

## **Commission on Certification for Health Informatics and Information Management (CCHIIM)**

### **Operating Code**

(Version #1: May 8, 2009)

### **Mission**

***Through certification, the CCHIIM assures the competency of professionals practicing health informatics and information management worldwide.***

### **Vision**

***Professional excellence in health informatics and information management through certification.***

### **Values**

CCHIIM values:

- The application of evidence-based best practices for certification;
- The validation of workforce competence through professional certification;
- The commitment to ongoing professional development, lifelong learning and workforce excellence, and
- The recognition of CCHIIM-certified professionals' role in maintaining and enhancing quality health information for the safety of the public and the improvement of health care.

### **Purpose**

CCHIIM serves the public by establishing, implementing and enforcing standards and procedures for certification and recertification of health informatics and information management (HIIM) professionals.

### **Authority**

Per AHIMA bylaws, and as further codified in a signed Memorandum of Understanding (MOU) between AHIMA and CCHIIM, CCHIIM shall have sole and independent authority in all matters pertaining to both the initial certification and ongoing recertification (certification maintenance) of HIIM professionals.

## **Article I. CCHIIM Standards for Certification**

Section 1.01 CCHIIM Standards for Initial Certification – the Commission’s established standards for the initial certification of HIIM Professionals shall be set forth in the policy and procedures.

Section 1.02 CCHIIM Standards for Recertification (certification maintenance) – the Commission’s established standards for recertification (certification maintenance) of certificants shall be set forth in the policy and procedures.

Section 1.03 CCHIIM Certification Process – the Commission’s established certification process shall be set forth in the policy and procedures.

Section 1.04 Revisions/Changes to CCHIIM Standards

- (a) CCHIIM established standards may be revised or otherwise amended by a two-thirds vote of all Commissioners present during a CCHIIM annual meeting, subject to the establishment of quorum. Proposed changes or amendments must be moved and seconded at least 90 days prior to a vote, if applicable, during a CCHIIM annual meeting.
- (b) Interim policies and procedures will be developed to facilitate the transition from existing CCHIIM standards to any revised CCHIIM standards, as needed.

## **Article II. Certificants**

Section 2.01 Qualifications – holders of an active AHIMA credential (certificants) must have successfully completed the CCHIIM certification process, which includes complying with the Commission’s established standards for initial certification for first-time certificants, and ongoing compliance with the Commission’s established standards for recertification (certification maintenance) for active certificants.

Section 2.02 Certificant Confidentiality

- (a) Certification Examination Performance – a candidate’s performance(s) on certification examinations shall remain confidential unless otherwise stipulated by the candidate or applicable laws. Requests for score reporting must be made in writing (not by e-mail) by the candidate. Scores of the certification examinations will not be released over the phone or by fax. Scores will be sent directly to the candidate in the form of either a sealed transcript or a password protected electronic file, subject to authorization of recipient identity.
- (b) Certification Status – names of newly credentialed individuals, unless otherwise stipulated by a newly credentialed individual, may be published on AHIMA’s web site or in the Journal of AHIMA. Information requested by a potential and/or current employer on a certificant’s certification status may be disclosed, and can include the credential type, date earned, and recertification status, as applicable, and in accordance with policies and procedures.

### **Article III. Commissioners**

Section 3.01            Composition – CCHIIM shall have at least fifteen (15) voting members, hereinafter referred to as Commissioners (excluding ex officio members), consisting of at least eight (8) At-large Commissioners appointed by CCHIIM, at least one (1) public member appointed by CCHIIM, and at least six (6) Representative Commissioners elected by the membership of AHIMA, which shall always represent at least 40% of the Commission as a whole, regardless of the total number of Commissioners at any time.

Section 3.02            Qualifications – Any AHIMA Certified Professional who meets all of the following shall be eligible for nomination as an At-large or Representative CCHIIM Commissioner:

- (a) UNDERSTANDINGS FOR NOMINATION AND SERVICE
  - (i) Participation: Potential nominees understand and agree to abide by CCHIIM prescribed standards for participation and conduct with respect to all CCHIIM activities.
  - (ii) Ethics and Conduct: Potential nominees understand that if appointed or elected, part of the obligation in fulfilling the fiduciary responsibilities to

CCHIIM will be to adhere to all CCHIIM governance policies and procedures. This includes reviewing, attesting, and signing all CCHIIM documentation with respect to confidentiality, conflict(s) of interest and disclosure, sexual harassment, and intellectual property rights, as applicable, and as set forth in the policy and procedures.

(b) REQUIREMENTS FOR NOMINATION

(i) Health Informatics and Information Management (HIIM) Competence: Currently AHIMA-certified in good standing and has been AHIMA-certified continuously for a minimum of five years or more;

(ii) HIIM Work Experience:

1) HIIM-relevant work (direct): Currently performs HIM-relevant work on a full-time basis, and has a minimum of five years or more of full-time experience performing HIIM-relevant work; OR

2) HIIM-relevant work (supervisory capacity): Currently directly supervises, on a full-time basis, and has a minimum of five years or more of full-time experience directly supervising others that perform a majority of their daily responsibilities conducting HIIM-relevant work; OR

3) Currently has a minimum of five years or more of combined (direct + supervisory capacity) full-time HIIM-relevant work experience.

(iii) Leadership Experience: Has documented successful volunteer leadership experience at the Board of Director (or equivalent) level. Examples include: Chair, President, Vice President, Director/Commissioner/Board Member, etc.

1) Volunteer leadership experience can be demonstrated through participation in both HIIM and other, non-HIIM organizations or associations;

2) An individual's participation on any standing or ad hoc committee as a member, without codified leadership accountability / responsibility does NOT fulfill this requirement.

(c) EXCLUSIONS TO NOMINATION – Any AHIMA Certified Professional who currently performs or represents any of the following exclusions, even though they may meet all of the aforementioned requirements, will be deemed temporarily ineligible for nomination to CCHIIM, until such time that the exclusion can be deemed no longer active.

(i) Currently holds an elected or appointed leadership position or office (e.g., Chair, President, Vice President, Board Member, etc.), or is a paid staff

member, for any AHIMA Component State Association (CSA), or similar regional or local associations.

- (ii) Currently serves on the AHIMA Board of Directors.
- (iii) Currently serves on the Commission on Accreditation for Health Information and Informatics Management Education (CAHIIM) Board of Directors, or is a paid staff member.
- (iv) Currently holds an elected or appointed leadership position or office (e.g., Chair, President, Vice President, Board Member, etc.), or is a paid member of staff, for any organization or association with primary competing interests to those of CCHIIM.

### Section 3.03            Commissioners – Commissioners are comprised of Officers, At-large, Representative, and Public Member(s).

- (a) Officers – the officers of the Commission shall be a Chair, Chair-elect, and an Immediate Past Chair:
  - (i) Chair-elect: The members of the Commission shall elect the Chair-elect by ballot. The Chair-elect shall be elected from among those eligible Commissioners in their second (2<sup>nd</sup>) year of tenure. A majority vote shall elect. The Chair-Elect shall serve a one (1) year term. Immediately following the completion of the one (1) year term, which concludes on December 31<sup>st</sup>, the Chair-elect automatically becomes the Chair, effective January 1<sup>st</sup>.
  - (ii) Chair: The Chair shall serve for a one (1) year term, effective January 1<sup>st</sup>, immediately following the completion of the one (1) year term as Chair-elect, concluding on December 31<sup>st</sup>.
  - (iii) Immediate Past Chair: By recommendation of the Chair and with the approval of the full Commission, an Immediate Past Chair may be appointed, and shall serve a one (1) year term, effective January 1<sup>st</sup>, immediately following the completion of the one (1) year term as Chair, concluding on December 31<sup>st</sup>.
- (b) At-Large – Commissioners appointed directly by CCHIIM.
  - (i) Nominations: The Commission’s Nominating Committee shall prepare a slate of qualified candidates, using the qualification criteria included in this Operating Code and additional considerations / relating to credential

representation / developed for the Nominating Committee by the Commission, as applicable.

- (ii) Appointments: Appointments for At-large Commissioners will be made upon recommendation of the Chair with the approval of the majority of At-large Commissioners.
  - (iii) Designations: The specific designation of At-large Commissioners by role, setting, representation, or other classification, if applicable, shall be determined upon recommendation of the Chair with the approval of the majority of At-large Commissioners, and shall be provided to the Commission's Nominating Committee in advance of their work.
  - (iv) Modifications: CCHIIM may modify nominating and appointment procedures to ensure representation of various areas of health informatics and information management practice or other factors while maintaining compliance with third-party accreditation standards.
- (c) Representative – Commissioners elected by AHIMA membership.
- (i) Nominations: Nominations for representative Commissioners will be conducted per AHIMA bylaws.
  - (ii) Elections: Elections for representative Commissioners will be conducted per AHIMA bylaws.
  - (iii) Designations: The specific designation of representative Commissioners by role, setting, representation, or other classification, if applicable, shall be determined by the AHIMA Board of Directors, and shall be provided to the AHIMA Nominating Committee in advance of their work.
  - (iv) Modifications: CCHIIM may provide recommendations to the AHIMA Board of Directors for consideration of changes to the AHIMA nominating and appointment procedures, in order to ensure representation of various areas of health informatics and information management practice or other factors, while maintaining compliance with third-party accreditation standards.
- (d) Public Member(s) – CCHIIM will also include a Public Member selected from a slate of qualified candidates, as provided for in the appointment process for at-large Commissioners. The Public Member represents the direct and indirect consumers of certificants' skills and/or services.

- (i) The Public Member, although ineligible for consideration as Chair-elect, holds all other rights and responsibilities of other full voting Commissioners of CCHIIM, including the declaration of any conflict of interests specific to the Public Member's qualifications to hold the position of Public Member.
- (ii) Any member of the public who is not qualified to be considered as an AHIMA Certified Professional and meets all of the following shall be eligible for appointment as a Public member:
  - (iii) Has documented successful volunteer leadership experience with oversight boards.
  - (iv) Is not a current certificant, a former certificant or hold any financial interest in any aspect of AHIMA, CAHIIM, and/or CCHIIM work or activities.
  - (v) Does not act as a representative of any commercial firm with an interest or sponsorship in AHIMA, CAHIIM, and/or CCHIIM.
  - (vi) Is not a current or previous member of the profession encompassed by the credentialing programs of AHIMA.
  - (vii) Is not an employer or an employee of individuals in the profession encompassed by the credentialing programs of AHIMA.
  - (viii) Is not an employee of an individual certified by AHIMA or an employer of individuals in the profession encompassed by the certification programs of AHIMA.
  - (ix) Is not an employee of an organization administering voluntary or regulated credentials.
  - (x) Is not currently deriving more than five (5) percent of total income from the profession encompassed by the certification programs of AHIMA; Has not derived in any of the five years preceding appointment as a public member more than 5 percent of total income from the profession encompassed by the certification programs of AHIMA; Has not worked for, or provided contract services to, the certification programs of AHIMA at any time during the five years preceding appointment as a public member of CCHIIM.
- (e) Ex Officio Member(s) – Ex-officio (non-voting) members of the Commission include the Senior Certification Staff Executive and a liaison from the AHIMA Board of Directors. The Chair may appoint additional ex-officio members, as needed.

Section 3.04 Tenure – all Commissioners shall serve a three (3) year term. Terms commence on January 1<sup>st</sup>, and conclude on December 31<sup>st</sup> at the end of each Commissioner’s respective term. Terms shall be staggered to maintain continuity. Any Commissioner may, by recommendation of the Chair and with the approval of the full Commission, be re-appointed for additional one (1) year terms, which must be: A) Consecutive to the original term, and B) Cannot exceed a maximum of two additional one (1) year terms. The total duration of consecutive service to the Commission by any Commissioner cannot exceed five (5) years in total.

Section 3.05 Vacancies – Vacancies in Commissioners’ terms shall be filled for the unexpired portion of the term by recommendation of the Chair, and with the approval by the majority of Commissioners, subject to quorum during a CCHIIM meeting. This vacancy appointment shall be consistent with the position designated in the original election of representative Commissioners, or if applicable, in the original appointment of at-large Commissioners.

Section 3.06 Removals – Non-functioning Commissioners, those that present irreconcilable differences with the mission of CCHIIM, or those that present significant or material conflicts of interest that cannot be resolved during their terms, are subject to removal by recommendation of the Chair, with the approval by two-thirds of Commissioners, subject to quorum during a CCHIIM meeting.

Section 3.07 Responsibilities

(a) Officers

(i) Chair:

- 1) Prepare meeting agendas and related materials in conjunction with certification staff;
- 2) Facilitate all CCHIIM meetings in collaboration with certification staff;

- 3) Serve as an ex-officio member on all CCHIIM committees, subcommittees, and task forces;
  - 4) Prepare reports, recommendations for activities/special projects, and recommended changes/additions to the Council and/or committee, subcommittee, or task force's policies and procedures, as applicable;
  - 5) Appoint committee, subcommittee, and task force chairs and members, with the approval of CCHIIM Commissioners;
  - 6) Define the goals and responsibilities for committees, subcommittees, and task forces, with the approval of CCHIIM Commissioners;
  - 7) Represent CCHIIM at AHIMA and/or other HIIM meetings, as needed and within budgetary constraints.
  - 8) Establish and provide a process for orientation of new Commissioners;
  - 9) Develop an annual calendar, inclusive of all CCHIIM meetings, in collaboration with the Senior Certification Staff Executive.
- (ii) Chair-elect – performs duties and responsibilities as assigned by the Chair, and any or all Chair responsibilities in the absence of the Chair.
  - (iii) Immediate Past Chair – performs duties and responsibilities as assigned by the Chair, and any or all Chair responsibilities in the absence of both the Chair and Chair-elect.

(b) Commissioners:

- (i) Abide by all CCHIIM Understandings for Nomination and Service as referenced in this Operating Code, and further defined in the policies and procedures, at all times while participating in CCHIIM meetings, when performing CCHIIM work, or when representing CCHIIM publicly.
- (ii) Attend and participate in all CCHIIM meetings or provide notice when unavailable to attend a meeting.
- (iii) Fulfill responsibilities assigned by CCHIIM, including responsibilities related to a committee or task force appointment.
- (iv) Disclose fully any perceived conflicts of interest.

## **Article IV. Meetings**

Section 4.01 A minimum of two (2) in-person meetings will be held annually, with the last in-person meeting within the calendar year being designated as the CCHIIM annual meeting.

Section 4.02 Additional in-person meetings may be held on an as-needed basis, as determined by staff and CCHIIM leadership, and within budgetary constraints.

Section 4.03 Additional virtual meetings, conducted either by conference call or through the Commission's internet-based (online) Community of Practice, may be scheduled by the Chair to conduct CCHIIM work on an as-needed basis.

## **Article V. Quorum**

Section 5.01 Two-thirds of At-large Commissioners present (including the Public Member) shall constitute a quorum during any in-person, virtual, or annual meeting.

## **Article VI. Decision Rights**

Section 6.01 For the purposes of conducting CCHIIM business and activities, all Commission decisions, except as noted elsewhere in this operating code, require a majority vote of all Commissioners present during a meeting, subject to the establishment of quorum.

## **Article VII. Committees, Subcommittees, Task Forces, and Work Groups**

Section 7.01 The Commission may establish both ad hoc and standing committees, subcommittees, and task forces, as necessary, to

conduct the business of the Commission or conduct special projects for the Commission.

- (a) Ad Hoc – temporary committees, subcommittees, or task forces established to complete work on behalf of the Commission in a single calendar year or less.
- (b) Standing – permanent committees, subcommittees, or task forces established to perform ongoing work over multiple calendar years on behalf of the Commission.

Section 7.02        The Commission shall specify the composition, scope, responsibility, size and tenure of members for all committees, subcommittees, or task forces.

Section 7.03        A committee, subcommittee, or task force may have policies and procedures specific to its project and/or task. In the absence of such policies and procedures as provided by the Commission, a committee, subcommittee, or task force can develop their own policies and procedures, which must be approved by the Commission prior to implementation.

Section 7.04        The Commission shall appoint a Commissioner as liaison for any ad hoc or standing committees, subcommittees, or task forces.

Section 7.05        Ex-officio members of all committees, subcommittees, and task forces will include the Commission Chair (or designee, such as Chair-elect or Immediate Past Chair) and the Senior Certification Staff Representative.

Section 7.06        The Commission will review and act on the recommendations of the committees, subcommittees, and task forces.

Section 7.07        Appeals Committee (ad hoc)

- (a) Responsibilities – the CCHIIM Appeals Committee shall serve as the decision-making body for appeals with respect to certification examination eligibility, examination performance, and recertification (certification maintenance), in accordance with the policies and procedures. The CCHIIM Appeals Committee shall determine if appeals

with respect to candidate / certificant misconduct fall under the jurisdiction of CCHIIM or the AHIMA Ethics Committee.

(b) Composition

- (i) Appeals Committee Chair – the Chair of the CCHIIM Appeals Committee shall be appointed by the CCHIIM Chair, with the approval of the majority of the full Commission.
  - (ii) Appeals Committee Members – the CCHIIM Appeals Committee shall consist of three (3) Commissioners, including the Appeals Committee Chair. The CCHIIM Chair and Senior Certification Staff Executive will serve as ex-officio members to the CCHIIM Appeals Committee.
  - (iii) Tenure - all CCHIIM Appeals Committee members, including the Appeals Committee Chair, will serve a term beginning immediately upon appointment in response to the first occasion each calendar year when an appeal is brought to CCHIIM. The CCHIIM Appeals Committee, once appointed, will consider to conclusion, any and all appeals brought forward during the calendar year. Terms for CCHIIM Appeals Committee members shall extend through the resolution of any and all appeals being heard, and may exceed one (1) calendar year, but under no circumstances will exceed their respective term duration as a CCHIIM Commissioner.
- (c) Meeting(s) – the CCHIIM Appeals Committee will meet virtually, as needed, as determined by the Chair of the CCHIIM Appeals Committee, in collaboration with certification staff, and in consideration of published timelines for the processing of appeals in accordance with CCHIIM appeal policy and procedures.
- (d) Quorum – a majority of the members of the CCHIIM Appeals Committee shall constitute a quorum for the purpose of ruling on appeals.
- (e) Decision – the CCHIIM Appeals Committee will prepare a written statement of the reasons for its decision and notify the candidate / certificant of the decision in accordance with CCHIIM appeal policy and procedures. The CCHIIM Appeals Committee will decide to either overturn the decision resulting in the appeal, or affirm the decision resulting in the appeal.
- (f) Confidentiality – the confidentiality of appellants for certification examination eligibility, examination performance, and recertification (certification maintenance) shall be maintained in accordance with the policies and procedures.

## Section 7.08 Nominating Committee (ad hoc)

- (a) Responsibilities – the responsibilities of the CCHIIM Nominating Committee shall be to propose at least two (2) qualified candidates for each At-large Commissioner position vacancy, in accordance with the policy and procedures.
- (b) Composition
  - (i) Nominating Committee Chair – the Chair of the CCHIIM Nominating Committee shall be an At-large Commissioner, appointed by the CCHIIM Chair, with the approval of the majority of At-large Commissioners.
  - (ii) Nominating Committee Members – the CCHIIM Nominating Committee shall consist of three (3) At-large Commissioners, including the Nominating Committee Chair. The CCHIIM Chair and Senior Certification Staff Executive will serve as ex-officio members to the CCHIIM Nominating Committee.
- (c) Term – all CCHIIM Nominating Committee members, including the Nominating Committee Chair, will serve a term beginning immediately upon appointment, and concluding immediately upon approval, by the majority of At-large Commissioners, of the proposed slate of qualified candidates for At-large Commissioner positions. Under no circumstances will the term for nominating committee members exceed one (1) calendar year.
- (d) Meeting(s) – the CCHIIM Nominating Committee will meet virtually, as needed, as determined by the Chair of the CCHIIM Nominating Committee, in collaboration with certification staff.
- (e) Quorum – a majority of the members of the CCHIIM Nominating Committee shall constitute a quorum for the purposes of approving qualified candidates for At-large Commissioners.

## Section 7.09 Exam Development Committees (standing)

- (a) Responsibilities of the Exam Development Committees (EDC) include abiding by and implementing CCHIIM policies and procedures regarding examination development, such as:
  - (i) Develop and maintain examinations
  - (ii) Provide expertise on setting the examination cut score

- (iii) Provide expertise on the methodology of scoring the examination
  - (iv) Ensure content validity
  - (v) Monitor and adhere to the examination blueprint and specifications
  - (vi) Monitor and adhere to the examination development and publishing plan and schedule
  - (vii) Monitor the administration of an examination
  - (viii) Monitor examination performance with respect to all psychometric data
  - (ix) Recommend to CCHIIM additions or revisions to EDC policies and procedures
  - (x) Perform other duties that may be assigned by CCHIIM related to examinations
- (b) If an EDC is not yet established for any new credential, the Chair shall convene an ad hoc EDC to assume all development responsibilities with respect to the credential examination, until a standing EDC is established.
- (c) The EDC, through its respective EDC Chair, shall report directly to CCHIIM, who will make all final decisions which affect the certification exam content, development, publishing, standard-setting, and administration process.
- (d) Composition
- (i) EDC Chair – the CCHIIM Chair will appoint, with the approval by the majority of Commissioners subject to quorum during a CCHIIM meeting, an EDC Chair for each respective EDC, from among those current EDC members deemed eligible. The EDC Chair serves as a liaison between the EDC and CCHIIM to facilitate communication and ensure continuity and alignment between the EDC and CCHIIM.
  - (ii) EDC Members – each EDC will consist of at least six members (including the EDC Chair) appointed by the CCHIIM Chair, upon initial vetting and recommendation by each EDC’s respective staff liaison(s), and with the approval of the majority of Commissioners, subject to quorum, during a CCHIIM meeting. The composition of the EDC shall represent a broad range of expertise with respect to the specific credential and accompanying examination. EDC members must hold the appropriate credential for their respective EDC assignment, and also abide by all CCHIIM requirements for participation, ethics, and conduct.

- (iii) Staff support shall be provided by certification staff liaison(s) and representative(s) from the Testing Vendor (if applicable).
- (e) Tenure – all EDC members shall serve a three-year term. Terms commence on January 1<sup>st</sup>, and conclude on December 31<sup>st</sup> at the end of each EDC members' respective term. Terms shall be staggered to maintain continuity.
- (f) Vacancies – Vacancies of EDC members are handled in a manner and fashion identical to those of CCHIIM Commissioners.
- (g) Removals – Removals of EDC members are handled in a manner and fashion identical to those of CCHIIM Commissioners.
- (h) Meetings – at least one (1) in-person meeting may be held annually. Additional virtual meetings may be held at the discretion of the EDC Chair, and in collaboration with the certification staff liaison(s).

## **Article VIII. Revisions/Changes**

Section 8.01 This Operating Code may be revised or otherwise amended by a two-thirds vote of all Commissioners present during a CCHIIM annual meeting, subject to the establishment of quorum. Proposed changes or amendments must be moved and seconded at least 60 days prior to a vote during a CCHIIM annual meeting.

Section 8.02 Interim policies and procedures will be developed to facilitate the transition from this existing Operating Code to a revised Operating Code, as needed.

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