HIM Career Opportunities

Davenport University Health Information Technology/Management Department

ahima.org/hipweek
Objectives

• Explore the Various Career Opportunities for HIM Professionals
• Review Self-Assessments to Determine Individual Readiness for Specific Career Fields
• Evaluate common career pathways and plan your future!
HIM Careers

• Health Information Management/Technology
• Coding
• Auditing
• Clinical Documentation Improvement
• Privacy & Security
• Data Analysis
• Higher Education
• Compliance
• Risk Management
• Information Technology
• Revenue Cycle Management
• Consulting
• Registry
• Quality Improvement
• Credentialing
• And so many more!

The career opportunities for HIM professionals are endless! One could follow a traditional path and work in an HIM department in an acute care setting as a clerk, coding professional, analyst, supervisor, manager or director, however, there are many other options available to those with HIM skills. Healthcare organizations often employ or contract for coding and auditing services. Audits may include in depth reviews of code assignments as well as facility charges. Many payers conduct audits of healthcare claims at various levels.

Clinical documentation improvement (CDI) is a growing profession that HIM professionals are ideally suited to fill with their knowledge of the revenue cycle, coding guidelines, and documentation requirements. CDI began in the inpatient setting and is now expanding to the outpatient setting (such as clinics, hospitals and provider offices) as well.

Privacy and security opportunities exist at various levels from release of information clerk to Privacy and/or Security Officer.

Data analysis has grown a great deal thanks to the implementation of the electronic health record. There is an abundance of health data now available that can be analyzed.

The HIM professional’s training, experience, and understanding of the clinical,
financial, regulatory, and technology aspects of healthcare and information management make them uniquely qualified for a variety of employment opportunities. Working in concert with senior business and clinical leaders, HIM professionals can help strengthen an organization’s performance related to managing information and data that is necessary for achieving strategic goals.

With over 300 CAHIIM accredited HIM programs at the associate, baccalaureate, and master’s level, there are many opportunities for HIM professionals who are interested in academics to teach at these programs. There are also many approved coding programs where HIM professionals serve as faculty.

Other opportunities include compliance and risk management, which are ideally suited for those with HIM skills.

Information technology is a growing area for HIM professionals as well. Many software vendors employ HIM professionals who can provide their knowledge and expertise in EHRs, encoders, etc.

Revenue cycle management is all about HIM, so this is another great area for our profession.

Some HIM professionals choose to work in consulting positions and impart their knowledge around the nation and sometimes around the globe!

Cancer, trauma, and other registries employ HIM professionals who are able to navigate the medical record and abstract out pertinent data.

Many facilities have dedicated quality improvement departments that employ HIM professionals.

Credentialing is another area that is ideally suited for HIM professionals.

With the shift from pay for service to pay for performance many organizations are now looking to HIM Professionals to assist with quality measures and improvement processes.

There are so many career opportunities for HIM professionals. The sky is the limit!
New or Lesser Known Careers

- HEDIS Specialist
- Information Systems Interface Analyst
- Director of Business Intelligence
- Informatics Analyst
- Data Integrity
- Positions at Health Information Exchanges
- EHR Vendors to Consultants
- Clinical Terminology Roles

These are a few sample job titles found via a job search that HIM professionals with the RHIT, RHIA, CHDA or CPHI credentials may be qualified to fill.

HEDIS Specialist: HEDIS is a tool used by America's health plans to measure performance on important dimensions of care and service. Many plans collect HEDIS data, and because the measures are so specifically defined, HEDIS makes it possible to compare the performance of health plans on an "apples-to-apples" basis. Health plans also use HEDIS results themselves to see where they need to focus their improvement efforts.

The person in this role would most likely utilize knowledge of medical terminology, health record data abstraction and coding skills to identify healthcare data and create reports.

An interface analyst: A position description found on an internet search resulted in the following job description: develop and support departmental system interfaces between strategic hospital and healthcare applications. The Interface Analyst I will be responsible for enhancing, configuring, testing, documenting, maintaining and troubleshooting interfaces on systems deployed by or supported by the Health System. The position requires a combination of teamwork, analytical skills, and basic knowledge of clinical and operational processes to create and maintain a multi-systems interface environment.

A job description for the Director of BI included: This position will focus on advancing
Information Management and Decision Support across the organization with a vision to leverage technology enablers that support clinical, financial and corporate decision-making.
This position provides key leadership and direction based on the use of data and analytics to inform health service planning, quality, financial activities and decision-making.

Informatics Analyst. This position may conduct a variety of tasks. Examples of work tasks include: Use informatics knowledge and education as foundation to coordinate performance improvement activities. Conducts and coordinates clinical measurement initiatives to assure accurate reporting and analysis of quality and utilization indicators. Leads in development and implementation of clinical programs in healthcare informatics to meet clinical information needs. Develops reporting to provide clinical information to improve the workflow of patient care. Provides support for comprehensive healthcare data analysis and public reporting programs. Gathers, interprets and summarizes complex data to help facilitate current and future programs and improvement teams.

Data Integrity: This role may cover a wide range of tasks. Some examples of work tasks may be: Working with the MPI or eMPI to correct duplicates. Development and performance of audit procedures to ensure data integrity. Creation and presentation of data quality reports to management and/or leadership.

Variety of positions at HIE’s ERH vendors.
Clinical terminology roles: Terminology Asset Manager would ensure data is collected, stored, retrieved and communicated appropriately, maintain and update existing terminologies. Terminology mapping specialist may create and maintain mapping from one terminology or classification to another.
AHIMA offers 10 credentials. We will cover each one of these and their eligibility requirements on the next slides.
AHIMA Credentials
Registered Health Information Administrator (RHIA)

– Eligibility Requirements:
  • Successfully complete the academic requirements, at the
    baccalaureate or master’s level, of an HIM program accredited
    by the Commission on Accreditation for Health Informatics and
    Information Management Education (CAHIIM)
  OR
  • Graduate from an HIM program approved by a foreign
    association with which AHIMA has a reciprocity agreement
  OR
  • Be an RHIT who meets the HIMR Proviso conditions approved
    by the 2017 Commission on Certification for Health Informatics
    and Information Management (CCHIM).

http://www.ahima.org/certification/RHIA

Working as a critical link between care providers, payers, and patients, the RHIA:
Is an expert in managing patient health information and medical records,
administering computer information systems, collecting and analyzing patient data,
and using classification systems and medical terminologies.
Possesses comprehensive knowledge of medical, administrative, ethical and legal
requirements and standards related to healthcare delivery and the privacy of
protected patient information.
Manages people and operational units, participates in administrative committees,
and prepares budgets.
Interacts with all levels of an organization - clinical, financial, administrative, and
information systems - that employ patient data in decision-making and everyday
operations.

PROVISO INFORMATION: Individuals who have the RHIT will be eligible for the RHIA
exam starting July 1, 2017, through December 31, 2021, if they have received a
baccalaureate degree or higher from a regionally-accredited institution or nationally-
recognized accreditor (official sealed transcripts must be sent to AHIMA for
verification); and received their RHIT credential on or before August 31, 2018; and
have complied with the Standards for Maintenance of the RHIT credential.

Four hours are allotted for the exam. There are 180 four-option, multiple-choice
questions consisting of 160 scored questions and 20 pretest questions. Pretest questions do not affect the total score, they are administered to evaluate the questions difficulty level for possible inclusion in future exams. There is no way for a candidate to identify the pretest questions.

AHIMA’s Candidate guide is listed on the lower right side of each exam certification page, provides valuable information regarding the exam process. Each certification page lists an overview of the exam, how to apply, and detailed information on exam prep, including Exam Content Outlines and Recommended Resources. AHIMA also offers face to face, online and recorded exam preps for many of the certification exams. Go to the AHIMA website at AHIMA.org for further information.
AHIMA Credentials
Registered Health Information Technician (RHIT)

– Eligibility Requirements:
  • Successfully complete the academic requirements, at an associate’s degree level, of an HIM program accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)
  OR
  • Graduate from an HIM program approved by a foreign association with which AHIMA has a reciprocity agreement

http://www.ahima.org/certification/RHIT

Professionals holding the RHIT credential are health information technicians who:
Ensure the quality of medical records by verifying their completeness, accuracy, and proper entry into computer systems.
Use computer applications to assemble and analyze patient data for the purpose of improving patient care or controlling costs.
Often specialize in coding diagnoses and procedures in patient records for reimbursement and research. An additional role for RHITs is cancer registrars - compiling and maintaining data on cancer patients.

3.5 hours are allotted for the exam. There are 150 four-option, multiple-choice questions consisting of 130 scored questions and 20 pretest questions
AHIMA Credential
Certified Coding Associate (CCA)

– Eligibility Requirements:
  • High school diploma or equivalent
– Recommended (not required)
  • 6 months coding experience directly applying codes
    OR
  • Completion of an AHIMA-approved coding program
    OR
  • Completion of other coding training program to
    include anatomy and physiology, medical
terminology, basic ICD diagnostic/procedural and
basic CPT® coding

http://www.ahima.org/certification/CCA

The CCA credential distinguishes coders by exhibiting commitment and
demonstrating coding competencies across all settings, including both hospitals and
physician practices

2 hours are allotted for this exam. There are 100 multiple-choice questions which
consists of 90 scored items and 10 pretest items
The CCA credential distinguishes coders by exhibiting commitment and
demonstrating coding competencies across all settings, including both hospitals and
physician practices.
AHIMA Credentials
Certified Coding Specialist (CCS)
Certified Coding Specialist- Physician-based (CCS-P)

- Eligibility Requirements:
  - RHIA, RHIT, or CCS/CCS-P
  OR
  - Completion of a coding training program that includes anatomy and physiology, pathophysiology, pharmacology, medical terminology, reimbursement methodology, intermediate/advanced ICD diagnostic/procedural and CPT® coding
  OR
  - Minimum 2 years of related coding experience directly applying codes
  OR
  - CCA plus 1 year of coding experience directly applying code
  OR
  - Coding credential from other certifying organization plus 1 year coding experience directly applying codes

http://www.ahima.org/certification/CCS

The CCS and CCS-P both have 4 hours allotted for their respective exams. Each exam has two sections. A multiple-choice section consisting of 97 questions, 79 scored and 18 pretest and a section containing medical scenarios. There are 8 scenarios 6 scored and 2 pretest. Each scenario may have up to three questions. A range of codes are provided that the candidate must select from.

For further information and exam preparation go to AHIMA.org certification page and select the appropriate exam
Individuals who earn the CHDA designation will achieve recognition of their expertise in health data analysis and validation of their mastery of this domain. This prestigious certification provides practitioners with the knowledge to acquire, manage, analyze, interpret, and transform data into accurate, consistent, and timely information, while balancing the "big picture" strategic vision with day-to-day details. CHDA-credentialed professionals exhibit broad organizational knowledge and the ability to communicate with individuals and groups at multiple levels, both internal and external.
AHIMA Credentials
Certified in Healthcare Privacy and Security (CHPS)

- Eligibility Requirements (must meet one of the following):
  • Associate’s degree and 6 years of experience in healthcare privacy or security management
  • RHIT and minimum of 4 years of experience in healthcare data experience
  • Baccalaureate degree and a minimum of 4 years experience in healthcare privacy or security management
  • RHIA and minimum of 2 years experience in healthcare privacy or security management
  • Master’s or related degree (JD, MD, or PhD) and 2 years experience in healthcare privacy or security management

http://www.ahima.org/certification/chps
AHIMA Credentials
Certified Documentation Improvement Practitioner (CDIP)

- Eligibility Requirements (must meet one of the following):
  • An RHIA, RHIT, CCS, CCS-P, RN, MD or DO and 2 years experience in clinical documentation improvement;
  OR
  • An associate’s degree or higher and 3 years experience in clinical documentation improvement (candidates must also have completed coursework in Medical Terminology and Anatomy and Physiology)

http://www.ahima.org/certification/cdip

3 hours are allotted for this exam. It consists of 140 multiple-choice questions 106 scored and 34 pretest.
As you can see there are actually 6 exams under the main CHTS. These exams assess proficiency in certain health IT roles related to the implementation and management of electronic health information.

• The Clinician/Practitioner Consultant Examination conveys the background and experience of a licensed clinical and professional or public health professional.
• Implementation Manager Examination demonstrates a candidate’s ability to provide on-site management of mobile adoption support teams throughout the implementation process of health IT systems.
• Implementation Support Specialist Examination tests a candidate’s ability to provide on-site user support throughout the health IT system implementation process.
• The Practice Workflow and Information Management Redesign Specialist exam portrays the skills needed to reorganize a provider’s work to effectively use health IT to improve health care.
• Technical/Software Support Staff Examination assesses a candidate’s ability to maintain systems in clinical and public health settings, including patching and upgrading software.
• Trainer Examination conveys the ability to design and deliver training programs to employees in clinical and public health settings.

3 hours are allotted for each exam. All exams consist of 125 Multiple-choice
questions.

For more detailed information review the CHTS Exam Candidate Guide which is located on the CHTS certification exam page under the EXAMS heading in the top toolbar.
AHIMA Credentials
Certified Professional in Health Informatics (CPHI)

– Eligibility Requirements (must meet one of the following):
  • Baccalaureate degree and 2 years of health informatics experience
  • Master’s degree or higher and 1 year of health informatics experience
  • Master’s degree or higher in health informatics from a regionally accredited academic institution.

http://www.ahima.org/certification/CPHI

AHIMA’s newest exam is the CPHI
2.5 hours are allotted for this exam with 110 multiple-choice questions. 100 scored and 10 pre-test
Did you know that AHIMA has several free self-assessments that you can take to see if you are ready for that next step in your career? You can find them on the website listed here. You will be provided with your results via email. These results will assist you in identifying your strengths and where there are opportunities to improve.
Here’s an example of what the self-assessments look like.
Exploring the Possibilities

• Are you ready to take the challenge and pursue a less traveled route?
  – Ask yourself:
    • What area am I passionate about?
    • Do I have the skills to support this role?
    • What additional skills will help propel me down this path?

• Where can a credential lead you to?
• What are some non-traditional roles?
• Expand your network by volunteering for AHIMA

It is important to take the time to determine where your passion is and the skills, knowledge and abilities that you have that can be applied to this passion. If you are lacking in an area, search the BoK and AHIMA website for opportunities to learn. The Career Path can provide some guidance for your journey. Most healthcare facilities are aware of the value of an AHIMA credential. One or more AHIMA credentials demonstrate that you have the expertise in an area which certainly would provide leverage during the job application and interview process. You may want to review job boards and read the job descriptions. Conduct an analysis of your knowledge, skills and abilities to determine your qualifications.
AHIMA also has a career map that shows many available careers for HIM professionals and the promotional and transitional pathways to that particular career. It also links out to sample job descriptions, which may be helpful as you explore job possibilities or areas where you want to aspire. The URL is listed at the bottom of this slide.
Here is a sample of how the career map works. It offers a sample job description, responsibilities, skills required, training and education, etc. And, additional resources are located at the bottom that include the AHIMA Salary Snapshot, and search engines for jobs in the field.
Summary

• What’s your dream career?
• What pathway will you take?
• Do you have the necessary training and credentials?
Find a Career in HIM… the Future is Bright!
References