

Please a check in the areas in which you have a knowledge base

RHITs, do you have this body of knowledge about IT?
 The following are excerpts ***focused on IT*** from the CAHIIM Curriculum Requirements – ***AHIMA 2011 Curriculum Competencies and Knowledge Clusters for Health Information Management (HIM) Education at the Associate Degree Level (RHIT)***

				Column 2 - Knowledge Clusters (Curricular Components)
	HIM Associate Degree Entry-Level Competencies (Student Learning Outcomes)			
	I. Domain: Health Data Management			Health Data Structure, Content, and Standards
		I.A. Subdomain: Health Data Structure, Content, and Standards		
			I.A.1. Collect and maintain health data (such as data elements, data sets, and databases).	<ul style="list-style-type: none"> • Data versus information (Analyzing, 4) • Health information media (such as paper, computer, web-based) (Analyzing, 4) • Structure and use of health information (individual, comparative, aggregate) (Analyzing, 4) • Health record data collection tools (forms, screens, etc.) (Analyzing, 4) • Data sources (primary/secondary) (Analyzing, 4) • Data storage and retrieval (Analyzing, 4) • Healthcare data sets (such as OASIS, HEDIS, DEEDS, UHDDS) (Understanding, 2)
			I.A.2. Conduct analysis to ensure that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status.	<ul style="list-style-type: none"> • Data versus information (Analyzing, 4) • Health information media (such as paper, computer, web-based) (Analyzing, 4) • Structure and use of health information (individual, comparative, aggregate) (Analyzing, 4) • Health record data collection tools (forms, screens, etc.) (Analyzing, 4) • Data sources (primary/secondary) (Analyzing, 4) • Data storage and retrieval (Analyzing, 4) • Healthcare data sets (such as OASIS, HEDIS, DEEDS, UHDDS) (Understanding, 2)

			<p>I.A.3. Apply policies and procedures to ensure the accuracy of health data.</p>	<ul style="list-style-type: none"> • Data versus information (Analyzing, 4) • Health information media (such as paper, computer, web-based) (Analyzing, 4) • Structure and use of health information (individual, comparative, aggregate) (Analyzing, 4) • Health record data collection tools (forms, screens, etc.) (Analyzing, 4) • Data sources (primary/secondary) (Analyzing, 4) • Data storage and retrieval (Analyzing, 4) • Healthcare data sets (such as OASIS, HEDIS, DEEDS, UHDDS) (Understanding, 2)
			<p>I.A.4. Verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care, management, billing reports, registries, and/or databases.</p>	<ul style="list-style-type: none"> • Data versus information (Analyzing, 4) • Health information media (such as paper, computer, web-based) (Analyzing, 4) • Structure and use of health information (individual, comparative, aggregate) (Analyzing, 4) • Health record data collection tools (forms, screens, etc.) (Analyzing, 4) • Data sources (primary/secondary) (Analyzing, 4) • Data storage and retrieval (Analyzing, 4) • Healthcare data sets (such as OASIS, HEDIS, DEEDS, UHDDS) (Understanding, 2)
			<p>III.B.3. Release patient-specific data to authorized users.</p>	<ul style="list-style-type: none"> • Legislative and regulatory processes (Applying, 3) • Legal terminology (Applying, 3) • Health information/record laws and regulations (such as retention, patient rights/advocacy, advanced directives, privacy) (Evaluating, 5) • Confidentiality, privacy, and security policies, procedures, and monitoring (Evaluating, 5) • Release of information policies and procedures (Evaluating, 5) • Professional and practice-related ethical issues (Evaluating, 5)
			<p>III.B.4. Maintain user access logs/systems to track access to and disclosure of identifiable patient data.</p>	<ul style="list-style-type: none"> • Legislative and regulatory processes (Applying, 3) • Legal terminology (Applying, 3) • Health information/record laws and regulations (such as retention, patient rights/advocacy, advanced directives, privacy) (Evaluating, 5) • Confidentiality, privacy, and security policies, procedures, and monitoring (Evaluating, 5) • Release of information policies and procedures (Evaluating, 5) • Professional and practice-related ethical issues (Evaluating, 5)

			III.B.5. Apply and promote ethical standards of practice.	<ul style="list-style-type: none"> • Legislative and regulatory processes (Applying, 3) • Legal terminology (Applying, 3) • Health information/record laws and regulations (such as retention, patient rights/advocacy, advanced directives, privacy) (Evaluating, 5) • Confidentiality, privacy, and security policies, procedures, and monitoring (Evaluating, 5) • Release of information policies and procedures (Evaluating, 5) • Professional and practice-related ethical issues (Evaluating, 5)
	IV. Domain: Information Technology & Systems			Information Technology & Systems
		IV.A. Subdomain: Information and Communication Technologies		
			IV.A.1. Use technology, including hardware and software, to ensure data collection, storage, analysis, and reporting of information.	<ul style="list-style-type: none"> • Computer concepts (hardware components, systems architectures, operating systems and languages, and software packages and tools) (Applying, 3) • Communication and internet technologies (such as networks, intranet, standards) (Applying, 3) • Common software applications (such as word processing, spreadsheet, database, graphics) (Applying, 3) • Health information systems (such as administrative, patient registration, ADT, EHR, PHR, lab, radiology, pharmacy) (Analyzing, 4) • Voice recognition technology (Applying, 3) • Health information specialty systems (such as ROI, coding, registries) (Evaluating, 5) • Application of systems and policies to health information systems and functions and health care data requests (Evaluating, 5) • System acquisition and evaluation (Applying, 3)

			<p>IV.A.2. Use common software applications such as spreadsheets, databases, word processing, graphics, presentation, e-mail, and so on in the execution of work processes.</p>	<ul style="list-style-type: none"> • Computer concepts (hardware components, systems architectures, operating systems and languages, and software packages and tools) (Applying, 3) • Communication and internet technologies (such as networks, intranet, standards) (Applying, 3) • Common software applications (such as word processing, spreadsheet, database, graphics) (Applying, 3) • Health information systems (such as administrative, patient registration, ADT, EHR, PHR, lab, radiology, pharmacy) (Analyzing, 4) • Voice recognition technology (Applying, 3) • Health information specialty systems (such as ROI, coding, registries) (Evaluating, 5) • Application of systems and policies to health information systems and functions and health care data requests (Evaluating, 5) • System acquisition and evaluation (Applying, 3)
			<p>IV.A.3. Use specialized software in the completion of HIM processes such as record tracking, release of information, coding, grouping, registries, billing, quality improvement, and imaging.</p>	<ul style="list-style-type: none"> • Computer concepts (hardware components, systems architectures, operating systems and languages, and software packages and tools) (Applying, 3) • Communication and internet technologies (such as networks, intranet, standards) (Applying, 3) • Common software applications (such as word processing, spreadsheet, database, graphics) (Applying, 3) • Health information systems (such as administrative, patient registration, ADT, EHR, PHR, lab, radiology, pharmacy) (Analyzing, 4) • Voice recognition technology (Applying, 3) • Health information specialty systems (such as ROI, coding, registries) (Evaluating, 5) • Application of systems and policies to health information systems and functions and health care data requests (Evaluating, 5) • System acquisition and evaluation (Applying, 3)

			<p>IV.A.4. Apply policies and procedures to the use of networks, including intranet and Internet applications, to facilitate the electronic health record (EHR), personal health record (PHR), public health, and other administrative applications.</p>	<ul style="list-style-type: none"> • Computer concepts (hardware components, systems architectures, operating systems and languages, and software packages and tools) (Applying, 3) • Communication and internet technologies (such as networks, intranet, standards) (Applying, 3) • Common software applications (such as word processing, spreadsheet, database, graphics) (Applying, 3) • Health information systems (such as administrative, patient registration, ADT, EHR, PHR, lab, radiology, pharmacy) (Analyzing, 4) • Voice recognition technology (Applying, 3) • Health information specialty systems (such as ROI, coding, registries) (Evaluating, 5) • Application of systems and policies to health information systems and functions and health care data requests (Evaluating, 5) • System acquisition and evaluation (Applying, 3)
			<p>IV.A.5. Participate in the planning, design, selection, implementation, integration, testing, evaluation, and support for EHRs.</p>	<ul style="list-style-type: none"> • Computer concepts (hardware components, systems architectures, operating systems and languages, and software packages and tools) (Applying, 3) • Communication and internet technologies (such as networks, intranet, standards) (Applying, 3) • Common software applications (such as word processing, spreadsheet, database, graphics) (Applying, 3) • Health information systems (such as administrative, patient registration, ADT, EHR, PHR, lab, radiology, pharmacy) (Analyzing, 4) • Voice recognition technology (Applying, 3) • Health information specialty systems (such as ROI, coding, registries) (Evaluating, 5) • Application of systems and policies to health information systems and functions and health care data requests (Evaluating, 5) • System acquisition and evaluation (Applying, 3)
		IV.B. Subdomain: Data, Information, and File Structures	IV.B.1. Apply knowledge of database architecture and design (such as data dictionary) to meet departmental needs	
		IV.C. Subdomain: Data Storage and Retrieval		Date Storage and Retrieval
			IV.C.1. Use appropriate electronic or imaging technology for data/record storage.	<ul style="list-style-type: none"> • Document archival, retrieval, and imaging systems (Analyzing, 4) • Maintenance and monitoring of data storage systems (Analyzing, 4)
			IV.C.2. Query and generate reports to facilitate information retrieval using appropriate software.	<ul style="list-style-type: none"> • Document archival, retrieval, and imaging systems (Analyzing, 4) • Maintenance and monitoring of data storage systems (Analyzing, 4)

			IV.C.3. Apply retention and destruction policies for health information.	<ul style="list-style-type: none"> • Document archival, retrieval, and imaging systems (Analyzing, 4) • Maintenance and monitoring of data storage systems (Analyzing, 4)
		IV.D. Subdomain: Data Security		Data Security and Healthcare Information Systems
			IV.D.1. Apply confidentiality and security measures to protect electronic health information.	<ul style="list-style-type: none"> • System architecture and design (Applying, 3) • Screen design (Analyzing, 4) • Data retrieval and maintenance (Analyzing, 4) • Data security concepts (Applying, 3) • Data integrity concepts (Analyzing, 4) • Data integrity and security processes and monitoring (Applying, 3)
			IV.D.2. Protect data integrity and validity using software or hardware technology.	<ul style="list-style-type: none"> • System architecture and design (Applying, 3) • Screen design (Analyzing, 4) • Data retrieval and maintenance (Analyzing, 4) • Data security concepts (Applying, 3) • Data integrity concepts (Analyzing, 4) • Data integrity and security processes and monitoring (Applying, 3)
			IV.D.3. Apply departmental and organizational data and information system security policies.	<ul style="list-style-type: none"> • System architecture and design (Applying, 3) • Screen design (Analyzing, 4) • Data retrieval and maintenance (Analyzing, 4) • Data security concepts (Applying, 3) • Data integrity concepts (Analyzing, 4) • Data integrity and security processes and monitoring (Applying, 3)
			IV.D.4. Use and summarize data compiled from audit trails and data quality monitoring programs.	<ul style="list-style-type: none"> • System architecture and design (Applying, 3) • Screen design (Analyzing, 4) • Data retrieval and maintenance (Analyzing, 4) • Data security concepts (Applying, 3) • Data integrity concepts (Analyzing, 4) • Data integrity and security processes and monitoring (Applying, 3)
	Bloom's Taxonomy: Revised			
	1 = Remembering: Can the student recall or remember the information?			
	2 = Understanding: Can the student explain ideas or concepts, and grasp the meaning of information?			
	3 = Applying: Can the student use the information in a new way?			

	4 = Analyzing: Can the student distinguish between the different parts, break down information, and infer to support conclusions?		
	5 = Evaluating: Can the student justify a stand or decision, or judge the value of?		