

Part II. ACADEMIC PROGRAM

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COURSE OF STUDY: HEALTH INFORMATION MANAGEMENT

PRE-PROFESSIONAL PHASE					
Fall Semester Freshman Year			Spring Semester Freshman Year		
Number	Title	s.h.	Number	Title	s.h.
ENGL 1100	Composition	3	ENGL 1200	Composition	3
BIOL 1050	General Biology	3	BIOS 1500	Introduction to Biostatistics	3
BIOL 1051	General Biology Lab	1		GE: Social Sciences	6
MATH 1065	College Algebra	3		GE: Hum/Fine Art	3
EXSS 1000	Lifetime Physical Activity & Fitness	1			
HLTH 1000	Health in Modern Society	2			
	GE: Hum/Fine Art	3			
		16			15

Fall Semester Sophomore Year			Spring Semester Sophomore Year		
Number	Title	s.h.	Number	Title	s.h.
HSMA 2000	Professional Roles & Environments in Health Care	3	DSCI 2223 or ASIP 2112 & 2212/2213	Introduction to Computers	3 or 3,3
BIOL 2130	Hum. Physiology & Anatomy	4	HIMA 3000	Medical Terminology	2
BIOL 2131	Hum. Physiology & Anatomy Lab	1		GE: Social Science	3
ECON 2113	Principles of Microeconomics	3		GE: Hum/Fine Art	2
	GE: Hum/Fine Art	2		HIM-Approved Electives	3
		17			13 or 16

PROFESSIONAL PHASE					
Fall Semester Junior Year			Spring Semester Junior Year		
Number	Title	Lec/Lab/Cr	Number	Title	Lec/Lab/Cr
HSMA 3030	Written Communication & Documentation (WI)	4/0/4	HSMA 3035	Interpersonal Team Skills for Health Care Supervisors and Practitioners	3/0/3
HSMA 3025	Professional Ethical Codes and Law in Health Care	3/0/3	HIMA 3118	Applied Medical Sciences II	3/0/3
HIMA 3113	Applied Medical Sciences I	3/0/3	HSMA 3020	Health Care Payment Systems	3/0/3
HIMA 3120	Health Care Delivery Systems	3/0/3	HIMA 3032	Record Documentation Systems	3/0/3
HSMA 3050	Leadership in Health Care	3/0/3	HIMA 3142	Diagnostic and Proc. Coding	3/0/3
			HIMA 3090	Prof. Practice Experience I	0/4/1
		16/0/16			15/4/16

Summer Session I					
Number	Title	Lec/Lab/Cr			
HSMA 4055	Health Care Finance & Accounting	3/0/3			
		3/0/3			

Fall Semester Senior Year			Spring Semester Senior Year		
Number	Title	Lec/Lab/Cr	Number	Title	Lec/Lab/Cr
HSMA 4050	Personnel Mgt & Supervision in Health Care	3/0/3	HIMA 4030	Quality Management in Health Care	3/0/3
HSMA 4010	Health Information Management	3/0/3	HIMA 4138	Health Data Structures	3/0/3
HPRO 4350	Research Design	3/0/3	HIMA 4153	Management HIS Department	3/0/3
HIMA 3148	Health Service Coding	3/0/3	HIMA 4165	Health Information Systems	3/0/3
HIMA 4160	Concepts HI Tech	3/0/3	HIMA 4075	Biomedical Research Support	1/0/1
HIMA 4000	Prof. Practice Experience II	0/4/1	HSMA 4905	Management Capstone (formerly HIMA 4090)	0/240/5
		15/4/16			13/240/18

ADMISSION AND SELECTION

GENERAL INFORMATION

General information on admission and selection is available in the *Undergraduate Catalog*.

TECHNICAL STANDARDS

Technical standards for the admission and graduation of students have been developed under the premise that the student who:

- can be reasonably expected to meet such standards on admission,
- maintains the validity of this expectation throughout his or her progress through the curriculum, and
- meets the minimal level of competence established for each course, will graduate.

With reasonable accommodations, the student must be able to:

- Retrieve information via lecture, videotape, slides, class discussion, texts, computer-assisted instruction, films, and audiocassettes; communicate his or her level of understanding and raise questions for clarification.
- Demonstrate the ability to successfully carry out assignments at sites of professional practice experiences.
- Understand and follow instructions from staff and faculty members of the Program of Health Information Management; communicate his or her level of understanding; and raise questions for clarification.

After appropriate instruction, with minimal assistance from others, the student must be able to meet the domains, subdomains, and task competencies for health information administrators as listed elsewhere in this handbook.

GRADING SYSTEM: EVALUATION OF ACADEMIC PERFORMANCE

Grades for class work are based on East Carolina University's system: A-excellent, B-good, C-average, D-barely passed, F-failed, I-incomplete.

Faculty members will publish numerical ratings in each course syllabus.

Students who are absent from intermediate tests and quizzes with an excuse acceptable to the instructor or an official university excuse from the Office of the Provost or his or her designee will be given a makeup test or an excuse from taking the test at the discretion of the instructor.

Methods of evaluation for the professional practice experiences are included in the course materials.

Majors must pass the following courses with a minimum grade of C: ASIP 2112, 2212, 2213 or DSCI 2223; BIOL 2130, 2131; BIOS 1500; and all HIMA, HPRO, and HSMA courses with a C or better. A student earning a D in any of these courses must petition the program for probationary continuation and will be required to repeat the course.

STUDYING IN INTERNET-BASED COURSES OR SECTIONS

An Internet-based course or section requires the same intensity of study as its classroom equivalent. Therefore, at the bare minimum, students should plan to allot time, each week, based on the following formula:

$[(\text{Number of credit hours}) + (2 \text{ hours} \times \text{number of credit hours})] = \text{Time}$

For example, for a three credit hour course:

$(3 \text{ hours}) + (2 \text{ hours} \times 3) = 9 \text{ hours}$

As indicated, 2 hours per credit hour is bare minimum; in a professional program 3 hours per credit hour is recommended. In the example, 2 hours would be replaced with 3 hours and the resulting time allotment would be 12 hours.

PROGRAM POLICY ON CREDIT BY EXAMINATION

Students currently or formerly enrolled in the university may obtain credit by examination for a course in which they have had no class attendance or semester standing provided the course has been determined by the HIM program to be an appropriate course for credit without attendance. Appropriate courses for credit by examination in the HIM Program are (a) 3000-level professional courses with the consent of the instructor except the professional practice experiences and (b) 4000-level professional courses with the consent of the instructor except for professional practice experiences. **Permission to take the examination must be obtained from the course instructor and the departmental chairperson at least one month in advance of the intended date of the examination. Permission must also be obtained from the office of Undergraduate Advising and Academic Support in advance of the intended date of the examination.** Examinations are not permitted in courses in which a student has previously been enrolled as a regular student or as an auditor. **Distance education students may be required to come to campus to take the examination.** The applicant must pay to the university cashier in advance of the examination a fee based on the number of semester hours of the course being challenged (\$10 per semester hour); this fee is not refundable. The petition, receipted by the university cashier, must be shown to the instructor conducting the examination. The instructor administers and reports the results of the examination to the Office of the Registrar within one week of the date of the approval by the Office of Undergraduate Advising and Academic Support. Credits earned under this regulation are recorded with the grade achieved on the examination. Credit earned by examination may not be used to reduce the minimum residence requirement. Any student who receives a degree from East Carolina University must complete at least one-half the total hours required in the major discipline in regular class attendance. Students are also referenced to the pertinent sections of the *Undergraduate Catalog*.

WRITING INTENSIVE REQUIREMENT

Students must fulfill the writing across the curriculum requirement of East Carolina University prior to graduation. Each student must complete a minimum of 12 s.h. of writing intensive courses. Faculty members have designed the program's curriculum to meet this requirement. The appropriate faculty committee has approved the following courses as writing intensive: ENGL 1100, ENGL 1200, HIMA 4153, and HSMA 3030. Students are responsible to evaluate whether their particular course work will meet the writing intensive requirement.

CULTURAL DIVERSITY

Students must complete at least one course, which exposes them to cultural diversity. The program has designated the following course as meeting this requirement: HSMA 4050.

INTERNET (WWW) AND HYBRID COURSES

Professional phase courses except for the professional practice experiences and capstone are only offered via the Internet. Students will need to have access to a computer and will have to be very fluent in using the Internet; communicating through e-mail; downloading information from the internet; and using word processing packages. Faculty members will only accept work done in Microsoft applications (Word, Excel, PowerPoint). Faculty members will only use official ECU e-mail accounts.

PROFESSIONAL PRACTICE EXPERIENCES AND CAPSTONE

GENERAL INFORMATION

All activities required in the program are educational and students are not substituted for paid staff.

However, after demonstrating proficiency, students may be permitted to undertake certain defined activities with appropriate supervision and direction (*CAHIIM Standard*, Section V. D.3.).

Professional practice experiences, including the capstone experience, are directed study under the supervision of academic faculty and site supervisors. These experiences give students opportunities to observe and to participate in the various activities associated with health information and related services across the continuum of care. To develop those skills necessary to participate in the professional practice experiences and the capstone, didactic learning and simulations precede assignments in the professional practice experiences and the capstone.

Students incur expenses during the professional practice experiences and the capstone. These expenses are the students' responsibility. Examples of expenses are:

- * Housing: Students are responsible for locating housing and all associated costs. The course instructor maintains files with limited information about potential housing.
- * Travel: Students are responsible for all travel costs.
- * Parking: Students are responsible for all costs incurred for parking.
- * Meals: Students are responsible for costs incurred for meals.

PROFESSIONAL PRACTICE EXPERIENCES

During professional practice experiences, students are assigned on a rotating basis to settings that manage health data across the continuum of care. These settings are in both rural and urban organizations and agencies. Based on academic considerations, faculty members will make the final determination of student placement at sites.

CAPSTONE

The capstone provides opportunities for the student to observe and to participate in the administrative responsibilities of the health information manager. Various health care organizations and agencies, rural and urban, throughout North Carolina and the surrounding states provide sites for this educational experience. Based on academic considerations, faculty members will make the final determination of student placement at sites.

SITES OF PROFESSIONAL PRACTICE EXPERIENCES OR CAPSTONE

Rural Settings: Agape Community Clinic; Ahoskie Family Physicians; Ahoskie Pediatrics; Ahoskie Primary Care; American Red Cross; Aurora Medical Center; Belhaven Family; Beaufort Co. Adult Develop. Center; Beaufort Co. Child Develop.Center; Beaufort Co. Hospital; nursing homes, Beaufort Co., Britthaven; Belhaven Foot & Ankle; Belhaven Senior Center; Bertie Council on Aging; Blind Center; Boards of Education, Bertie, Duplin, Gates, Hertford; CO Boyette Practice; Community Medical Center; County Coop. Extensions, Bertie, Duplin, Gates, Hertford; County Depts. of Social Services, Beaufort, Gates, Hertford; county health depts., Beaufort, Belhaven, Duplin, Hyde, Hertford-Gates, Wayne; Dept. of Aging Senior Center; Dr. Roland Draughn; Duplin Correctional Center; Duplin Economic; Duplin General Hospital; Duplin Home Care & Hospice; Duplin Mental Health; Eagles Wings; employee health units, Carolina Turkeys, Circle Q Farms, Duplin Winery, Mt. Olive Pickles, Seafood Safari, Standyne Auto Corp., Tri-County Cotton Gin; Environmental Health; Episcopal Hispanic Ministry; Excell Home Fashions; Facing Reality; Family Medical Care; Gambro Healthcare; Goshen Medical Center; Guardian Care-Ahoskie; home health agencies, Hertford-Gates, Tarheel; Interdisciplinary Office; Lifestyle Fitness Center; Mary Gran Nursing Center; Metropolitan Counseling; MidEast Commission; Mt. Olive Family Medicine; Murfreesboro Head Start; North Carolina Extension; North Side Services; Opts. for Dom.Violence; Pamlico Dialysis Center; Pamlico Pals; Partnerships for Children; pharmacies, Eckerd, Graham, Lewis, O'Neal, Pungo River; Plainview Medical Center; PS Jones Middle School; Pungo District Hospital; Rainbow House; Roanoke Chowan Center; Roanoke Chowan Hospital; Sarah's Refuge; Social Security Admin.; Southwood Nursing; Tideland Mental Health; Tri County Health Center; UHS Hospice; Washington Pediatrics; Washington High School; WATCH; Wayne Memorial Hosp. Pharm.; WIC; Zion Shelter & Kitchen; and others as arranged by the HIM program.

Urban Settings: Carilion Health System, Roanoke, Virginia; Cherry Hospital, Goldsboro, North Carolina; Craven Regional Medical Center, New Bern, North Carolina; Crawford Long Hospital, Atlanta, Georgia; Duke University Medical Center, Durham, North Carolina; ECU School of Medicine, Greenville, North Carolina; Greenville Hospital System, Greenville, South Carolina; Lenoir Memorial Hospital, Kinston, North Carolina; Nash General Hospital, Rocky Mount, North Carolina; O'Berry Center, Goldsboro, North Carolina; Pitt County Memorial Hospital, Greenville, North Carolina; Physicians East, Greenville, North Carolina; and Wilson Memorial Hospital, Wilson, North Carolina; and others as arranged by the HIM program.

REQUIREMENTS OF SITES for Students to Participate in Professional Practice Experiences and the Capstone

Annual Health Exam. Students must present evidence of good health prior to the professional practice experiences at the beginning of each academic year. Evidence includes

- * a general physical exam;
- * negative tuberculin skin test (two PPDs timed one to three weeks apart; or chest x-ray if test is positive); and
- * immunizations per North Carolina state law.

Annually, prior to arrival on campus or at the very beginning of fall semester, students should have their physical exam and PPD and obtain a report of their immunization status. Physical exams may be performed by the physician of the student's choice. The School furnishes health forms for students who choose to use the Student Health Services.

This health requirement is a contractual stipulation of the professional practice sites. Individual professional practice experience sites may impose additional medical requirements. Faculty members will inform the students of these additional requirements as needed.

Professional Liability Insurance. Professional liability insurance is required for each student and is provided by way of the blanket liability policy carried by the School. This insurance is renewed annually. *This insurance is essential because many professional practice sites will not accept a student for training who does not have liability insurance.* Faculty members provide information about the premium and its deadline in fall semester each year.

Blood-Borne Pathogen Training. Many professional practice sites require, as a contractual stipulation, that students have training in blood-borne pathogens prior to their capstone professional practice experience. The faculty members will arrange this training. Attendance is mandatory.

Criminal Background Check. Criminal background checks are mandatory at many health care organizations. All sites that are accredited by the Joint Commission on the Accreditation of Healthcare Organizations require students to have criminal background checks. East Carolina University and the Health Services and Information Management Department are not responsible for reviewing background checks, ordering them, or paying for them. A student, who cannot finish the course work of the professional curricula because of negative item or items in a criminal background check, will not graduate. Neither East Carolina University nor the Health Services and Information Management Department will be held liable for the student's failure to graduate or failure to meet eligibility to sit for the national registration examination because of a criminal background.

East Carolina University
Department of Health Services and Information Management
Policy on Criminal Background Checks
Created: July 14, 2004
Revised:

Criminal Background Check

Policy

It is the intent of the Department of Health Services and Information Management for its students to have obtained Criminal Background Checks prior to their rotations in health care organizations.

Intent

1. All students entering the academic programs in the Health Services and Information Management Department must have Criminal Background Checks. The Criminal Background Check is a requirement of the Joint Commission on the Accreditation of Healthcare Organizations.
2. Timing of the Criminal Background Check is dependent upon the students' academic courses of study.
 - a. Students in the academic program in health information management (HIM) have professional practice experiences (PPEs) in health care organizations during their junior and senior years and a capstone experience in their senior year. HIM students must have their Criminal Background Check prior to their senior-level capstone (and prior to a PPE, if the site requires).
 - b. Students in the academic program of health services management (HSM) have a course in the senior year that may include a rotation in a health care organization. HSM students must have their Criminal Background Check prior to their senior year. Students who change addresses may have to have updated Criminal Background Checks completed.

3. The Criminal Background Checks cover events since the students have become adults (18 years of age).
4. Many organizations are requiring direct transmittal of Criminal Background Checks from the screening agency to prevent falsification and alteration.
5. Modifications to this policy may occur at any time as required by policies that take precedence, such as policies from health care organizations or the Health Sciences Division of East Carolina University.

Appendix*

The Department is currently advising students to use the screening agency, Carolina Information. Contact Information:

Stefanie Conway, Operations Exec.

Carolina Information, Inc.

UsInfoGroup.com

919*570*9861 phone

919*570*9864 fax

sconway@usinfogroup.com

P.O. Box 127

Wake Forest, NC 27588

*Note all information in this Appendix is subject to change at any moment dependent upon overriding policies from health care organization and the Health Sciences Division at East Carolina University.

Interim Procedure

Students:

1. Call Carolina Information (919-570-9861) to initiate the Criminal Background Check with the requisite information (see below).
 - a. Full Name
 - b. Date of Birth
 - c. Social Security Number
 - d. Drivers' License Number
 - e. Current Address
 - f. All addresses for past 10 years or since 18 years old
 - g. Debit or credit card number and expiration date (VISA or MasterCard; fees range from \$6.00 to \$114.00 dependent upon the number of addresses, states, and countries)

* Students will be speaking with Tiffany Phipps or Stefanie Conway.
2. Receive a certified copy of their Criminal Background Check at their current address (if another different address is desired, students need to state that when they call).
3. Call Carolina Information (919-570-9861) for updated Criminal Background Check when assigned to a site (an additional fee may be required dependent upon change of address).
 - a. Obtain fax number of HR Department of site and alert HR Department to the imminent fax.
 - b. Have updated Criminal Background Check faxed to site's HR Department.

Screening Agency

1. Mails students certified copies of their Criminal Background Checks to their current addresses (or other address as requested).
2. Maintains results of the Criminal Background Check for perpetuity.

3. Updates Criminal Background Check when requested by student and upon payment of required fees.
4. Faxes original copies to the Human Resource Department of health care organization as requested and upon payment of required fees. (Note: If call is made by 2:00 pm, the criminal background will be completed that day and faxed to the site that day.)

HSIM Department

1. Receives notification by fax that the student has completed the process (NOT the Criminal Background Check itself).
2. Dropfiles notification in each student's folder.
3. Provides or has students obtain fax number of HR Department of students' assigned health care organization.
4. Notifies or has student notify HR Department that fax imminent.

Drug Screening. Drug screening is mandatory at some organizations. East Carolina University and the Health Services and Information Management Department are not responsible for reviewing drug screens, ordering them, or paying for them. A student, who cannot finish the course work of the professional curricula because of the results of a drug screen, will not graduate. Neither East Carolina University nor the Health Services and Information Management Department will be held liable for the student's failure to graduate or failure to meet eligibility to sit for the national registration examination because of the results of a drug screen.

Other. Sites may add other stipulations.

MANDATORY TRAINING FOR HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) OF 1996

Training on the policies and procedures to protect the privacy of health information is federally mandated under the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Students must complete this training prior to going to professional practice experiences and the capstone. ECU provides a tutorial to deliver this training. <http://www.ecu.edu/hiss/>

Students may run the training program as many times as they want. At the end of the training, students take a quiz. Students may not return to the training program after they begin the quiz. At the end of the quiz, students obtain their score. As proof of completion, students should print the score page, complete the requested information, and return the completed form to the instructor of the professional practice experience courses.

DISABILITY SUPPORT

East Carolina University seeks to comply fully with the Americans with Disabilities Act (ADA). Students requesting accommodations based on a disability must be registered with the Department for Disability Support Services located in Slay 138 (252) 737-1016 (Voice/TTY). The policies and procedures of the Department for Disability Support Services also cover requests for accommodations for a professional practice experience and for the capstone. The program of Health Information Management requires at least one semester advance notice to identify appropriate practice sites and to arrange accommodations.

DOUBLE MAJOR

DOUBLE MAJOR FOR MAJORS IN HEALTH INFORMATION MANAGEMENT (HIMA)

Students who complete all core HSM courses as well as the HIM degree program can graduate as double majors. They graduate with a BS with a primary major in HIM and a secondary major in HSM. Students who wish this designation should consult with their HIM advisor to assure that they are coded as dual majors in the Registrar's database. This designation occurs when the students are admitted to the HIM major. The department enters the information about the second major at the same time as it enters the information about primary HIM major.

Note: Per the *Undergraduate Catalog*: “The double major may count any number of hours from the primary major toward the secondary major of the double major. The number of hours toward a second major should not be limited.”

WITHDRAWAL AND REFUNDS OF TUITION AND FEES

Policies and procedures for withdrawal and for refunds of tuition and fees are available in the *Undergraduate Catalog*.

APPEALS

Policies and procedures for appeals are available in the *Undergraduate Catalog* and in the *Student Conduct Code of the School of Allied Health Sciences*.

STYLE MANUAL

All documents produced for assignments and projects in the program's courses shall follow the style proscribed in the style manual of the American Medical Association (AMA) or as determined by the course instructor. The AMA style manual follows the recommendations of the U.S. National Library of Medicine. Five hundred leading biomedical journals require this style.

Iverson C, ed. American Medical Association manual of style: a guide for authors and editors. 9th ed. Baltimore, MD: Williams & Wilkins; 1998.

*Standards for Health Information Management Baccalaureate Degree
by the*

*Commission on Accreditation for Health Informatics and Information Management Education
(CAHIIM)*

<http://www.cahiim.org> and click on 2005 HIM Baccalaureate Degree Program Standards

Part II-10

AHIMA's DOMAINS, SUBDOMAINS, AND TASK COMPETENCIES

HIM Baccalaureate Degree Entry-Level Competencies

Domains, Subdomains, and Tasks

For 2005 and beyond

11/29/2004 Education Strategy Committee

- I. Domain: Health Data Management
 - A. Subdomain: Health Data Structure, Content and Standards
 - 1. Manage health data (e.g. data elements, data sets and databases).
 - 2. Ensure that documentation in the health record supports the diagnosis and reflects the progress, clinical findings and discharge status.
 - 3. Maintain processes, policies and procedures to ensure the accuracy of coded data.
 - 4. Monitor use of clinical vocabularies and terminologies used in the organization's health information systems.
 - B. Subdomain: Healthcare Information Requirements and Standards
 - 1. Develop organization-wide health record documentation guidelines.
 - 2. Maintain organizational compliance with regulations and standards.
 - 3. Ensure organizational survey readiness for accreditation, licensing and/or certification processes.
 - C. Subdomain: Clinical Classification Systems
 - 1. Select electronic applications for clinical classification and coding.
 - 2. Implement and manage applications and processes for clinical classification and coding.
 - D. Subdomain: Reimbursement Methodologies
 - 1. Manage the use of clinical data required in prospective payment systems (PPS) in healthcare delivery.
 - 2. Manage the use of clinical data required in other reimbursement systems in healthcare delivery.
 - 3. Participate in selection and development of applications and processes for chargemaster and claims management.
 - 4. Implement and manage processes for compliance and reporting, such as the National Correct Coding Initiative.
- II. Domain: Health Statistics, Biomedical Research and Quality Management
 - A. Subdomain: Healthcare Statistics and Research
 - 1. Manage clinical indices/databases/registries.
 - 2. Analyze and present data for quality management, utilization management, risk management, and other patient care related studies.
 - 3. Utilize statistical software.
 - 4. Ensure adherence to Institutional Review Board (IRB) processes and policies.
 - B. Subdomain: Quality Management and Performance Improvement
 - 1. Organize and coordinate facility-wide quality management and performance improvement programs.
 - 2. Analyze clinical data to identify trends.
 - 3. Analyze and present data for healthcare decision making (such as demonstrating quality, safety and effectiveness of healthcare).
- III. Domain: Health Services Organization and Delivery
 - A. Subdomain: Healthcare Delivery Systems
 - 1. Monitor the impact of national health information initiatives on the healthcare delivery system for application to information system policies and procedures.
 - 2. Interpret, communicate, and apply current laws, accreditation, licensure and certification standards related to health information initiatives at the national, state, local and facility levels.

3. Analyze and respond to the information needs of internal and external customers throughout the continuum of healthcare services.
 4. Revise policies and procedures to comply with changing health information regulations.
 5. Translate and interpret health information for consumers and their caregivers.
- B. Subdomain: Healthcare Privacy, Confidentiality, Legal, and Ethical Issues
1. Coordinate the implementation of legal and regulatory requirements related to the health information infrastructure.
 2. Manage access and disclosure of personal health information.
 3. Develop and implement organization-wide confidentiality policies and procedures.
 4. Develop and implement privacy training programs.
 5. Resolve privacy issues/problems.
 6. Apply and promote ethical standards of practice.
- IV. Domain: Information Technology & Systems
- A. Subdomain: Information and Communication Technologies
1. Implement and manage use of technology, including hardware and software, to ensure data collection, storage, analysis and reporting of information.
 2. Contribute to the development of networks, including intranet and Internet applications to facilitate the electronic health record (EHR), personal health record (PHR), public health, and other administrative applications.
 3. Interpret the derivation and use of standards to achieve interoperability of healthcare information systems.
- B. Subdomain: Data, Information, and File Structures
1. Apply knowledge of data base architecture and design (ex. data dictionary, data modeling, data warehousing) to meet organizational needs.
- C. Subdomain: Data Storage and Retrieval
1. Apply appropriate electronic or imaging technology for data/record storage.
 2. Apply knowledge of database querying and data mining techniques to facilitate information retrieval.
 3. Implement and manage knowledge-based applications to meet information end-user information requirements.
 4. Design and generate administrative reports using appropriate software.
- D. Subdomain: Data Security
1. Enforce confidentiality and security measures to protect electronic health information.
 2. Protect data integrity and validity using software or hardware technology.
 3. Implement and monitor department and organizational data and information system security policies.
 4. Recommend elements that must be included in the design of audit trail and data quality monitoring programs.
 5. Recommend elements that should be included in the design and implementation of risk assessment, contingency planning, and data recovery procedures.
- E. Subdomain: Healthcare Information Systems
1. Compare and contrast the various clinical, administrative, and specialty service applications used in healthcare organizations.
 2. Apply appropriate systems life cycle concepts, including systems analysis, design, implementation, evaluation, and maintenance to selection of healthcare information systems.
 3. Facilitate project management by integrating work efforts and planning and executing project tasks and activities.

4. Formulate the planning, design, selection, implementation, integration, testing, evaluation, and support for organization-wide information systems.
5. Apply ergonomic and human factors in interface design.

V. Domain: Organization and Management

A. Subdomain: Human Resources Management

1. Manage human resources to facilitate staff recruitment, retention, and supervision.
2. Ensure compliance with employment laws.
3. Develop and implement new staff orientation and training programs.
4. Develop and implement continuing education programs.
5. Develop productivity standards for health information functions.
6. Monitor staffing levels and productivity and provide feedback to staff regarding performance.
7. Benchmark staff performance data.
8. Develop, motivate, and support work teams.

B. Subdomain: Financial and Resource Management

1. Demonstrate knowledge of financial management and accounting principles.
2. Prepare and monitor budgets and contracts.
3. Demonstrate and apply knowledge of cost-benefit analysis techniques to justify resource needs.
4. Manage organization-wide coding and revenue cycle processes.

C. Subdomain: Strategic Planning and Organizational Development

1. Develop strategic and operational plans for facility-wide information systems.
2. Assess organization-wide information needs.
3. Facilitate retrieval, interpretation, and presentation of data/information appropriate to user needs.
4. Demonstrate and apply principles of organization behavior to facilitate team building, negotiation, and change management.

D. Subdomain: Project and Operations Management

1. Apply general principles of management in the administration of health information services.
2. Assign projects and tasks to appropriate staff.
3. Implement process engineering and project management techniques to ensure efficient workflow and appropriate outcomes.