

Appendix A—Survey Tool

Please check this box if you would prefer not to participate in this survey. Please return the uncompleted survey in the stamped self addressed envelope

Please fill in applicable answers to the questions below.

Work Setting

If you are employed by an Integrated Delivery System, please check that box below, otherwise find the general category (for example, hospital) and choose the specific setting (for example, acute care hospital) from the list. If you work or consult in more than one setting, choose all that apply.

- Integrated Healthcare Delivery System

Ambulatory Care

- 07A Ambulatory surgery center
 07B Freestanding ambulatory care facility
 07Z Other

Behavioral/Mental Health

- 03A Psychiatric hospital/facility
 03B Chemical dependency treatment center
 03C Community mental health facility
 03Z Other

Consultant/Vendor

- 06A Independent contractor for HIM services
 06B Consulting company for HIM services
 06C Vendor of HIM products and/or services
 06Z Other (Please specify)

Educational Institution

- 05A HIA Program
 05B HIT Program
 05C HIA and HIT programs
 05D HIM Master's program
 05E HIA and HIM master's program
 05F Coding program
 05Z Other

Hospital

- 01A Acute care hospital
 01C Ambulatory surgery; Hospital-based
 01E Rehabilitation hospital
 01F Long-term acute hospital
 01Z Other

Long-term Care

- 01F Long-term acute hospital
 02A Skilled nursing facility/unit
 02B Subacute/transitional care facility
 02C Assisted living center
 02D Adult day care
 02E ICF-MR facility
 02G LTC Campus
 02H Corporate office of LTC provider (Multiple facilities)
 02Z Other

Physician Office

- 04A Individual (General) practice
 04B Group practice
 04C Specialty practice
 04D Managed care/HMO/PPO office
 04Z Other HIM Specialty

Settings

- 08A Integrated system corporate office
 08B Home healthcare agency
 08C Hospice
 08D Rehabilitation facility
 08E Rural health clinic
 08F Student health center
 08G Veterinary clinic/hospital
 08Z Other

Nonprovider Setting

- 09A Accounting firm
 09B Government/Public health agency
 09C Insurance company
 09D Jail/Corrections facility
 09E Law firm
 09F Pharmaceutical company
 09G Professional/Trade association
 09H Professional/Trade publication
 09G Third-party billing Company
 09Z Other

Not Applicable

- 10A Retired
 10B Currently unemployed
 10C Student
 Other work setting

Job Functions

For each job function applying to you, indicate whether you direct, manage and supervise; practice; or consult.

Admitting/Patient Intake

- 01A Direct/manage/supervise
- 01B Practice
- 01C Consult

Auditing

- 02A Direct/manage/supervise
- 02B Practice
- 02C Consult

Business Development

- 03A Direct/manage/supervise
- 03B Practice
- 03C Consult

Case Mix Management

- 04A Direct/manage/supervise
- 04B Practice
- 04C Consult

Coding—Inpatient

- 05A Direct/manage/supervise
- 05B Practice
- 05C Consult

Coding—Outpatient

- 06A Direct/manage/supervise
- 06B Practice
- 06C Consult

Coding—Physician Office

- 07A Direct/manage/supervise
- 07B Practice
- 07C Consult

Coding—Postacute

- 08A Direct/manage/supervise
- 08B Practice
- 08C Consult

Corporate Compliance

- 09A Direct/manage/supervise
- 09B Practice
- 09C Consult

Customer Service

- 10A Direct/manage/supervise
- 10B Practice
- 10C Consult

Data Analysis and Reporting

- 11A Direct/manage/supervise
- 11B Practice
- 11C Consult

Data Collection

- 12A Direct/manage/supervise
- 12B Practice
- 12C Consult

Database Management

- 13A Direct/manage/supervise
- 13B Practice
- 13C Consult

Department Compliance

- 14A Direct/manage/supervise
- 14B Practice
- 14C Consult

Educate

- 15A Administrator
- 15B Teach
- 15C Administer program and teach

HIM Medical Record Management

- 21A Direct/manage/supervise
- 21B Practice
- 21C Consult
- 21D Administer

HIPAA Compliance

- 16A Direct/manage/supervise
- 16B Practice
- 16C Consult

Information Security

- 17A Direct/manage/supervise
- 17B Practice
- 17C Consult

Information Systems

- 18A Direct/manage/supervise
- 18B Practice
- 18C Consult

Library Information Services

- 19A Direct/manage/supervise
- 19B Practice
- 19C Consult

Marketing

- 20A Direct/manage/supervise
- 20B Practice
- 20C Consult

Medical Staff Services

- 22A Direct/manage/supervise
- 22B Practice
- 22C Consult

Patient Accounts

- 23A Direct/manage/supervise
- 23B Practice
- 23C Consult

Patient Advocacy

- 24A Direct/manage/supervise
- 24B Practice
- 24C Consult

Product Development

- 25A Direct/manage/supervise
- 25B Practice
- 25C Consult

QA QI QM

- 27A Direct/manage/supervise
- 27B Practice
- 27C Consult

Reimbursement

- 28A Direct/manage/supervise
- 28B Practice
- 28C Consult

Release of Information

- 29A Direct/manage/supervise
- 29B Practice
- 29C Consult

Risk Management

- 30A Direct/manage/supervise
- 30B Practice
- 30C Consult

Safety

- 31A Direct/manage/supervise
- 31B Practice
- 31C Consult

Are you aware of the skills identified in *Evolving HIM Careers: Seven Roles for the Future* for the clinical data specialist (check one)?

- Yes
- No

As you complete each question in the enclosed survey please use the following definitions for the numbers representing the level of competency:

- 1= **awareness**, introductory recall and recognition
- 2= **literacy**, knowledge of framework and content
- 3= **concept**, comprehensions, translation, extrapolation, and interpretation of meaning
- 4= **detailed understanding**, appropriate application of knowledge in a structured and controlled context
- 5= **skilled use**, application using analysis, synthesis, and evaluation in new situations

Please answer the following questions based on how competent you believe you are in each of the following categories using the levels of competency provided above.

- | | | | | | |
|--|---|---|---|---|---|
| 1. Understanding of current clinical coding systems relevant to the organization | | | | | |
| A. ICD-9-CM | 5 | 4 | 3 | 2 | 1 |
| B. CPT | 5 | 4 | 3 | 2 | 1 |
| C. DSM-IV | 5 | 4 | 3 | 2 | 1 |
| D. SNOMED | 5 | 4 | 3 | 2 | 1 |
| E. ICD-O | 5 | 4 | 3 | 2 | 1 |
| F. ICD-10 | 5 | 4 | 3 | 2 | 1 |
| 2. Ability to gather clinical data from primary data sources | 5 | 4 | 3 | 2 | 1 |
| 3. Understanding of the elements required for research and outcomes | 5 | 4 | 3 | 2 | 1 |
| 4. Ability to participate in the design of studies | 5 | 4 | 3 | 2 | 1 |
| 5. Ability to collect, analyze, and interpret medical information for quality and accuracy | 5 | 4 | 3 | 2 | 1 |
| 6. Ability to design specifications for study around outcomes | 5 | 4 | 3 | 2 | 1 |
| 7. Ability to review data and identify patterns, trends, and so on | 5 | 4 | 3 | 2 | 1 |
| 8. Ability to design audit tools | 5 | 4 | 3 | 2 | 1 |
| 9. Ability to perform quality audits | 5 | 4 | 3 | 2 | 1 |
| 10. Ability to identify the problems and issues suggested by audits | 5 | 4 | 3 | 2 | 1 |
| 11. Understanding of the flow of the data to be captured on the form | 5 | 4 | 3 | 2 | 1 |
| 12. Ability to create attractive, high-quality documents | 5 | 4 | 3 | 2 | 1 |
| 13. Ability to integrate information from other sources into documents | 5 | 4 | 3 | 2 | 1 |

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Please answer the following questions based on how competent you believe you are in each of the following categories using the levels of competency provided above.

14. Ability to transmit documents electronically	5	4	3	2	1
15. Proficiency in word processing and spreadsheet applications	5	4	3	2	1
16. Ability to communicate electronically both internally and externally	5	4	3	2	1
17. Ability to obtain data from the Internet and other remote sources	5	4	3	2	1
18. Ability to identify clinical data and where it is warehoused	5	4	3	2	1
19. Ability to select statistical applications appropriate to the data to be captured	5	4	3	2	1
20. Discussing the statistical software used in an organization	5	4	3	2	1
21. Ability to use and interpret data from reimbursement software applications such as DRG groupers, case-mix programs, APCs and so forth	5	4	3	2	1
22. Ability to choose the appropriate software package and to create high-quality presentation materials using appropriate software for training, education, and presentation of clinical data and statistical information	5	4	3	2	1
23. Ability to analyze an audience to determine the appropriate presentation style and data to be presented	5	4	3	2	1
24. Ability to identify project participants	5	4	3	2	1
25. Ability to identify steps and sequences of steps with the project	5	4	3	2	1
26. Ability to construct the project timeline	5	4	3	2	1
27. Ability to identify and manage project costs	5	4	3	2	1
28. Ability to manage task and timeline revisions	5	4	3	2	1
29. Understanding of budget categories and cost structures	5	4	3	2	1
30. Ability to identify the data to be collected in a computer application	5	4	3	2	1
31. Ability to communicate needs to computer programmers	5	4	3	2	1
32. Ability to develop technical specifications for programming	5	4	3	2	1

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Please answer the following questions based on how competent you believe you are in each of the following categories using the levels of competency provided above.

33. Ability to understand specific data elements and their values	5	4	3	2	1
34. Ability to create and revise clear policies and procedures	5	4	3	2	1
35. Ability to determine and identify areas in which policies and procedures are needed	5	4	3	2	1
36. Ability to present main issues for decision making	5	4	3	2	1
37. Ability to identify where skills fit within the organization	5	4	3	2	1
38. Ability to demonstrate skills and knowledge base	5	4	3	2	1
39. Ability to recognize cultural barriers within the current organization	5	4	3	2	1
40. Ability to clarify essential outcomes within a given context	5	4	3	2	1
41. Ability to demonstrate flexibility in approach	5	4	3	2	1
42. Ability to identify peers who could assist in projects	5	4	3	2	1
43. Ability to communicate to others at all levels of the organization	5	4	3	2	1
44. Ability to produce clear and appropriate written and verbal communication	5	4	3	2	1
45. Ability to act as a liaison between parties within the organization or on the organizations' behalf	5	4	3	2	1

Thank you for your participation!