



Draft 2018 Health Information Management Associate Degree Curriculum Competencies

Additional Notes
Pink shading indicates a 2018 HIM Competency where the skill and knowledge requirement is applicable across the associate, baccalaureate, and graduate academic levels. However, the AHIMA-revised Bloom's Taxonomy level at which the skill or knowledge is taught is typically higher at the baccalaureate and graduate academic levels.
DM: Competency for Associate Degree Data Management Specialty Track.
RM: Competency for Associate Degree Revenue Management Specialty Track.
Associate Degree: Schools may elect to teach one or both specialty tracks. Each student would enroll in the DM and/or RM specialty track. The DM and/or RM competencies are to be completed in addition to the other curricular competencies at the Associate level.
Curriculum Guidance is provided in a separate document.

Domain I. Data Structure, Content, and Information Governance	
Competency	Bloom's Level
I.1. Identify types of healthcare organizations, services, and personnel, including interrelationships and needs of stakeholders across healthcare delivery systems.	3
I.2. Apply policies, regulations, and standards for the management of information.	3
I.3. Identify policies and strategies to achieve data integrity.	3
I.4. Evaluate health record content for compliance across the healthcare continuum.	5
I.5. DM Evaluate data dictionaries and data sets for compliance with governance standards.	5

Domain II. Information Protection: Access, Use, Disclosure, Privacy, and Security	
Competency	Bloom's Level
II.1. Apply privacy strategies.	3
II.2. Apply security strategies.	3
II.3. Identify compliance considerations throughout the health information life cycle.	3

Domain III. Informatics, Analytics, and Data Use	
Competency	Bloom's Level
III.1. Utilize technologies for trend analysis, end user support, decision making, and strategic planning.	3
III.2. Calculate basic descriptive, institutional, and healthcare statistics.	3
III.3. Create visual representations of data.	6
III.4. Identify common research methods.	3
III.5. DM Conduct queries using database management techniques.	6
III.6. DM Identify system specifications to determine interoperability and optimal efficiencies.	3

Domain IV. Revenue Cycle Management	
Competency	Bloom's Level
IV.1. Explain the use of classification systems, clinical vocabularies, and nomenclatures.	2
IV.2. Recognize assignment of diagnostic and procedural codes and groupings in accordance with official guidelines.	2
IV.3. Describe components of revenue cycle management and clinical documentation improvement.	2
IV.4. RM Evaluate compliance with regulatory requirements and reimbursement methodologies.	5
IV.5. RM Evaluate revenue cycle processes.	5
IV.6. RM Determine diagnosis and procedure codes according to official guidelines.	5

Domain V. Health Law & Compliance	
Competency	Bloom's Level
V.1. Articulate legal terms and processes that impact healthcare.	3
V.2. Demonstrate compliance with laws, regulations, and standards.	3
V.3. Identify key components of risk management.	3
V.4. Analyze how healthcare policy-making directly and indirectly impacts regional and national healthcare delivery systems.	4

Domain VI. Organizational Management & Leadership	
Competency	Bloom's Level
VI.1. Demonstrate fundamental leadership skills.	3
VI.2. Identify the impact of change on processes, people, and systems.	3
VI.3. Identify human resource strategies for organizational best practices.	3
VI.4. Utilize data-driven performance improvement techniques for decision making.	3
VI.5. Utilize financial management tools and processes to meet strategic goals.	3
VI.6. Facilitate behaviors that embrace cultural understanding and diversity.	4
VI.7. Assess ethical standards of practice.	5
VI.8. Conduct consumer engagement activities.	6
VI.9. Identify principles of management.	3
VI.10. Evaluate training materials.	5

Supporting Body of Knowledge (Prerequisite or Evidence of Knowledge)
Pathophysiology and Pharmacology
Anatomy and Physiology
Medical Terminology
Computer Concepts and Applications
Math Statistics

AHIMA-revised Bloom’s Taxonomy for 2018 HIM Curriculum Competencies

Note: In this modified Bloom’s Taxonomy table, a verb is listed at only one Taxonomy Level. In other Bloom’s Taxonomy tables, a verb such as “analyze” may be listed at two different levels. However, in the AHIMA competency documents, a verb represents the level at which it is shown on this modified Bloom’s table.

Taxonomy Level	Category	Definition	Verbs
1	Remember	Recall facts, terms, basic concepts of previously learned material	Choose, Define, Find
2	Understand	Determine meaning and demonstrate clarity of facts and ideas	Collect, Depict, Describe, Explain, Illustrate, Recognize, Summarize
3	Apply	Use differing methods, techniques and information to acquire knowledge and/or solve problems	Adhere to, Apply, Calculate, Demonstrate, Discover, Educate, Identify, Implement, Interview, Model, Organize, Plan, Promote, Protect, Report, Utilize, Validate, Articulate
4	Analyze	Contribute to the examination of information in part or aggregate to identify motives and causes	Analyze, Benchmark, Collaborate, Examine, Facilitate, Format, Map, Perform, Take part in, Verify
5	Evaluate	Make judgments in support of established criteria and/or standards	Advocate, Appraise, Assess, Compare, Comply, Contrast, Determine, Differentiate, Engage, Ensure, Evaluate, Interpret, Justify, Leverage, Manage, Mitigate, Oversee, Recommend, Solve
6	Create	Generate new knowledge through innovation and assimilation of data and information	Build, Compile, Conduct, Construct, Create, Design, Develop, Forecast, Formulate, Govern, Integrate, Lead, Master, Propose, Present