

7.0 JULY 2011 ADDENDUM

In July 2011, two major changes were made to the test blueprint. The first change included the addition of knowledge domains mapped to each task within the test blueprint. Mapping the knowledge domains to the test blueprint demonstrates a clear link between each task and the knowledge needed to perform the task. Additionally, this change aids in the item writing and test development process. The second change includes specifying the cognitive level ranges. Cognitive level ranges categorize the type of learning associated with each item. For the purposes of the RHIT exam, three cognitive levels were specified: Recall/understanding, Application, and Higher thinking.

These changes were made during an expert panel meeting. The panelists were first asked to review both the current test blueprint and the knowledge domains. Next, the panelists delineated the associated knowledge domains for each task. The group had to agree on the knowledge domains for each task. If they disagreed about a particular knowledge domain, then they would offer their arguments for their case until consensus was reached. The updated test blueprint with the mapped knowledge domains can be found in the table below and can be compared with Table 18.

The panelists were also asked to consider the cognitive level ranges for the exam. The purpose of specifying cognitive levels is so that a range of items can be written that assesses different learning levels, and as a result, a range of learning is assessed and measured. The panelists agreed that the cognitive levels should apply to the entire exam, and not just the individual domains. The reasoning for this is twofold. First, test development and form construction would be easier and more practical if the percentages of cognitive levels are specified for the exam, rather than the domain. Second, the cognitive levels of learning for each domain may change over time, and to specify cognitive levels for each domain will lead to less flexibility in the test development process. Finally, the panelists agreed on cognitive levels for the exam based on past exam history and best practices. The cognitive levels for this exam are as follows: 40% Recall/Understanding, 35% Application, and 25% Higher Thinking. These percentages are in-line with industry standards and best practices.

New Updated Test Specifications

	Task Statement (numeric)
	Knowledge Domain (alpha)
Domain	Tasks
I. Data Analysis and Management (20%)	
1	Abstract information found in health records (i.e., coding, research, physician deficiencies, etc.)
	A. Abstracting
	B. Medicine
	C. Research
	D. Analytical skills
	E. Accrediting organization
	F. Official coding guidelines
	G. Health record data structure, content, and standards
2	Analyze data (i.e., productivity reports, quality measures, health record documentation, case mix index,
	A. Medicine
	B. Research
	C. Accrediting organization
	D. Analytical skills

	Task Statement (numeric)
	Knowledge Domain (alpha)
Domain	Tasks
	E. Health record data structure, content, and standards
	F. Official coding guidelines
	G. Revenue Cycle
3	Maintain filing and retrieval systems for health records
	A. Filing
	B. Health record data structure
4	Identify anomalies in data
	A. Application of research methods
	B. Analytical skills
	C. Health record data structure, content, and standards
5	Resolve risks and/or anomalies of data findings
	A. Analytical skills
	B. Health record data structure, content, and standards
	C. Application of research methods
	D. Quality indicators
6	Maintain the master patient index (i.e., enterprise systems, merge/unmerge medical record numbers, etc.)
	A. Health record data structure, content, and standards
	B. Health information filing systems
	C. Healthcare/health information management computer applications and support systems
7	Organize data into a useable format
	A. Health record data structure, content, and standards
	B. Health information filing systems
	C. Healthcare/health information management computer applications and support systems
8	Eliminate duplicate documentation
	A. Health record data structure, content, and standards
	B. Transcription
	C. Forms/Screen design, revision, implementation
	D. Application of research methods
9	Review trends in data
	A. Analytical skills
	B. Health record data structure, content, and standards
	C. Healthcare/Vital Statistics
	D. Claims processing
	E. Federal regulation
	F. Third-party payers
	G. Medical necessity
10	Gather/compile data from multiple sources
	A. Abstracting
	B. Health record data structure, content, and standards
	C. Healthcare/health information management computer applications and support systems
	D. Application of research methods
11	Generate reports or spreadsheets (i.e., customize, create, etc.)

	Task Statement (numeric)
	Knowledge Domain (alpha)
Domain	Tasks
	A. Healthcare/health information management computer applications and support systems
	B. Forms/Screen design, revision, implementation
	C. Quality indicators
	D. Application of research methods
12	Present data findings (i.e., study results, delinquencies, conclusion/summaries, gap analysis, graphical)
	A. Healthcare/health information management computer applications and support systems
	B. Forms/Screen design, revision, implementation
	C. Quality indicators
	D. Application of research methods
13	Implement workload distribution
	A. Performance improvement methods
14	Design workload distribution
	A. Performance improvement methods
	B. Forms/Screen design, revision, implementation
15	Participate in the data management plan (i.e., determine data elements, assemble components, set time-frame)
	A. Performance improvement methods
	B. Quality indicators
	C. Health record data structure, content, and standards
	D. Application of research methods
16	Input and/or submit data to registries
	A. Abstracting
	B. Federal regulation
	C. Oversight organizations
	D. Healthcare/Vital statistics
17	Summarize findings from data research/analysis
	A. Application of research methods
	B. Healthcare/Vital statistics
	C. Analytical skills
18	Follow data archive and backup policies
	A. Ethical practices
	B. Health record data structure, content, and standards
	C. Federal regulation
	D. Oversight organizations
	E. Healthcare/health information management computer applications and support systems
19	Develop data management plan
	A. Federal regulation
	B. Official coding guidelines
	C. Oversight Organizations
	D. Vocabularies, terminologies, and classification systems
	E. Health record data structure, content, and standards
	F. Healthcare delivery systems

	Task Statement (numeric)
	Knowledge Domain (alpha)
Domain	Tasks
	G. Confidentiality guidelines
20	Calculate healthcare statistics (i.e., occupancy rates, length of stay, delinquency rates, etc)
	A. Healthcare/Vital statistics
	B. Healthcare/health information management computer applications and support systems
	C. Analytical skills
21	Determine validation process for data mapping
	A. Analytical skills
	B. Health record data structure, content, and standards
22	Maintain data dictionaries
	A. Vocabularies, terminologies, and classification systems
	B. Health record data structure, content, and standards
	C. Forms/Screen design, revision, implementation
II. Coding (18%)	
1	Apply all official current coding guidelines
	A. Official coding guidelines
2	Assign diagnostic and procedure codes based on health record documentation
	A. Encoder/Grouping software
	B. Vocabularies, terminologies, and classification systems
	C. Official coding guidelines
	D. Ethical practices
	E. Medical necessity
	F. Medicine
3	Ensure physician documentation supports coding
	A. Ethical practices
	B. Official coding guidelines
	C. Health record data structure, content, and standards
	D. Medicine
4	Validate code assignment
	A. Analytical skills
	B. Oversight organizations
	C. Medicine
5	Abstract data from health record
	A. Abstracting
	B. Health record data structure, content, and standards
	C. Medicine
6	Sequence codes
	A. Official coding guidelines
	B. Ethical practices
	C. Medicine
7	Query physician when additional clinical documentation is needed
	A. Medicine
	B. Health record data structure, content, and standards
	C. Accrediting organizations

	Task Statement (numeric)
	Knowledge Domain (alpha)
Domain	Tasks
	D. Ethical practices
	E. Federal Regulation
	F. Official coding guidelines
8	Review and resolve coding edits (i.e., correct coding initiative, outpatient code editor, National Coverage Determination, Local Coverage Determination, etc.)
	A. Medical necessity
	B. Official coding guidelines
	C. Encoder/Grouper software
9	Review the accuracy of abstracted data
	A. Analytical skills
	B. Quality indicators
10	Assign POA (present on admission) indicators
	A. Official coding guidelines
	B. Oversight organizations
11	Provide educational updates to coders
	A. Official coding guidelines
	B. Oversight organizations
	C. Performance improvement methods
	D. Third-party payers
	E. Medical necessity
12	Validate grouper assignment (i.e., MS-DRG, APC, etc.)
	A. Analytical skills
	B. Encoder/Grouper software
	C. Oversight Organizations
	D. Official coding guidelines
13	Identify HAC (hospital acquired condition)
	A. Analytical skills
	B. Medicine
14	Develop and manage a query process
	A. Healthcare/health information management computer applications and support systems
	B. Application of research methods
	C. Ethical practices
15	Create standards for coding productivity and quality
	A. Official coding guidelines
	B. Performance improvement methods
	C. Federal regulation
16	Develop educational guidelines for provider documentation
	A. Federal regulation
	B. Accrediting organizations
	C. Official coding guidelines
	D. Medical necessity
	E. Third-party payers
17	Perform concurrent audits
	A. Performance improvement methods

	Task Statement (numeric)
	Knowledge Domain (alpha)
Domain	Tasks
	B. Analytical skills
	C. Health record data structure, content, and standards
	D. Medicine
III. Compliance (16%)	
1	Ensure patient record documentation meets state and federal regulations
	A. Federal regulation
	B. Oversight organizations
	C. Accrediting organizations
	D. Confidentiality guidelines
2	Ensure compliance with privacy and security guidelines (HIPAA, state, hospital, etc.)
	A. Federal regulation
	B. Confidentiality guidelines
3	Control access to health information
	A. Healthcare/health information management computer applications and support systems
	B. Confidentiality guidelines
	C. Ethical practices
	D. Health record data structure, content, and standards
	E. Healthcare delivery systems
4	Monitor documentation for completeness
	A. Accrediting organizations
	B. Health record data structure, content, and standards
	C. Federal regulation
	D. Quality indicators
5	Develop a coding compliance plan (i.e., current coding guidelines)
	A. Official coding guidelines
	B. Ethical practices
	C. Oversight organizations
	D. Federal regulation
6	Manage release of information
	A. Confidentiality guidelines
	B. Legal aspects of the health record
	C. Federal Regulation
7	Perform continual updates to policies and procedures
	A. Health record data structure, content, and standards
	B. Official coding guidelines
	C. Federal regulation
	D. Oversight organizations
	E. Accrediting organizations
	F. Confidentiality guidelines
	G. Credentialing guidelines
8	Implement internal and external audit guidelines
	A. Federal regulation
	B. Oversight organizations
	C. Official coding guidelines

	Task Statement (numeric)
	Knowledge Domain (alpha)
Domain	Tasks
	D. Accrediting organizations
9	Evaluate medical necessity (CDMP – clinical documentation management program)
	A. Medical necessity
	B. Medicine
	C. Health record data structure, content, and standards
10	Collaborate with staff to prepare the organization for accreditation, licensing, and/or certification surveys
	A. Accrediting organizations
	B. Federal regulation
	C. Oversight organizations
	D. Quality indicators
11	Evaluate medical necessity (Outpatient services)
	A. Medical necessity
	B. Medicine
	C. Health record data structure, content, and standards
12	Evaluate medical necessity (Data management)
	A. Medical necessity
	B. Medicine
	C. Health record data structure, content, and standards
13	Responding to fraud and abuse
	A. Federal Regulation
14	Evaluate medical necessity (ISSI (utilization review))
	A. Utilization management
	B. Medical necessity
	C. Medicine
	D. Health record data structure, content, and standards
15	Develop forms (i.e., chart review, documentation, EMR, etc.)
	A. Forms/Screen design, revision, implementation
	B. Health record data structure, content, and standards
	C. Healthcare/health information management computer applications and support systems
16	Evaluate medical necessity (Case management)
	A. Case management
	B. Medical necessity
	C. Medicine
	D. Health record data structure, content, and standards
17	Analyze access audit trails
	A. Healthcare/health information management computer applications and support systems
	B. Analytical skills
18	Ensure valid healthcare provider credentials
	A. Credentialing guidelines
	B. Analytical skills
	C. Federal regulation

	Task Statement (numeric)
	Knowledge Domain (alpha)
Domain	Tasks
IV. Information Technology (12%)	
1	Train users on software
	A. Healthcare/health information management computer applications and support systems
	B. Encoder/Grouper software
	C. Third-party payers
2	Maintain database
	A. Health record data structure, content, and standards
	B. Healthcare/health information management computer applications and support systems
	C. Healthcare delivery systems
3	Set up secure access
	A. Healthcare/health information management computer applications and support systems
	B. Confidentiality guidelines
4	Evaluate the functionality of applications
	A. Healthcare/health information management computer applications and support systems
	B. Forms/Screen design, revision, implementation
	C. Transcription
	D. Encoder/Grouper software
	E. Health information filing systems
5	Create user accounts
	A. Confidentiality guidelines
	B. Healthcare/health information management computer applications and support systems
6	Trouble-shoot HIM software or support systems
	A. Analytical skills
	B. Healthcare/health information management computer applications and support systems
	C. Transcription
	D. Encoder/Grouper software
	E. Health information filing systems
7	Create database
	A. Health record data structure, content, and standards
	B. Healthcare/health information management computer applications and support systems
	C. Healthcare delivery systems
8	Perform end user audits
	A. Healthcare/health information management computer applications and support systems
	B. Analytical skills
9	Participate in vendor selection
	A. Healthcare/health information management computer applications and support systems
	B. Analytical skills
10	Perform end user needs analysis

	Task Statement (numeric)
	Knowledge Domain (alpha)
Domain	Tasks
	A. Healthcare/health information management computer applications and support systems
	B. Analytical skills
	C. Health record data structure, content, and standards
	D. Healthcare delivery systems
11	Design data archive and backup policies
	A. Health record data structure, content, and standards
	B. Confidentiality guidelines
	C. Federal regulation
	D. Healthcare/health information management computer applications and support systems
12	Perform system maintenance of software and systems
	A. Healthcare/health information management computer applications and support systems
	B. Evaluate the functionality of applications
	C. Encoder/Grouping software
	D. Health information filing systems
13	Create data dictionaries
	A. Health record data structure, content, and standards
	B. Vocabularies, terminologies, and classification systems
V. Quality (12%)	
1	Audit health records for content, completeness, accuracy, and timeliness
	A. Health record data structure, content, and standards
	B. Federal regulation
	C. Accrediting organizations
	D. Oversight organizations
	E. Performance improvement methods
2	Apply standards, guidelines, and/or regulations to health records
	A. Health record data structure, content, and standards
	B. Federal regulation
	C. Accrediting organizations
	D. Oversight organizations
	E. Quality indicators
3	Implement corrective actions as determined by audit findings (internal and external)
	A. Performance improvement methods
	B. Application of research methods
4	Design efficient workflow processes
	A. Performance improvement methods
5	Comply with national patient safety goals
	A. Accrediting organizations
	B. Federal regulation
	C. Quality indicators
6	Analyze standards, guidelines, and/or regulations to build criteria for audits
	A. Official coding guidelines
	B. Federal regulation

	Task Statement (numeric)
	Knowledge Domain (alpha)
Domain	Tasks
	C. Oversight organizations
	D. Accrediting organizations
	E. Oversight organizations
7	Apply process improvement techniques
	A. Performance improvement methods
	B. Analytical skills
8	Provide consultation to internal and external users of health information on HIM subject matter
	A. Official coding guidelines
	B. Federal Regulation
	C. Oversight organizations
	D. Accrediting organizations
	E. Oversight organizations
	F. Confidentiality guidelines
	G. Analytical skills
	H. Legal aspects of the health record
	I. Transcription
	J. Application of research methods
	K. Third-party payers
	L. Revenue cycle
	M. Claims processing
	N. Healthcare/Vital statistics
	O. Utilization management
9	Develop reports on audit findings
	A. Healthcare/health information management computer applications and support systems
	B. Analytical skills
	C. Health record data structure, content, and standards
10	Perform data collection for quality reporting (core measures, PQRI, medical necessity, etc.)
	A. Medical necessity
	B. Official coding guidelines
	C. Quality indicators
	D. Health record data structure, content, and standards
	E. Accrediting organizations
11	Use trended data to participate in performance improvement plans/initiatives
	A. Performance improvement methods
	B. Analytical skills
	C. Healthcare/health information management computer applications and support systems
	D. Case management
12	Develop a tool for collecting statistically valid data
	A. Healthcare/health information management computer applications and support systems
	B. Application of research methods
	C. Forms/Screen design, revision, implementation

	Task Statement (numeric)
	Knowledge Domain (alpha)
Domain	Tasks
13	Conduct clinical pertinence reviews
	A. Quality indicators
	B. Medical necessity
	C. Medicine
14	Monitor physician credentials to practice in the facility
	A. Credentialing guidelines
	B. Healthcare/Vital statistics
VI. Legal (11%)	
1	Ensure confidentiality of the health records (paper and electronic)
	A. Confidentiality guidelines
	B. Healthcare/health information management computer applications and support systems
	C. Legal aspects of the health record
	D. Federal regulation
	E. Health record data structure, content, and standards
2	Adhere to disclosure standards and regulations (HIPAA privacy, HITECH Act, breach notifications, etc.) at both state and federal levels
	A. Federal regulation
	B. Oversight organizations
	C. Vocabularies, terminologies, and classification systems
	D. Confidentiality guidelines
3	Demonstrate and promote legal and ethical standards of practice
	A. Legal aspects of the health record
	B. Risk management
	C. Ethical practices
	D. Performance improvement methods
4	Maintain integrity of legal health record according to organizational bylaws, rules and regulations
	A. Accrediting organizations
	B. Legal aspects of the health record
	C. Healthcare/health information management computer applications and support systems
	D. Federal regulation
5	Follow state mandated and/or organizational record retention and destruction policies
	A. Federal regulation
	B. Accrediting organizations
6	Serve as the custodian of the health records (paper or electronic)
	A. Healthcare/health information management computer applications and support systems
	B. Respond to Release of Information (ROI) requests from internal and external requestors
	C. Confidentiality guidelines
7	Respond to Release of Information (ROI) requests from internal and external requestors
	A. Confidentiality guidelines
	B. Ethical practices
	C. Adhere to disclosure standards and regulations (HIPAA privacy, HITECH Act,

	Task Statement (numeric)
	Knowledge Domain (alpha)
Domain	Tasks
	breach notifications, etc.) at both state and federal levels
8	Work with risk management department to provide requested documentation
	A. Risk management
9	Identify potential health record related risk management issues through auditing
	A. Risk management
	B. Analytical skills
	C. Application of research methods
10	Respond to and process patient amendment requests to the health record
	A. Legal aspects of the health record
11	Facilitate basic education regarding the use of consents, healthcare Power of Attorney, Advanced Directives, DNRs, etc.
	A. Legal aspects of the health record
12	Represent the facility in court related matters as it applies to the health record (subpoenas, depositions, court orders, warrants)
	A. Legal aspects of the health record
VII. Revenue Cycle (11%)	
1	Communicate with providers to discuss documentation deficiencies (i.e., queries)
	A. Reimbursement methodologies
	B. Medicine
	C. Official coding guidelines
2	Participate in clinical documentation improvement programs to ensure proper documentation of health records
	A. Medicine
	B. Health record data structure, content, and standards
3	Collaborate with other departments on monitoring accounts receivable (i.e., unbilled, uncoded)
	A. Revenue cycle
4	Provide ongoing education to healthcare providers (i.e., regulatory changes, new guidelines, payment standards, best practices, etc.)
	A. Reimbursement methodologies
	B. Third-party payers
	C. Performance improvement methods
5	Identify fraud and abuse
	A. Ethical practices
	B. Federal regulation
	C. Analytical skills
6	Assist with appeal letters in response to claim denials
	A. Claims processing
	B. Abstracting
7	Monitor claim denials/over-payments to identify potential revenue impact
	A. Claims processing
8	Prioritize the work according to accounts receivable, patient type, etc.
	A. Revenue cycle
9	Distribute the work according to accounts receivable, patient type, etc.

	Task Statement (numeric)
	Knowledge Domain (alpha)
Domain	Tasks
	A. Revenue cycle
10	Maintain the chargemaster
	A. Reimbursement methodologies
	B. Vocabularies, terminologies, and classification systems
11	Ensure physicians are credentialed with different payers for reimbursement
	A. Credentialing guidelines
	B. Third-party payers