Program Approval Manual
for
Health Information Management
Applied Health Informatics
Graduate Degree Levels

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Acknowledgements to

HIM Education Strategy Committee 2005

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INTRODUCTION

The healthcare industry continues to evolve in the midst of great change. In 2004, a federal government executive order called for widespread adoption of interoperable electronic health records within 10 years. Changes caused by patient demographics, spiraling costs, and advancements in technology present substantial challenges to the healthcare industry. Better and more efficient use of information promises to make the healthcare system more effective. The ability to organize and turn data into information and knowledge includes being able to determine who needs what information, when and where; how information is defined; how information accuracy and consistency is verified; and how information is explained. The need for more information and better data requires a concentrated movement toward processes that place value on how the data is defined, understood, analyzed, and interpreted.1, 2

Health information management (HIM) and Applied Health Informatics (AHI) professionals play a key role in the design, development and management of health information within interconnected, community-wide health data exchanges and regional networks which are vital foundations of a national health information network. HIM and Health Informatics professionals at the graduate levels of the academic framework reflect core knowledge in health information management coupled with applied informatics skill sets to ensure quality health information and system interoperability for all healthcare settings and organizations that create and use it.

The e-HIM™ Vision for the Future statement emphasizes that core HIM functions become more crucial as healthcare moves further into the information age:

Health information management is the body of knowledge and practice that assures the availability of health information to facilitate real-time healthcare delivery and critical health-related decision making for multiple purposes across diverse organizations, settings, and disciplines.1

Dramatic change in health information management demands new thinking about how we educate tomorrow’s professionals. Redefining roles, competencies, and educational progression is the foundation of AHIMA’s Framework for HIM Education.4 When tomorrow’s graduates enter the HIM workplace, they will be ready for the e-HIM™ environment. 3

The Masters and doctoral degree levels of Health Information Management and/or Applied Health Informatics education acknowledges that certain prerequisite and requisite course work may be necessary to support advanced course content and that institutional prerogatives must be considered in implementing any academic curriculum. The model serves as a guide while supporting the individuality of program curriculum design and implementation.

In addition, an academic program may consider designing curriculum that will support the eligibility of its graduates to sit for the national certification examination for registered health information administrators (RHIA). If this option is chosen, then programmatic accreditation for that portion of curriculum must be sought through the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) following the Accreditation Standards for Baccalaureate Degree Programs in HIM.
Mission of a Graduate Degree Curriculum in Health Information Management and/or Applied Health Informatics

The mission of a graduate degree curriculum in HIM/AHI is to prepare confident, innovative and contributing professionals who can design, identify and use a variety of information resources and technologies to accomplish the information management objectives of diverse practice environments. It provides students with the knowledge and skills necessary to become self-directed learners who possess critical thinking and problem solving abilities, informatics skills, as well as communication and interpersonal skills. It instills a commitment to life-long learning, and important ethical values. The educational process fosters the acquisition of leadership abilities and systems thinking necessary for adapting careers within a changing healthcare environment. As practitioners, graduates will serve society and the profession through collaborative practice, innovative teaching, and the generation and application of new knowledge and theory by focusing on a body of research devoted to HIM/AHI in an electronic environment.

It is expected that an academic program will have a program mission, goals and objectives that support the spirit of the above general mission of HIM/AHI graduate degree education while adhering to the needs of the program’s respective academic institution. The mission, goals and objectives will provide direction and serve as a basis for programmatic review and evaluation.

Roles of HIM and/or AHI Master’s Degree Graduates

The individual holding a master’s degree in health information management or applied health informatics is engaged in executive level, enterprise-wide, administrative, research, and/or applied health informatics activities. These activities are focused on evolving the strategic and operational relevance and robustness of clinical information resources of the healthcare industry and public health sectors. Graduates may perform research that advances the body of knowledge and standards associated with the management of health information in the electronic health environment. Suggested roles for graduates may include:

- Academic Faculty
- Applied Health Informatics Researcher
- Chief Executive Officer
- Chief Information Officer
- Chief Compliance Officer
- Chief Privacy Officer
- Corporate Health Information Manager/Officer
- Data Analytics/Data Mining Engineer
- Data Sets, Nomenclature and Classification Standards Developer
- Health Information Applications Developer
- Health Information Management Specialized Practice Consultant
- Public Health Information Officer
Doctoral Degree HIM and/or Applied Health Informatics

At the doctoral level, HIM and/or AHI graduates will have determined a highly focused and specialized level of expertise coupled with additional coursework, and a dissertation contributing to the body of knowledge of health information in an electronic environment.

Student Population

The curriculum should be designed to attract individuals from a variety of educational backgrounds and disciplines. These backgrounds and disciplines may include individuals with prior coursework at an undergraduate level in HIM or those with a baccalaureate or advanced degrees in another area of study. Students who do not have a prior background in HIM may need to take additional prerequisite and/or requisite course content as defined by the academic program in line with the goals of the program and expertise of the faculty. Providing identified curriculum pathways with prerequisites and required courses based on entering students’ education, experience and skill sets, will assist with appropriate student advisement and guidance in their career direction.

Professional Certification Option

The American Health Information Management Association (AHIMA) offers an entry-level certification examination for graduates of accredited baccalaureate degree or post-baccalaureate certificate programs in HIM. Academic institutions interested in preparing graduates for eligibility to write the entry-level certification examination while completing the HIM/Health Informatics master’s degree program, must include prerequisite and requisite course requirements that fulfill the criteria delineated in the Accreditation Standards for Baccalaureate Degree Programs in HIM and be accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

New graduate level academic programs that do not have an accredited baccalaureate program in place, but wish to provide a professional certification option, must seek accreditation from CAHIIM in order for their graduates to be eligible to write the certification exam, or arrange to allow students to acquire the requisite content through an HIM program that is currently CAHIIM-accredited.

Existing CAHIIM accredited baccalaureate degree programs in HIM that wish to, or are offering, a master’s degree program are encouraged to design a track within the master’s curriculum to enable individuals wishing to qualify for AHIMA entry-level certification upon graduation will be eligible to do so. Academic programs choosing this option for those graduates seeking eligibility to sit for AHIMA’s professional credential (RHIA) are at liberty to select the methodology by which content is to be gained: through formal coursework, equivalent coursework, experiential and cooperative learning, distance education in cooperation with other baccalaureate HIM programs or other means.
What is Graduate Level Program Approval?

The purpose of this manual is to present guidelines for graduate-level Health Information Management/Applied Health Informatics education programs wishing to seek approval under the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The guidelines are designed to facilitate an effective and efficient process of decision-making with regard to the approval of a graduate program. A step-by-step process is presented.

Approval is a process of external quality review in which an agency grants public recognition to a program of study that meets established qualifications and educational standards. Approval of a specialized academic course of study is known as program approval. Participation in an approval process is voluntary since there is no legal requirement for specialized programs to participate. The Approval Process for academic, degree-granting programs at the graduate level offered under CAHIIM is a paper review process. Health Information Management or Applied Health Informatics graduate level programs seek program approval through CAHIIM while academic programs in Health Information Management at the associate and baccalaureate degree level, seek accreditation through CAHIIM. (See www.cahiim.org)

The AHIMA, as a sponsor of CAHIIM, in recognizing a quality graduate level education program, has developed a process by which organizations providing Health Information Management/Applied Health Informatics education can be peer reviewed against a minimum set of criteria. This process allows academic institutions to be acknowledged as offering a CAHIIM Approved Masters Level Program.

However, it is imperative that the graduate program clearly state the focus of the program in all marketing literature so that the incoming student is made aware of the nature of the program to which they are applying. During the review process, the reviewers will determine if the curriculum supports the chosen focus of the program.

These programs must also meet additional organizational and educational ‘best practice’ criteria as established jointly by the AHIMA and CAHIIM. The Approval Program is specific to masters’ level Health Information Management/Applied Health Informatics programs that are in degree-granting sponsoring institutions, and may conclude with a certificate of completion in the specialty area or a tagged or named degree in HIM and/or Health Informatics.

Several factors make Approval valuable including:

1. Identifies for the public specialized programs at the masters’ level that meet established standards of educational quality.

2. Stimulates improvement of educational standards by involving faculty and staff in self-evaluation and planning.

3. Promotes a better understanding of the goals of health information management and/or applied health informatics at the graduate level.

4. Allows students in Approved Masters’ Level programs to qualify for student membership in the professional association as stipulated in the AHIMA bylaws.

5. Assists graduate programs in achieving their objectives.
THE APPROVAL REVIEW PROCESS FLOWCHART

Graduate programs applying for CAHIIM Approval must complete the following steps:

STEP 1. LETTER OF INTENT

A letter of intent to apply for Approval accompanied by a brief one page synopsis of the curriculum should be sent by the sponsoring educational institution to the attention of CAHIIM staff. Many programs find it helpful to form their Advisory Committee of community experts in the earliest stages of program planning. The committee members’ insights will help to ensure that the needs and interests of your healthcare community are reflected in the design of the graduate program.
STEP 2. REPORT FOR APPROVAL

The graduate program sponsoring educational institution will be notified by CAHIIM of the timetable to proceed to Step 2. A formal written report for a graduate program in Health Information Management and/or Applied Health Informatics must be submitted to the CAHIIM.

Programs must review and incorporate the minimum curriculum requirements for the development and evaluation of the program.

Programs must demonstrate and document compliance with the following criteria.

Approval Criteria for Graduate Level Programs:

A. The Health Information Management/Applied Health Informatics program is established as a (1) core concentration or specialized track within a graduate level program of study, (2) culminates with a master’s degree, or (3) a doctoral degree.

B. The sponsoring educational institution is currently accredited by a regional accrediting body and (if applicable) a specialized accrediting agency that is recognized by CHEA or the US Department of Education.

Program Mission and Goals

C. The HIM/Applied Health Informatics graduate program is designed in concert with the institutional mission and the goals of the college, division or department in which it is located.

D. A program evaluation plan exists for systematic evaluation of the mission, goals and objectives of the Health Information Management/ Applied Health Informatics program.

E. The program uses the results of evaluation and assessment to identify improvements and to modify program objectives.

Curriculum

F. The program curriculum is designed to prepare students for careers designated in the program’s mission, goals and objectives. The content areas below are recommended for inclusion in an HIM/AHI program.

G. **Recommended curriculum content:** (Append course syllabi for the required courses in your curriculum. If some content areas are not included in your program or if your program offers other content areas of emphasis, please explain – See Criteria L.)
G.1. Domain – Health Care Data
- Data architecture
- Data modeling
- Data dictionary development
- Standardized clinical terminology and coding
- Medical linguistics
- Medical vocabulary standards
- Natural language processing

G.2. Domain – Health Information Statistics, Analysis, Biomedical Research and Quality Management
- Biostatistics
- Advanced research methods
- Biomedical Research Support
- Advanced data search & access techniques (data mining)
- Advanced information/ data analysis and presentation techniques
- Evaluation methodologies

G.3. Domain – Health Services Organization and Delivery
- Healthcare policy analysis and development
- Process modeling
- Systems and communication theory

G.4. Domain – Information Technology and Systems
- Technology and data standards
- Standard setting organizations
- Computer-based patient record
- Decision analysis
- Decision support system design and development
- Knowledge management
- Clinical decision support systems
- Artificial intelligence applications
- Security management
- User interface design

G.5. Domain – Organization and Management
- Strategic management and resource planning
- Change management
- Leadership
- Data administration
- Executive level communications
- Cost benefit analysis
Faculty

H. There are sufficient numbers of faculty to provide quality teaching, advisement, research and service, as reflected in the sponsoring educational institution’s mission.

I. Faculty has the necessary breadth and depth in relevant academic disciplines to support the program goals.

1.1. Each faculty member documents regular professional development activities.

1.2. If the program offers the option of a post-baccalaureate certificate in Health Information Management that meets the AHIMA Entry-Level Competencies for the RHIA credential, the program director/coordinator of the baccalaureate track/program must hold an AHIMA credential of RHIA and at least a master’s degree as required in the CAHIIM Program Accreditation Standards for Health Information Management – Baccalaureate Degree.

J. Institutional policies are supportive of faculty research, scholarship and professional service as directed by the mission of the sponsoring educational institution.

K. There is a method of systematic evaluation of each faculty member’s performance according to the institution’s policies regarding promotion and tenure.

Student Support and Advisement

L. Prerequisites and requisite curriculum content areas may vary based on the mission, goals and objectives of the academic program

M. Program ensures that students maintain an awareness of academic and career opportunities through advising and mentoring by faculty and preceptors

N. Career paths of graduates are monitored, documented and used in Program evaluation

O. Instructional resources, technology, reference/library resources needed to fulfill the requirements of the curriculum, are available and accessible to all students.

P. The sponsoring educational institution’s support for the program and the financial resources available to the program are sufficient to provide an environment in which the program can achieve its objectives.

Q. Program leadership has authority commensurate with responsibility for program management and evaluation.

R. The program maintains sufficient relationships with a variety of health related organizations and agencies to support its teaching, research and service goals.
REPORT FORMAT

Present the Report for Approval in this order, and as outlined:

- **Publishing notes (if submitted in paper format\*)**:
  - 8.5 x 11 white paper
  - Single sided, single spaced, written in English
  - All pages numbered
  - Index dividers between sections
  - Supplemental materials placed in an Appendix in the back
  - Bind report into a 3 - ring notebook binder with the name of the sponsoring educational institution, city and state clearly marked on the cover insert.
  - Submit three (3) completed binders by U.S. Mail or Express Mail to:
    George Payan, Accreditation Manager
    CAHIIM
    233 N. Michigan Avenue – Suite 2150
    Chicago, Illinois  60601
    George.payan@cahiim.org

*Electronic submissions will be considered; please consult the CAHIIM staff for details.  Electronic submissions must be indexed, referenced and sent as a single source file.

- **Cover sheet** – to include: official name of program, sponsoring educational institution, date of submission

- **Table of Contents** – include page numbers and itemized appendix of attachments

- **Append Program Sponsor Fact Sheet** typed, all fields completed (page 15).

- **Executive Summary**: provide a brief general overview of the Graduate Program

- **Body of Report** – In this section you will respond as to how your program addresses each of the Program Approval Criteria elements (A-R), referencing Appendices as needed.

- **List of Appendices** – Appendices should be filed at the end of the report with each attachment referenced by a corresponding letter or number in the report body. Here is a sample list of frequently seen appendices:
  - **A** College Vision & Mission Statements
  - **B** Graduate Program goals, objectives and evaluation plan
  - **C** Program Director or Department Chair and faculty curriculum vitae
  - **D** Curriculum requirements and course syllabi for each required course (subdivided by course)
  - **E** Catalog, printed flyer, brochure, advertisements, URL links to webpage(s)
  - **F** Instructional policies for faculty research, scholarship and professional service
  - **G** Summarized Annual Program Budget (current year)
STEP 3. REVIEW PROCESS

On receipt of the application fee and the program Self-Study Report, an assessment of the information provided in the report will be conducted by the CAHIIM staff and two members of the CAHIIM Panel of Reviewers. The reviewers will determine whether:

- All required information has been submitted;
- The narrative and documentary materials clearly describe the program; and
- The program is in compliance with the criteria.

The program will be contacted for any additional information needed.

STEP 4. CAHIIM REVIEW

The assessment report is placed on the agenda of the next available meeting of the CAHIIM Board of Commissioners. The CAHIIM reviews the assessment report, adds or edits comments and recommendations. The report is provided to the academic program for comment and response. If additional information is requested at that time, the program will comply.

STEP 5. CAHIIM RECEIVES THE PROGRAM RESPONSE

The CAHIIM receives and reviews the program response and issues an Approval Award decision. The program will be notified within five (5) business days, of the CAHIIM decision. All granted CAHIIM Approval Awards are final.

CONTINUING PROGRAM ASSESSMENT

For continuing (previously approved) graduate programs – CAHIIM will send Notifications of Renewal of Approval with applications, preparation materials and dates for submission.

Programs that do not re-apply for Approval will be removed from the Directory of CAHIIM Approved Graduate Programs.

APPROVAL DECISIONS

When determining Approval decisions, the CAHIIM will state that a program’s compliance is “met” or “not met” based on the Approval Criteria for Graduate Programs. The final assessment report will be provided to the program after completion of all steps in the process.

The four categories of approval are:

- **Approved** – no further action is needed, the program has passed the quality review and can include the phrase **CAHIIM Approved** in all marketing literature.
  - **Note:** Students enrolled in Approved Graduate Programs are eligible for AHIMA Student Membership, only after Approval has been conferred.
• **Approved with Conditions** – the program has some areas that need to be revisited, but CAHIIM has determined that these areas can be resolved within a short time frame (up to six months). The program must address the areas and provide additional supporting information to resolve the issues within the stated time frame. Failure to comply will result in an automatic Approval Withheld status meaning that the program must reapply and may not indicate on any literature or website that they are CAHIIM Approved.

• **Approval Withheld** – the program did not satisfy approval criteria, the nature of the problem areas are substantial and may require six months or longer to resolve. Typically, these cases require restructuring of a curriculum or creating a new course which will need to pass the program’s internal review process before resubmitting to CAHIIM. The time frame for resubmission is usually twelve (12) months unless the CAHIIM has voted to shorten the time frame.
  
  o **Note:** Changes to coursework must be approved by the program’s internal evaluation process such that “pending approval” for a course is not appropriate for consideration.

• **Denied** – the program is substantially misaligned to the mission of CAHIIM. With significant changes, the program may elect to formally reapply after a twelve (12) month time period.

• **Voluntary Withdrawal of Approval**: The CAHIIM recognizes and accepts this action at the sponsoring educational institution’s request. The program's name is removed from the list of approved graduate programs.

### Approval Time Frames

Approval is granted for Five (5) years.

*A program’s Approval period is time limited and will expire unless the program re-applies for Approval.*

### FEES FOR APPROVAL

Make checks payable to the American Health Information Management Association (AHIMA). Payments must be in U.S. dollars.

*Application for Program Approval Fee – $2,000.00. This fee must be submitted with the program’s Self-Study Report. The application fee is non-refundable and non-transferable.*

*If the program is affiliated with an existing CAHIIM accredited HIM program the application fee is $1200.00.*

If Approval is awarded, there currently is no annual maintenance fee during the years of Approval.
Application For Approval of Masters Degree Program

Type information below

PROGRAM SPONSOR FACT SHEET

Sponsoring Institution:

Title of Certificate/Degree Awarded:

Mailing address:

State:

Zip Code:

Dean Or Comparable Administrator:

Program Director/Credentials:

Phone:

Fax:

Email:

Sponsoring Institution’s Web Page URL:

ACADEMIC CALENDAR

☐ Semester
☐ Quarter
☐ Trimester
☐ Other:
Graduate Level Program Curriculum Guide

Health Information Management and/or Applied Health Informatics Education
Model Curriculum

The uniqueness of a graduate degree curriculum in HIM and/or Applied Health Informatics is found in the interdisciplinary nature of the curriculum as applied to the healthcare environment. A graduate degree curriculum in HIM and/or Applied Health Informatics must meet the needs of a continuously changing environment while requiring a rigorous course of study to prepare graduates for diversified practice in the healthcare industry. Graduates of such a curriculum must be critical thinkers, problem solvers and creative, innovative leaders who are capable of using available resources to support the information needs of an enterprise.

Baccalaureate versus Graduate Degrees in HIM/Applied Health Informatics
Curriculum Content

Prerequisite and Requisite Requirements

- Prerequisite and requisite curriculum content areas will vary based upon the mission, goals and objectives of the academic program and the sponsoring institution. Prerequisite requirements should include a basic knowledge and understanding of biomedical sciences. Requisite requirements refer to curriculum content areas that are considered important or indispensable to the overall knowledge and skill base of HIM and/or Applied Health Informatics.
- The curriculum content model is described on page 10, G1-G5.

Master’s Curriculum Content

A master’s degree curriculum in HIM/Applied Health Informatics builds on curricular content that leads to the evaluation, innovation, research, discovery and globalization of applied health informatics to the management of healthcare information. The master’s curriculum will focus on the knowledge, skills and values of selected content areas as outlined in the eligibility criteria.

The curriculum should provide for integrative coursework through experiential learning opportunities in the work environment. This can be accomplished through activities such as project work, research, case studies, problem-based learning, simulations, fellowships and/or internships.

The academic program may implement a generalist curriculum that provides an in-depth focus on all the content areas mentioned above. Alternatively, a program may elect to concentrate or focus its curriculum on the development of knowledge and skills at an expert level such as information security, clinical data management or health information systems design. In this case selected course content would support the expert level with a general foundation level of knowledge offered in the other content areas. In this situation the program should declare its emphasis in all programmatic materials and degree title.

Program and/or Degree Title

The name of the program should be reflective of the mission of the program. At the masters degree level for those programs that have the ability to offer a “tagged” or “named” degree, it is recommended that the “tagged” degree be identified as a “Masters in Health Informatics and/or Information Management” (MHIIM). For those programs that do not have a “tagged” degree option, it is recommended that the program be identified as a master of science and/or master of arts degree with a concentration and/or track in “Health Information Management and/or Health Informatics”. At the doctoral level, a specialization in Health Information Management and/or Health Informatics would be desirable.

Academic institutions may wish to develop HIM tracks within business, health administration, public health or other graduate programs such as nursing, management engineering, computer science, etc. Development of tracks is encouraged.
Faculty and Staff Support

The number of faculty and staff for the program should be commensurate with the mission, goals and objectives of the academic institution and be in sufficient number to provide quality teaching, research and service. Faculty should be employed in full time, tenure lines at the assistant, associate or full professorial rank. Faculty should have sufficient teaching, research and service competency and experience to serve the goals of the program and institution. It is important that faculty members have academic preparation commensurate with the sponsoring institution’s requirements and have the ability to develop and apply new knowledge and theory relevant to the field in order to contribute to the research base of the profession.

It is recommended, but not required, that at least one faculty member hold an AHIMA certification as a Registered Health Information Administrator (RHIA) for the body of knowledge that HIM professionals contribute to graduate level academic programs, the electronic health record and the synthesis of technology applied to health information. Part-time faculty, if used, should be fully integrated into program activities to encourage full understanding of the curriculum and student needs. If a graduate program chooses the option to offer a post-baccalaureate certificate in Health Information Management that meets the entry-level competencies of the RHIA credential, at least one faculty member must hold an AHIMA credential of RHIA or RHIT and a master’s degree according to the accreditation standards for a baccalaureate degree in HIM.

Computer and Instructional Resources

Due to the nature of a graduate degree curriculum, it is expected that students will have access to adequate computer resources and software applications and other instructional resources such as library facilities to fulfill the curriculum requirements of the program.

An Overview of CAHIIM

The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) is the recognition body for degree-granting programs at the master’s degree level in health information management/applied health informatics. The CAHIIM Approval Program for Graduate Education constitutes the minimum requirements to which an approved graduate program is held accountable.

CAHIIM serves the public interest by establishing quality standards for the educational preparation of health information management (HIM)/applied health informatics professionals. When a program is approved by CAHIIM, it voluntarily undergoes a peer review process and has been determined to meet or exceed the Approval Criteria as set in cooperation with the sponsoring professional organization – the American Health Information Management Association (AHIMA).
An Overview of AHIMA

The American Health Information Management Association (AHIMA) is the professional organization of over 50,000 professionals in the health information management field. It is the association where members and affiliates with an interest in HIM interact and share their experiences and professional insight. AHIMA fosters the professional development of its members through education, certification, and lifelong learning. AHIMA is committed to ensuring standards and information integrity in health data and health information management. These commitments promote quality health information for the benefit of the public, healthcare consumers and providers, and other users of clinical data. Visit www.ahima.org for more information about AHIMA initiatives, programs, resources and membership.

Conclusion

The changing healthcare environment along with advances in information technology has contributed to the expanding practice base of the HIM profession. Baccalaureate degree education in HIM provides a solid introductory foundation into the mechanics of managing healthcare information. As demands for information increase there is a need to provide academic preparation at the master’s degree level in HIM in order to provide more advanced practice skills in managing this information in an increasingly complex technical, electronic environment. The curriculum suggested in this document is offered as a guide. It is dynamic and will change with the demands of the healthcare environment. The major focus of the master’s degree curriculum is on the theory, application and evaluation of the technologies and processes to support healthcare information in the electronic environment.

References