Registered Health Information Administrator (RHIA®)
Content Outline Crosswalk 2018-2023

The Content Outline establishes content and parameters for the Registered Health Information Administrator (RHIA®) certification exam, which measures candidate proficiency and mastery of the tasks, knowledge, and skills that are required of RHIA practicing professionals. The American Health Information Management Association® (AHIMA®) periodically reviews and updates the Content Outline to ensure the exam reflects current tasks and proficiency required as the RHIA role evolves in step with health system transformation.

Executive Summary

In 2022, AHIMA conducted a job task analysis for RHIA professional certification. Purpose of the analysis was to validate tasks that are currently included in the Content Outline for RHIA certification and identify additional tasks that are now required of RHIAs who fill various roles across the healthcare system. The RHIA job task analysis study resulted in an updated Content Outline to ensure that the current state of practice is being tested in the RHIA examination. Changes are reflected in the crosswalk tables below.

The process for developing the methodology to conduct the study included:
1. subject matter experts (SMEs) filled out a questionnaire regarding tasks in the Content Outline
2. the Exam Development Committee (EDC) reviewed questionnaire results and determined whether new tasks should be added or existing tasks should be edited in the Content Outline
3. the revised Content Outline was incorporated into the job analysis survey
4. the survey was administered to practicing professionals to collect ratings on the importance and frequency of use of each task
4. an exam specification panel composed of the EDC and SMEs reviewed survey results, data, and input received from practicing professionals to develop an updated Content Outline and revised exam specifications
5. the updated Content Outline and exam specifications were presented to the Commission on Certification for Health Informatics and Information Management (CCHIIM) for review and approval

Summary of 2023 RHIA Content Outline Updates

The RHIA job task analysis study found that all five domains in the 2018 Content Outline remain relevant for RHIA practicing professionals and most tasks continue to be relevant and valid. Changes incorporated into the 2023 Content Outline are summarized here and reflected in the crosswalk tables below.

Domain names – The following minor edits were made to the names of domains 1, 2, and 4 (see Table 1).

- Domain 1: "Data" was added
- Domain 2: "Access" was added and "Health Information" replaced personal health information (PHI)
- Domain 4: "Cycle" was added

Tasks

- two new tasks were added
- no tasks were completely many tasks were revised, moved, or combined with others

Exam specifications – Time allotted to complete the exam and total number of items in the exam were revised:

Previously, candidates had four hours to complete 170 to 200 total items. Beginning October 1, 2023, candidates will be given 3.5 hours to complete 150 total items (130 scored and 20 pretest).

Eligibility requirements remain appropriate and will not be changed.

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Beginning October 1, 2023, candidates will be assessed on the 2023 RHIA® Content Online.

No Change	Revision/Edit

Table 1. RHIA Content Outline (CO) Domain Item Allocation

Table reflects changes in domain names and the number of scored items allocated to each domain

Note: The number of scored items were changed for every domain.

Highlighting in this table indicates name change.

	Content Outline Domain (2018)	2018 CO	Content Outline Domain (2023)	2023 CO
1	Information Governance	25 items	Data and Information Governance	22-26 items
2	Compliance with Uses and Disclosures of Patient Health Information (PHI)	34 items	Compliance with Access, Use, and Disclosure of Health Information	20-23 items
3	Data Analytics and Informatics	31 items	Data Analytics and Informatics	30-34 items
4	Revenue Management	21 items	Revenue Cycle Management	26-30 items
5	Management and Leadership	20 items	Management and Leadership	30-34 items

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TABLE 2. RHIA Content Outline Crosswalk 2018 vs. 2023 Updates – Domains 1-5

No Change	Revision/Edit	Moved/Combined	New Topic	Topic Removed

Domain 1 Information Governance		Domain 1 Data and Information Governance		
2018 Content Outline		2023 Content Outline		Change
Task Number	Task Statement	Task Number	Task Statement	
1	Evaluate the integrity of health data	1	Evaluate the integrity of the health record documentation	Changed "data" to "record documentation"
2	Apply knowledge necessary to process the required clinical data elements for quality reporting (e.g., facility committees, payers)	2	No Change	n/a
3	Understand and apply data dictionary standardization policies	3	No Change	n/a
4	Manage data standards based on organizational policy	4	Manage documentation and data standards based on organizational policy	Added "documentation"
5	Complete data analysis to inform management	5	No Change	n/a
6	Apply knowledge necessary to develop policies and procedures for data management and information governance	6	Develop policies and procedures for health record data, documentation management, and information governance	Removed "Apply knowledge necessary to" Changed "data management" to "health record data" Added "documentation management"
7	Manage health record content and documentation	Moved/ Combined	n/a	Moved as incorporated in domain 1, task 1 of 2023 CO
n/a	n/a	7 Moved/ Combined	Comply with retention and destruction policies for health information	Moved from domain 2 task 5 of 2018 CO Removed "Apply knowledge necessary to" and "care" from "healthcare"
n/a	n/a	8 Moved/ Combined	Manage the integrity of the master patient index (MPI)	Moved from domain 3, task 6 of 2018 CO

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No Change	Revision/Edit	Moved/Combined	New Topic	Topic Removed

Domain 2 Compliance with Uses and Disclosures of PHI		Domain 2 Compliance with Access, Use, and Disclosure of Health Information		
2018 Content Outline		**2023 Content Outline**		**Change**
Task Number	**Task Statement**	**Task Number**	**Task Statement**	
1	Manage patient access to their health information	1	Manage patient access to their health information, including use of patient portals	Added "including use of patient portals"
2	Apply knowledge necessary to advocate for patients and families in the process of obtaining health information	2	Advocate for patients and families in the process of obtaining health information	Removed "Apply knowledge necessary to"
3	Apply knowledge necessary to process healthcare information requests according to legal and regulatory standards	3	Process health information requests according to legal and regulatory standards	Removed "Apply knowledge necessary to"
4	Monitor access to protected health information (PHI) within the organization	4	Monitor access to protected health information (PHI) internal and external to the organization (e.g., health information exchange [HIE])	Changed "within" to "internal and external to" Added parenthesis for context
5	Apply knowledge necessary to comply with retention and destruction policies for healthcare information	Moved/ Combined	Comply with retention and destruction policies for health information	Moved to domain 1 task 7 of 2023 CO
6	Apply knowledge necessary to monitor release of information workflows	5	Develop health information request workflows to comply with legal and regulatory standards	Rewrote entire task statement
7	Follow breach of information protocols	6	No Change	n/a
8	Apply knowledge necessary to ensure compliance with privacy initiatives	7 Moved/ Combined	Ensure compliance with privacy and security initiatives (e.g., cyber security, disaster recovery)	Combined domain 2 task 8 and domain 2 task 9 of 2018 into one task statement Removed "Apply knowledge necessary to" Added parenthesis
9	Ensure compliance with security initiatives	Moved/ Combined	n/a	Combined into domain 2 task 7 of 2023 CO
10	Monitor organizational compliance with health laws, regulations, or standards	Moved/ Combined	n/a	Moved to domain 5 task 8 of 2023 CO

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No Change	Revision/Edit	Moved/Combined	New Topic	Topic Removed

Domain 3 Data Analytics and Informatics		Domain 3 Data Analytics and Informatics		
2018 Content Outline		**2023 Content Outline**		**Change**
Task Number	Task Statement	Task Number	Task Statement	
1	Develop productivity reports	Moved/ Combined	n/a	Moved as it is included in domain 3 task 2 of 2023 CO
2	Prepare to support end users in electronic health record (EHR) applications	1	Support end users in electronic health record (EHR) applications	Removed "Prepare to"
3	Apply knowledge necessary to create visual representations of data for decision-making	2	Create reports and visual representations of data	Added "reports" from domain 3 task 1 and domain 3 task 4 of 2018 CO Removed "for decision-making"
4	Provide summary reports based on trends	Moved/ Combined	n/a	Moved as it is incorporated in domain 3 task 2 of 2023 CO
5	Apply knowledge necessary to use database management techniques (e.g., data mining)	3	Use database management software and techniques (e.g., data mining)	Removed "Apply knowledge necessary to" Added "software"
6	Manage the integrity of the master patient index	Moved/ Combined	Manage the integrity of the master patient index (MPI)	Moved to domain 1 task 8 of 2023 CO Added "(MPI)"
7	Apply knowledge necessary to audit documentation using a focused tool (e.g., CDI, quality, safety)	4	Audit documentation using a focused tool (e.g., clinical documentation integrity [CDI], quality, safety)	Removed "Apply knowledge necessary to"
8	Apply knowledge necessary to optimize health information technology to improve workflow	5	Optimize health information and other technologies to improve workflows	Removed "Apply knowledge necessary to" Added "and other"
9	Support health information exchange (HIE) solutions	6	No Change	n/a
10	Examine clinical, administrative, and specialty service applications	7	Examine software applications and integrations for the impact to health information	Rewrote entire task statement
11	Validate healthcare statistics for organizational stakeholders	8	No Change	n/a
n/a	n/a	9 New Topic	Understand the information systems development life cycle, including the analysis, design/development, implementation, maintenance, and evaluation phases	

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No Change	Revision/Edit	Moved/Combined	New Topic	Topic Removed

Domain 4 Revenue Management		Domain 4 Revenue Cycle Management		
2018 Content Outline		**2023 Content Outline**		**Change**
Task Number	**Task Statement**	**Task Number**	**Task Statement**	
1	Apply knowledge necessary to educate providers on value-based care programs and guidelines	1	Educate providers on various reimbursement models	Removed "Apply knowledge necessary to" Changed "value-based care programs and guidelines" to "various reimbursement models"
2	Validate coding accuracy	2	No Change	n/a
3	Monitor health plan clinical documentation requirements	3	Monitor Department of Health and Human Services (HHS) clinical documentation requirements	Changed "health plan" to "Department of Health and Human Services (HHS)"
4	Conduct clinical documentation improvement (CDI)	4	Conduct clinical documentation integrity (CDI) activities in support of revenue and quality improvement initiatives	Changed "improvement" to "integrity" Added "activities in support of revenue and quality improvement initiatives"
5	Verify the claims management process	5	Support the claims management process (e.g., CDM maintenance, DNFB analysis, and A/R management)	Changed "Verify" to "Support" Added parenthesis
6	Assign diagnoses and procedure codes and groupings according to official guidelines	6	No Change	n/a
7	Apply knowledge necessary to conduct revenue integrity activities	7	Conduct revenue integrity activities (e.g., coding audits, denials management, and fraud prevention)	Removed "Apply knowledge necessary to" Added parenthesis
8	Apply knowledge necessary to perform fraud prevention	Moved/ Combined	n/a	Combined into domain 4 task 7 of 2023 CO

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No Change	Revision/Edit	Moved/Combined	New Topic	Topic Removed

Domain 5 Management and Leadership 2018 Content Outline		Domain 5 Management and Leadership 2023 Content Outline		Change
Task Number	**Task Statement**	**Task Number**	**Task Statement**	
1	Apply knowledge necessary to implement strategies to support organizational initiatives	1	Develop and implement goals and strategies, including change management to support organizational initiatives	Removed "Apply knowledge necessary to" Added "Develop," "goals," and "including change management"
2	Apply knowledge necessary to collaborate on contract management (e.g., vendors, outsourcing)	2	Demonstrate knowledge of contracting/outsourcing processes	Rewrote entire task statement
3	Apply knowledge necessary to perform human resource management activities (e.g., recruiting staff, creating job descriptions, resolving personnel issues)	3	Perform human resource management activities (e.g., recruiting staff, creating job descriptions, resolving personnel issues)	Removed "Apply necessary knowledge to"
4	Apply knowledge necessary to perform work-design and process-improvement activities	4	Perform and oversee work-design and process-improvement activities	Removed "Apply necessary knowledge to" Added "oversee"
5	Apply knowledge necessary to facilitate training and development	5	Facilitate training and development	Removed "Apply knowledge necessary to"
6	Apply knowledge necessary to assist with preparation of budgets	6	Prepare and implement budgets	Removed "Apply knowledge necessary to assist with preparation of" Added "Prepare and implement"
7	Assist with entity accreditation, licensing, or certification processes	7	Assist with accreditation, licensing, or certification processes	Removed "entity"
n/a	n/a	8 Moved/ Combined	Monitor organizational compliance with health laws, regulations, or standards	Moved from domain 2 task 10 of 2018 CO
n/a	n/a	9 New Topic	Demonstrate knowledge to lead or facilitate project management	