

# AMERICAN HEALTH INFORMATION MANAGEMENT ASSOCIATION (AHIMA) HEALTH INFORMATION MANAGEMENT (HIM) CURRICULUM DOMAINS, SUB-DOMAINS AND TASKS

## Domain 1: Healthcare Data

### Sub-domain 1.a: Data Structure, Content, and Use

- 1.a.1. Verify timeliness, completeness, accuracy, and appropriateness of data and data sources (for example, patient care, management, billing reports, and/or databases). **A, E, F, H, I, N, P**
- 1.a.2. Conduct qualitative analysis to ensure documentation in the health record supports the diagnosis and reflects the progress, clinical findings, and discharge status. **B, H, I, N**
- 1.a.3. Assist in the facility's billing processes. **I, L, N, P**
- 1.a.4. Validate coding accuracy using clinical information found in the health record. **I, N, P**

### Sub-domain 1.b: Clinical Classification Systems—ICD-9-CM Coding

- 1.b.1. Assign diagnosis/procedure codes using ICD-9-CM. **I, J, R**

### Sub-domain 1.c: Clinical Classification Systems—CPT Coding

- 1.c.1. Assign procedure codes using CPT/HCPCS. **I, J, R**

## Domain 2: Health Information Analysis

### Sub-domain 2.a: Healthcare Statistics and Research

- 2.a.1. Abstract records for department indices, databases, and registries. **C, E, F**
- 2.a.2. Collect data for quality management, utilization management, risk management, and other patient care related studies. **K, L, N**
- 2.a.3. Calculate and interpret healthcare statistics. **C, K, L, N, O**
- 2.a.4. Present data in verbal and written forms. **C, H, L, N**

### Sub-domain 2.b: Clinical Quality Assessment and Performance Improvement

- 2.b.1. Participate in facility-wide quality management program. **L, N**
- 2.b.2. Analyze clinical data to identify trends. **D, F, H, L, N**

## Domain 3: Healthcare Environment

### Sub-domain 3.a: Healthcare Delivery Systems

- 3.a.1. Interpret and apply laws and accreditation, licensure and certification standards; monitor changes; and communicate information-related changes to others in the facility. **A, F, K, L, N**
- 3.a.2. Understand the role of various providers and disciplines throughout the continuum of healthcare services. **A, F, K, L**

### Sub-domain 3.b: Legal and Ethical Issues

- 3.b.1. Release patient-specific data to authorized users. **A, F, K, L**
- 3.b.2. Request patient-specific information from other sources. **A, I, J, K, O**
- 3.b.3. Summarize patient encounter data for release to authorized users. **C, G, H, I, L, P**
- 3.b.4. Develop policies and procedures to protect unauthorized access to patient records. **A, G, K, L, N**
- 3.b.5. Assist in developing facility-wide confidentiality policies. **A, J, L, N, R**

### Sub-domain 3.c: Healthcare Information Requirements and Standards

- 3.c.1. Assist in developing health record documentation guidelines. **A, B, F, I, K, L, N**
- 3.c.2. Perform quantitative analysis of health records to evaluate compliance with regulations and standards **C, L, M, N**
- 3.c.3. Perform qualitative analysis of health records to evaluate compliance. **F, H, K, L, N, P**
- 3.c.4. Assist in preparing the facility for an accreditation, licensing or certification survey. **G, K, L, N**
- 3.c.5. Develop and demonstrate HIM service compliance with relevant regulations and accreditation standards. **K, L, N, R**
- 3.c.6. Ensure facility-wide adherence to health information services' compliance with regulatory requirements (for example, ICD-9-CM Cooperating parties coding guidelines, HCFA Compliance Plan, Correct Coding Initiative). **H, I, K, L, N, P**

## Domain 4: Information Technology and Systems

### Sub-domain 4.a: Information Technology

- 4.a.1. Use common software packages (for example, spreadsheets, databases, word processing, graphics, presentation, statistical, and e-mail). **E, J, M, O**
- 4.a.2. Use electronic and imaging technology to store medical records. **E, O**
- 4.a.3. Query facility-wide databases to retrieve information. **E, O**
- 4.a.4. Generate reports from various databases. **C, E, J, P, M, L, O**

- 4.a.5. Protect data integrity and validity using software or hardware technology. **F, E, O, N**
- 4.a.6. Enforce confidentiality and security measures to protect electronic information. **E, M, O, K**
- 4.a.7. Identify common software problems. **E, O, N, M**
- 4.a.8. Design data quality controls and edits. **E, O, N, M**
- 4.a.9. Participate in development of strategic and operational plans for facility-wide information systems. **M, L, O**

### Sub-domain 4.b: Health Information Systems

- 4.b.1. Collect and report data on incomplete records and timeliness of record completion. **C, A, G, I, L, P, R**
- 4.b.2. Maintain filing and retrieval systems for paper-based patient records. **A, E, O, M, J, R**
- 4.b.3. Maintain integrity of master patient and client index. **A, E, O, M, J, L**
- 4.b.4. Maintain integrity of patient numbering and filing systems. **E, O, J, R, A, F**
- 4.b.5. Design forms, computer input screens, and other health record documentation tools. **E, J, M, L, R**
- 4.b.6. Evaluate software packages to determine that they meet user needs. **E, J, M, L, R, N, O**

## Domain 5: Organization and Management

### Sub-domain 5.a: Human Resources Management

- 5.a.1. Interview prospective employees. **G, L**
- 5.a.2. Hire new employees **G, L**
- 5.a.3. Develop and implement new staff orientation and training programs. **N, J**
- 5.a.4. Supervise staff. **L**
- 5.a.5. Collect data on employee performance. **N, L**
- 5.a.6. Conduct performance appraisals. **L**
- 5.a.7. Counsel, discipline, and terminate staff. **L**
- 5.a.8. Perform job analyses. **N**
- 5.a.9. Develop job description. **L**
- 5.a.10. Conduct in-service education programs on topics related to health information services. **N, L**
- 5.a.11. Develop and support work team. **L**

### Sub-domain 5.b: Health Information Services Management

- 5.b.1. Monitor staffing levels, turnaround time, productivity and workflow. **L, P**
- 5.b.2. Assign projects and tasks to appropriate staff. **L**
- 5.b.3. Develop productivity and control measures. **L, O**
- 5.b.4. Benchmark staff performance data in relation to department and facility performance standards. **L**
- 5.b.5. Determine resources (equipment and supplies) to meet workload needs. **L, P**
- 5.b.6. Develop departmental policies and procedures. **K, L, N**
- 5.b.7. Develop strategic plans, goals, and objectives for area of responsibility and communicate to staff. **L**
- 5.b.8. Participate on intradepartmental teams and committees. **G, L, N**
- 5.b.9. Participate on facility-wide teams/committees responsible for health information services issues. **G, L**
- 5.b.10. Coordinate interdepartmental and/or intra-departmental services. **G, M**
- 5.b.11. Provide consultation, education, and training to users of health information services. **L, N**
- 5.b.12. Prepare budgets with accompanying justification and monitor adherence. **P, L**
- 5.b.13. Evaluate effectiveness of department operations and services. **L**
- 5.b.14. Develop quality control and improvement systems for departmental processes and use quality improvement tools and techniques to improve processes. **N**
- 5.b.15. Manage special projects. **L, M, P**
- 5.b.16. Plan and conduct meetings. **G, L, N**
- 5.b.17. Resolve customer complaints. **J, K, L, N, R**
- 5.b.18. Identify departmental resource requirements, determine cost and benefits, communicate requirements to vendors, and evaluate vendor proposals. **L, P**
- 5.b.19. Assist in redesigning and re-engineering departmental services and operations. **L**
- 5.b.20. Prioritize department functions and services. **L, P**

## Legend

- A** HIM 211 - Introduction to Health Information Management
- B** HIM 212 - Anatomy and physiology for Health Sciences
- C** HIM 305 - Intro to Healthcare Statistics
- D** HIM 310 - The Study of Diseases
- E** HIM 312 - Development of Healthcare Information Technology
- F** HIM 314 - Current Trends of Healthcare Delivery Systems
- G** HIM 321 - Professional Development Seminar I
- H** HIM 325 - Applied Research
- I** HIM 328 - Coding

- J** HIM 339 - Technical Affiliation
- K** HIM 424 - Legal Aspects of Healthcare
- L** HIM 440 - Management Capstone
- M** HIM 442 - Systems Analysis & Design
- N** HIM 446 - Quality Evaluation Management
- O** HIM 452 - Application & Analysis of the Electronic Health Record
- P** HIM 453 - Financial Management
- Q** HIM 457 - Professional Development Seminar II
- R** HIM 459 - Administrative Affiliation

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