CAHIIM View

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In This Issue

CAHIIM View shares news, viewpoints, information and updates from the realm of accreditation and academe. A copy of each issue is archived on the CAHIIM website for your reference. We look forward to your comments and questions. If you prefer to unsubscribe and not receive *CAHIIM View* please e-mail to info@cahiim.org.
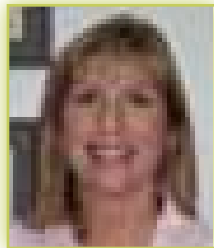
Message from Melinda Wilkins, PhD, RHIA, CAHIIM Chair

As educators, we have risen to the challenge of trying to keep track of all of the changes in the healthcare environment. Perhaps we dream of a crystal ball in which we can see what the future will bring with ICD-10 implementation, Meaningful Use Stage III, and a host of other uncertainties.

CAHIIM has also had a busy year. First and foremost, CAHIIM received official CHEA (Council for Higher Education Accreditation) Recognition on September 24, 2012. The Commissioners and staff have been working toward this goal for many years, and achieving recognition is assurance to you and your academic institutions that CAHIIM's Standards, policies and procedures have undergone an external quality review and has met CHEA's recognition criteria and requirements.

With more workforce emphasis in the area of health information and health informatics, there has been increased interest in the accreditation of new programs. This is an exciting time for CAHIIM as it is apparent that there is great value in the accreditation process. CAHIIM will close the year with over 313 programs in health informatics and many new programs at all levels in various stages of the program review process.

In November 2012 CAHIIM's Board of Directors came together for a strategic planning session called

"Envisioning CAHIIM's Future" to outline the direction of CAHIIM over the next three to five years to fulfill its mission to serve the public interest through academic program accreditation, maintain quality services, respect educational innovation, institutional autonomy, assess student achievement, emphasize volunteerism and the peer review process, and embrace a culture of continuous quality improvement throughout all aspects of its work. The results will guide the work of CAHIIM's Board, Commissioners, and staff in the ensuing years.

I wish for you all a very happy holiday season and a bright new year as we work to refresh curriculum, refresh our minds…and search for that ever-elusive crystal ball!
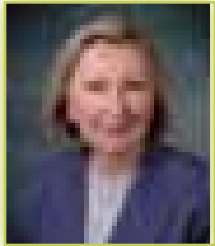
Message from Claire Dixon-Lee, PhD, RHIA, CPH, FAHIMA, CAHIIM Executive Director

As the holiday season unfolds in addition to final exams, wrap-up of classes, and the round of social and family activities, it is time to take a good look at your curriculum in a thorough manner. By now you should be implementing revisions based on the 2011 revised curricula for HIM undergraduate programs. All accredited programs must have revisions in place by 2014, but given the pace of change in higher education contrasted with transitions in the health information field, changes may be needed sooner so that graduates are prepared for not only today's job but tomorrow's challenges. To assess your program go to the Curriculum Requirements for HIM templates used by new program applicants for accreditation for all academic levels, found under the Policies and Curriculum category on the CAHIIM website.

What follows are highlights of key areas to consider.

For ICD-10-CM/PCS, Melanie Endicott, MBA/HCM, RHIA, CDIP, CCS, CCS-P, a Director with AHIMA HIM Solutions and an HIM educator, outlines the following approach specific to health information management (HIM) and applicable conceptually for health informatics graduate programs as well:

First half of 2013 – Hybrid Offering

- ICD-9-CM (teach fully because this is what graduates will be using in their jobs now)
- ICD-10-CM/PCS (begin to teach fully for 2014 graduates)
- CPT/HCPCS (continue teaching as previously)
- Revenue Cycle Management (include the topic of clinical documentation improvement-CDI)

2013-2014 Academic year – Full Implementation

- ICD-10-CM (teach ICD-10-CM fully, with some instruction on the rules for ICD-9 as a legacy system and for research purposes)
- ICD-10-PCS (it works best to have PCS separated from CM for thorough training since they are so different)
- CPT/HCPCS (continue teaching as previously)

- Revenue Cycle Management (include ICD-9 information from a data analysis perspective, auditing and billing reconciliations during transition year)

The AHIMA HIM Solutions department will be revising a practice brief on ICD-10 transition for educators to be published in JAHIMA during 2013.

Another area to strengthen within your curriculum at undergraduate and graduate levels in HIM and Health Informatics is data analytics. Everyone is using the term 'big data' and while it has become a new buzz word, anyone teaching health information should focus on the fundamentals necessary to educate students on the responsibilities and skill sets needed to effectively work in the electronic health data environment. For associate degree students maintaining quality and accuracy of clinical data, documentation improvement methods, college math, descriptive statistics and the basics of data presentation are key attributes. The baccalaureate and graduate levels for HIM and health informatics build on this clinical data foundation requires expanded knowledge of inferential statistics, use of statistical packages for analytics, data mining techniques, biomedical research methodologies, the myriad issues of health data interoperability and standards, as well as the study of roles and responsibilities in data stewardship and governance. For faculty professional development planning in 2013, everyone in HIM and health informatics higher education must have data analytics topics as their continuing education priority.

Continue to strengthen curriculum with practical case studies, hands on experiences, the study of electronic health records including privacy, security, release of information and various legal issues, technology applications, database management and quality assurance procedures.

As CAHIIM looks ahead to 2013, we will continue our mission to work with all academic programs in this realm of health information to help you deliver quality education to prepare graduates to meet the challenges of an increasingly electronic and data-charged healthcare delivery system with the ultimate goal of quality patient care, new treatment options, and improved population health.

APAR & Survey for 2011-2012 data collection

The CAHIIM - APAR (Annual Program Assessment Report) legacy system has been closed down as CAHIIM moves to a new design which will become a module within the existing web-based CAHIIM Accreditation System (CAS). The new annual report will capture information from undergraduate and graduate program levels. The project began with the first phase to engage program directors, faculty and administrators to tell us what program outcomes data is important to meet institutional data needs, state higher education boards, regional and national accreditors' requirements, program-specific management, and adequate program outcomes information for students and the public. Information has been captured from the 2012 AOE Conference and a focus group held at the AHIMA convention. A series of virtual focus groups are planned for early 2013. A link to an online survey for your direct participation and input in this process will appear on the CAHIIM website homepage. This new web-based reporting system will be in place by 2014 for the reporting year 2012-2013.

For the reporting year 2011-2012 only, a transitional online data collection survey process will be launched in early 2013. Program directors of accredited programs will be notified by mail and email when the online survey is open. Instructions will be posted on the CAHIIM APAR homepage and several webinars will be announced for programs new to annual reporting. The transitional survey will collect program metrics and outcomes data only, similar to the previous APAR data that is important for program benchmarking. Program directors have access to the 2010-2011 year's quality letter when logging into the APAR section of the CAHIIM website.

List of CAHIIM Accredited Program Actions 2012

Programs awarded Initial Accreditation

- American Career College, Anaheim, CA – Associate Degree, HIM
- Anne Arundel Community College, Arnold, MD – Assoc Degree HIM
- Athens Technical College, Athens, GA – Associate Degree HIM
- Austin Community College, Austin, TX – Assoc Degree HIM
- Beal College, Bangor, ME - Associate Degree HIM
- College of Business and Technology, Cutler Bay, FL – Associate Degree HIM
- Edison State College, Ft. Myers, FL – Associate Degree HIM
- Fortis College, Ravenna, OH – Associate Degree HIM
- Herzing University Online, Milwaukee, WI – Associate Degree HIM
- Kaplan College – Riverside, CA – Associate Degree HIM
- Kaplan College – Las Vegas, NV – Associate Degree HIM
- Kaplan University Online, Chicago, IL – Associate Degree HIM
- Keiser University, Ft. Lauderdale, FL – Associate Degree HIM
- National American University, Rapid City, SD– Assoc Degree HIM
- Palm Beach State College, Lake Worth, FL – Associate Degree HIM
- Pennsylvania College of Technology, Williamsport, PA – Baccalaureate HIM
- Seminole State College, Alta Monte Springs, FL – Associate Degree HIM
- South Hills School of Business and Technology, Altoona, PA – Associate Degree HIM
- St. Louis Community College, Forest Park, MO – Associate Degree HIM
- Wiregrass Georgia Technical College, Valdosta, GA – Associate Degree HIM

Programs awarded Continuing Accreditation

- Oregon Health and Science University, Portland, OR – Masters in Health Informatics

Program Directory

As the year comes to a close we ask you to review your listing in the CAHIIM Accredited Program Directory to ensure the following:

- Correct URL link to the institution/program website
- Distance Learning – if the entire program is offered online the search filter should list your program when applied
- Correct name and contact information for the program director

If any information has changed notify the CAHIIM staff or info@cahiim.org for guidance on correcting the listing.

In addition, review your program's webpage and recruitment media for clear, up-to-date, appropriate program descriptions, accurate course descriptions, credit hours and other requirements to adequately help students and the public make informed decisions about enrolling in your program. Check out the new AHIMA Career Map for descriptions of potential jobs, salaries and career pathways reflected by your program's academic level with language you can incorporate on your webpage and in recruitment media.

CAHIIM Accreditation Standard #30 Fair Practices (undergraduate levels) requires publication on your program or institution's website of Information about student/graduate achievement that includes the results of one or more of the outcomes assessments as reported in the Annual Program Assessment Report (APAR). This is a requirement of the regional and national accreditors of your institution as well as the US Dept. of Education and the Council for Higher Education Accreditation (CHEA), so make sure you comply.

2012 Standards for HIM Undergraduate Programs

The new 2012 CAHIIM accreditation Standards for associate and baccalaureate degree programs in HIM are now in effect. Beginning January 1, 2013 all new programs applying for CAHIIM accreditation will be required to have a second full time faculty member for the HIM program. For programs currently in Candidacy these Standards are in effect now. Programs completing the program review process under the 2005 Standards will still be held to the implementation of Standard #13 for a full time program director and Standard #16 for a second full time faculty member. If the program is found to be deficient, an action plan and timeline is required to meet these Standards.

While CAHIIM requires that a second full time faculty member be assigned to support the HIM program, there is no specification that the faculty member holds an AHIMA certification or a specified academic degree. Faculty qualifications are the prerogative of the academic institution and should follow faculty policies. Academic preparation and any certification requirements must be based on the course(s) assigned for which the faculty member must be appropriately qualified to teach. A useful guideline is that if a course teaches fundamental HIM practice content such as HIM release of information or qualitative assessment of health records, an RHIT or RHIA certification

would be required. Consider the curriculum areas or topics that need strengthening or specialized expertise for computer science, information technology, electronic health records, statistics, legal, coding and classification systems, or principles of management when seeking faculty expertise. Standard #16 requires that the second full time faculty member report to the HIM program director but can teach courses for other programs or departments. The intent of the Standard is to strengthen the presence and breadth of the HIM program within the institution, ensure adequate faculty support, student advisement, professional practice experience supervision, HIM outreach to other departments and health related programs, and a stable foundation on which to grow the HIM program.

Annual Fee Invoicing

All CAHIIM Accredited programs will be invoiced in December for the 2013 Annual Accreditation Fee of $1850. Invoices are routinely sent via regular postal service to the program director unless CAHIIM has been previously notified of a specific recipient. As program director we request that you forward the invoice to the appropriate campus office and follow up with them to ensure timely payment. Questions regarding this process should be directed to Benjamin Reed, Accreditation Business Manager at Benjamin.reed@cahiim.org

Thank You to All CAHIIM Volunteers Who Served in 2012

We wish to recognize the many volunteers who participate in the CAHIIM accreditation processes throughout the year:

CAHIIM Board of Directors and Commissioners

Melinda Wilkins, Board and Commission Chair	Bonnie Cassidy
Steven Steindel, Board and Commission Chair-Elect	Bonnie Hemp
Donald Kellogg, Board and Commission Past Chair	John Holmes
Lynette Williamson, Board and Commission Secretary	Angela Kennedy
Mervat Adbelhak, Board Director and Commission 2013 Chair-Elect	Karen Scott
Melanie Brodnik, Board Director and Commission 2013 Secretary	Rosemary Walker
Polly Cathcart, Public Member	Hertencia Bowe

Panel of Accreditation Reviewers

Karen Bakuzonis
Cathy Banks
Paul Bell
Dorine Bennett
Ingrid Bentzen
Sue Biedermann
Valerie Bond
Hertencia Bowe
Elizabeth Bowman
Myra Brown
Mona Calhoun
Carol Campbell
Robert Campbell
Sheila Carlon
Natasha Cauley
Beth Climer
Marie Conde
Debra Cook

Melanie Endicott
Sue Feldman
Robert Garrie
Leslie Gordon
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Kathy LaTour
Elizabeth Layman
Barbara Manger
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Karen Patena
Lawrence Pawola
Kathleen Peterson
Marion Prichard
Nanette Sayles
Nena Scott
Ellen Shakespeare
Sandra Smith
Kathy Trawick
Joanne Valerius
Carol Venable
Donna Wilde
Mattie Wilson
Cassandra Williams

Recruitment to the Panel

CAHIIM is now accepting letters of application for service on the Panel of Accreditation Reviewers. We are in need of even more volunteers who hold a master's or doctoral degree to serve as program reviewers and site visitors, have had at least three years of teaching experience or program director/ leadership position in a CAHIIM accredited health information management undergraduate or graduate level program or in a health informatics graduate level program. Submit your letter of intent and current curriculum vitae via email to the attention of the CAHIIM Executive Director at Claire.dixon-lee@cahiim. org. Commitment includes ability to travel and participate in a minimum of two site visits per year.

Highlights of 2012 CAHIIM Events

*Participants at a CAHIIM Initial Accreditation Workshop
July 2012 – Orlando, Florida*

CAHIIM held four initial accreditation workshops this year designed to guide new programs through interpretation of the Accreditation Standards, provide a step-by-step guide to the program self-assessment process using the web-based CAHIIM Accreditation System (CAS), discuss curriculum design, construct meaningful program evaluation and outcomes assessment plans, general program and faculty management guidelines, and preparation for the site visit.

Presenters at a session on student outcomes assessment include Elise Scanlon, Principal, Elise Scanlon Law Group; Leah Matthews, Vice President for Recognition Services, Council for Higher Education Accrediation (CHEA); David Granstrom, Director, Education and Research, American Veterinary Medical Association, AVMA Council on Education.

CAHIIM staff and Commission Chair or Chair-Elect annually attend the Association of Professional and Specialized Accreditors (ASPA) conference twice yearly. The fall conference was held in Minneapolis, MN. ASPA is a membership organization for accreditation staff and volunteers representing fifty-eight specialized accreditation organizations. Topics range from interpretation of current accreditation regulations by the US Department of Education or the Council for Higher Education Accreditation (CHEA), sharing best practices, professional development topics, legal issues and much more.

George Payan, CAHIIM Accreditation Operations Manager and Benjamin Reed, CAHIIM Business Manager meet HIM professionals, educators, employers and students visiting the CAHIIM booth at the AHIMA Annual Convention.

CAHIIM exhibited at the AHIMA National Convention held in Chicago, IL in October 2012.

Artificial flower arrangement courtesy of Liliefleur© floral designs.

Barbara Manger, MPA, RHIA, CCS, FAHIMA, Program Director at the University of Medicine & Dentistry of New Jersey's HIM baccalaureate program and member of the CAHIIM Panel of Accreditation Reviewers was the happy recipient of a flower arrangement raffle at the AHIMA annual convention.

CAHIIM also exhibited at the American Medical Informatics Association (AMIA) annual conference in November 2012, Chicago where Joanne Valerius, MPH, RHIA, Program Director at Oregon Health and Science University's HIM graduate certificate program and also a Panel of Accreditation Reviewer, won a $50 American Express Gift Certificate.

Make sure to look for CAHIIM at the 2013 HIMSS conference in New Orleans, LA, March 3-7, 2013 – booth #5 in University Row.

CAHIIM Board of Directors engaged in Strategic Planning in Chicago

CAHIIM held its November 2012 onsite Board of Directors meeting and Strategic Planning session in Chicago, IL. A professional facilitator led directors through a 1.5 day planning session to set the overall strategic plan for CAHIIM for the next 3-5 years. Annual objectives, budget and work plans will be derived from the strategic goals.

Elizabeth Monroe-Cook, Facilitator; Lynette Williamson, Bonnie Hemp – CAHIIM Board of Directors participating in the Strategic Planning session.

CAHIIM Events and Exhibits 2013

HIMSS2013	Health Information Management Systems Society New Orleans, LA March 3-7
IFHIMA	17th Congress and General Assembly International Federation of Health Information Management Associations Montreal Canada May 13-15
AOE	Assembly on Education Symposium Baltimore, MD July 20-24
Medinfo2013	International Medical Informatics Association Copenhagen Denmark August 20-223
AHIMA	85th National Convention American Health Information Management Association Atlanta, GA October 26-30
AMIA	American Medical Informatics Association Washington, DC November 16-20