AHIMA Professional Development Inventory

Rationale: The curricular competencies serve as the foundation of the health information management (HIM) body of knowledge. This self-assessment tool is intended to allow current, practicing HIM professionals to evaluate their own skills and knowledge in comparison to what is required for new program graduates. The new data age and innovations in technology are transforming HIM professionals’ personal and professional lives. These changes are opening new doors to jobs and career paths that did not exist even a few years ago, while at the same time closing others. Being in a technology and information-driven profession means that individuals must expect continuous change in HIM practice and update their skills to stay relevant in today’s healthcare system.

Instructions for Use: This is a static form. Users should download the form to their computer. After saving the form locally, users may go through the form completing the checklist to gain an understanding of where on the continuum they perceive their skills currently fall, and where they would like to continue to grow and develop within each content area. There is no scoring process or other feedback associated with completion of this document as it is a self-assessment where the users will identify their own strengths and weaknesses. After completing the checklist, use the links in each of the six domains to navigate to the resource listing to assist in ongoing self development.

Would you like to suggest additional resources? Include the resource name and citation information in your email and, if deemed appropriate, it will be added to the resource listing.

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<thead>
<tr>
<th>Current</th>
<th>Goal</th>
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<tr>
<td>Unskilled</td>
<td>Novice</td>
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I. **Data Content, Structure and Standards (Information Governance)**
   Academic content related to diagnostic and procedural classification and terminologies; health record documentation requirements; characteristics of the healthcare system; data accuracy and integrity; data integration and interoperability; response to customer data needs; data management policies and procedures; information Standards

   a) **Classification systems (Data Standards)**
      Terminologies, vocabularies, and classification systems including accurate use of ICD coding with and without electronic systems, data mapping, and DRG grouping

       | Unskilled | Novice | Master | Unskilled | Novice | Master |
       |-----|-----|-----|-----|-----|-----|
       |   |   |   |   |   |   |

   b) **Health record content and documentation**
      Timely, complete, and accurate documentation and record structures which meets documentation requirements including policies, regulations, and standards

       | Unskilled | Novice | Master | Unskilled | Novice | Master |
       |-----|-----|-----|-----|-----|-----|
       |   |   |   |   |   |   |

   c) **Data Governance**
      Standardization of data for interoperability and sharing including the use of data dictionaries, appropriate data formatting, and policies and procedures

<pre><code>   | Unskilled | Novice | Master | Unskilled | Novice | Master |
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<tr>
<td>d) Data management</td>
<td>Presentation and collection of health data using health information systems, data storage, policies, organizational data use, and using graphical tools</td>
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<tr>
<td>e) Secondary data sources</td>
<td>Validation and use of secondary data compile reliable and accurate data</td>
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</tbody>
</table>

II. Information Protection: Access Disclosure, Archival, Privacy and Security

Understand healthcare law (theory of all healthcare law to exclude application of law covered in Domain V); develop privacy, security, and confidentiality policies, procedures and infrastructure; educate staff on health information protection methods; risk assessment; access and disclosure management.

a) Health Law

Health law related to HIM practice including policies, laws, regulations and documents related to health care

b) Data privacy, confidentiality, and security

Privacy, confidentiality and security related to health information with use of policies and procedures for the information life cycle to include destruction, retention, standards, technologies, and education

c) Release of information

Confidentiality and security measures for access and disclosure of protected health information through the development and use of policies and procedures as well as access risk assessment and mitigation

III. Informatics, Analytics and Data Use

Creation and use of business health intelligence; selection, implementation, use and management of technology solutions; system and data architecture; interface considerations; information management planning; data modeling; system testing; technology benefit realization; analytics and decision support; data visualization techniques; trend analysis; administrative reports; descriptive, inferential and advanced statistical protocols and analysis; IRB; research; patient-centered health information technologies; health information exchange; data quality

a) Health information technologies

Software, technology, device and network use for data collection, storage, analysis, and reporting of information
### Current Goal

<table>
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| **b)** Information management strategic planning | | |
|---|---|---|---|---|---|
| Health information management systems to support enterprise wide decision support for strategic planning | | | | | |
| | | | | | |

| **c)** Analytics and decision support | | |
|---|---|---|---|---|---|
| Analytics and decision support to facilitate decision-making, data extraction, quality and safety of healthcare, data analytics, and business intelligence | | | | | |
| | | | | | |

| **d)** Health Care statistics | | |
|---|---|---|---|---|---|
| Institutional healthcare statistics and inferential data statistics used for decision-making | | | | | |
| | | | | | |

| **e)** Research methods | | |
|---|---|---|---|---|---|
| Principles of research and clinical literature evaluation to improve outcomes and development of an evidence based body of knowledge | | | | | |
| | | | | | |

| **f)** Consumer informatics | | |
|---|---|---|---|---|---|
| Usability and accessibility of health information by patients including future challenges and education | | | | | |
| | | | | | |

| **g)** Health information exchange | | |
|---|---|---|---|---|---|
| Policies, procedures, and testing for various models of health information exchange | | | | | |
| | | | | | |

| **h)** Information integrity and data quality | | |
|---|---|---|---|---|---|
| Accuracy and integrity of health data through policies and procedures, assessing threats to data integrity, quality management tools and policy initiatives | | | | | |
| | | | | | |

### IV. Revenue Management

Healthcare reimbursement; revenue cycle; chargemaster; **DOES NOT INCLUDE COMPLIANCE regulations and activities related to revenue management (coding compliance initiatives, fraud and abuse, etc.) AS THESE ARE COVERED IN DOMAIN V.**

| **a)** Revenue Cycle and reimbursement | | |
|---|---|---|---|---|---|
| Revenue management through reimbursement, revenue cycle management, and impact analysis with application to operational planning models | | | | | |
| | | | | | |
V. **Compliance**

**COMPLIANCE** activities and methods for all health information topics. For example, how to comply with HIPAA, Stark Laws, Fraud and Abuse, etc.; coding auditing; severity of illness; data analytics; fraud surveillance; clinical documentation improvement.

<table>
<thead>
<tr>
<th>a) Regulatory</th>
<th>Compliance with regulations and standards around data analytics, programs, polices, accreditation and certification</th>
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</thead>
<tbody>
<tr>
<td>b) Coding</td>
<td>Audit code assignment and practices to ensure compliance with, procedures, regulations, and guidelines</td>
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<tr>
<td>c) Fraud Surveillance</td>
<td>Development and use of policies, procedures and tools to monitor, detect, and deter fraudulent practices.</td>
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<tr>
<td>d) Clinical Documentation improvement</td>
<td>Use of querying and CDI components to manage documentation, data and to resolve coding discrepancies</td>
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</tbody>
</table>

VI. **Leadership**

Leadership models, theories, and skills; critical thinking; change management; workflow analysis, design, tools and techniques; human resource management; training and development theory and process; strategic planning; financial management; ethics and project management

<table>
<thead>
<tr>
<th>a) Leadership roles</th>
<th>Team leadership through meeting organization, negotiating and influencing skills, use of leadership theories and principles, project and business reports, personnel management, involvement in enterprise wide committees, building teams, creating public policy, executive decision making, building business alliances, networks and partnerships</th>
</tr>
</thead>
<tbody>
<tr>
<td>b) Change management</td>
<td>Concepts of change management theories, techniques, leadership and the impact of change management on processes, people, and systems</td>
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<tr>
<td>c) Work design and process improvement</td>
<td>Cost-saving and efficient use of tools and techniques to monitor, report and improve data for quality management and performance improvement</td>
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<tr>
<td>d) Human resources management</td>
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<tr>
<td>Staff recruitment, retention, supervision and productivity through benchmarking, orientation, training, policy and procedures, and compliance with regulations</td>
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<tr>
<td>e) Training and development</td>
<td></td>
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<tr>
<td>Training and development through training programs, media, presentations, assessments and lesson plans throughout the enterprise</td>
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<tr>
<td>f) Strategic and organizational management</td>
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<tr>
<td>Interrelationships within the healthcare delivery system through data use, healthcare policy making, accreditation, licensing, certification, strategic planning, administrative duties, and engaging stakeholders</td>
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<tr>
<td>g) Financial management</td>
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<tr>
<td>Financial management through budgets, use of accounting principles, variances, cost benefit analysis, procurement process and information assets</td>
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<tr>
<td>h) Ethics</td>
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<tr>
<td>Ethical standards of practice, creating a culture of diversity, business culture, understanding and using research models, training and compliance programs</td>
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<tr>
<td>i) Project management</td>
<td></td>
</tr>
<tr>
<td>Project management tools and techniques, system selection process, service applications, integrating work efforts, use of research skills and collaborative alliances and partnerships</td>
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<tr>
<td>j) Vendor/contract management</td>
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<tr>
<td>Vendor contracts, negotiation skills, and research models for vendor solutions</td>
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<tr>
<td>k) Enterprise information management</td>
<td></td>
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<tr>
<td>Enterprise information management, database architecture, mission-critical business decisions, business intelligence, business plans, strategic forecasts and operational plans</td>
<td></td>
</tr>
</tbody>
</table>
DOMAIN I: Data Content, Structure and Standards (Information Governance)

AHIMA References


Non-AHIMA References


AHIMA References


AHIMA. "HIPAA Security Overview (Updated)." (Updated November 2010). http://bok.ahima.org/doc?oid=103214


McClendon, Kelly; Rose, Angela Dinh. "Notice of Privacy Practices (Updated 2013) – Appendix A" (AHIMA Practice Brief, October 2013) http://bok.ahima.org/PB/NPP#appxA


Schmidt, Peg; Downing, Kathy. "Release of Information for Marketing or Fund-raising Purposes (Updated)." (AHIMA Practice Brief, updated August 2013). http://bok.ahima.org/PB/ROI_Marketing

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“Ethical To Me’ sung by Paul Thomlinson PhD at MoHIMA 2013 Annual Meeting.” YouTube Video, 2:23. Posted by Leigh Foster, April 19, 2013.
https://www.youtube.com/watch?v=yFx0zaqxPmE

DOMAIN III: Informatics, Analytics and Data Use

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AHIMA. "Assessing and Improving EHR Data Quality (Updated)” Journal of AHIMA 84, no.2 (March 2013): 48-53 [expanded online version].
http://bok.ahima.org/doc?oid=106219


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Dooling, Julie A. "Time to Focus on “HIE, the Verb” HIE Industry Moves from Development to Information Transfer " *Journal of AHIMA* 84, no.6 (June 2013): 46-47. [http://bok.ahima.org/doc?oid=106398](http://bok.ahima.org/doc?oid=106398)


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“Updated: Health IT for You: Giving You Access to Your Medical Records When and Where They’re Needed.” YouTube Video, 3:00. Posted by Office of the National Coordinator for Health IT, December 6, 2012. https://www.youtube.com/watch?v=UMIPW831b1o
DOMAIN IV: Revenue Management

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“Understanding New Healthcare Reimbursement Models.” Youtube Video, 1:44. Posted by doctorscompany, March 5, 2013. [http://www.youtube.com/watch?v=_yBY-FtZ-Gs](http://www.youtube.com/watch?v=_yBY-FtZ-Gs)

DOMAIN V: Compliance

AHIMA References


Non-AHIMA References

DOMAIN VI: Leadership

AHIMA References

Non-AHIMA References


