

# Full Summary of Annual Report



Saint Petersburg College - Associate

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Status - Submitted

## Section I - Program Profile

<b>Name of Program's Sponsoring Institution</b>	Saint Petersburg College
<b>Program's Mailing Address</b>	Caruth Health Education Center
<b>Phone Number</b>	727-341-3623
<b>Program's URL</b>	<a href="http://www.spcollege.edu/hec/him/">http://www.spcollege.edu/hec/him/</a>
<b>Type of Institution</b>	Other
<b>Dept Housing the HIM Program</b>	Other
<b>Details:</b>	Allied Health
<b>Is the complete HIM program offered as distance learning?</b>	Yes
<b>Has the program been inactive within the past year?</b> Last graduating class (mm/yyyy)	NO
<b>Current HIM Faculty</b> Full-Time Part-Time Adjunct	2 0 17
<b>List Sponsoring Institution Administrative CEO/Officer</b> (e.g Dr. President, PhD)	Dr. William D. Law, Jr. President
<b>Address 1</b>	District Office
<b>Address 2</b>	142nd Avenue North
<b>City</b>	Largo
<b>State</b>	Florida
<b>Zip Code</b>	33760
<b>List Sponsoring Institution Dean/Administrator</b> (e.g Dr. Dean, PhD)	Dr. Phillip V. Nicotera, M.D., M.Ed
<b>Address 1</b>	Caruth Health Education Center
<b>Address 2</b>	7200 66th Street North
<b>City</b>	Pinellas Park

State	Florida
Zip Code	33781
Program Director's Name, Degree, Credentials	Sheila Newberry, RHIT
Program Director's Email Address	newberry.sheila@spcollege.edu

## Section II - Program Metrics

10-11 Academic Year	Enrollments		Graduates		Attrition		Remaining Students	
	FT	PT	FT	PT	FT	PT	FT	PT
Associate Degree								
1	10	117			1	9	9	108
2	22	93	7	36	3	9	12	48
<b>Total</b>	<b>32</b>	<b>210</b>	<b>7</b>	<b>36</b>	<b>4</b>	<b>18</b>	<b>21</b>	<b>156</b>

09-10 Academic Year	Enrollments		Graduates		Attrition		Remaining Students	
	FT	PT	FT	PT	FT	PT	FT	PT
Associate Degree								
1	0	0			0	0	0	0
2	0	96	0	41	0	6	0	49
<b>Total</b>	<b>0</b>	<b>96</b>	<b>0</b>	<b>41</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>49</b>

08-09 Academic Year	Enrollments		Graduates		Attrition		Remaining Students	
	FT	PT	FT	PT	FT	PT	FT	PT
Associate Degree								
1	0	98			0	6	0	92
2	0	137	0	68	0	4	0	65
<b>Total</b>	<b>0</b>	<b>235</b>	<b>0</b>	<b>68</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>157</b>

Comments:

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## Section III - Placement and Satisfaction Rate

Current CAHIIM threshold for Placement Rate: 80%

III.A. Graduate Placement					
Academic Year	Total Program Graduates	Number Employed	Number Continuing Their Education	Total Graduate Placement	Graduate Placement Rate

<b>09-10</b>	41	14	7	21	51.22
<b>08-09</b>	68	59	2	61	89.71

Current CAHIM threshold for Satisfaction Rate: 85%

<b>III.B. Graduate Satisfaction</b>				
<b>Academic Year</b>	<b>Total Surveys Sent</b>	<b>Number of Surveys Returned</b>	<b>Number of Satisfactory Surveys Returned</b>	<b>Graduate Satisfaction Rate</b>
<b>10-11</b>	35	17	16	94.12
<b>09-10</b>	41	21	20	95.24
<b>08-09</b>	35	13	12	92.31

## Section IV - Employer Satisfaction

Current CAHIM threshold for Employer Survey Satisfaction Rating: 80%

<b>Employer Satisfaction</b>				
<b>Academic Year</b>	<b>Total Surveys Sent</b>	<b>Total Surveys Returned</b>	<b>Number of Satisfactory Surveys Returned</b>	<b>Employer Satisfaction Rating</b>
<b>10-11</b>	12	8	8	100
<b>09-10</b>	8	8	8	100
<b>08-09</b>	27	14	12	85.71

## Section V - Certification Outcomes

<b>Exam Period</b>	<b>AHIMA National Mean Pass Rate</b>	<b>Program Pass Rate</b>
1/1/2011-9/30/2011	75	94.75

<b>Domain/Subdomains</b>	<b>AHIMA National Score</b>	<b>Program Mean Score</b>
1A	4.78	4.68
1B	6.04	6.31
1C	8.65	9.38
1D	5.09	5.5
2A	4.52	4.81

2B	6.05	6.38
3A	5.96	6.75
3B	9.59	9.75
4A	7.38	7.63
4B	7.35	8.06
4C	6.21	6.94
4D	3.48	3.69
5A	9.34	10.13
5B	4.35	4.75

Total number of students who took the test: 16

### Analysis & Action Plan

Analysis	Action Plan
Domain 1 Subdomain A. Weak area due to high-level text and not enough hands-on assignments.	Starting January 2012, a new textbook with lab manual was adopted. Students are more actively engaged in hands-on activities conducting qualitative and quantitative analysis of data. They are also verifying data for timeliness, completeness, accuracy, and appropriateness.

## Section VI - Program Evaluation Plan

### Goals and Evaluation Plan

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

<b>Target Outcomes</b>	Faculty will attend at least one professional development meeting or training each year. Documentation of earned continuing education credits will be maintained by the HIM department.
<b>Plan</b>	The college budget provides money for faculty to attend educational conferences on a yearly basis. Faculty will attend a minimum of one event per year and provide those CEUs to the department. Documentation will be placed in the employees file in the HIM department.
<b>Results</b>	
<b>Response/Corrective Action</b>	
<b>Person Responsible</b>	Sheila Newberry, Program Director

<b>Time Frame</b>	Annually
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**Goal:** Program graduates will demonstrate the HIM entry-level competencies. **(required)**

<b>Target Outcomes</b>	85% of HIM A.S. degree students who take the RHIT certification exam will successfully pass the exam.
<b>Plan</b>	Analyze the RHIT test scores provided to determine the total number of graduates who successfully pass the certification exam.
<b>Results</b>	
<b>Response/Corrective Action</b>	
<b>Person Responsible</b>	Sheila Newberry, HIM Program Director
<b>Time Frame</b>	Annually

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

<b>Target Outcomes</b>	Review and update all coursework to reflect more current technology, infuse updated content, enhance courses with critical thinking exercises, and evaluate textbooks for ease of understanding and interactivity.
<b>Plan</b>	Complete a thorough review of current curriculum, textbooks, and technology. We will also add critical thinking exercises to most of our courses to model the initiative that is being promoted by our college.
<b>Results</b>	
<b>Response/Corrective Action</b>	
<b>Person Responsible</b>	Sheila Newberry, HIM Program Director and HIM full-time faculty.
<b>Time Frame</b>	Annually

**Goal:** The HIM program will demonstrate responsiveness to the needs of the community(ies) of interest. **(required)**

<b>Target Outcomes</b>	Develop working relationships with local technical colleges and other community colleges to provide articulation agreements to provide a continuing education pathway for Medical Coding students to enter the HIM A.S. program.
<b>Plan</b>	Contact local technical colleges and other community colleges that offer an ATD in Coding and Billing and design affiliation agreements with them for their students to matriculate to St. Petersburg College's HIM A.S. program.

<b>Results</b>	
<b>Response/Corrective Action</b>	
<b>Person Responsible</b>	Sheila Newberry, HIM Program Director
<b>Time Frame</b>	Annually

**Goal:** HIM students will be well informed about curriculum changes, scholarships available, job openings, conferences, HIM regional and state meetings, etc. by visiting and reviewing the HIM Commons area in Angel.

<b>Target Outcomes</b>	Enhance communication with online students and enlist them in on-campus activities.
<b>Plan</b>	Monthly postings on the HIM Commons to keep students better informed and current on events and opportunities.
<b>Results</b>	
<b>Response/Corrective Action</b>	
<b>Person Responsible</b>	Sheila Newberry, HIM Program Director and HIM faculty members.
<b>Time Frame</b>	Monthly

### Section VII - Substantive Changes (Optional)

List of Comments	User Name	Date
The Health Information Management programs in the state of Florida will be adding 3 credit hours of instruction to their curriculum beginning Fall 2012. This will change our total credit hours in our programs from 67 to 70. This was done to accommodate additional instruction time for ICD-10. However, each institution can choose how to use the additional 3 credit hours. Also, the state changed the A.S. program names to Health Information Technology.	Sheila Newberry	2/18/2012 12:46:14 PM
A new Program Director, Sheila Newberry, was hired for the Health Information Management Program. She began in July of 2011.	Sheila Newberry	2/18/2012 12:42:27 PM

### Section VIII - Curriculum

#### SYNOPSIS OF CURRICULUM :

Include all courses required in their appropriate sequence

							<b>Professional</b>
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Course # and Titles (Exclude general education courses)		Credit Hours	Didactic Hours	Lab Hours	Practice Contact Hours
Fall	HIM 1000 Introduction to Health Information Mgmt	3	3		
	HIM 1430 Principles of Disease	3	3		
	HIM 2222 Basic ICD Coding	3	3		
	HSA 1100 Healthcare Delivery Systems	3	3		
Winter					
Spring	HIM 1110 Classification Systems, Indexes, & Registries	3	3		
	HIM 2012 Health Law Concepts & Practices	3	3		
	HIM 2214C Healthcare Statistics & Research	1	1		

	HIM 2234 Advanced ICD Coding & Reimbursement	3	3		
Summer 1	HIM 1211 Health Information Technologies	2	2		
	HIM 1800 Professional Practice Experience I	2	2		60
Summer 2					
Fall	HIM 2253 Basic CPT Coding	3	3		
	HIM 2500 Organization & Supervision	3	3		
	HIM 2810 Professional Practice Experience II	2	2		90
Winter					



Spring	HIM 2283 Advanced CPT Coding & Reimbursement	3	3		
	HIM 2510 Quality & Performance Improvement	3	3		
	HIM 2820 Professional Practice Experience III	2	2		90
Summer 1					
Summer 2					
Total Credit Hours		42			
Comments		BSC 1083 Human Anatomy is a pre-entry course(3 cr. hr.;3 hr.didactic.)Medical Terminology HSC 1531 is a support course(2 cr. hr;2 didactic hr.) General Pharmacology is a support course(1 cr. hr; 1 didactic hr.)Twelve credits of general education must be taken before admission to the program.			

**KNOWLEDGE CLUSTER CONTENT ASSESSMENT**

Associate Degree Program

<b>Knowledge Cluster Content</b>	<b>List the Course Number(s) below that address each knowledge cluster.</b>
<b>Biomedical Sciences</b>	

• Anatomy (4)	BSC 1083 OR (BSC 1085/1085L and BSC 1086/1086L)
• Physiology (4)	BSC 1083 OR (BSC 1085/1085L and BSC 1086/1086L)
• Medical Terminology (4)	HSC 1531
• Pathophysiology (4)	HIM 1430
• Pharmacotherapy (4)	HSC 1149C
<b>I.A. Health Data Structure, Content and Standards</b>	
1. Data versus information (4)	HIM 1000; HIM 1110; HIM 1211; HIM 222; HIM 2234; HIM 2253; HIM 2283; HSA 1100; HIM 1800; HIM 2810
2. Structure and use of health information (individual, comparative, aggregate) (4)	HIM 1000; HIM 1110; HIM 1211; HIM 2222; HIM 2234; HIM 2253; HIM 2283; HSA 1100; HIM 1800; HIM 2810; HIM 2214C
3. Health information media (such as paper, computer, web-based) (4)	HIM 1000; HIM 1110; HIM 1211; HIM 2222; HIM 2234; HIM 2253; HIM 2283; HSA 1100; HIM 1800; HIM 2810; HIM 2214C HIM 1211
4. Health record data collection tools (such as forms, screens, etc.) (4)	HIM 1000; HIM 1110; HIM 1211; HIM 2222; HIM 2234; HIM 2253; HIM 2283; HSA 1100; HIM 1800; HIM 2810; HIM 2214C HIM 1211
5. Data sources (primary, secondary) (4)	HIM 1000; HIM 1110; HIM 1211; HIM 2222; HIM 2234; HIM 2253; HIM 2283; HSA 1100; HIM 1800; HIM 2810; HIM 2214C HIM 1211
6. Data definitions, vocabularies, terminologies, and dictionaries (4)	HIM 1000; HIM 1110; HIM 1211; HIM 2222; HIM 2234; HIM 2253; HIM 2283; HSA 1100; HIM 1800; HIM 2810; HIM 2214C; HSC 1531
7. Data storage and retrieval (4)	HIM 1000; HIM 1110; HIM 1211; HIM 2222; HIM 2234; HIM 2253; HIM 2283; HSA 1100; HIM 1800; HIM 2810; HIM 2214C
8. Data quality and integrity (4)	HIM 1000; HIM 1110; HIM 1211; HIM 2222; HIM 2234; HIM 2253; HIM 2283; HSA 1100; HIM 1800; HIM 2810; HIM 2214C; HIM 2510
9. Healthcare data sets (such as OASIS, HEDIS, DEEDS, UHDDS) (4)	HIM 1000; HIM 1110; HIM 1211; HIM 2222; HIM 2234; HIM 2253; HIM 2283; HSA 1100; HIM 1800; HIM 2810; HIM 2214C; HIM 2510
10. Data monitoring and compliance reporting (5)	HIM 1000; HIM 1110; HIM 1211; HIM 2222; HIM 2234; HIM 2253; HIM 2283; HSA 1100; HIM 1800; HIM 2810; HIM 2214C; HIM 2510
11. National Healthcare Information Infrastructure (NHII) (4)	HIM 1000; HIM 1110; HIM 1211; HIM 2222; HIM 2234; HIM 2253; HIM 2283; HSA 1100; HIM 1800; HIM 2810; HIM 2214C; HIM 2510
<b>I.B. Healthcare Information Requirements and Standards</b>	

1. Type and content of health record (paper, electronic, computer-based, e-health-personal, web-based) (5)	HIM 1000; HIM 1110; HIM 1211; HIM 2222; HIM 2234; HIM 2253; HIM 2283; HSA 1100; HIM 1800; HIM 2810; HIM 2214C; HIM 2510
2. Health record documentation requirements (such as accreditation, certification, licensure) (5)	HIM 1000, HIM 1110; HIM 1211; HIM 2012; HIM 2222; HIM 2234; HIM 2253; HIM 2283; HSA 1100; HIM 1800; HIM 2810; HIM 2214C; HIM 2500; HIM 2510
3. Health record monitoring and compliance reporting (5)	HIM 1000, HIM 1110; HIM 1211; HIM 2012; HIM 2222; HIM 2234; HIM 2253; HIM 2283; HSA 1100; HIM 1800; HIM 2810; HIM 2214C; HIM 2500; HIM 2510
<b>I.C. Clinical Classification Systems</b>	
1. Classifications, taxonomies, nomenclatures, terminologies, and clinical vocabularies (4)	HIM 1110; HIM 2222; HIM 2234; HIM 2253; HIM 2283; HIM 2810
2. Principles and applications of coding systems (such as ICD-9-CM, ICD-10, CPT/HCPCS, DSM-IV) (5)	HIM 1110; HIM 2222; HIM 2234; HIM 2253; HIM 2283, HIM 2810
3. Diagnostic and procedural groupings (such as DRG, APC, RUGs, SNOMED-CT) (5)	HIM 1110; HIM 2222; HIM 2234; HIM 2253; HIM 2283; HIM 2810
4. Casemix analysis and indexes (4)	HIM 1110; HIM 2222; HIM 2234, HIM 2253; HIM 2283, HIM 2810
5. Severity of illness systems (4)	HIM 1110; HIM 2222; HIM 2234; HIM 2253; HIM 2283, HIM 2810
6. Coding compliance strategies, auditing, and reporting (such as CCI, plans) (5)	HIM 1110; HIM2222; HIM 2234; HIM 2253; HIM 2283; HIM 2510; HIM 2810
7. Coding quality monitors and reporting (5)	HIM 1110; HIM2222; HIM 2234; HIM 2253; HIM 2283, HIM 2510; HIM 2810
<b>I.D. Reimbursement</b>	
1. Commercial, managed care and federal insurance plans (4)	HSA 1100; HIM 2234; HIM 2283; HIM 2810
2. Payment methodologies and systems (such as capitation, prospective payment systems PPS, RBRVS) (4)	HSA 1100; HIM 2234; HIM 2283; HIM 2810
3. Billing processes and procedures (such as claims, EOB, ABN, electronic data interchange) (4)	HSA 1100; HIM 2234; HIM 2283; HIM 2810
4. Chargemaster maintenance (5)	HIM 2234; HIM 2283; HIM 2810
5. Regulatory guidelines (such as LMRP, peer review organizations)	HIM 1000; HIM 2234; HIM 2283; HIM 2810

(3)	
6. Reimbursement monitoring and reporting (5)	HIM 2234; HIM 2283; HIM 2500; HIM 2510; HIM 2810
7. Compliance strategies and reporting (3)	HIM 2234; HIM 2283; HIM 2500; HIM 2510; HIM 2810
<b>II.A. Healthcare Statistics and Research</b>	
1. Indices, databases and registries (4)	HIM 1000; HIM 1110; HIM 1430; HIM 2214C; HIM 2510; HIM 2820
2. Vital statistics (5)	HIM 1000; HIM 1110; HIM 1430; HIM 2214C; HIM 2510; HIM 2820
3. Healthcare statistics (5)	HIM 1000; HIM 1110; HIM 1430; HIM 2214C; HIM 2510; HIM 2820
4. Descriptive statistics (such as means, frequencies, ranges, percentiles, standard deviations) (5)	HIM 1000; HIM 1110; HIM 1430; HIM 2214C; HIM 2510; HIM 2820
5. Statistical applications with health care data (5)	HIM 1000; HIM 1110; HIM 1430; HIM 2214C; HIM 2510; HIM 2820
6. Institutional Review Board (IRB) processes (4)	HIM 2214C; HIM 2510
7. National guidelines regarding human subjects research (4)	HIM 2214C; HIM 2510
8. Research protocol monitoring (4)	HIM 2214C; HIM 2510
9. Data selection, interpretation, and presentation (5)	HIM 2214C; HIM 2510
10. Knowledge-based research techniques (such as library, Medline, web-based) (5)	HIM 2214C; HIM 2510
<b>II.B. Quality management and Performance Improvement</b>	
1. Quality assessment and improvement (such as process, collection tools, data analysis, reporting techniques) (4)	HIM 2510; HIM 2820
2. Utilization management, risk management, and case management (3)	HIM 2510; HIM 2820
3. Regulatory quality monitoring requirements (4)	HIM 2510; HIM 2820
4. Outcomes measures and monitoring (4)	HIM 2510; HIM 2820
<b>III.A. Healthcare Delivery Systems</b>	
1. Organization of healthcare	

delivery in the United States (4)	HSA 1100; HIM 2012; HIM 2500
2. Healthcare organizations structure and operation (4)	HSA 1100; HIM 2012; HIM 2500
3. External standards, regulations, and initiatives (such as licensure, certification, accreditation, HIPAA) (4)	HSA 1100; HIM 2012; HIM 2500
4. Payment and reimbursement systems (4)	HSA 1100; HIM 2012; HIM 2234; HIM 2283; HIM 2500; HIM 2810
5. Healthcare providers and disciplines (4)	HSA 1100; HIM 2012; HIM 2500
<b>III.B. Healthcare Privacy, Confidentiality, Legal and Ethical Issues</b>	
1. Legislative and regulatory processes (3)	HSA 1100; HIM 2012; HIM 2500
2. Legal terminology (5)	HSA 1100; HIM 2012; HIM 2500
3. Health information/record laws and regulations (such as retention, patient rights/advocacy, advanced directives, privacy) (5)	HSA 1100; HIM 2012; HIM 2500
4. Confidentiality, privacy, and security policies, procedures, and monitoring (5)	HSA 1100; HIM 2012; HIM 2500; HIM 2820
5. Release of information policies and procedures (5)	HSA 1100; HIM 2012; HIM 2500; HIM 2820
6. Professional and practice-related ethical issues (5)	HSA 1100; HIM 2012; HIM 2500; HIM 2820
<b>IV.A. Information and Communication Technologies</b>	
1. Computer concepts (such as hardware components, operating systems, languages, software packages) (3)	CGS 1070; HIM 1211
2. Communication and Internet technologies (such as networks, intranet, standards) (3)	CGS 1070; HIM 1211
3. Common software applications (such as word processing, spreadsheet, database, graphics) (5)	CGS 1070; HIM 1211
4. Health information systems (such as administrative, patient registration, ADT, EHR, personal health record (PHR), lab, radiology, pharmacy) (4)	HIM 1000; HIM 1211

5. Voice recognition technology (3)	HIM 1211
6. Health information specialty systems (such as ROI, coding, registries) (5)	HIM 1000; HIM 1110; HIM 1211; HIM 2012; HIM 2222; HIM 2234; HIM 2253; HIM 2283, HIM 2810
7. Application of systems and policies to health information systems and functions and healthcare data requests (5)	HIM 1000; HIM 1110; HIM 1211; HIM 2012
<b>IV.B. Data Storage and Retrieval</b>	
1. Document archival, retrieval, and imaging systems (5)	HIM 1000; HIM 1211
2. Maintenance and monitoring of data storage systems (5)	HIM 1000; HIM 1211
<b>IV.C. Data Security and Healthcare Information Systems</b>	
1. System architecture and design (3)	HIM 1211
2. System acquisition and evaluation (3)	HIM 1211
3. Screen design (4)	HIM 1211
4. Data retrieval and maintenance (4)	HIM,1211
5. Data security concepts (3)	HIM 1211; HIM 2012
6. Data integrity concepts (4)	HIM 1211; HIM 2012
7. Data integrity and security processes and monitoring (5)	HIM 1211; HIM 2012
8. Data recovery and risk management (4)	HIM 1211; HIM 2012
9. Work process design (such as ergonomics, equipment selection) (3)	HIM 1211; HIM 2500
<b>V.A. Organizational Resources</b>	
1. Roles and functions of teams and committees (5)	HIM 2500; HIM 2510
2. Teams/consensus building and committees (4)	HIM 2500; HIM 2510
3. Communication and interpersonal skills (5)	HIM 2500; HIM 2510
4. Team leadership concepts and techniques (4)	HIM 2500; HIM 2510
5. Orientation and training (such as content, delivery, media) (5)	HIM 2500; HIM 2510
6. Workflow and process monitors	

(4)	HIM 1211; HIM 2500
7. Performance monitors (4)	HIM 2500; HIM 2510
8. Revenue cycle monitors (4)	HIM 2500; HIM 2510
9. Organizational plans and budgets (framework, levels, responsibilities, etc.) (4)	HIM 2500; HIM 2510
10. Resource allocation monitors (4)	HIM 2500; HIM 2510
<b>Competency Levels</b>	<b>Explanation</b>
1 = Awareness	Introductory recall and recognition
2 = Literacy	Knowledge of framework and content
3 = Concept	Comprehension, translation, extrapolation and interpretation of meaning
4 = Detailed Understanding	Appropriate application of knowledge in a structured or controlled context
5 = Skilled Use	Application using analysis, synthesis, and evaluation in new situations
Comments	CTS 1101 is now CGS 1070.

**HIM ASSOCIATE DEGREE ENTRY-LEVEL COMPETENCIES**

Domains, Subdomains, and Tasks

<b>I. Domain: Healthcare Data Management</b>	<b>List the Course Number(s) below that address each entry-level competency.</b>
<b>A. Subdomain: Health Data Structure, Content and Standards</b>	
1. Collect and maintain health data (such as data elements, data sets, and databases).	HIM 1000; HIM 1110; HIM 1211; HIM 1800; HIM 2222; HIM 2234; HIM 2253; HIM 2283; HIM 2810
2. Conduct analysis to ensure that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status.	HIM 1000; HIM 1110; HIM 2510; HIM 2820
3. Apply policies and procedures to ensure the accuracy of health data.	HIM 1000; HIM 1110; HIM 2500; HIM 2820
4. Contribute to the definitions for and apply clinical vocabularies and terminologies used in the organization's health information systems.	HIM 1110; HIM 1211; HIM 2500; HIM 2510; HIM 2810
5. Verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient	HIM 1000; HIM 1110; HIM 2234; HIM 2283; HIM 2500; HIM 2510; HIM 2810; HIM 2820

care, management, billing reports, registries, and/or databases.	
<b>B. Subdomain: Healthcare Information Requirements and Standards</b>	
1. Monitor and apply organization-wide health record documentation guidelines.	HIM 1000; HIM 1110; HIM 1800; HIM 2012; HIM 2500; HIM 2510; HIM 2810; HIM 2820
2. Apply policies and procedures to ensure organizational compliance with regulations and standards.	HIM 1000; HIM 1110; HIM 1800; HIM 2012; HIM 2500; HIM 2510; HIM 2810; HIM 2820
3. Report compliance findings according to organizational policy.	HIM 1000; HIM 1110; HIM 1800; HIM 2012; HIM 2500; HIM 2510; HIM 2810; HIM 2820
4. Maintain the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards.	HIM 1000; HIM 1110; HIM 1800; HIM 2012; HIM 2500; HIM 2510; HIM 2810; HIM 2820
5. Assist in preparing the organization for accreditation, licensing, and/or certification surveys.	HIM 1000; HIM 1110; HIM 1800; HIM 2012; HIM 2500; HIM 2510; HIM 2810; HIM 2820
<b>C. Subdomain: Clinical Classification Systems</b>	
1. Use and maintain electronic applications and work processes to support clinical classification and coding.	HIM 1110; HIM 2222; HIM 2234; HIM 2253; HIM 2283; HIM 2810
2. Apply diagnosis/procedure codes using ICD-9-CM.	HIM 1110; HIM 2222; HIM 2234; HIM 2253; HIM 2283; HIM 2810
3. Apply procedure codes using CPT/HCPCS.	HIM 1110; HIM 2222; HIM 2234; HIM 2253; HIM 2283; HIM 2810
4. Ensure accuracy of diagnostic/procedural groupings such as DRG, APC, and so on.	HIM 1110; HIM 2222; HIM 2234; HIM 2253; HIM 2283; HIM 2500; HIM 2510; HIM 2810
5. Adhere to current regulations and established guidelines in code assignment.	HIM 1110; HIM 2222; HIM 2234; HIM 2253; HIM 2283; HIM 2510; HIM 2810
6. Validate coding accuracy using clinical information found in the health record.	HIM 1110; HIM 2222; HIM 2234; HIM 2253; HIM 2283; HIM 2500; HIM 2510; HIM 2810
7. Use and maintain applications and processes to support other clinical classification and nomenclature systems (such as ICD-10-CM, SNOMED, and so	HIM 1110; HIM 2222; HIM 2234; HIM 2253; HIM 2283; HIM 2500; HIM 2510; HIM 2810



on).	
8. Resolve discrepancies between coded data and supporting documentation.	HIM 1110; HIM 2222; HIM 2234; HIM 2253; HIM 2283; HIM 2500; HIM 2510; HIM 2810
<b>D. Subdomain: Reimbursement Methodologies</b>	
1. Apply policies and procedures for the use of clinical data required in reimbursement and prospective payment systems (PPS) in healthcare delivery.	HIM 1110; HIM 2222, HIM 2234; HIM 2253; HIM 2283; HIM 2500; HIM 2510; HIM 2810
2. Support accurate billing through coding, chargemaster, claims management, and bill reconciliation processes.	HIM 1110; HIM 2222, HIM 2234; HIM 2253; HIM 2283; HIM 2500; HIM 2510; HIM 2810
3. Use established guidelines to comply with reimbursement and reporting requirements such as the National Correct Coding Initiative.	HIM 1110; HIM 2222, HIM 2234; HIM 2253; HIM 2283; HIM 2500; HIM 2510; HIM 2810
4. Compile patient data and perform data quality reviews to validate code assignment and compliance with reporting requirements such as outpatient prospective payment systems.	HIM 1110; HIM 2222, HIM 2234; HIM 2253; HIM 2283; HIM 2500; HIM 2510; HIM 2810
<b>II. Domain: Health Statistics, Biomedical Research and Quality Management</b>	
<b>A. Subdomain: Healthcare Statistics and Research</b>	
1. Abstract and maintain data for clinical indices/databases/registries.	HIM 1110; HIM 2214C; HIM 2510; HIM 2820
2. Collect, organize and present data for quality management, utilization management, risk management, and other related studies.	HIM 2214C; HIM 2500; HIM 2510; HIM 2820
3. Compute and interpret healthcare statistics.	HIM 2214C; HIM 2500; HIM 2510
4. Apply Institutional Review Board (IRB) processes and policies.	HIM 2012; HIM 2214C; HIM 2500; HIM 2510
5. Use specialized databases to meet specific organization needs such as medical research and disease registries.	HIM 1211; HIM 2214C; HIM 2500; HIM 2510
<b>B. Subdomain: Quality</b>	

<b>Management and Performance Improvement</b>	
1. Abstract and report data for facility-wide quality management and performance improvement programs.	HIM 2214C; HIM 2500; HIM 2510; HIM 2820
2. Analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare.	HIM 2214C; HIM 2500; HIM 2510; HIM 2820
<b>III. Domain: Health Services Organization and Delivery.</b>	
<b>A. Subdomain: Healthcare Delivery Systems</b>	
1. Apply information system policies and procedures required by national health information initiatives on the healthcare delivery system.	HIM 2012; HIM 2214C; HIM 2500; HIM 2510; HSA 1100
2. Apply current laws, accreditation, licensure, and certification standards related to health information initiatives from the national, state, local and facility levels.	HIM 2012; HIM 2214C; HIM 2500; HIM 2510; HSA 1100
3. Apply policies and procedures to comply with the changing regulations among various payment systems for healthcare services such as Medicare, Medicaid, managed care, and so forth.	HIM 2012; HIM 2214C; HIM 2500; HIM 2510; HSA 1100
4. Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs.	HIM 1000; HIM 2214C; HIM 2500; HIM 2510; HIM 2820; HSA 1100
<b>B. Subdomain: Healthcare Privacy, Confidentiality, Legal, and Ethical Issues.</b>	
1. Participate in the implementation of legal and regulatory requirements related to the health information infrastructure.	HIM 1800; HIM 2012; HIM 2500; HIM 2510; HIM 2820
2. Apply policies and procedures for access and disclosure of personal health information.	HIM 1800; HIM 2012; HIM 2500; HIM 2510; HIM 2820

3. Release patient-specific data to authorized users.	HIM 1800; HIM 2012; HIM 2500; HIM 2510; HIM 2820
4. Maintain user access logs/systems to track access to and disclosure of identifiable patient data.	HIM 1800; HIM 2012; HIM 2500; HIM 2510; HIM 2820
5. Conduct privacy and confidentiality training programs.	HIM 1800; HIM 2012; HIM 2500; HIM 2510; HIM 2820
6. Investigate and recommend solutions to privacy issues/problems.	HIM 1800; HIM 2012; HIM 2500; HIM 2510; HIM 2820
7. Apply and promote ethical standards of practice.	HIM 1800; HIM 2012; HIM 2500; HIM 2510; HIM 2820
<b>IV. Domain: Information Technology &amp; Systems</b>	
<b>A. Subdomain: Information and Communication Technologies</b>	
1. Use technology, including hardware and software, to ensure data collection, storage, analysis, and reporting of information.	HIM 1211; HIM 1800; HIM 2500; HIM 2810; HIM 2820
2. Use common software applications such as spreadsheets, databases, word processing, graphics, presentation, e-mail, and so on in the execution of work processes.	HIM 1211; HIM 1800; HIM 2500; HIM 2810; HIM 2820
3. Use specialized software in the completion of HIM processes such as record tracking, release of information, coding, grouping, registries, billing, quality improvement, and imaging.	HIM 1110; HIM 1211; HIM 1800; HIM 2222; HIM 2234; HIM 2253; HIM 2283, HIM 2500; HIM 2510; HIM 2810; HIM 2820
4. 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.	HIM 1211; HIM 1800; HIM 2500; HIM 2810; HIM 2820
<b>B. Subdomain: Data, Information, and File Structures</b>	
1. Apply knowledge of data base architecture and design (such as data dictionary, data modeling, data warehousing, and so on) to meet	HIM 1110; HIM 1211; HIM 1800; HIM 2500; HIM 2510; HSA 1100

departmental needs.	
<b>C. Subdomain: Data Storage and Retrieval</b>	
1. Use appropriate electronic or imaging technology for data/record storage.	HIM 1110; HIM 1211; HIM 1800; HIM 2500; HIM 2510; HSA 1100
2. Query and generate reports to facilitate information retrieval.	HIM 1110; HIM 1211; HIM 1800; HIM 2500; HIM 2510; HSA 1100
3. Design and generate reports using appropriate software.	HIM 1110; HIM 1211; HIM 1800; HIM 2500; HIM 2510; HSA 1100
4. Maintain archival and retrieval systems for patient information stored in multiple formats.	HIM 1110; HIM 1211; HIM 1800; HIM 2500; HIM 2510; HSA 1100
5. Coordinate, use and maintain systems for document imaging and storage.	HIM 1110; HIM 1211; HIM 1800; HIM 2500; HIM 2510; HSA 1100
<b>D. Subdomain: Data Security</b>	
1. Apply confidentiality and security measures to protect electronic health information.	HIM 1110; HIM 1211; HIM 2012; HIM 1800; HIM 2500; HIM 2510; HIM 2820
2. Protect data integrity and validity using software or hardware technology.	HIM 1110; HIM 1211; HIM 2012; HIM 1800; HIM 2500; HIM 2510; HIM 2820
3. Apply departmental and organizational data and information system security policies.	HIM 1110; HIM 1211; HIM 2012; HIM 1800; HIM 2500; HIM 2510; HIM 2820
4. Use and summarize data compiled from audit train and data quality monitoring programs.	HIM 1110; HIM 1211; HIM 2012; HIM 1800; HIM 2500; HIM 2510; HIM 2820
5. Contribute to the design and implementation of risk management, contingency planning, and data recovery procedures.	HIM 1110; HIM 1211; HIM 2012; HIM 1800; HIM 2500; HIM 2510; HIM 2820
<b>E. Subdomain: Healthcare Information Management</b>	
1. Participate in the planning, design, selection, implementation, integration, testing, evaluation, and support for organization-wide information systems.	HIM 1211; HIM 2500; 2510; HIM 2820
2. Use the principles of ergonomics and human factors in work process design.	HIM 1211; HIM 2500; 2510; HIM 2820
<b>V. Domain: Organizational Resources</b>	

<b>A. Subdomain: Human Resources</b>	
1. Apply the fundamentals of team leadership.	HIM 2500; HIM 2510; HIM 2820
2. Organize and contribute to work teams and committees.	HIM 2500; HIM 2510; HIM 2820
3. Conduct new staff orientation and training programs.	HIM 2500; HIM 2510; HIM 2820
4. Conduct continuing education programs.	HIM 2500; HIM 2510; HIM 2820
5. Monitor staffing levels and productivity standards for health information functions, and provide feedback to management and staff regarding performance.	HIM 2500; HIM 2510; HIM 2820
6. Communicate benchmark staff performance data.	HIM 2500; HIM 2510; HIM 2820
7. Prioritize job functions and activities.	HIM 2500; HIM 2510; HIM 2820
8. Use quality improvement tools and techniques to monitor, report and improve processes.	HIM 2500; HIM 2510; HIM 2820
<b>B. Subdomain: Financial and Physical Resources</b>	
1. Make recommendations for items to include in budgets and contracts.	HIM 2500; HIM 2510; HIM 2820
2. Monitor and order supplies needed for work processes.	HIM 2500; HIM 2510; HIM 2820
3. Monitor coding and revenue cycle processes.	HIM 1110; HIM 2222; HIM 2234; HIM 2253; HIM 2283; HIM 2500; HIM 2510; HIM 2810; HIM 2820
4. Recommend cost-saving and efficient means of achieving work processes and goals.	HIM 2500; HIM 2510; HIM 2820
5. Contribute to work plans, policies, procedures, and resource requisitions in relation to job functions.	HIM 2500; HIM 2510; HIM 2820
Comments	