

# Preparing for the Examination

## Competency Statements

A certification examination is based on an explicit set of competencies. These competencies have been determined through a job analysis study conducted on practitioners. The competencies are subdivided into domains, subdomains, and

tasks as shown in the tables below. Examinations test only content pertaining to the following competencies. The tables of competency statements for the RHIA and RHIT are outlined on the following pages.



## Registered Health Information Administrator Domains, Subdomains, and Tasks

	RECALL	APPLICATION	ANALYSIS	Total
<b>Domain I: Health Data Management</b>				<b>40</b>
<b>Subdomain A. Health Data Structure, Content and Standards</b>	<b>2</b>	<b>6</b>	<b>5</b>	
1. Manage Health Data: Data Elements (plan, design, monitor, verify, interpret)				
2. Manage Health Data: Data Sets (plan, design, monitor, verify, interpret)				
3. Manage Health Data: Data Bases (plan, design, monitor, verify, interpret)				
4. Ensure that documentation in the health record supports the diagnosis and reflects the progress, clinical findings and discharge status				
5. Maintain processes, policies and procedures to assure the accuracy and integrity of health data				
6. Clinical vocabularies and terminologies used in the organization's health information systems: evaluate, select, monitor, verify, interpret				
7. Abbreviation usage in the organization's health information system: plan, select, monitor				
<b>Subdomain B. Healthcare Information Requirement and Standards</b>	<b>2</b>	<b>5</b>	<b>4</b>	
1. Develop organization-wide health record documentation guidelines				
2. Maintain organizational compliance with healthcare information regulations and standards (such as; documentation; retention; reporting)				
3. Interpret, communicate, and apply current laws, accreditation, licensure and certification standards related to health information initiatives at the national, state, local and facility levels				
4. Ensure organizational survey readiness regarding healthcare information for accreditation, licensing and/or certification processes				
<b>Subdomain C. Clinical Classification Systems</b>	<b>2</b>	<b>6</b>	<b>0</b>	
1. Select electronic applications for clinical classification and coding				
2. Implement and manage applications and processes for clinical classification and coding				
3. Validate coding accuracy using clinical information found in the health record				
4. Assign diagnosis and procedure codes				



	RECALL	APPLICATION	ANALYSIS	Total
<b>Subdomain D. Reimbursement Methodologies</b>	2	3	3	
1. Manage the use of clinical data required in reimbursement systems and prospective payment systems (PPS) in healthcare delivery				
2. Organizations revenue cycle management including chargemaster, claims management, and finance decisions support: plan, design, monitor, verify, interpret				
3. Implement and manage processes for compliance and reporting (such as National Correct Coding Initiative; Local Medical Review Policies [LMRP]; Medicare Code Editor [MCE]; Resource-Based Relative Value Scale [RBRVS]; Outpatient Code Editor [OCE])				
<b>Domain 2: Health Statistics, Biomedical Research and Quality Management</b>				16
<b>Subdomain A. Healthcare Statistics and Research</b>	0	4	4	
1. Manage Databases: plan and/or select, design, abstract, monitor, verify, interpret				
2. Analyze and present data for quality management, utilization management, risk management, and other patient care related studies				
<b>Subdomain B. Quality Management and Performance Improvement</b>	0	4	4	
1. Facility-wide quality management and performance improvement programs (monitor and report)				
2. Provide data for healthcare decision making (such as quality; safety and effectiveness of healthcare): assess data needs, design data collection process, coordinate data collection, collect data, interpret data, report information				
<b>Domain 3: Health Services Organization and Delivery</b>				32
<b>Subdomain A. Healthcare Statistics and Research</b>	3	8	5	
1. Analyze and respond to the information needs of internal and external customers throughout the continuum of healthcare services				
<b>Subdomain B. Healthcare Privacy, Confidentiality, Legal, and Ethical Issues</b>	3	8	5	
1. Coordinate the implementation of legal and regulatory requirements related to the health information infrastructure regarding healthcare privacy and confidentiality issues				
2. Manage access, disclosure, and use of personal health information				
3. Organization-wide confidentiality policies and procedures: develop, implement, maintain				
4. Healthcare Privacy training programs: develop, implement, maintain				
5. Investigate and mitigate healthcare privacy issues/problems				



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<b>Domain 4: Information Technology and Systems</b>				<b>32</b>
<b>Subdomain A. Information and Communication Technologies</b>	<b>2</b>	<b>5</b>	<b>1</b>	
1. Implement and manage use of technology applications to ensure data collection, storage, analysis and reporting of information				
2. End-user hardware and software applications to enhance health information documentation: —Plan —Select —Implement				
<b>Subdomain B. Data, Information, and File Structure</b>	<b>1</b>	<b>2</b>	<b>2</b>	
1. Database architecture to meet organizational needs including data dictionary, data modeling, data warehousing: plan, design, implement, monitor, verify				
2. Apply data, communications, and functional standards to achieve interoperability of healthcare information systems (such as; HL7; ASTM) (plan, design, implement, monitor, verify)				
<b>Subdomain C. Data Storage and Retrieval</b>	<b>2</b>	<b>2</b>	<b>2</b>	
1. Apply data/record storage principles and techniques: paper based, hybrid (paper with any other medium), electronic				
2. Query and report from databases using data mining techniques				
3. Design and generate routine and custom reports				
<b>Subdomain D. Data Security</b>	<b>2</b>	<b>2</b>	<b>1</b>	
1. Security measures to safeguard Protected Health Information (PHI): plan, design, implement, monitor, enforce				
2. Protect data integrity and validity using software or hardware technology				
<b>Subdomain E. Healthcare Information Systems</b>	<b>2</b>	<b>4</b>	<b>2</b>	
1. Evaluate and recommend clinical, administrative, and specialty service applications				
2. HIM departmental applications (such as transcription; chart management; encoder): plan, workflow design, application design, select, test, implement, monitor (functionality), evaluate (goal attainment including Return on Investment (ROI), support (system administrator)				
3. Organization-wide information systems: plan, work-flow design, application design, select, test, implement, monitor (functionality), evaluate (goal attainment including Return on Investment (ROI), support (system administrator)				



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<b>Domain 5: Organization and Management</b>				<b>40</b>
<b>Subdomain A. Human Resources Management</b>	<b>3</b>	<b>6</b>	<b>3</b>	
1. Manage human resources (such as staff recruitment; supervision; retention; counseling; disciplinary action)				
2. Ensure compliance with employment laws				
3. Training programs—staff orientation, continuing education, systems: develop, implement, maintain				
4. Productivity standards for health information functions (develop, implement, maintain, feedback to staff)				
5. Benchmarking for HIM departments (such as staffing and productivity) (develop, implement, maintain, feedback)				
6. Perform job analyses				
7. Develop job descriptions				
8. Develop, motivate, and support work teams				
<b>Subdomain B. Financial and Resource Management</b>	<b>3</b>	<b>6</b>	<b>3</b>	
1. Prepare and monitor budgets				
2. Prepare and monitor contracts				
3. Conduct cost-benefit analysis to justify resource needs				
<b>Subdomain C. Strategic Planning and Organizational Development</b>	<b>2</b>	<b>2</b>	<b>2</b>	
1. Develop strategic and operational plans for facility-wide HIM				
2. Facilitate team building, negotiation, and change management				
<b>Subdomain D. Project and Operations Management</b>	<b>2</b>	<b>5</b>	<b>3</b>	
1. Implement and evaluate process engineering to ensure efficient workflow and appropriate outcomes				
2. Implement project management techniques to achieve project goals				
3. Ensure compliance with relevant HIM service regulations and accreditation standards				
4. Identify and implement HIM best practices				
5. Resolve customer complaints				
<b>Total Number of Examination Items</b>	<b>33</b>	<b>78</b>	<b>49</b>	<b>160</b>