**CAHIMS Certificate**

This certificate offers an overview of healthcare, health information technology, and health information management systems. The focus is on the role and responsibilities of entry-level health IT specialists in each phase of the health information management systems lifecycle. The curriculum is aligned to the new CAHIMS (Certified Associate in Healthcare Information and Management Systems) certification administered by HIMSS (Health Information Management Systems Society). This certificate is designed for students who have a previous degree or experience in IT or in healthcare and serves as a career pathway into health IT careers.

“Those who sit for the [CAHIMS] exam and pass it will become armed with a valuable credential, qualifying them to facilitate and improve the quality of health IT and business management systems across the healthcare setting.” *From the CAHIMS site* [*http://www.himss.org/asp/certification\_cahims.asp*](http://www.himss.org/asp/certification_cahims.asp)

**Main Subject Areas**

* Healthcare Environment
* Leadership and Planning in Healthcare
* Professionalism and Communication Skills in Healthcare
* Health Information Technology Environment
* Privacy and Security
* Health Information Management Systems Analysis and Design
* Health Information Management Systems Selection and Acquisition
* Health Information Management Systems Implementation and Management
* Health Information Management Systems Testing and Evaluation

**Learning Outcomes**

* Present basic characteristics, interrelationships, and services of different types of healthcare organizations
* Discuss the impact of commonly accepted laws, regulations, accreditation, and other state and local rules that govern the healthcare industry, with an emphasis on privacy and security
* Identify significant business trends affecting the healthcare field and discuss their potential impact on providers and customers
* Present best practices to support ethical behaviors, communication, leadership and professionalism in healthcare organizations
* Describe the role and characteristics of various IT applications and systems commonly used in healthcare
* Discuss significant technology trends affecting the health IT field
* Present organizational policies and procedures to ensure confidentiality, integrity, and availability of data
* Present the key steps, strategies and roles that support health information management systems analysis and design
* Present the key steps, strategies and roles that support health information management systems selection and acquisition
* Present the key steps, strategies and roles that support health information management systems implementation and management
* Present the key steps, strategies and roles that support health information management systems testing and evaluation
* Present the role of health IT specialists in each phase of the health information management systems lifecycle

**Course Title:** Healthcare Environment and Professional Skills – 5 credits

**Course Description:** This course gives an overview of the healthcare environment and of the leadership, planning, professional and communication skills that are essential to be successful in this environment. It covers the healthcare systems as a whole including provider, governing and payment organizations.

**Content Outline**

* Healthcare Environment
* Healthcare Delivery Organizations
* Healthcare Payment Systems
* Role of Healthcare Professionals
* Government Regulation and Certification
* Leadership and Change Management
* Quality Standards
* IT Strategic Planning
* Business Communication and Ethics
* Teams and Team Building
* Professionalism and Customer Service
* Staying Current with Technology and Industry

**Leaning Outcomes**

* Present basic characteristics, interrelationships, and services of different types of healthcare organizations
* Differentiate among major clinical and business departments and functions found in healthcare organizations
* Discuss the impact of commonly accepted laws, regulations, accreditation, and other state and local rules that govern the healthcare industry
* Identify significant business trends affecting the healthcare field and discuss their potential impact on providers and customers
* Describe strategies to monitor and assess ongoing individual or specific organizational performance indicators
* Present the key elements of healthcare organizations ethical business principles
* Present best practices that support effective business communication for different purposes and audiences
* Describe the purpose and outline the main components of a strategic plan
* Describe individual and team roles, responsibilities, and discuss effective team processes
* Describe the purpose and compare different approaches to change management and control
* Identify the key elements and effective characteristics of system, operational, and department documentation
* Discuss effective ways to stay current with industry, practice and technology trends
* Identify key characteristics of effective customer service and professional conduct in the healthcare environment
* Define quality standards in the healthcare industry and identify practices that comply or do not comply with these standards

**Course Title:** Health Technology Environment and Security – 5 credits

**Course Description:** This course gives an overview of the healthcare technology environment, various health IT applications, and associated privacy and security policies and compliance. It focuses on health information management systems as well as applications that connect into system, and on the flow and transfer of data throughout the healthcare system.

**Content Outline**

* Healthcare Technology Environment
* Health IT Applications
* Electronic Health and Medical Records
* Clinical and Financial Applications
* Consumer Health Informatics
* Systems Architecture and Components
* Healthcare Data Exchange and Standards
* Privacy and Security Policies and compliance
* Security Risk Assessment and Audits
* Data and Systems Security Management
* Disaster Recovery and Business Continuity

**Leaning Outcomes**

* Describe the role and characteristics of various IT applications, such as clinical, administrative, financial applications commonly used in healthcare
* Present the roles and characteristics of the information and communication technologies, such as infrastructure, servers, web services, data exchange and storage that supports the healthcare environment
* Discuss significant technology trends affecting the health IT field
* Present organizational policies and procedures to ensure confidentiality, integrity, and availability of data
* Identify organizational roles (e.g., information security, physical security, compliance) responsible for managing vulnerabilities
* Present procedures and tools to identify and mitigate potential privacy/security risks and breaches, and to conduct audits
* Define the different levels of and strategies to maintain data management controls (e.g., data ownership, criticality, security levels, protection controls, retention and destruction requirements, access controls)
* Describe the key elements of disaster recovery and business continuity plans
* Describe the key elements of privacy and security audits

**Course Title:** HIMS Systems Analysis, Implementation and Maintenance – 5 credits

**Course Description:** This course gives an overview of the healthcare information management systems lifecycle, including analysis planning and design, selection and acquisition, implementation and management, and testing and evaluation. The focus is on best practices and standards that guide effective implementation and maintenance of information systems to support clinical processes and workflow in healthcare organizations.

**Content Outline**

* Health Information Management Systems Analysis, Planning and Design
* Clinical Process and Workflow Analysis
* Business, User and Technical Requirements
* Usability and Human Factors
* Health IT Project Management
* Health Information Management Systems Selection
* Health Information Management Systems Acquisition
* Interoperability Standards and Certification
* Health Information Management Systems Implementation
* End User Training and Support
* Health Information Management Systems Monitoring and Maintenance
* Testing Methodology and Planning
* Testing Implementation and Documentation

**Leaning Outcomes**

* Present effective strategies to gather, analyze and prioritize user and technical requirements
* Describe processes that support the documentation and analysis of current business and clinical processes (e.g., process mapping, flow diagramming, needs analysis)
* Present the key steps in proposal development and systems specification, including system verification, validation, and reliability activities
* Describe issues that relate to usability and human factors in system selection and implementation, and best practices to resolve these issues
* Describe the purpose and identify the elements of requests for information and requests for proposals
* Identify the key steps and factors in systems and vendor selection, and in systems acquisition
* Give an overview and key elements of the systems lifecycle management process, with specific roles and responsibilities for each phase of the process
* Describe strategies for user training and support, and ways to assess these strategies based on user feedback and systems performance metrics
* Outline the main roles and responsibilities in routine systems monitoring and management
* Describe the purpose and format of various systems documentations
* Outline testing methods and plans to support systems implementation and ongoing performance