**Chapter 1**

**Health Information Management Profession**

*Nanette B. Sayles, EdD, RHIA, CCS, CHPS, CHDA, CPHIMS, FAHIMA*

**Real-World Case 1.1**

The EHR is causing many changes in both the HIM profession and the structure of the HIM department itself. Because of the EHR, many functions of the HIM department can be performed remotely. Some HIM staff such as coders and transcriptionists are now working from home. The file areas where the paper records are housed are disappearing as more and more of the health records are electronic. These changes enable the healthcare facility to use the space previously occupied by the HIM staff and the file areas to be used for other purposes. Some healthcare organizations with multiple locations have centralized their HIM functions enabling them to standardize the HIM functions and to share staff between the facilities. The staff at the central location is able to perform most of the functions of the HIM department. There may be some staff at the healthcare facility to attend committee meetings, take authorization for release of information from patients, and perform other functions that require staff on site. Even though the employees work from home or a centralized location, the privacy and security of the patient information must be ensured at all of the locations and their productivity must meet the standards established by the organization.

# Real-World Case Discussion Questions

1. How is the EHR changing the roles of the HIM staff?

HIM staff such as coders and transcriptionists can now work from home. More of the health records are electronic instead of paper records. Healthcare facility space previously used by HIM staff and file areas is used for other purposes.

1. What changes would you expect from the centralization of HIM functions?

The staff at the central location is able to perform most of the functions of the HIM department. Staff can be shared between facilities. Functions can be performed by staff on site.

1. What is your view of the HIM profession?

I think where HIM changing is becoming more convenient. The staff can either work from home or in different facilities. It’s becoming more manageable especially with the technology we have today. I can’t even imagine how it was when it was all paper work. ☺

**Real-World Case 1.2**

One of the strengths of the HIM profession is the ability for a career path to evolve over time. Kathryn has an RHIT credential. She began working in utilization review, and then she worked in HIM department management. After 15 years of working in hospitals she was ready for a change, so she left the hospital and worked first in a consulting firm and then for an information system vendor. In both of these roles she traveled around the country. Quickly tiring of the travel, Kathryn decided to change the focus of her career path once again. Now she is an HIM educator. While Kathryn has earned both a master’s degree and a doctorate degree, it was her HIM degree and skills that allowed her to move from one career path to another.

# Real-World Case Discussion Questions

1. What career path interests you? Why?

Medical Coding because I researched it and I know someone that does it and I think I will enjoy this choice as my career. I’m learning new things and It’s a career that will better myself and my family. Good

1. What are the benefits of being able to change your career path?

Learn and try different things.

1. What did you find interesting about this case? Why?

I found it interesting that her HIM degree allowed her to try new things. She worked at one job, decided for a change, traveled, try new things and ended up with a new career.

# Application Exercises

*Instructions:* Answer the following questions.

1. Visit the AHIMA website and research the qualifications for taking each certification examination and the continuing education requirements for maintaining each credential. What similarities and differences do you see?

 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.

1. Visit the AHIMA website and learn more about the House of Delegates, including its role, the taskforces, and how it conducts business.

 House of Delegates is a long-standing, decision making body of professional association. Delegates have the role in guiding and governing the health information management profession. House leadership will serve as a steering committee consisting of 52 CSA delegates. House leadership members will identify best practices, document performance, and foster innovation and agility in decision making.

1. Use the http://www.ahima.org/careers resources, including the career path, to research HIM careers and write a career plan.

Medical Coding is what I want to have as a career. I am a hard worker, easy to get along with. I am motivated to this career because it’s something that I am working hard for and achieving it will be a great accomplishment. I have just started college to start my new career path. With a lot of hard work, learning new things, and motivation I can see myself reach the career I want. Nice

1. You have been asked what the HIM profession is. How will you explain it? Justify why you choice it as your career.

The HIM profession is managing information dealing with health and healthcare. It’s the practice of analyzing and protecting medical information necessary to providing patient care.

I chose this because I knew I wanted to do something in the medical profession without actually being a doctor. There’s so much job opportunities out there. It’s something I have to work hard for and earn.

**Review Quiz**

*Instructions:* For each item, complete the statement correctly or choose the most appropriate answer.

1. The first professional association for health information managers was established in what year?

a. 1900

b. 1905

c. 1928

d. 1970

2. The hospital standardization program was started by \_\_\_\_\_\_\_\_\_\_.

a. American Health Information Management Association

b. Commission on Accreditation for Health Informatics and Information Management Education

c. American College of Surgeons

d. Healthcare Information and Management Systems

3. The formal approval process for academic programs in health information management is called which of the following?

a. Accreditation

b. Certification

c. Registration

d. Standardization

4. Which of the following is the formal process for conferring a health information management credential?

a. Accreditation

b. Certification

c. Registration

d. Standardization

5. Which of the following is a traditional HIM role?

a. Managing interoperability standards

b. Data manipulation

c. Information governance

d. Tracking record completion

6. Which of the following functions governs the HIM profession?

a. AHIMA Board of Directors

b. AHIMA Commission on Certification for Health Informatics and Information Management

c. AHIMA House of Delegates

d. AHIMA Foundation

7. Which of the following make up a virtual network of AHIMA members?

a. AHIMA Board of Directors

b. AHIMA Council on Certification

c. AHIMA Engage

d. AHIMA House of Delegates

8. Which of the following is an arm of AHIMA that promotes research in health information management?

a. AHIMA Board of Directors

b. AHIMA CAHIIM

c. AHIMA Foundation

d. AHIMA Commission on Certification for Health Informatics and Information Management

9. Which of the following best describes the mission of AHIMA?

a. Community of professionals providing support to members and strengthening the industry and profession

b. Community of professionals whose major purpose is lobbying Congress to change laws

c. Community of credentialed members who monitor the credentialing process

d. Community of credentialed members whose purpose is to ensure jobs for their members

10. Which professional organization sponsors the CTR certification?

a. AHIMA

b. NCRA

c. AAPC

d. HIMSS

11. Someone who wishes to sit for the Certified Professional Coder (CPC) certification should contact which organization?

a. AHIMA

b. AAPC

c. HIMSS

d. AHDI

12. In order to qualify for an AHIMA fellowship, what minimal educational level is needed?

 a. Associate degree

 b. Bachelor degree

 c. Master’s degree

 d. Doctorate degree

13. Which of the following qualify for CEUs?

 a. College course

 b. Applying for fellowship

 c. Being on the AHIMA Board of Directors

 d. Participating on an AHIMA national committee

14. Critique this statement: Once someone has earned the registered health information technician (RHIT) credential, it is a lifetime certification.

 a. This is a true statement.

 b. This incorrect as it is valid only until you retire.

 c. This is incorrect as RHITs have to retake for the exam every 10 years

 d. This is incorrect as RHITs have to become recertified.

15. Which group is responsible for AHIMA’s certification exams?

 a. CCHIIM

 b. AHIMA House of Delegates

 c. AHIMA Board of Directors

 d. CAHIIM

16. State College is applying for accreditation of the new HIM program. How long do they have to complete their candidacy?

 a. 1 year

 b. 2 years

 c. 4 years

 d. 5 years

17. The two components of AHIMA’s management structure are which of the following?

 a. Staff and team

 b. Team and committee

 c. Staff and volunteer

 d. Volunteer and council

18. An RHIT who graduated from college 6 months ago is joining AHIMA for the first time. What membership is he or she qualified for?

 a. Student

 b. Emeritus

 c. New graduate

 d. Active

19. Critique this statement: an RHIT must be at least 65 years old in order to qualify for emeritus membership.

 a. This is a true statement.

 b. This is a false statement because the member must be at least 60 years old to qualify.

 c. This is a false statement because the member must be at least 70 years old to qualify.

 d. This is a false statement because the member must be at least 55 years old to qualify.

20. The requirement for an HIM professional to comply with all laws, regulations, and standards governing the practice of HIM is in the AHIMA \_\_\_\_\_\_\_\_\_.

 a. Mission

 b. Vision

 c. Code of ethics

 d. Engage

21. The accountability framework and decision rights to achieve enterprise information management is known as:

 a. Credential

 b. Information governance

 c. Certification

 d. Registration

22. Prior to hospital standardization, health records were:

 a. Valuable tools

 b. Strong communication methods

 c. Complete documentation of patient care

 d. Essentially worthless

23. The number of charter members of the ARLNA was:

 a. 35

 b. 17

 c. 58

 d. 82

24. To be recognized as a profession, which of the following did HIM need?

 a. Certification

 b. Registration

 c. Preliminary training

 d. Accreditation

25. The emphasis on traditional practice of HIM was to ensure:

 a. Complete and accurate health record

 b. Valid certification exams

 c. Retrieval of the health record for patient care

 d. Management of information