**1. Define - Vocabulary :**

**Accreditation –** A voluntary process of institutional or organizational review in which a quasi-independent body created for this purpose periodically evaluates the quality of the entity’s work against preestablished written criteria.

**AAPC** – American Academy of Professional Coders – Provides certified credentials to medical coders.

**AAMRL** – American Association of Medical Record Librarians – New name adopted by ARLNA in 1944. Precursor of AHIMA.

**ACS** – American College of Surgeons – Scientific and educational association for surgeons which was formed to improve quality of surgical care.

**AHIMA** – American Health Information Management Association – Professional membership association for managers of health record services and healthcare information systems. Provides accreditation, advocacy, certification and educational services.

**AMRA** – American Medical Record Association – New name for AAMRL adopted in 1970. Precursor to AHIMA.

**AHDI** – Association for Healthcare Documentation Integrity – Provides a model curriculum for formal educational programs.

**ARLNA** – Association of Record Librarians of North America – First organization formed 10 years after the hospital standardization movement to elevate the standards of clinical recordkeeping. Precursor to AHIMA.

**AHIMA CODE OF ETHICS** – A statement of ethical principles regarding business practices and professional behavior that members of AHIMA agree to follow.

**CAHIM** – Commission on Accreditation for Health Informatics and Information Management Education – An independent accrediting organization to establish and enforce quality accreditation standards for health informatics and health information management educational programs.

**CCHIM** – Commission on Certification for Health Informatics and Information Management – A part of AHIMA that establishes and enforces certification standards to professionals.

**CEUs** – Continuing Education Units. Training that allows those certified to remain current.

**HIM** – Health Information Management. Profession responsible for ensuring the availability, accuracy and protection of clinical information.

**HOSPITAL STANDARDIZATION PROGRAM** – An early survey mechanism to identify quality of care problems and improve patient care.

**AHIMA's Mission and Core Values –** The mission of AHIMA is to lead the health informatics and information management community to advance professional practice and standards through the core values of quality, integrity, respect and leadership.

**Please answer the following questions:**

**2,**

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

The HIM profession came about because of the American College of Surgeons push for hospital standardization for quality of care. They realized an important part of patient care was accurate record keeping. This realization created the Association of Record Librarians North America, where early professionals determined a need to have training which had to be different than skill. The profession started by ensuring complete and accurate health records and being department focused, however today, due to all of the information out there, has moved to be information focused.

1. \* Explain AHIMA's certification processes

To be certified, a member must meet the specific eligibility requirements and pass the certification exam for the certification desired. Once certified, the member must demonstrate they are maintaining their knowledge and skill base through obtaining Continuing Education Units, or CEU’s.

1. How is AHIMA governed? <http://www.ahima.org/about/governance>

AHIMA is governed by a Board of Directors which are elected by the AHIMA membership each year.

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

**Healthcare Information and Management Systems Society** – Better health through information technology.

**Association for Healthcare Documentation Integrity** – Capture health data and documentation

**American Academy of Professional Coders** – Educate and certify medical coders.

**National Cancer Registrars Association** – Educate, credential and advocate for cancer data professionals.

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

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 & Security (CHPS)

Certified Health Data Analyst (CHDA)

Clinical Documentation Improvement Practitioner (CDIP)

Certified Healthcare Technology Specialist (CHTS)

**4**. What is  AHIMA's fellowship program?

A program of earned recognition for AHIMA members who have made a significant and sustained contribution to the HIM profession.

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

The American Association of Professional Coders. They sponsor the following certifications, 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) and Certified Risk Adjustment Coder (CRC).

  6.  What is the National Cancer Registrars Association?

They educate, credential and advocate for cancer data professionals. They also sponsor the Certified Tumor Registrar (CTR) certification.

7.   Answers to  "check your understanding 1.1 and 1.2

1.1 - 1) B, 2) C, 3) A, 4) A, 5) A, 6) B

1.2 - 1) B, 2) A, 3) B, 4) C, 5) B

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

My current career plan is to continue working and growing within my current company, while completing my education to further advance myself.

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?

The major differences when it comes to the qualifications to take the exams are the level of education completed as well as the amount of work experience. The major difference for continuing education requirements is the amount of CEU’s that are required to be completed, dependent on the level of your certification. The similarities are that each certification requires education, work experience or a combination of both in order to be certified, and all require a certain amount of CEU’s to remain certified.