A Career in Health Information Management (HIM)

Developed by the 2018 AHIMA House of Delegates HIM Awareness Task Force

For students and those seeking to enter the HIM profession
What do you want to do in the future?
Have you thought about a Health Information Management (HIM) career?
An HIM career is right for you if you…

• See yourself in a career that offers diverse opportunities
• Would like to work in healthcare, but not directly with patients
• Have an aptitude for science, but also like management, law, and computers
• Enjoy working with professionals: physicians, nurses, lawyers, administrators, and executives
• Want a career where you can choose to work on your own, with others, or some of both
What is Health Information Management?

Why consider it for your career?
Health Information Management

• Health information management (HIM) is the practice of acquiring, analyzing, and protecting digital and traditional medical information vital to providing quality patient care

• It is a combination of business, science, and information technology
What is Health Information?

• All information that could be gathered when being seen in a doctor’s office or other healthcare facility
• This could include any treatment to the patient, such as:
  – Medical history
  – Lab results
  – X-rays
  – Clinical Information
  – Notes
• This information can also be used to:
  – See patient’s health over time
  – Understand ways to treat larger communities
  – Advancement of medicine
  – Payment of care provided to patient
Health Information Management Professionals

Are experts in…

- Managing patient information and health records
- Implementing and optimizing computer information systems
- Coding diagnoses and procedures in all care settings
Health Information Management Professionals

Are experts in....

- Maintaining patient confidentiality
- Collecting and storing information
- Using and transmitting information
HIM is One of the Fastest Growing Occupations

“Employment of health information technicians is projected to grow 13 percent from 2016 to 2026, faster than the average for all occupations.”

Source: Occupational Outlook Handbook, October 2017
https://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm#tab-6
Employment Opportunities

Unlimited!

- Hospitals
- Doctor's Offices
- Nursing Homes
- Government Offices
- Colleges/Universities
Employment Opportunities

Pharmaceutical Companies
Insurance Companies
Consulting Firms
Law Firms
Correctional Facilities
Finding The Perfect Fit

Entry/Mid Level Careers

• Coding/Billing Professional
• Data Analyst
• Credentialing Specialist
• Cancer Registrar
• Supervision/Management

Advanced Careers

• HIM Director
• Data Quality Director
• Informatics Researcher
• HIM Professor
• Chief Compliance Officer
• Director of Clinical Informatics
• Chief Technology Officer
HIM Career Map

Coding Professional

Description
The Coding Professional is responsible for conducting inpatient coding audits and providing educational programs based on auditing results. The coding professional effectively uses abstracting databases, internal and external audit results, QIO reports, and revenue cycle edit denial information. This position requires effective interaction with both coding staff and different levels of management throughout the healthcare system.

Responsibilities
Conduct ongoing record audits to verify coding and MS-DRG accuracy; Perform educational sessions for coding specialists, documentation specialists, and physicians; Act as a liaison for electronic physician query application; Timely reporting of coding and MS-DRG accuracy based on audit results; Serve as expert resource for all coding staff.

Skills Required
Computer skills; Communication skills; Coding and auditing skills

Alternate Title
Coding Auditor, Certified Coding Professional, Coding Validator

Related Jobs
- DRG Validator (Transition)
- Health Information Technician (Transition)
- Coding Manager (Promotion)
- Coding Trainer (Promotion)
- HIM Manager (Promotion)

Training & Education
Must have at least 1 of the following certifications: RHIT, RHIA, CCS, or CCS-P

Average Salary:
- 25th Percentile: $42000
- 50th Percentile: $60000

Work Experience
Must have a minimum of 3 yrs. medical coding experience

Did You Know?
AHIMA's CCA, CCS & CCS-P are the only HIM credentials worldwide currently accredited by the National Commission for Certifying Agencies (NCCA).

Take Assessment
AHIMA Salary Snapshot

Where you live and work can impact your salary; the highest salaries are found on the coasts, with an average of $12,000 less per year in regions where the cost of living is less, like parts of the south and Midwest.

<table>
<thead>
<tr>
<th>REGION</th>
<th>AVERAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>IL, IN, MI, OH, WI</td>
<td>$62,370</td>
</tr>
<tr>
<td>AR, LA, OK, TX</td>
<td>$65,650</td>
</tr>
<tr>
<td>IA, KS, MN, MO, ND, NE, SD</td>
<td>$61,870</td>
</tr>
<tr>
<td>AZ, CO, ID, MT, NM, NV, UT, WY</td>
<td>$66,470</td>
</tr>
<tr>
<td>AK, CA, HI, OR, WA</td>
<td>$74,650</td>
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<tr>
<td>DC, DE, FL, GA, MD, NC, SC, VA, WV</td>
<td>$68,330</td>
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<tr>
<td>NJ, NY, PA</td>
<td>$69,010</td>
</tr>
<tr>
<td>CT, MA, ME, NH, RI, VT</td>
<td>$74,710</td>
</tr>
<tr>
<td>AL, KY, MS, TN</td>
<td>$61,950</td>
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</table>
# Credential and Potential Earnings

<table>
<thead>
<tr>
<th>Years of Experience</th>
<th>RHIA&lt;sup&gt;®&lt;/sup&gt; Salary</th>
<th>RHIT&lt;sup&gt;®&lt;/sup&gt; Salary</th>
<th>CDIP&lt;sup&gt;®&lt;/sup&gt; Salary</th>
<th>CCA&lt;sup&gt;®&lt;/sup&gt; Salary</th>
<th>CCS&lt;sup&gt;®&lt;/sup&gt; Salary</th>
<th>CCS-P&lt;sup&gt;®&lt;/sup&gt; Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-2 Years</td>
<td>$58,270</td>
<td>$40,110</td>
<td>$62,400</td>
<td>$39,320</td>
<td>$50,490</td>
<td>$49,730</td>
</tr>
<tr>
<td>3-5 Years</td>
<td>$58,750</td>
<td>$48,790</td>
<td>$89,110</td>
<td>$49,490</td>
<td>$58,710</td>
<td>$51,300</td>
</tr>
<tr>
<td>6-10 Years</td>
<td>$69,420</td>
<td>$55,340</td>
<td>$80,290</td>
<td>$48,720</td>
<td>$64,250</td>
<td>$60,300</td>
</tr>
<tr>
<td>11-15 Years</td>
<td>$80,000</td>
<td>$63,000</td>
<td>$90,330</td>
<td>$55,240</td>
<td>$71,400</td>
<td>$69,110</td>
</tr>
<tr>
<td>16-20 Years</td>
<td>$80,810</td>
<td>$65,350</td>
<td>$85,960</td>
<td>$53,730</td>
<td>$72,000</td>
<td>$70,120</td>
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<tr>
<td>21-30 Years</td>
<td>$86,380</td>
<td>$70,260</td>
<td>$88,890</td>
<td>$55,100</td>
<td>$74,250</td>
<td>$74,810</td>
</tr>
<tr>
<td>31+ Years</td>
<td>$89,350</td>
<td>$73,870</td>
<td>$100,300</td>
<td>$61,040</td>
<td>$76,490</td>
<td>$70,630</td>
</tr>
</tbody>
</table>
GETTING STARTED
Still in High School?

• There are some classes that can be taken in high school to begin your career in the right direction
  – Business
  – Biology
  – Chemistry
  – Human Anatomy
  – Statistics
  – English
  – Computer Science
Returning to School/Changing Careers?

• There are many options for those looking to transition to health information management
• As a fast-paced industry, there are always opportunities for education and growth
• Some unique options that may apply:
  – Associate/Bachelor Degree Credits
  – Military Reimbursement
# Planning for Your Education

## Coding Certification
- Generally the education requirements are:
  - 6 months to 1 year of education and training
  - Campus, Online, or Hybrid
  - Public or private
  - May meet coding certification eligibility requirements

## College Degree
- Generally the education requirements are:
  - 2 or 4 years of formal education in a CAHIIM accredited health information management program
  - Campus, Online, or Hybrid
  - Public or private
  - Could lead to eligibility for coding and other post degree certifications

*Source: American Health Information Management Association*  
[http://www.ahima.org/careers/plan](http://www.ahima.org/careers/plan)
Coding Certifications

• **Certified Coding Associate (CCA)**
  – Required:
    • Must have High School Diploma or equivalent
  – Recommended:
    • 6 months coding experience **OR**
    • Completion of an AHIMA approved coding program **OR**
    • Completion of other coding training program to include classes such as:
      – Human Anatomy
      – Physiology
      – Medical Terminology
      – Basic IDC Diagnostic/Procedural and CPT Coding
Coding Certifications

• **Certified Coding Specialist (CCS)**
  - By Credential: RHIA, RHIT, or CCS-P **OR**
  - By Education: The following courses must be completed:
    - Human Anatomy
    - Physiology
    - Pathophysiology
    - Pharmacology
    - Medical terminology
    - Reimbursement methodology
    - Intermediate/Advanced IDC Diagnostic/Procedural and CPT Coding **OR**
  - By Experience: Minimum of two year of related coding experience **OR**
  - By Credential with Experience: CCA or other coding credential from other certifying organization plus one year of coding experience
Coding Certifications

• Certified Coding Specialist – Physician Based (CCS-P)
  – By Credential: RHIA, RHIT, or CCS OR
  – By Education: The following courses must be completed
    • Human Anatomy
    • Physiology
    • Pathophysiology
    • Pharmacology
    • Medical terminology
    • Reimbursement methodology
    • Intermediate/Advanced IDC Diagnostic/Procedural and CPT Coding OR
  – By Experience: Minimum of two year of related coding experience OR
  – By Credential with Experience: CCA or other coding credential from other certifying organization plus one year of coding experience
College Degree

**Associate Degree (RHIT)**
- 2 year degree
- Campus, Online, or Hybrid
- Must complete the academic requirements of HIM program accredited by CAHIIM
- Beginning in the last semester of study, can apply for and take the Registered Health Information Technician certification exam

**Bachelor Degree (RHIA)**
- 4 year degree
- Campus, Online, or Hybrid
- Must meet requirements:
  - Successfully completed the academic requirements of HIM program accredited by CAHIIM
  - Successfully completed the academic requirements at the masters level, of an HIM program accredited by CAHIIM OR
  - Successfully completed the academic requirements of an HIM Certificate of the Degree program approved by CAHIIM
Be Sure to Select a CAHIIM-Accredited HIM Program!

- In order to earn an RHIA or RHIT credential, you must graduate from a CAHIIM-accredited HIM program.
- The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) defines standards which higher education health information management and technology programs must meet to qualify for accreditation.
HIM Courses in a 2 or 4 Year Degree

- Medical Terminology
- Introduction to HIM
- Healthcare Delivery Systems
- Electronic Health Records
- Database Management
- Leadership and Project Management
- Legal Aspect of HIM and Healthcare
- Human Resource Management in Healthcare

- Reimbursement Methodologies
- Quality Management
- Data Analytics
- Healthcare Statistics
- ICD and CPT Coding
- Pharmacology
- Pathophysiology
- Clinical Internship
AHIMA Foundation Apprenticeship Program

What is Registered Apprenticeship

Employer Involvement

Job Related Technical Instruction

Structured On-the-Job Learning

Rewards for Skill Gains

DOL Certificate of Completion

Five Core Components of Registered Apprenticeship
EXPANDING
APPRENTICESHIP ROLES

- Medical Coder/Biller
- Hospital Coder/ Coding Professional
- Professional Fee Coder
- Clinical Documentation Improvement Specialist
- HIM Data Analyst
- HIM Privacy & Security Officer
- To Be Developed
FOR MORE INFORMATION ON HIM APPRENTICESHIPS

- Call us at 312-233-1131

- Email us at
  apprenticeship@ahimafoundation.org

- Fill out the Apprenticeship Interest form and we will contact you.

  ahimafoundation.org/prodev/Registered_Apprenticeship.aspx
Never Stop Learning

- AHIMA Specialty Certifications
- HIM Masters
- Doctoral Program
- Involvement in regional, state, and national levels
- AHIMA mentor/mentee program
- Work involvement
- Internship
Other AHIMA Credentials

- **Certified Documentation Improvement Practitioner (CDIP)**
  - Knowledgeable and competent to provide guidance relative to clinical documentation in the patient’s health record

- **Certified Health Data Analyst (CHDA)**
  - Demonstrates expertise in health data analysis
  - Can effectively acquire, manage, analyze, interpret, and transform data

- **Certified in Healthcare Privacy and Security (CHPS)**
  - Competence in designing, implementing, and administering comprehensive privacy/security protection programs

- **Certified Healthcare Technology Specialist (CHTS)**
  - Competence in health IT workforce roles integral to the implementation and management of electronic health information

- **Certified Professional in Health Informatics (CPHI)**
  - Demonstrate competence and knowledge in health informatics
Traits for Success

• Get comfortable with being uncomfortable
• Take control of your career path
• Position yourself to learn new things
• An HIM education provides a good foundation for which to build additional skill sets
• Look outside the box for employment, it may not be in a traditional setting
• Mentors are incredibly important
• Stay connected to the industry through volunteering and local involvement
• Take Initiative
• Champion the cause – demonstrate why your way is a good path
AHIMA Career Resources

Source: American Health Information Management Association
http://www.ahima.org/careers
For More Information

Health Information Careers
http://www.ahima.org/careers

American Health Information Management Association
www.AHIMA.org

CAHIIM Accredited HIM programs
www.CAHIIM.org

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This presentation has been adapted by the 2018 House of Delegates HIM Awareness Task Force, using materials from the Illinois Health Information Management Association and the American Health Information Management Association.