

AHIMA Entry-Level Competencies For Health Information Management (HIM) at the Baccalaureate Degree Level

Entry-Level Competencies	Required Bloom's Level	Curricular Considerations - These are topics programs may use to guide students to achieve the competency at the required Bloom's taxonomy level.	List the course number/prefix, course name, type of assignment/activity/project and the location of the assignment/activity/project in the course syllabus' class schedule or calendar that demonstrates the highest Bloom's taxonomic level for each Competency (Columns 1 & 2). Maximum of two (2) assignments per Competency
Institution Name/Program Name:	Illinois State University/Health Information Management Program On Campus Sequence		
Program Director/Credentials:	Jane Turley, RHIA, CCS, CPC		
Address/City, State:	5220 Department of Health Sciences, Normal, IL		
Submission Date:			
Programs must provide CAHIIM with faculty viewing access in the Learning Management System (LMS) for all HIM core courses offered and/or delivered in an online format. Program response in CAS must include the login URL/link, username, & password.			
Domain I. Data Content, Structure & Standards (Information Governance)		<i>Note:</i> Program can increase row height as needed. If copy/paste is used to insert text: Set paste settings to "Match Destination Formatting"	
Subdomain I.A. Classification Systems		<i>Example: HIM 300: Healthcare Quality; Project; Compliance Plan; Week 8</i>	
1. Evaluate, implement and manage electronic applications/systems for clinical classification and coding	5	* Encoders, Computer Assisted Coding (CAC), Systems Development Life Cycle	HSC 346 Healthcare Finance: Capital Budget Proposal to replace Encoder, Week 11. HSC 346 Healthcare Finance: RFI for CAC, Week 13
2. Identify the functions and relationships between healthcare classification systems	3	* Healthcare Classification Systems, taxonomies, nomenclatures, terminologies and clinical vocabularies (ICD, CPT, SNOMED-CT, DSM, RxNorm; Standard Clinical Drug Naming catalog)	HSC 213 Advanced Classification Systems: Convert DSMIV codes to ICD10-CM, Week 15. HSC 214 Healthcare Classification Syst and Reimburse Processes, Code using both ICD10-CM and CPT4 codes, Week 3 - Week 9
3. Map terminologies, vocabularies and classification systems	4	* Mapping from a standard clinical terminology to a HIPAA code set (LOINC to CPT or SNOMED to ICD); Mapping from one code set to another code set (one revision of ICD to another)	HSC 213 Advanced Classification Systems: Map ICD10-CM to ICD9-CM for data retrieval; Week 15. HSC 214 Healthcare Classification Syst. and Reimburse Processes, Map Loinc to CPT, Week 8
4. Evaluate the accuracy of diagnostic and procedural coding	5	* Principles and applications of Classification Systems and auditing	HSC 214 Healthcare Classification Syst and Reimburse Processes; E&M Audit, Week 2
Subdomain I.B. Health Record Content and Documentation			
1. Verify that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status	4	* Health record components for all record types	HSC 345: Utilization Management Case Study; Week 10 . HSC 210: NEEHR Perfect CPRS Chart Deficiency; Week 7 .
2. Compile organization-wide health record documentation guidelines	6	* Standards and regulations for the Joint Commission, Commission on Accreditation of Rehabilitation Facilities (CARF), & Centers for Medicare and Medicaid Services (CMS); Health record documentation policies and procedures	HSC 210: Understanding TJC's Tracer Methodology; Week 16. HSC 340: Compliance Plan; week 15.
3. Interpret health information standards	5		HSC 345: Hospital IP Quality Measures; Week 14 . HSC 210: Standards Assignment; Week 15.

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Subdomain I.C. Data Governance			
1. Format data to satisfy integration needs	4	* Interoperability principles; Capture, structure, and use of health information	HSC 210: Level III Scavenger Hunt: The Power of the EHR; Week 8 - 4. IT 250 Fundamentals of Information Assurance & Security; Wireshark assignment, Week 2
2. Construct and maintain the standardization of data dictionaries to meet the needs of the enterprise	6	* Data sources and data dictionary composition	HSC 200: PHR Personal Information Data Dictionary - Week 2
3. Demonstrate compliance with internal and external data dictionary requirements	3	* Accreditation standards for The Joint Commission, National Committee for Quality Assurance (NCQA), CARF, Community Health Accreditation Program (CHAP), Utilization Review Accreditation Commission (URAC), HL7, American Society for Testing and Materials (ASTM), Healthplan Employer Data Information Sets (HEDIS), Outcome and Assessment Information Set (OASIS), and Uniform Hospital Discharge Data Set (UHDDS)	HSC 200: PHR Personal Information Data Dictionary - Week 2; IT 250 Fundamentals of Information Assurance & Security; Key logger assignment, Week 4
4. Advocate information operability and information exchange	5	* Interoperability Standards and Health Information Exchanges (HIEs)	HSC 340: Health Information Exchange Project - Week 4
Subdomain I.D. Data Management			
1. Analyze information needs of customers across the healthcare continuum	4		IT 262 Information Systems Project Management: Project Needs Assessment; Week 1
2. Evaluate health information systems and data storage design	5	* Storage media, disaster recovery, and cloud computing	HSC 200: PHR Personal Information Data Dictionary; week 2
3. Manage clinical indices/databases/registries	5	* Policies for secondary data sources, registries, and indices	HSC 210: Cancer Registry Assignment; Week 11. HSC 200: PHR Personal Information Data Dictionary; week 2
4. Apply knowledge of database architecture and design to meet organizational needs	3	* Data dictionary, data modeling, and data warehousing; Database architecture and design	HSC 200: PHR Personal Information Data Dictionary - Week 2
5. Evaluate data from varying sources to create meaningful presentations	5		HSC 345: Healthcare Audit; Week 16. HSC 300: Research Project; Week 11.
Subdomain I.E. Secondary Data Sources			
1. Validate data from secondary sources to include in the patient's record, including personal health records	3	* Data stewardship & Information Governance Standards; Patient-Centered Health Information technology and portals	HSC 340: Health Information Exchange Project - Week 4
Domain II. Information Protection: Access, Disclosure, Archival, Privacy & Security			
Subdomain II.A. Health Law			
1. Identify laws and regulations applicable to health care	3	* Health information laws and regulations including HIPAA, The Joint Commission, State laws, and Centers for Medicare and Medicaid Services (CMS)	HSC 345: Meaningful Use Stage 2 for Hospitals; Week 13.
2. Analyze legal concepts and principles to the practice of HIM	4		HSC 230 Legal Aspects of Health Info & Risk Mgmt: Record Retention Assignment; Week 5; HSC 230 Legal Aspects of Health Info & Risk Mgmt Consent Policy Assignment; Week 11

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Subdomain II.B. Data Privacy, Confidentiality & Security			
1. Analyze privacy, security and confidentiality policies and procedures for internal and external use and exchange of health information	4	* Patient verification and identity management policies; Privacy, confidentiality, security principles, policies and procedures, and federal/state laws; E-Discovery	IT250 Fundamentals of Information Assurance and Security; Cryptography assignment, Week 5. IT 250 Fundamentals of Information Assurance and Security; Data Protection Assignment, Week 13
2. Recommend elements included in the design of audit trails and data quality monitoring programs	5	* Data security (audits, controls, data recovery, e-security, disaster recovery planning, and business continuity planning)	HSC 200; Adding security password to PHR; Week 14/15. IT250 Fundamentals of Information Assurance and Security; Disaster Recovery Assignment, Week 14
3. Collaborate in the design and implementation of risk assessment, contingency planning, and data recovery procedures	4	* Health information archival and retrieval systems; Data security protection methods (authentication, encryption, decryption, and firewalls)	HSC 200; Adding security password to PHR; Week 14/15. IT250 Fundamentals of Information Assurance and Security;
4. Analyze the security and privacy implications of mobile health technologies	4		IT 250 Fundamentals of Information Assurance and Security; Threat Assignment, Week 3. IT 250 Fundamentals of Information Assurance and Security; Tor Project, Week 7
5. Develop educational programs for employees in privacy, security, and confidentiality	6	* Privacy & security laws/regulations, adult education strategies, and training methods	HSC 320; Orientation Schedule Assignment; Week 4. HSC 230 Legal Aspects of Health Information and Risk Mgmt, HIPAA Training Assignment, Week 3
Subdomain II.C. Release of Information			
1. Create policies and procedures to manage access and disclosure of personal health information	6	* Principles for releasing PHI; Elements of an authorization	HSC 230 Legal Aspects of Health Info & Risk Mgmt; NPP assignment, Week 3. HSC 230 Legal Aspects of Health Info & Risk Mgmt; Authorization Validation Assignment; Week 6
2. Protect electronic health information through confidentiality and security measures, policies and procedures	3	* Audit techniques and principles	HSC 230 Legal Aspects of Health Info & Risk Mgmt; Breach Notification Assignment, Week 4
Domain III. Informatics, Analytics and Data Use			
Subdomain III.A. Health Information Technologies			
1. Utilize technology for data collection, storage, analysis, and reporting of information	3	* Health information archival and retrieval systems; Computer concepts (hardware components, network systems architecture operating systems and languages, software packages and tools, and cloud computing applications)	HSC 210; NEEHR Perfect Scavenger Hunt I; Week 5, NEEHR Pefect Final Scavenger Hunt; Week 9
2. Assess systems capabilities to meet regulatory requirements	5	* Electronic signatures, data correction, and audit logs	HSC 200; NEEHR Perfect Assignment - Week 9; HSC 210 - Standards; Week 15.
3. Recommend device selection based on workflow, ergonomic and human factors	5	* Human factors and user interface design	HSC 320: Ergonomic Self-Assessment; Week 8 .
4. Take part in the development of networks, including intranet and Internet applications	4	* Communication technologies (Network-LANS, WANS, WLANS, and VPNs); Internet technologies (Intranet, web-based systems, standards SGML, and XML)	IT 250 Fundamentals of Information Assurance and Security: Networking Wireshark Project, Week 2
5. Evaluate system architecture, database design, data warehousing	5	* System testing; Interface management; Data relationships	HSC 250 Fundamentals of Information Assurance and Security: OWASP Security Project;

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6. Create the electronic structure of health data to meet a variety of end user needs	6	* Data information and file structures (data administration, data definitions, data dictionary, data modeling, data structures, data warehousing, and database management systems)	HSC 200; PHR Personal Information Data Dictionary - Week 2
Subdomain III.B. Information Management Strategic Planning			
1. Take part in the development of information management plans that support the organization's current and future strategy and goals	4	* Corporate strategic plan, operation improvement planning, and information management plans; Disaster and recovery planning	HSC 340; Compliance Plan - Week 15
2. Take part in the planning, design, selection, implementation, integration, testing, evaluation, and support of health information technologies	4	* Systems development life cycle (systems analysis, design, implementation, evaluation, maintenance, EHRs, HIEs, and RECs)	HSC 262 Information Systems Project Management: Project Life Cycle Assignments Week 1 - Week 5
Subdomain III.C. Analytics and Decision Support			
1. Apply analytical results to facilitate decision-making	3	* Data display, power point, and dashboards	HSC 345: . Healthcare Audit; Week 16. HSC 300; Research Project; Week 11.
2. Apply data extraction methodologies	3	* Healthcare statistical formulas (LOS, death, birth, and infection rates); Data capture tools and technologies (forms, computer screens, templates, other health record documentation tools; clinical, financial, and administrative)	HSC 210; Statistics Assignment; Week 12; Cancer Registry Assignment; Week 11
3. Recommend organizational action based on knowledge obtained from data exploration and mining	5		HSC 345: Healthcare Audit; Week 16. HSC 300; Research Project; Week 11.
4. Analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare	4	* Descriptive statistics (mean, standard deviation, ranges, and percentiles); Inferential statistics (T-tests, ANOVA, regression analysis, reliability, and validity); Epidemiological applications	HSC 345: Healthcare Audit; Week 16. HSC 300; Research Project; Week 11.
5. Apply knowledge of database querying and data exploration and mining techniques to facilitate information retrieval	3		HSC 300; Research Project; Week 11.
6. Evaluate administrative reports using appropriate software	5		HSC 300; Research Project; Week 11.
Subdomain III.D. Health Care Statistics			
1. Interpret inferential statistics	5	* Inferential statistics (T-tests, ANOVA, regression analysis, reliability, and validity); Computerized statistical packages (SPSS & SAS)	HSC 300; Assignment #7; Week 10; Research Project; Week 11.
2. Analyze statistical data for decision making	4	* Data reporting of statistical healthcare data and presentation techniques	HSC 300; Research Project; Week 11.
Subdomain III.E. Research Methods			
1. Apply principles of research and clinical literature evaluation to improve outcomes	3	* Research design/methods (quantitative, qualitative, evaluative, mixed, and outcomes); Literature review and evaluation; Knowledge-based research techniques (Medline, CMS libraries, AHRQ, and other websites)	HSC 300; Assignment #1; Week 2; Research Project; Week 11.

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2. Plan adherence to Institutional Review Board (IRB) processes and policies	3	* National guidelines regarding human-subjects research (IRB process); Research protocol data management	HSC 300; Exam #4; Week 11.
Subdomain III.F. Consumer Informatics			
1. Educate consumers on patient-centered health information technologies	3	* Patient centered medical homes; Patient portals, patient safety, and patient education; Personal Health Record (PHR)	HSC 340: Health Information Exchange Project - Week 4
Subdomain III.G. Health Information Exchange			
1. Collaborate in the development of operational policies and procedures for health information exchange	4	* HIE's, local, regional including providers, pharmacies, and other health facilities	HSC 340: Health Information Exchange Project - Week 4
2. Conduct system testing to ensure data integrity and quality of health information exchange	6	* Integration, interfaces, and data reliability	HSC 340: Health Information Exchange Project - Week 4. IT250 Fundamentals of Information Assurance and Security: File Verification Assignment, Week 10
3. Differentiate between various models for health information exchange	5		HSC 340: Health Information Exchange Project - Week 4
Subdomain III.H. Information Integrity and Data Quality			
1. Discover threats to data integrity and validity	3	* Intrusion detection systems, audit design, and principles	IT250 Fundamentals of Information Assurance and Security; Threat Assignment, Week 3. IT 250 Fundamentals of Information Assurance and Security; Key Logger Assignment, Week 4.
2. Implement policies and procedures to ensure data integrity internal and external	3	* Authentication, encryption, and password management	IT 250 Fundamentals of Information Assurance and Security; Access Control Assignment, Week 8
3. Apply quality management tools	3	* Control charts, pareto charts, fishbone diagrams and other statistical process control techniques	HSC 345: Assignment #2; Week 5. Healthcare Audit; Week 16.
4. Perform quality assessment including quality management, data quality, and identification of best practices for health information systems	4	* Data quality assessment and integrity; Disease management process (case management, critical paths, and care coordination); Outcomes measurement (patient as patient, customer satisfaction, and disease specific); Patient and organization safety initiatives	HSC 345: Non-Healthcare Audit; Week 9. Healthcare Audit; Week 16.
5. Model policy initiatives that influence data integrity	3		IT250 Fundamentals of Information Assurance & Security: Key Logger Assignment, Week 4
Domain IV. Revenue Management			
Subdomain IV. A. Revenue Cycle and Reimbursement			

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1. Manage the use of clinical data required by various payment and reimbursement systems	5	* Clinical data management; Case mix management; Reimbursement management; Payment Systems (Prospective Payment System (PPS), DRGs, Resource-Based Relative Value Scale (RBRVS), Resource Utilization Groups (RUGs), Value-Based Purchasing (VBP), MSDRGs, commercial, managed care, and federal insurance plans); Billing and reimbursement at hospital inpatient & outpatient, physician offices, and other delivery settings	HSC 213 Advanced Classification Systems; Case Mix Analysis and Impact Assignment, Week 6. HSC346 Healthcare Finance; Resource-based Costing and Average Costing Calculation and Assessment, Week 4
2. Take part in selection and development of applications and processes for chargemaster and claims management	4	* Chargemaster management	HSC 214 Healthcare Classification Syst and Reimburse Processes; Chargemaster Review, Week 8
3. Apply principles of healthcare finance for revenue management	3	* Cost reporting, budget variances, and budget speculation	HSC 346 Healthcare Finance: Cost Variance Analysis Assignment, Week 9
4. Implement processes for revenue cycle management and reporting	3	* Corrective Coding Initiative (CCI)-Electronic Billing X12N; Compliance strategies and reporting; Audit process (compliance and reimbursement); Revenue cycle process; Utilization and resource management	HSC 214 Healthcare Classification Syst and Reimburse Processes; A/R Analysis and Resolution Assignment, Week 7
Domain V. Compliance			
Subdomain V.A. Regulatory			
1. Appraise current laws and standards related to health information initiatives	5	* Compliance strategies and reporting; Regulatory and licensure requirements; Elements of compliance programs; Patient safety	HSC 345: Meaningful Use Stage 2 for Hospitals; Week 13. HSC 340: Compliance Plan, week 15
2. Determine processes for compliance with current laws and standards related to health information initiatives and revenue cycle	5	* Policies and procedures; Non-retaliation policies; Auditing and monitoring	HSC 345: Meaningful Use Stage 2 for Hospitals; Week 13. HSC 340: Compliance Plan Week 15.
Subdomain V.B. Coding			
1. Construct and maintain processes, policies, and procedures to ensure the accuracy of coded data based on established guidelines	6	*UHDDS and Federal compliance guidelines; Official coding guidelines from CMS, AMA, National Committee on Vital and Health Statistics (NCHVS), National Correct Coding Initiative (NCCI), and AHA	HSC 214: Healthcare Classification Syst and Reimburse Processes: CPT Overview Assignment, Week 2; HSC214 Healthcare Classification Syst and Reimburse Processes: Evaluation of Medicare benefit plans Assignment
2. Manage coding audits	5	* Audit principles and reporting	HSC 214 Healthcare Classification Syst and Reimburse Processes: Audit E & M; Week 2
3. Identify severity of illness and its impact on healthcare payment systems	3	* Case mix; Computer Assisted Coding (CAC) systems	HSC 213 Advanced Classification Systems: Advanced Session Report, Week 2. HSC 213 Advanced Classification Systems: Case Mix Analysis and Impact Assessment, Week 6
Subdomain V.C. Fraud Surveillance			
1. Determine policies and procedures to monitor abuse or fraudulent trends	5		HSC 340 - Compliance Plan Week 15
Subdomain V.D. Clinical Documentation Improvement			

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1. Implement provider querying techniques to resolve coding discrepancies	3	* Query process (written, verbal, & template queries; timeliness & interpretation; and query retention)	HSC 213 Advanced Classification Systems: Identify CDI issues and write queries to address the discrepancies, Week 8
2. Create methods to manage Present on Admission (POA), Hospital Acquired Conditions (HACs), and other CDI components	6	* Clinical Documentation Improvement (CDI) metrics and reporting process (concurrent, retrospective, and post-bill review)	HSC 213 Advanced Classification Systems: CDI and Query Metrics Assignment. Week 8. HSC 213 Advanced Classification Systems: HAC Validation Assignment, Week 5
Domain VI. Leadership			
Subdomain VI.A. Leadership Roles			
1. Take part in effective negotiating and use influencing skills	4		HSC 320; Case Study Chapter 30; Week 9.
2. Discover personal leadership style using contemporary leadership theory and principles	3		HSC 320; Myers Briggs Assessment; Week 6.
3. Take part in effective communication through project reports, business reports and professional communications	4		HSC 345: Healthcare Audit; Week 16. HSC 310: Portfolio; Week 9
4. Apply personnel management skills	3	* Communication and interpersonal skills; Leadership and governance	HSC 320; Case Studies; Multiple weeks (1, 6, 9)
5. Take part in enterprise-wide committees	4	* Facilitation, networking, and consensus building	HSC 345: Non-Healthcare Audit; Week 9. Healthcare Audit; Week 16.
6. Build effective teams	6	* Team/consensus building	HSC 345: Non-Healthcare Audit; Week 9. Healthcare Audit; Week 16.
Subdomain VI.B. Change Management			
1. Interpret concepts of change management theories, techniques and leadership	5	* Change management; Risk exposure; Organizational design and mergers	HSC 345: Change Case Study; Week 2 -5.
Subdomain VI.C. Work Design and Process Improvement			
1. Analyze workflow processes and responsibilities to meet organizational needs	4	* Workflow reengineering and workflow design techniques	HSC 200: Workflow Project, Week 14/15. HSC 214 Healthcare Classification Syst and Reimburse Processes: Physican Office Workflow Re-engineering, Week 3
2. Construct performance management measures	6	* Benchmarking techniques (productivity standards, report cards, and dashboards)	HSC 345: Healthcare Audit; Week 16. HSC 320; Job Description Assignment; Week 3.
3. Demonstrate workflow concepts	3	* Use cases; Top down diagrams; Swimlane diagrams	HSC 200: Workflow Project, Week 14/15
Subdomain VI.D. Human Resources Management			
1. Manage human resources to facilitate staff recruitment, retention, and supervision	5	* Principles of human resources management (recruitment, supervision, retention, counseling, and disciplinary action)	HSC 320; Case Study Chapter 1; Week 1. Case Study Chapter 3; Week 2.
2. Ensure compliance with employment laws	5	* Employment laws and labor laws (federal/state); Equal Employment Opportunity Commission (EEOC)	HSC 320; Labor Laws; Week 2

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3. Create and implement staff orientation and training programs	6		HSC 320; Job Description Assignment; Week 3. Productivity Assignment; Week 10
4. Benchmark staff performance data incorporating labor analytics	4		HSC 320; Annual Review; Week 5.
5. Evaluate staffing levels and productivity, and provide feedback to staff regarding performance	5	* Performance standards; Professional development in self and others	HSC 320; Annual Review; Week 5. Productivity Assignment; Week 10.
Subdomain VI.E. Training and Development			
1. Evaluate initial and on-going training programs	5		HSC 320; Orientation Schedule Assignment; Week 4
Subdomain VI.F. Strategic and Organizational Management			
1. Identify departmental and organizational survey readiness for accreditation, licensing, and/or certification processes	3	* Accreditation standards (The Joint Commission, National Committee for Quality Assurance (NCQA), Commission on Accreditation of Rehabilitation Facilities (CARF), Community Health Accreditation Partners (CHAP), Utilization Review Accreditation Commission (URAC), Provider credentialing requirements, and CMS Conditions of Participation)	HSC 210: NEEHR Perfect Understanding TJC Tracer Methodology; Week 16. Standards Lab; Week 15
2. Implement a departmental strategic plan	3	* Strategic planning, critical thinking, and benchmarking	HSC 346: Healthcare Financial Management: Environmental Scan, Week 16
3. Apply general principles of management in the administration of health information services	3	* Organizational structures and theory	HSC 320: Case Study Chapter 13; Week 6. Case Study Chapter 14; Week 6.
4. Evaluate how healthcare policy-making both directly and indirectly impacts the national and global healthcare delivery systems	5	* State, local, and federal policies	HSC 210: NEEHR Perfect Understanding TJC Tracer Methodology; Week 16. Standards Lab; Week 15.
5. Identify the different types of organizations, services, and personnel and their interrelationships across the health care delivery system	3	* Payers/providers in all delivery settings; Accountable Care Organizations (ACOs) and Managed Care Organizations (MCOs); Medical devices and biotech	HSC 210: Departments and Personnel Assignment; Week 1. Sources of Information Assignment; Week 2.
6. Collaborate in the development and implementation of information governance initiatives	4		HSC 262 Information Systems Project Management: Information Governance Assignments; Weeks 8 - 10
7. Facilitate the use of enterprise-wide information assets to support organizational strategies and objectives	4	* Information management planning; Enterprise information management; Master data/information management	HSC 262 Information Systems Project Management: Enterprise Management; Week 9 - 12
Subdomain VI.G. Financial Management			
1. Evaluate capital, operating and/or project budgets using basic accounting principles	5	* Budget process (capital & operating; staffing & budgeting)	HSC 346 Healthcare Finance; Capital Budget Proposal and Operating Budget; Week 11.
2. Perform cost-benefit analysis for resource planning and allocation	4	* Accounting principles; Cost/benefit analysis (outsourcing & acquisition)	HSC 346 Healthcare Finance; Cost Benefit Analysis Assignment, Week 8
3. Evaluate the stages of the procurement process	5	* Content of and answers to a Request for Proposal (RFP), Request For Information (RFI), and Request for Quotation (RFQ)	HSC 346 Healthcare Finance; RFI Assignment, Week 13

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Subdomain VI.H. Ethics			
1. Comply with ethical standards of practice	5	* Professional ethics issues; Ethical decision making process; AHIMA Code of Ethics; Patient rights; Patient safety	HSC 210: Student Orientation; Week 3.
2. Evaluate the culture of a department	5		HSC 298.03: Clinical Professional Practice Department Project; week 3
3. Assess how cultural issues affect health, healthcare quality, cost, and HIM	5	* Healthcare professionals and cultural diversity; Cultural competence and self-awareness; Assumptions, biases, and stereotypes	HSC 300; Research Project; Week 11
4. Create programs and policies that support a culture of diversity	6	*Diversity awareness training programs: age, race, sexual orientation, education, work experience, geographic location, and disability	HSC 320; Job Description Assignment; Week 3.
		* Regulations such as Americans with Disabilities Act (ADA) and Equal Employment Opportunity Commission (EEOC)	HSC 320: Labor Laws; Week 2. Job Description Assignment; Week 3.
Subdomain VI.I. Project Management			
1. Take part in system selection processes	4	* RFI and RFP	HSC 346 Healthcare Finance: RFI Assignment
2. Recommend clinical, administrative, and specialty service applications	5	* RFP vendor selection	HSC 346 Healthcare Finance: RFI Assignment
3. Apply project management techniques to ensure efficient workflow and appropriate outcomes	3	*GANTT Charts, benchmarking, and risk analysis tools	HSC 345: Non-Healthcare Audit; Week 9. Healthcare Audit; Week 16.
4. Facilitate project management by integrating work efforts	4	* Project management principles; Issue tracking, and facilitation techniques	HSC 345: Non-Healthcare Audit; Week 9. Healthcare Audit; Week 16.
Subdomain VI.J. Vendor/Contract Management			
1. Evaluate vendor contracts	5	* Contract management; System acquisition and evaluation	HSC 346 Healthcare Finance: Contracting Assignment, Week 15
2. Develop negotiation skills in the process of system selection	6		HSC 346 Healthcare Finance: Contracting Assignment, Week 15
Subdomain VI.K. Enterprise Information Management			
1. Manage information as a key strategic resource and mission tool	5	* Information Management Plan; Information as an asset	HSC 346 Healthcare Finance: Strategic Planning process; Environmental Scan, Week 16
Supporting Body of Knowledge (Pre-requisite or Evidence of Knowledge)			
1. Pathophysiology and Pharmacology			
2. Anatomy and Physiology			
3. Medical Terminology			
4. Computer Concepts and Applications			
5. Statistics			

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Institution Name/Program Name:	Illinois State University/Health Information Management - Online Sequence (RHIT-HIM)		
Program Director/Credentials:	Jane Turley, RHIA, CCS, CPC		
Address/City, State:	Campus Box 5220, Department of Health Sciences, Normal, IL 61790		
Submission Date:	4/21/2017		
Programs must provide CAHIIM with faculty viewing access in the Learning Management System (LMS) for all HIM core courses offered and/or delivered in an online format. Program response in CAS must include the login URL/link, username, & password.			
Domain I. Data Content, Structure & Standards (Information Governance)		<i>Note:</i> Program can increase row height as needed. If copy/paste is used to insert text: Set paste settings to "Match Destination Formatting"	
Subdomain I.A. Classification Systems		<i>Example: HIM 300: Healthcare Quality; Project; Compliance Plan; Week 8</i>	
1. Evaluate, implement and manage electronic applications/systems for clinical classification and coding	5	* Encoders, Computer Assisted Coding (CAC), Systems Development Life Cycle	HSC 326; RFI Vendor Screening Tool and RFP; Week 14
2. Identify the functions and relationships between healthcare classification systems	3	* Healthcare Classification Systems, taxonomies, nomenclatures, terminologies and clinical vocabularies (ICD, CPT, SNOMED-CT, DSM, RxNorm: Standard Clinical Drug Naming catalog)	RHIT
3. Map terminologies, vocabularies and classification systems	4	* Mapping from a standard clinical terminology to a HIPAA code set (LOINC to CPT or SNOMED to ICD); Mapping from one code set to another code set (one revision of ICD to another)	HSC 328; Mapping Codes; Week 3
4. Evaluate the accuracy of diagnostic and procedural coding	5	* Principles and applications of Classification Systems and auditing	RHIT
Subdomain I.B. Health Record Content and Documentation			
1. Verify that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status	4	* Health record components for all record types	RHIT
2. Compile organization-wide health record documentation guidelines	6	* Standards and regulations for the Joint Commission, Commission on Accreditation of Rehabilitation Facilities (CARF), & Centers for Medicare and Medicaid Services (CMS); Health record documentation policies and procedures	Hsc 327; Standards Comparison; Week 11
3. Interpret health information standards	5		HSC 327; Interpret Standards; Week 13

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Subdomain I.C. Data Governance			
1. Format data to satisfy integration needs	4	* Interoperability principles; Capture, structure, and use of health information	HSC 328; Creating a Personal Information Table; Week 1
2. Construct and maintain the standardization of data dictionaries to meet the needs of the enterprise	6	* Data sources and data dictionary composition	HSC 328; Setting Data Fields, Week 1
3. Demonstrate compliance with internal and external data dictionary requirements	3	* Accreditation standards for The Joint Commission, National Committee for Quality Assurance (NCQA), CARF, Community Health Accreditation Program (CHAP), Utilization Review Accreditation Commission (URAC), HL7, American Society for Testing and Materials (ASTM), Healthplan Employer Data Information Sets (HEDIS), Outcome and Assessment Information Set (OASIS), and Uniform Hospital Discharge Data Set (UHDDS)	HSC 328; Guidelines for Data Dictionary Quiz Q11; Week 1
4. Advocate information operability and information exchange	5	* Interoperability Standards and Health Information Exchanges (HIEs)	HSC 328; Information Governance Committee; Week 13
Subdomain I.D. Data Management			
1. Analyze information needs of customers across the healthcare continuum	4		HSC 328; Transfusion Screen Design; Week 8
2. Evaluate health information systems and data storage design	5	* Storage media, disaster recovery, and cloud computing	HSC 327; Risk Assessment; Week 12
3. Manage clinical indices/databases/registries	5	* Policies for secondary data sources, registries, and indices	HSC 328; Final Assignment; Week 15
4. Apply knowledge of database architecture and design to meet organizational needs	3	* Data dictionary, data modeling, and data warehousing; Database architecture and design	HSC 328; Guidelines for Data Dictionary Quiz Q11; Week 1
5. Evaluate data from varying sources to create meaningful presentations	5		HSC 330; Research Project; Week 14
Subdomain I.E. Secondary Data Sources			
1. Validate data from secondary sources to include in the patient's record, including personal health records	3	* Data stewardship & Information Governance Standards; Patient-Centered Health Information technology and portals	RHIT
Domain II. Information Protection: Access, Disclosure, Archival, Privacy & Security			
Subdomain II.A. Health Law			
1. Identify laws and regulations applicable to health care	3	* Health information laws and regulations including HIPAA, The Joint Commission, State laws, and Centers for Medicare and Medicaid Services (CMS)	HSC 327; Healthcare Laws; Week 9
2. Analyze legal concepts and principles to the practice of HIM	4		HSC 327; Nursing Home Rape Case; Week 13

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Subdomain II.B. Data Privacy, Confidentiality & Security			
1. Analyze privacy, security and confidentiality policies and procedures for internal and external use and exchange of health information	4	* Patient verification and identity management policies; Privacy, confidentiality, security principles, policies and procedures, and federal/state laws; E-Discovery	HSC 327; E-discovery policy; week 14
2. Recommend elements included in the design of audit trails and data quality monitoring programs	5	* Data security (audits, controls, data recovery, e-security, disaster recovery planning, and business continuity planning)	HSC 327; Process Control Plan and Dashboard; Week 5
3. Collaborate in the design and implementation of risk assessment, contingency planning, and data recovery procedures	4	* Health information archival and retrieval systems; Data security protection methods (authentication, encryption, decryption, and firewalls)	HSC 327; Risk Assessment; Week 12
4. Analyze the security and privacy implications of mobile health technologies	4		HSC 327, HIPAA and Mobile Phones; Privacy Breach; Week 7
5. Develop educational programs for employees in privacy, security, and confidentiality	6	* Privacy & security laws/regulations, adult education strategies, and training methods	HSC 327; HIPAA and Privacy; Week 14-15
Subdomain II.C. Release of Information			
1. Create policies and procedures to manage access and disclosure of personal health information	6	* Principles for releasing PHI; Elements of an authorization	HSC 327; Federal Register Policy and Procedure; Week 10
2. Protect electronic health information through confidentiality and security measures, policies and procedures	3	* Audit techniques and principles	HSC 328; Security Assingmeny; Week 12
Domain III. Informatics, Analytics and Data Use			
Subdomain III.A. Health Information Technologies			
1. Utilize technology for data collection, storage, analysis, and reporting of information	3	* Health information archival and retrieval systems; Computer concepts (hardware components, network systems architecture operating systems and languages, software packages and tools, and cloud computing applications)	HSC 328; Formatting Final PHR database; Week 15
2. Assess systems capabilities to meet regulatory requirements	5	* Electronic signatures, data correction, and audit logs	HSC 328; Electronic Signatures; Week 13
3. Recommend device selection based on workflow, ergonomic and human factors	5	* Human factors and user interface design	HSC 329; Ergonomics; Week 16
4. Take part in the development of networks, including intranet and Internet applications	4	* Communication technologies (Network-LANS, WANS, WLANS, and VPNs); Internet technologies (Intranet, web-based systems, standards SGML, and XML)	HSC 329; Internet Usage; Week 15
5. Evaluate system architecture, database design, data warehousing	5	* System testing; Interface management; Data relationships	HSC 328; Final Assignment; Week 15

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6. Create the electronic structure of health data to meet a variety of end user needs	6	* Data information and file structures (data administration, data definitions, data dictionary, data modeling, data structures, data warehousing, and database management systems)	HSC 328; Creating Remaining Clinical Data Foreign Keys and Relationships; Week 4
Subdomain III.B. Information Management Strategic Planning			
1. Take part in the development of information management plans that support the organization's current and future strategy and goals	4	* Corporate strategic plan, operation improvement planning, and information management plans; Disaster and recovery planning	HSC 328; New EMR SWOT Analysis; Week 6
2. Take part in the planning, design, selection, implementation, integration, testing, evaluation, and support of health information technologies	4	* Systems development life cycle (systems analysis, design, implementation, evaluation, maintenance, EHRs, HIEs, and RECs)	HSC 328; Chapter 2 Quiz Q 11 essay; Week 4
Subdomain III.C. Analytics and Decision Support			
1. Apply analytical results to facilitate decision-making	3	* Data display, power point, and dashboards	HSC 330; Graphs assignment; Week 4. HSC 327; Pareto Charts; Week 3
2. Apply data extraction methodologies	3	* Healthcare statistical formulas (LOS, death, birth, and infection rates); Data capture tools and technologies (forms, computer screens, templates, other health record documentation tools; clinical, financial, and administrative)	HSC 330; ED Data Analysis; Week 10
3. Recommend organizational action based on knowledge obtained from data exploration and mining	5		HSC 327; Solution Sets; Week 4
4. Analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare	4	* Descriptive statistics (mean, standard deviation, ranges, and percentiles); Inferential statistics (T-tests, ANOVA, regression analysis, reliability, and validity); Epidemiological applications	HSC 327; Pareto Charts and Problem Statements; Week 3
5. Apply knowledge of database querying and data exploration and mining techniques to facilitate information retrieval	3		HSC 330; Research Project; Week 14
6. Evaluate administrative reports using appropriate software	5		HSC 330; Research Project; Week 14
Subdomain III.D. Health Care Statistics			
1. Interpret inferential statistics	5	* Inferential statistics (T-tests, ANOVA, regression analysis, reliability, and validity); Computerized statistical packages (SPSS & SAS)	HSC 330; Research Project; Week 14
2. Analyze statistical data for decision making	4	* Data reporting of statistical healthcare data and presentation techniques	HSC 330; Research Project; Week 14
Subdomain III.E. Research Methods			
1. Apply principles of research and clinical literature evaluation to improve outcomes	3	* Research design/methods (quantitative, qualitative, evaluative, mixed, and outcomes); Literature review and evaluation; Knowledge-based research techniques (Medline, CMS libraries, AHRQ, and other websites)	HSC 330; Research Articles; Week 2

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2. Plan adherence to Institutional Review Board (IRB) processes and policies	3	* National guidelines regarding human-subjects research (IRB process); Research protocol data management	HSC 330; Human Testing IRB ; Week 8
Subdomain III.F. Consumer Informatics			
1. Educate consumers on patient-centered health information technologies	3	* Patient centered medical homes; Patient portals, patient safety, and patient education; Personal Health Record (PHR)	HSC 328; Final Assignment; Week 15
Subdomain III.G. Health Information Exchange			
1. Collaborate in the development of operational policies and procedures for health information exchange	4	* HIE's, local, regional including providers, pharmacies, and other health facilities	HSC 328; HIE policies; Week 15
2. Conduct system testing to ensure data integrity and quality of health information exchange	6	* Integration, interfaces, and data reliability	HSC 328; HIE Systems Testing; Week 16
3. Differentiate between various models for health information exchange	5		HSC 328; HIE Differentiation; Week 15
Subdomain III.H. Information Integrity and Data Quality			
1. Discover threats to data integrity and validity	3	* Intrusion detection systems, audit design, and principles	HSC 328; Patient Portal Threats; Week 9
2. Implement policies and procedures to ensure data integrity internal and external	3	* Authentication, encryption, and password management	HSC 328; Integrity Policies; Week 4
3. Apply quality management tools	3	* Control charts, pareto charts, fishbone diagrams and other statistical process control techniques	HSC 327; Pareto Charts and Problem Statements; Week 3. HSC 327; SIPOC and Process Map; Week 2
4. Perform quality assessment including quality management, data quality, and identification of best practices for health information systems	4	* Data quality assessment and integrity; Disease management process (case management, critical paths, and care coordination); Outcomes measurement (patient as patient, customer satisfaction, and disease specific); Patient and organization safety initiatives	HSC 327; Measurement Plan; Week 2. HSC 327; Pareto Charts; Week 3
5. Model policy initiatives that influence data integrity	3		HSC 328; Skipping Fields; Week 5
Domain IV. Revenue Management			
Subdomain IV. A. Revenue Cycle and Reimbursement			
1. Manage the use of clinical data required by various payment and reimbursement systems	5	* Clinical data management; Case mix management; Reimbursement management; Payment Systems (Prospective Payment System (PPS), DRGs, Resource-Based Relative Value Scale (RBRVS), Resource Utilization Groups (RUGs), Value-Based Purchasing (VBP), MSDRGs, commercial, managed care, and federal insurance plans); Billing and reimbursement at hospital inpatient & outpatient, physician offices, and other delivery settings	HSC 326; Calculation of RVU; Week 3. HSC 326; Physician Office Profitability; Week 15. HSC 327; Case Mix Analysis Week 6

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2. Take part in selection and development of applications and processes for chargemaster and claims management	4	* Chargemaster management	HSC 326; Chargemaster Assignment; Week 12
3. Apply principles of healthcare finance for revenue management	3	* Cost reporting, budget variances, and budget speculation	HSC 326; Operating Budget; Week 7. HSC 326; Variance Analysis; Week 5
4. Implement processes for revenue cycle management and reporting	3	* Corrective Coding Initiative (CCI)-Electronic Billing X12N; Compliance strategies and reporting; Audit process (compliance and reimbursement); Revenue cycle process; Utilization and resource management	HSC 326; Physician Office Profitability; Week 15
Domain V. Compliance			
Subdomain V.A. Regulatory			
1. Appraise current laws and standards related to health information initiatives	5	* Compliance strategies and reporting; Regulatory and licensure requirements; Elements of compliance programs; Patient safety	HSC 327; Federal Register Policy and Procedure; Week 10
2. Determine processes for compliance with current laws and standards related to health information initiatives and revenue cycle	5	* Policies and procedures; Non-retaliation policies; Auditing and monitoring	HSC 327; Federal Register Policy and Procedure; Week 10
Subdomain V.B. Coding			
1. Construct and maintain processes, policies, and procedures to ensure the accuracy of coded data based on established guidelines	6	*UHDDS and Federal compliance guidelines; Official coding guidelines from CMS, AMA, National Committee on Vital and Health Statistics (NCHVS), National Correct Coding Initiative (NCCI), and AHA	HSC 326; Coding Audit Policy; Week 10
2. Manage coding audits	5	* Audit principles and reporting	HSC 326; Coding Audit; Week 11
3. Identify severity of illness and its impact on healthcare payment systems	3	* Case mix; Computer Assisted Coding (CAC) systems	HSC 326; Case Mix Analysis; Week 6
Subdomain V.C. Fraud Surveillance			
1. Determine policies and procedures to monitor abuse or fraudulent trends	5		HSC 327; Federal Register Policy and Procedure; Week 10
Subdomain V.D. Clinical Documentation Improvement			
1. Implement provider querying techniques to resolve coding discrepancies	3	* Query process (written, verbal, & template queries; timeliness & interpretation; and query retention)	HSC 326; RAC Appeals and Physican Queries; Week 13
2. Create methods to manage Present on Admission (POA), Hospital Acquired Conditions (HACs), and other CDI components	6	* Clinical Documentation Improvement (CDI) metrics and reporting process (concurrent, retrospective, and post-bill review)	HSC 326; Outstanding Queries; Week 13
Domain VI. Leadership			

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Subdomain VI.A. Leadership Roles			
1. Take part in effective negotiating and use influencing skills	4		HSC 329; Case Study Chapter 36; Week 11
2. Discover personal leadership style using contemporary leadership theory and principles	3		HSC 329; Self Assessment and Development Plan; Week 16
3. Take part in effective communication through project reports, business reports and professional communications	4		HSC 329; Executive Summaries; Week 1,2,7,11; HSC 326. Capital Budget Proposal; Week 8
4. Apply personnel management skills	3	* Communication and interpersonal skills; Leadership and governance	HSC 329; Case Studies; Week 1,2,7,8,11
5. Take part in enterprise-wide committees	4	* Facilitation, networking, and consensus building	
6. Build effective teams	6	* Team/consensus building	HSC 329; Effective Team; Week 10
Subdomain VI.B. Change Management			
1. Interpret concepts of change management theories, techniques and leadership	5	* Change management; Risk exposure; Organizational design and mergers	HSC 327; Change Management Plan; Week 5
Subdomain VI.C. Work Design and Process Improvement			
1. Analyze workflow processes and responsibilities to meet organizational needs	4	* Workflow reengineering and workflow design techniques	HSC 327; Solution Sets; Week 4
2. Construct performance management measures	6	* Benchmarking techniques (productivity standards, report cards, and dashboards)	HSC 327; Process Control Plan; Week 5
3. Demonstrate workflow concepts	3	* Use cases; Top down diagrams; Swimlane diagrams	HSC 327; SIPOC and Process Map; Week 2
Subdomain VI.D. Human Resources Management			
1. Manage human resources to facilitate staff recruitment, retention, and supervision	5	* Principles of human resources management (recruitment, supervision, retention, counseling, and disciplinary action)	HSC 329; Case Study Chapter 13 and 14; Week 7
2. Ensure compliance with employment laws	5	* Employment laws and labor laws (federal/state); Equal Employment Opportunity Commission (EEOC)	HSC 329; Labor Laws Exam; Week 1
3. Create and implement staff orientation and training programs	6		HSC 329; New Employee Orientation; Week 4
4. Benchmark staff performance data incorporating labor analytics	4		HSC 329; Annual Review and Staff Development; Week 5
5. Evaluate staffing levels and productivity, and provide feedback to staff regarding performance	5	* Performance standards; Professional development in self and others	HSC 329; Productivity Assignment; Week 13
Subdomain VI.E. Training and Development			
1. Evaluate initial and on-going training programs	5		HSC 329; Evaluate Training Program; Week 15

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Subdomain VI.F. Strategic and Organizational Management			
1. Identify departmental and organizational survey readiness for accreditation, licensing, and/or certification processes	3	* Accreditation standards (The Joint Commission, National Committee for Quality Assurance (NCQA), Commission on Accreditation of Rehabilitation Facilities (CARF), Community Health Accreditation Partners (CHAP), Utilization Review Accreditation Commission (URAC), Provider credentialing requirements, and CMS Conditions of Participation)	HSC 327; Standards Comparison; Week 11
2. Implement a departmental strategic plan	3	* Strategic planning, critical thinking, and benchmarking	HSC 328; New EMR SWOT Analysis; Week 6
3. Apply general principles of management in the administration of health information services	3	* Organizational structures and theory	HSC 329; Case Study and Exec Summary Chapter 1; Week 1
4. Evaluate how healthcare policy-making both directly and indirectly impacts the national and global healthcare delivery systems	5	* State, local, and federal policies	HSC 330; US Healthcare vs. world healthcare; Week 11
5. Identify the different types of organizations, services, and personnel and their interrelationships across the health care delivery system	3	* Payers/providers in all delivery settings; Accountable Care Organizations (ACOs) and Managed Care Organizations (MCOs); Medical devices and biotech	HSC 328; Information Governance Committee; Week 13
6. Collaborate in the development and implementation of information governance initiatives	4		HSC 328; Chapter 13 Quiz Q11; Week 9
7. Facilitate the use of enterprise-wide information assets to support organizational strategies and objectives	4	* Information management planning; Enterprise information management; Master data/information management	HSC 327; Quality Improvement Exam Q23; Week 6
Subdomain VI.G. Financial Management			
1. Evaluate capital, operating and/or project budgets using basic accounting principles	5	* Budget process (capital & operating; staffing & budgeting)	HSC 326; Operating Budget; Week 7. HSC 326; Capital Budget; Week 8
2. Perform cost-benefit analysis for resource planning and allocation	4	* Accounting principles; Cost/benefit analysis (outsourcing & acquisition)	HSC 326; GAAP Quiz, Week 1. HSC 326; Break Even Analysis; Week 4
3. Evaluate the stages of the procurement process	5	* Content of and answers to a Request for Proposal (RFP), Request For Information (RFI), and Request for Quotation (RFQ)	HSC 326; RFI Vendor Screening Tool; Week 14
Subdomain VI.H. Ethics			
1. Comply with ethical standards of practice	5	* Professional ethics issues; Ethical decision making process; AHIMA Code of Ethics; Patient rights; Patient safety	HSC 327; Law Exam 1; Week 7; HSC 327; Law Exam 2; Week 9; RHIT
2. Evaluate the culture of a department	5		HSC 329; Effective Team; Week 10. HSC 329; Case Study Chapter 11; Week 10
3. Assess how cultural issues affect health, healthcare quality, cost, and HIM	5	* Healthcare professionals and cultural diversity; Cultural competence and self-awareness; Assumptions, biases, and stereotypes	RHIT

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4. Create programs and policies that support a culture of diversity	6	*Diversity awareness training programs: age, race, sexual orientation, education, work experience, geographic location, and disability	HSC 329; Diversity Plan; Week 14
		* Regulations such as Americans with Disabilities Act (ADA) and Equal Employment Opportunity Commission (EEOC)	HSC 329; Labor Laws Exam; Week 1. HSC 329; Ergonomics; Week 16
Subdomain VI.I. Project Management			
1. Take part in system selection processes	4	* RFI and RFP	HSC 326; RFI Vendor Screening Tool and RFP; Week 14
2. Recommend clinical, administrative, and specialty service applications	5	* RFP vendor selection	HSC 326; RFI Vendor Screening Tool and RFP; Week 14
3. Apply project management techniques to ensure efficient workflow and appropriate outcomes	3	*GANTT Charts, benchmarking, and risk analysis tools	HSC 327; Project Charter and GANNT chart; Week 1
4. Facilitate project management by integrating work efforts	4	* Project management principles; Issue tracking, and facilitation techniques	HSC 327; Project Charter and GANNT chart; Week 1
Subdomain VI.J. Vendor/Contract Management			
1. Evaluate vendor contracts	5	* Contract management; System acquisition and evaluation	HSC 328; Contract evaluation and negotiation; Week 11
2. Develop negotiation skills in the process of system selection	6		HSC 328; Contract evaluation and negotiation; Week 11
Subdomain VI.K. Enterprise Information Management			
1. Manage information as a key strategic resource and mission tool	5	* Information Management Plan; Information as an asset	HSC 327; Process Control Plan and Dashboard; Week 5
Supporting Body of Knowledge (Pre-requisite or Evidence of Knowledge)			
1. Pathophysiology and Pharmacology			
2. Anatomy and Physiology			
3. Medical Terminology			
4. Computer Concepts and Applications			
5. Statistics			

INSERVICE PRESENTATION EVALUATION

Understanding and Knowledge of the topic:

"A" Paper – 5 pts.	"B" Paper – 4 pts.	"C" Paper – 3 pts.	"D" Paper – 2 pts.
Exhibits intuitive insight into the topic	Exhibits some understanding and accurately defines the topic	Exhibits minimal understanding and knowledge of the topic	Doesn't get it.

Comments:

Organization: idea flow,

"A" Paper – 5 pts.	"B" Paper – 4 pts.	"C" Paper – 3 pts.	"D" Paper – 2 pts.
Clear and logical format , very professional	Near professional style with minor problems	Clear but not formal or organized enough	No clue who the audience is.

Comments:

Presentation Style: professional, spontaneous, comfortable

"A" Paper – 5 pts.	"B" Paper – 4 pts.	"C" Paper – 3 pts.	"D" Paper – 2 pts.
Professional style of presentation, comfortable	Minor nervousness, but overall successful delivery	Annoying speaking habits, which include repetitive physical movements, lack of eye contact, and umms	Lacks composure, can't get it together

Comments:

Use of Audiovisual Aids: quality of the Power Point, any other aids

"A" Paper – 5 pts.	"B" Paper – 4 pts.	"C" Paper – 3 pts.	"D" Paper – 2 pts.
Appropriate for audience, effective, professional, and no glitches	Appropriate for audience, effective, with some quality and /or operational problems	Not appropriate for audience, either overproduced or underutilized	Not appropriate for audience, none at all, or technological disaster

Comments:

Effectiveness of Presentation

"A" Paper – 5 pts.	"B" Paper – 4 pts.	"C" Paper – 3 pts.	"D" Paper – 2 pts.
Desired impact achieved	Somewhat effective, but missing the essential flavor of importance	Lack of real effectiveness, read, included irrelevant content, complacent	Couldn't wait for it to be over for both the audience and speaker

Comments:

Appendix F

Overall Presentation

"A" Paper – 5 pts.	"B" Paper – 4 pts.	"C" Paper – 3 pts.	"D" Paper – 2 pts.
Interesting, professional, appealing, effective, impressive	Interesting, professional, with some minor problems of expression	Adequate, but not professional, problems with expression and/or content	Bored, struggled, lost the audience

Comments:

Grading Summary:

Category	<i>Points</i>
Understanding & Knowledge	
Organization	
Presentation Style	
Use of Audiovisual Aids	
Effectiveness	
Overall Assessment	
Total vs. Maximum Points:	
Percentage	
Final Grade:	

WRITTEN PROJECT EVALUATION GRADING RUBRIC

Understanding and Knowledge of Topic or Issue:

5 pts.	4 pts.	3 pts.	2 pts.
Exhibits intuitive insight and exhibits thorough knowledge of topic, or issue	Exhibits some understanding and accurately defines the topic or issue	Exhibits minimal understanding and knowledge of topic, or issue or an incomplete description	Omitted all or part of an assignment or provides and inaccurate description of a topic, or issue

Comments:

Organization: Appropriate categories with appropriate content, follows instructions

5 pts.	4 pts.	3 pts.	2 pts.
Well organized content with appropriate categories	Minimal problems with content organization or content +	Consistent problems with organization, missing content or did not follow instructions.	Lacks organization; project does not flow well. Evidence that previous versions of project templates were used.

Comments:

Writing Style: business writing, sentence structure, wording

5 pts.	4 pts.	3 pts.	2 pts.
Professional style of writing	Near professional style with minor problems	Clear presentation, major problems with writing style	Lacks any sense of who the audience is

Comments:

Clarity of Thought: idea flow

5 pts.	4 pts.	3 pts.	2 pts.
Consistently achieves clarity of thought throughout	Achieves clarity but with minor problems of expression	Inconsistent in achieving clarity of thought	Major lapses in clarity of thought

Comments:

Format: page setup, paragraphs, spacing, labeling, pagination, titles

5 pts.	4 pts.	3 pts.	2 pts.
Complete, consistent and understandable format	Complete and consistent format but with minor problems	Format inconsistent and/or incomplete	Major problems with format or no format at all

Comments:

Appendix G

Presentation of Data: outline, flow chart, bullets, graphs

5 pts.	4 pts.	3 pts.	2 pts.
Consistent and appropriate presentation of information	Consistent and appropriate presentation of information but with minor problems	Presents information inconsistently and ineffectively and inappropriately	Lack of presentation of data with no acceptable rationale for omission

Comments:

Grammar: syntax, punctuation, capitalization, singular/pleural, spelling

5 pts.	4 pts.	3 pts.	2 pts.
Correct grammar and usage	Minor problems with grammar and usage	Consistent problems with grammar and usage	Major problems with grammar and usage, distracting to read

Comments:

Overall Assessment: Content and presentation

5 pts.	4 pts.	3 pts.	2 pts.
Comprehensive and professional	Complete and professional but with minor problems	Adequate content, but not professional	Inadequate, not visually appealing

Comments:

Grading Summary:

Site Supervisor Grade (25%):

Category	Points
Understanding & Knowledge	
Organization	
Writing Style	
Clarity of Thought	
Format	
Presentation of Data	
Grammar	
Overall Assessment	
Total vs. Maximum Points:	
Project Grade (75%)	
Final Grade:	