Health Information Management Associate Degree Competencies

AHIMA Taxonomy Level	Associate Degree Competencies	Course Number and Name, Activity assigned to Competency, Unit Assignment is found
Domain I. Data Structure, Content, and Information Governance		
2	I.1 Describe healthcare organizations from the perspective of key stakeholders	BU140: Healthcare Delivery Systems, Discussion, Unit 7 BU335: Managing Healthcare Departments, Split-Department Manager Assignment; Unit 1
3	I.2 Apply policies, regulations, and standards to the management of information	HM240: Introduction to Informatics, Structured and Unstructured Data EHRGO Assignment; Unit 2 HM255: Legal and Ethical Aspects of Health Information, CoP Activity, Unit 4
3	I.3 Identify policies and strategies to achieve data integrity	HM215: Data Management, Data Organization Paper; Unit 1 HM240: Introduction to Informatics, Master Patient Index Data Analysis; Unit 3
5	I.4 Determine compliance of health record content within the health organization	HM108: Concepts and Principles of HIM, Analyzing for Chart Deficiencies EHRGO Assignment, Unit 6 HM108: Concepts and Principles of HIM, Providers, Roles, and Documentation, Unit 6
2	I.5 Explain the use of classification systems, clinical vocabularies, and nomenclatures	HM230: Coding I, Taxonomies, nomenclatures, and terminologies Case-study, Unit 2 HM333: Classification Systems and Reimbursement Methodologies, Classification and Terminology Systems EHRGO Assignment, Unit 2
2	I.6 Describe components of data dictionaries and data sets	HM215 Data Management, Data Project, Unit 2 HM215 Data Management, Discussion, Unit 2
5	I.6 (DM ONLY) Evaluate data dictionaries and data sets for compliance with goverance standards	HM215 Data Management, Data Project, Unit 7
Domain II. Information Protection: Access, Use, Disclosure, Privacy, and Security		
3	II.1 Apply privacy strategies to health information	HM255: Legal and Ethical Aspects of Health Information, Disclosure of Health Information Policy and Procedure Project; Unit 6 HM255: Legal and Ethical Aspects of Health Information, Privacy Scenarios; Unit 5
3	II.2 Apply security strategies to health information	HM255: Legal and Ethical Aspects of Health Information, Security Protocol for Remote Workers; Unit 4 HM240: Introduction to Informatics, Telehealth Discussion, Unit 7

3	II.3 Identify compliance requirements throughout the health information life cycle	HM240: Introduction to Informatics, Health Information Exchange EHRGO Assignment; Unit 5 HM240: Introduction to Informatics, EHRGO Assignment; SAFER Analysis: Clinician Communication; Unit 3
Domain III. Informatics, Analytics, and Data Use		
3	III.1 Apply health informatics concepts to the management of health information	HM240: Introduction to Informatics, SAFER Analysis-Clinical Communication EHRGO Assignment; Unit 3 HM240: Introduction to Informatics, Query Basic Orientation EHRGO Assignment; Unit 2
3	III.2 Utilize technologies for health informtaion management	HM240: Introduction to Informatics, Cause and Effect-CDS Evaluation EHRGO Assignment; Unit 4 HM240: Introduction to Informatics, Query Basic Orientation EHRGO Assignment; Unit 2
3	III.3 Calculate statistics for healthcare operations	HM218: Data Analysis and Visualization, Implementing Clinical Decision Support EHRGO Assignment, Unit 6 HM218: Data Analysis and Visualization, Query Advanced Orientation EHRGO Assignment, Unit 3
3	III.4 Report health care data through graphical representations	HM218: Data Analysis and Visualization, Query Advanced Orientation EHRGO Assignment, Unit 3 HM218: Data Analysis and Visualization, Graphical Tool Exercise; Unit 7
2	III.5 Describe research methodologies used in healthcare	HM218: Data Analysis and Visualization, Research Analysis Project; Unit 8 HM218: Data Analysis and Visualization, Research Discussion, Unit 2
3	III.6 Describe the concepts of managing data	HM215: Data Management, MPI Duplication Analysis EHRGO Assignment; Unit 2 HM215: Data Management, Applied Data Analytics III EHRGO Assignment; Unit 3
2	III.7 Summarize standards for the exchange of health information	HM240: Introduction to Informatics, Health Information Exchange EHRGO Assignment; Unit 5 HM215: Data Management, HIE Discussion, Unit 4
5	III.6 (DM ONLY) Manage data within a database system	HM215 Data Management, Data Project, Unit 7
3	III.7 (DM ONLY) Identify standards for exchange of health information	HM215: Data Management, HIE Discussion, Unit 4 HM215: Data Management, Project, Unit 4
Domain IV. Revenue Cycle Management		
3	IV.1 Validate assignment of diagnostic and procedural codes and groupings in accordance with official guidelines	HM333: Classification Systems and Reimbursement Methodologies, Classification & Terminology Systems (AS) EHRGO Assignment, Unit 2 HM368: PPE I, Coding Audit Project, Unit "Mandatory On-Site PPE Activities"
		HM333: Classification Systems and Reimbursement Methodologies, CMS1500 EHRGO

2	IV. 2 Describe components of revenue cycle management and clinical documentation improvement	Assignment, Unit 6 HM333: Classification Systems and Reimbursement Methodologies, Essay Questions; Unit 6
2	IV. 3 Summarize regulatory requirements and reimbursement methodologies	HM333: Classification Systems and Reimbursement Methdologies, UHDDS and the EHR EHRGO Assignment, Unit 5 HM333: Classification Systems and Reimbursement Methodologies, Remittance Advice, Unit 4
5	IV.1 (RM ONLY) Determine diagnosis and procedure codes according to official guidelines	HM230: Coding I, Pathophysiology and Pharmacology Review EHRGO Assignment, Unit 5 HM331: Coding II, Coding Exercises, Unit 3
5	IV. 2 (RM ONLY) Evaluate revenue cycle processes	HM333: Classification Systems and Reimbursement Methodologies, CMS1500 EHRGO Assignment, Unit 6 HM333: Classification Systems and Reimbursement Methodologies, RCM ABN Essay, Unit 5
5	IV.3 (RM ONLY) Evaluate compliance with regulatory requirements and reimbursement methodologies	HM333: Classification Systems and Reimbursement Methodologies, UHDDS and the EHR EHRGO Assignment, Unit 5 HM333: Classification Systems and Reimbursement Methodologies, Outpatient Code Editor audit, Unit 5

Domain V. Health Law and Compliance

3	V.1 Apply legal processes impacting health information	HM255: Legal and Ethical Aspects of Health Information, Consents and Advanced Directives Case-Study; Unit 5 HM255: Legal and Ethical Aspects of Health Information, Subpoena Discussion; Unit 6
3	V.2 Demonstrate compliance with external forces	HM255: Legal and Ethical Aspects of Health Information, CoP Activity, Unit 4 BU140: Healthcare Delivery Systems, Joint Comission DNUA Project, Unit 5
3	V.3 Identify the components of risk management related to health information management	HM255: Legal and Ethical Aspects of Health Information, Incident Reporting Case-study; Unit 6 HM255: Legal and Ethical Aspects of Health Information, Fraudulent Billing Case-study; Unit 7
3	V.4 Identify the impact of policy on health care	BU140: Healthcare Delivery Systems, Discussion, Unit 3 HM255: Legal and Ethical Aspects of Health Information, Case-Study, Unit 2

Domain VI. Organizational Management and Leadership

3	VI.1 Demonstrate fundamental leadership skills	BU335: Managing Healthcare Departments, Committee/Team Project; Unit 3 HM333: Classification Systems and Reimbursement Methodologies, Contract Management Project; Unit 2
3	VI.2 Identify the impact of organizational change	BU335: Managing Healthcare Departments, Change Management Case-Study; Unit 2 BU335: Managing Healthcare Departments, Discussion; Unit 2

3	VI.2 Identify the impact of organizational change	BU335: Managing Healthcare Departments, Discussion; Unit 2
3	VI.3 Identify human resource strategies for organizational best practices	BU335: Managing Healthcare Departments, Staffing & Productivity Exercises; Unit 5 BU335: Managing Healthcare Departments, Performance Evaluation Project; Unit 6
3	VI.4 Utilize data-driven performance improvement techniques for decision making	HM333: Classification Systems and Reimbursement Methodologies, Assessing Employee Productivity EHRGO Assignment, Unit 2 HM218: Data Analysis and Visualization, Hospital Statistics Project; Unit 8
3	VI.5 Utilize financial management processes	BU335: Managing Healthcare Departments, Budget Project; Unit 5 HM333: Classification Systems and Reimbursement Methodologies, Contract Management Project; Unit 2
4	VI.6 Examine behaviors that embrace cultural diversity	BU335: Managing Healthcare Departments, Culture Project; Unit 2 HM368: PPE I, Culmination Project, Unit "Mandatory On-Site PPE Activities"
5	VI.7 Assess ethical standards of practice	HM108: Concepts and Principles of HIM, Ethical Situation; Unit 3 BU335: Managing Healthcare Departments, Ethics Case-Study; Unit 7
2	VI.8 Describe consumer engagement activities	HM240: Introduction to Informatics, Patient Satisfaction Scores; Unit 7 HM218: Data Analysis and Visualization, Physician Compare Project; Unit 5
3	VI.9 Identify processes of workforce training for healthcare organizations	BU335: Managing Healthcare Departments, Performance Evaluation Project; Unit 6 HM368: PPE I, Coding Audit Project, Unit Mandatory On-Site PPE Activities

Supporting Body of Knowledge (Prerequisite or Evidence of Knowledge) Note: No taxonomy levels in Body of Knowledge criteria

x	1. Pathophysiology and Pharmacology	HM226 Human Conditions and Diseases HM180 Pharmacology
x	2. Anatomy and Physiology	HM224 Anatomy and Physiology
x	3. Medical Terminology	GEN105 Medical Terminology
x	4. Computer Concepts and Applications	BU110 Microsoft Office Application

x   5. Math Statistics

ST310 Statistics