



# **HIM Baccalaureate Degree Entry-Level Competencies**

## **Domains, Subdomains, and Tasks**

*For 2005 and beyond*

### **I. Domain: Health Data Management**

#### **A. Subdomain: Health Data Structure, Content and Standards**

1. Manage health data (such as data elements, data sets, and databases).
2. Ensure that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status.
3. Maintain processes, policies, and procedures to ensure the accuracy of coded data.
4. Monitor use of clinical vocabularies and terminologies used in the organization's health information systems.

#### **B. Subdomain: Healthcare Information Requirements and Standards**

1. Develop organization-wide health record documentation guidelines.
2. Maintain organizational compliance with regulations and standards.
3. Ensure organizational survey readiness for accreditation, licensing and/or certification processes.

#### **C. Subdomain: Clinical Classification Systems**

1. Select electronic applications for clinical classification and coding.
2. Implement and manage applications and processes for clinical classification and coding.

#### **D. Subdomain: Reimbursement Methodologies**

1. Manage the use of clinical data required in prospective payment systems (PPS) in healthcare delivery.
2. Manage the use of clinical data required in other reimbursement systems in healthcare delivery.
3. Participate in selection and development of applications and processes for chargemaster and claims management.
4. Implement and manage processes for compliance and reporting such as the National Correct Coding Initiative.



## **II. Domain: Health Statistics, Biomedical Research and Quality Management**

### **A. Subdomain: Healthcare Statistics and Research**

1. Manage clinical indices/databases/registries.
2. Analyze and present data for quality management, utilization management, risk management, and other related studies.
3. Utilize statistical software.
4. Ensure adherence to Institutional Review Board (IRB) processes and policies.

### **B. Subdomain: Quality Management and Performance Improvement**

1. Organize and coordinate facility-wide quality management and performance improvement programs.
2. Analyze clinical data to identify trends.
3. Analyze and present data for healthcare decision-making (such as demonstrating quality, safety, and effectiveness of healthcare).

## **III. Domain: Health Services Organization and Delivery**

### **A. Subdomain: Healthcare Delivery Systems**

1. Monitor the impact of national health information initiatives on the healthcare delivery system for application to information system policies and procedures.
2. Interpret, communicate, and apply current laws, accreditation, licensure and certification standards related to health information initiatives at the national, state, local, and facility levels.
3. Analyze and respond to the information needs of internal and external customers throughout the continuum of healthcare services.
4. Revise policies and procedures to comply with changing health information regulations.
5. Translate and interpret health information for consumers and advocates.

### **B. Subdomain: Healthcare Privacy, Confidentiality, Legal, and Ethical Issues**

1. Coordinate the implementation of legal and regulatory requirements related to the health information infrastructure.
2. Manage access and disclosure of personal health information.
3. Develop and implement organization-wide confidentiality policies and procedures.
4. Develop and implement privacy training programs.
5. Resolve privacy issues/problems.
6. Apply and promote ethical standards of practice.



## **IV. Domain: Information Technology & Systems**

### **A. Subdomain: Information and Communication Technologies**

1. Implement and manage use of technology, including hardware and software, to ensure data collection, storage, analysis and reporting of information.
2. Contribute to the development of networks, including intranet and Internet applications to facilitate the electronic health record (EHR), personal health record (PHR), public health, and other administrative applications.
3. Interpret the derivation and use of standards to achieve interoperability of healthcare information systems.

### **B. Subdomain: Data, Information, and File Structures**

1. Apply knowledge of data base architecture and design (such as data dictionary, data modeling, data warehousing, and so on) to meet organizational needs.

### **C. Subdomain: Data Storage and Retrieval**

1. Apply appropriate electronic or imaging technology for data/record storage.
2. Apply knowledge of database querying and data mining techniques to facilitate information retrieval.
3. Implement and manage knowledge-based applications to meet end-user information requirements.
4. Design and generate administrative reports using appropriate software.

### **D. Subdomain: Data security**

1. Enforce confidentiality and security measures to protect electronic health information.
2. Protect data integrity and validity using software or hardware technology.
3. Implement and monitor department and organizational data and information system security policies.
4. Recommend elements that must be included in the design of audit trail and data quality monitoring programs.
5. Recommend elements that should be included in the design and implementation of risk assessment, contingency planning, and data recovery procedures.

### **E. Subdomain: Healthcare Information Systems**

1. Compare and contrast the various clinical, administrative, and specialty service applications used in healthcare organizations.
2. Apply appropriate systems life cycle concepts, including systems analysis, design, implementation, evaluation, and maintenance to the selection of healthcare information systems.
3. Facilitate project management by integrating work efforts, as well as planning and executing project tasks and activities.
4. Formulate planning, design, selection, implementation, integration, testing, evaluation, and support for organization-wide information systems.
5. Apply ergonomic and human factors in interface design.



## **V. Domain: Organization and Management**

### **A. Subdomain: Human Resources Management**

1. Manage human resources to facilitate staff recruitment, retention, and supervision.
2. Ensure compliance with employment laws.
3. Develop and implement staff orientation and training programs.
4. Develop and implement continuing education programs.
5. Develop productivity standards for health information functions.
6. Monitor staffing levels and productivity, and provide feedback to staff regarding performance.
7. Benchmark staff performance data.
8. Develop, motivate, and support work teams.

### **B. Subdomain: Financial and Resource Management**

1. Demonstrate knowledge of financial management and accounting principles.
2. Prepare and monitor budgets and contracts.
3. Demonstrate and apply knowledge of cost-benefit analysis techniques to justify resource needs.
4. Manage organization-wide coding and revenue cycle processes.

### **C. Subdomain: Strategic Planning and Organizational Development**

1. Develop strategic and operational plans for facility-wide information systems.
2. Assess organization-wide information needs.
3. Facilitate retrieval, interpretation, and presentation of data/information appropriate to user needs.
4. Demonstrate and apply principles of organization behavior to facilitate team building, negotiation, and change management.

### **D. Subdomain: Project and Operations Management**

1. Apply general principles of management in the administration of health information services.
2. Assign projects and tasks to appropriate staff.
3. Implement process engineering and project management techniques to ensure efficient workflow and appropriate outcomes.