



## Registered Health Information Administrator (RHIA) Exam Content Outline (Effective January 1, 2021)

### **Domain 1: Information Governance (19%)**

#### Tasks:

1. Evaluate the integrity of health data
2. Apply knowledge necessary to process the required clinical data elements for quality reporting (e.g. facility committees, payers)
3. Understand and apply data dictionary standardization policies
4. Manage data standards based on organizational policy
5. Complete data analysis to inform management
6. Apply knowledge necessary to develop policies and procedures for data management and information governance
7. Manage health record content and documentation

### **Domain 2: Compliance with Uses and Disclosures of PHI (26%)**

#### Tasks:

1. Manage patient access to their health information
2. Apply knowledge necessary to advocate for patients and families in the process of obtaining health information
3. Apply knowledge necessary to process healthcare information requests according to legal and regulatory standards
4. Monitor access to Protected Health Information (PHI) within the organization
5. Apply knowledge necessary to comply with retention and destruction policies for healthcare information
6. Apply knowledge necessary to monitor release of information workflows
7. Follow breach of information protocols
8. Apply knowledge necessary to ensure compliance with privacy initiatives
9. Ensure compliance with security initiatives
10. Monitor organizational compliance with health laws, regulations, or standards

### **Domain 3: Data Analytics and Informatics (24%)**

#### Tasks:

1. Develop productivity reports
2. Prepare to support end users in EHR applications
3. Apply knowledge necessary to create visual representations of data for decision-making
4. Provide summary reports based on trends
5. Apply knowledge necessary to use database management techniques (e.g. data mining)
6. Manage the integrity of the master patient index
7. Apply knowledge necessary to audit documentation using a focused tool (e.g. CDI, quality, safety)
8. Apply knowledge necessary to optimize health information technology to improve workflow
9. Support health information exchange solutions
10. Examine clinical, administrative, and specialty service applications
11. Validate healthcare statistics for organizational stakeholders



#### **Domain 4: Revenue Management (16%)**

Tasks:

1. Apply knowledge necessary to educate providers on value-based care programs and guidelines
2. Validate coding accuracy
3. Monitor health plan clinical documentation requirements
4. Conduct clinical documentation improvement (CDI)
5. Verify the claims management process
6. Assign diagnoses and procedure codes and groupings according to official guidelines
7. Apply knowledge necessary to conduct revenue integrity activities
8. Apply knowledge necessary to perform fraud prevention

#### **Domain 5: Management and Leadership (15%)**

Tasks:

1. Apply knowledge necessary to implement strategies to support organizational initiatives
2. Apply knowledge necessary to collaborate on contract management (e.g., vendors, outsourcing)
3. Apply knowledge necessary to perform human resource management activities (e.g., recruiting staff, creating job descriptions, resolving personnel issues)
4. Apply knowledge necessary to perform work design and process improvement activities
5. Apply knowledge necessary to facilitate training and development
6. Apply knowledge necessary to assist with preparation of budgets
7. Assist with entity accreditation, licensing, or certification processes