded the fellowship status.
2. **What is the AAPC? What are their credentials?**The AAPC is the American Academy of Professional Coders is dedicated to educating and certifying medical coders. They sponsor several different certifications in coding, medical compliance and medical auditing. Their credentials include 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 Inpatient Coder (CIC), Certified Outpatient Coder (COC), Certified Risk Adjustment Coder (CRC)
3. **What is the National Cancer Registrars Association?**The National Cancer Registrars Association is Specialty organization that represents the caner registrar professionals. They serve to educate, provide credentialing and advocacy resource for cancer data professionals. They sponsor the CTR (Certified Tumor Registrar certification).
4. **Answers to "check your understanding 1.1 and 1.2**

**Check your understanding 1.1**

The hospital standardization movement was inaugurated by the:  
B. American College of Surgeons

HIM has been recognized as a professions since:

C. 1928

The HIM profession is changing due to:   
A. Changed in technology

The new model of HIM practice is:  
A. Information focused

The traditional model of HIM practice was:  
A. Department based

The organization that accredits HIM education program is:  
B. CAHIIM

**Check your understanding 1.2**

Our college has applied to become accredited by CAHIM. Which of the following is the name of the interim stage of accreditation?  
B. Candidacy

Which of the following is the virtual network used by AHIMA Members?   
A. Engage

Which of the following functions governs the HIM profession?  
House of Delegates

The primary focus of AHIMA is to:  
C. Foster Professional development of its members

Which of the following certifications is administered by CCHIM?   
B. Registered Health Information Technician

1. **Visit http://hicareers.com/CareerMap/ re: Career paths. Write a career plan.**Medical Biller ---🡪 Health Information Technician ---🡪 Coding Professional --🡪 Coding Manager --🡪 Director of Coding ----Vice President of Coding ---🡪 Chief Compliance Officer
2. **Visit http://www.ahima.org/certification research the qualifications for taking each certification examination and the continuing education requirements for maintaining each credential. What are the differences and similarities?**

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| Certification | *Requirements* | Recertification |
| RHIA | * Must complete academic requirements at the BA level and complete the academic requirements at the Master’s level OR * Graduate from HIM program approved by foreign association. | 30 CEUs |
| RHIT | * Successfully complete the academic requirements at an associate’s degree level of an accredited program. OR * Graduate from HIM program approved by the foreign association | 20 CEUs |
| CCA | * High school Diploma or equivalent  Recommended (not required) 6 months coding experience directly applying codes, OR Completion of an AHIMA approved coding program OR completion of other coding training program including A&P, Med Term, Basic ICD 10 and Basic CPT | 20 CEUs, including two mandatory annual coding self-reviews\*\* |
| CCS | * Eligible by credential: RHIA, RHIT, or CCS-P OR * By education- completing required courses.  OR * By Experience- 2 years of related coding experience OR * Other Coding Credential from other certifying organization. | 20 CEUs, including two mandatory annual coding self-reviews\*\* |
| CCS-P | * Eligible by credential: RHIA, RHIT, or CCS OR * By education- completing required courses.  OR * By Experience- 2 years of related coding experience OR * Credential w/ experience CCA w/ 1 year of experience OR * Other Coding Credential from other certifying organization. | 20 CEUs, including two mandatory annual coding self-reviews\*\* |
| CDIP | * RHIA, RHIT,CCS,CCS-P,RN,MD,DO and two experience OR * Associates degree or higher and 3 years of experience in clinical documentation. | 30 CEUs |
| CHDA | * RHIT credential and 3 years of experience OR * BA and 3 years of experience OR * RHIA Credential OR * Masters in HIM or Health informatics from accredited school OR * Master’s degree or higher and 1 years of experience | 30 CEUs |
| CHPS | * Associates degree and 6 years of experiences in healthcare privacy or security management OR * RHIT and minimum of 4 years of experience OR * BA degree with minimum of 4 years of experience  OR * RHIA and minimum of 2 years of experience OR * Master’s or related degree (JD,MD, PhD) and 2 years of experience | 30 CEUs |
| CHTS | * Recommended (not required) Trained through short duration non degree health IT workforce development programs OR * Members of the workforce w/ relevant experience or other types of training | 20 CEUs |