

HIM Baccalaureate Degree Entry-Level Competencies

Domains, Subdomains, and Tasks

I. Domain: Health Data Management

A. Subdomain: Health Data Structure, Content and Standards

Task		Program Courses
1	Manage health data (e.g. data elements, data sets and databases)	HSA 203, 302, 370, 405, 406, 407
2	Ensure that documentation in the health record supports the diagnosis and reflects the progress, clinical findings and discharge status	HSA 302
3	Maintain processes, policies and procedures to ensure the accuracy of coded data	HSA 306
4	Monitor use of clinical vocabularies and terminologies used in the organization's health information systems	HSA 306, 370, 405

B. Subdomain: Healthcare Information Requirements and Standards

Task		Program Courses
1	Develop organization-wide health record documentation guidelines	HSA 302
2	Maintain organizational compliance with regulations and standards	HSA 302, 306, 370, 372, 401, 405
3	Ensure organizational survey readiness for accreditation, licensing and/or certification processes	HSA 100, 302, 406

C. Subdomain: Clinical Classification Systems

Task		Program Courses
1	Select electronic applications for clinical classification and coding	HSA 306, 406
2	Implement and manage applications and processes for clinical classification and coding	HSA 306, 372, 375

D. Subdomain: Reimbursement Methodologies

Task		Program Courses
1	Manage the use of clinical data required in prospective payment systems (PPS) in healthcare delivery	HSA 372
2	Manage the use of clinical data required in other reimbursement systems in healthcare delivery	HSA 372
3	Participate in selection and development of applications and processes for chargemaster and claims management	HSA 372
4	Implement and manage processes for compliance and reporting, such as the National Correct Coding Initiative	HSA 306, 372

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

A. Subdomain: Healthcare Statistics and Research

Task		Program Courses
1	Manage clinical indices/databases/registries	HSA 302, 370, 405
2	Analyze and present data for quality management, utilization management, risk management, and other patient care related studies	HSA 203, 370, 372, 401, 406, 407, 409
3	Utilize statistical software	HSA 370, 409; STA 270
4	Ensure adherence to Institutional Review Board (IRB) processes and policies	HSA 409

B. Subdomain: Quality Management and Performance Improvement

Task		Program Courses
1	Organize and coordinate facility-wide quality management and performance improvement programs	HSA 406
2	Analyze clinical data to identify trends	HSA 406
3	Analyze and present data for healthcare decision making (such as demonstrating quality, safety and effectiveness of healthcare)	HSA 302, 406

II. Domain: Health Services Organization and Delivery

A. Subdomain: Healthcare Delivery Systems

Task		Program Courses
1	Monitor the impact of national health information initiatives on the healthcare delivery system for application to information system policies and procedures	HSA 100, 302
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	HSA 100, 302, 375, 406
3	Analyze and respond to the information needs of internal and external customers throughout the continuum of healthcare services	HSA 100, 302
4	Revise policies and procedures to comply with changing health information regulations	HSA 100, 302, 375, 406
5	Translate and interpret health information for consumers and their caregivers	HSA 302, 406

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

Task		Program Courses
1	Coordinate the implementation of legal and regulatory requirements related to the health information infrastructure.	HSA 401, 370
2	Manage access and disclosure of personal health information	HSA 370, 401
3	Develop and implement organization-wide confidentiality policies and procedures	HSA 401
4	Develop and implement privacy training programs	HSA 401, 407
5	Resolve privacy issues/problems	HSA 401
6	Apply and promote ethical standards of practice	HSA 306, 375, 405

IV. Domain: Information Technology & Systems

A. Subdomain: Information and Communication Technologies

Task		Program Courses
1	Implement and manage use of technology, including hardware and software, to ensure data collection, storage, analysis, and reporting of information.	HSA 370, 405; CSC 104; CIS 230
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	HSA 370, 405
3	Interpret the derivation and use of standards to achieve interoperability of healthcare information systems	HSA 370, 405

B. Subdomain: Data, Information, and File Structures

Task		Program Courses
1	Apply knowledge of data base architecture and design (ex. data dictionary, data modeling, data warehousing) to meet organizational needs	HSA 370, 405

C. Subdomain: Data Storage and Retrieval

Task		Program Courses
1	Apply appropriate electronic or imaging technology for data/record storage	HSA 370, 405
2	Apply knowledge of database querying and data mining techniques to facilitate information retrieval	HSA 370, 405
3	Implement and manage knowledge-based applications to meet information end-user information requirements	HSA 370, 405
4	Design and generate administrative reports using appropriate software	HSA 370, 405

D. Subdomain: Data Security

Task		Program Courses
1	Enforce confidentiality and security measures to protect electronic health information	HSA 370, 405
2	Protect data integrity and validity using software or hardware technology	HSA 370, 405
3	Implement and monitor department and organizational data and information system security policies	HSA 370, 405
4	Recommend elements that must be included in the design of audit trail and data quality monitoring programs	HSA 370, 405
5	Recommend elements that should be included in the design and implementation of risk assessment, contingency planning, and data recovery procedures	HSA 370, 405

E. Subdomain: Healthcare Information Systems

Task		Program Courses
1	Compare and contrast the various clinical, administrative, and specialty service applications used in healthcare organizations	HSA 370, 405
2	Apply appropriate systems life cycle concepts, including systems analysis, design, implementation, evaluation, and maintenance to selection of healthcare information systems	HSA 370, 405
3	Facilitate project management by integrating work efforts and planning and executing project tasks and activities	HSA 370, 405
4	Formulate the planning, design, selection, implementation, integration, testing, evaluation, and support for organization-wide information systems	HSA 370, 405
5	Apply ergonomic and human factors in interface design	HSA 370, 405

V. Domain: Organization and Management

A. Subdomain: Human Resources Management

Task		Program Courses
1	Manage human resources to facilitate staff recruitment, retention, and supervision	HSA 375, 407; MGT 320
2	Ensure compliance with employment laws	MGT 320
3	Develop and implement new staff orientation and training programs	HSA 370, 405, 407; MGT 320
4	Develop and implement continuing education programs	HSA 407
5	Develop productivity standards for health information functions	HSA 375
6	Monitor staffing levels and productivity and provide feedback to staff regarding performance	HSA 375; MGT 320
7	Benchmark staff performance data	HSA 375; MGT 320
8	Develop, motivate, and support work teams	HSA 100, 370, 405, 406; MGT 301

B. Subdomain: Financial and Resource Management

Task		Program Courses
1	Demonstrate knowledge of financial management and accounting principles	HSA 375, 407
2	Prepare and monitor budgets and contracts	HSA 375, 407
3	Demonstrate and apply knowledge of cost-benefit analysis techniques to justify resource needs	HSA 370
4	Manage organization-wide coding and revenue cycle processes	HSA 372

C. Subdomain: Strategic Planning and Organizational Development

Task		Program Courses
1	Develop strategic and operational plans for facility-wide information systems	HSA 375; MGT 301
2	Assess organization-wide information needs	HSA 370, 405, 375, 406; MGT 301
3	Facilitate retrieval, interpretation, and presentation of data/information appropriate to user needs	HSA 370, 372, 375, 406, 407
4	Demonstrate and apply principles of organization behavior to facilitate team building, negotiation, and change management	HSA 370, 375, 406; MGT 301

D. Subdomain: Project and Operations Management

Task		Program Courses
1	Apply general principles of management in the administration of health information services	HSA 375; MGT 301
2	Assign projects and tasks to appropriate staff	HSA 370; MGT 301
3	Implement process engineering and project management techniques to ensure efficient workflow and appropriate outcomes	HSA 370, 375; MGT 301