

CHDA Frequently Asked Questions

What does the exam cover?

Number of Questions on Exam: 154

DOMAIN 1: DATA MANAGEMENT (32%)

TASK 1: Assist in the development and maintenance of the data architecture and model to provide a foundation for database design that supports the business' needs.

Knowledge of:

- Relationship between the data and the organization's strategic goals and priorities
- Data models (conceptual, logical, and physical)
- Basic knowledge of various architecture platforms (e.g., Oracle, SQL server)
- Relational database structure (primary key, secondary key)
- Electronic Health Record (EHR) systems
- Database language (SQL, XML, etc.)

TASK 2: Establish uniform definitions of data captured in source systems to create a reference tool (data dictionary).

Knowledge of:

- Applicable data standards (e.g., ASTM, CDISC, HL7)
- Reference classification/terminology systems and industry data sets requirements (e.g., ICD-9-CM, CPT, UB-04, SNOMED, LOINC)

TASK 3: Formulate validation strategies and methods (i.e., system edits, reports, and audits) to ensure accurate and reliable data.

Knowledge of:

- Systems testing (integration, load, interface, user acceptance)
- Industry standards (regulatory requirements)
- Best practices for auditing (audit guidelines, system audit trails, and audit logs)

TASK 4: Evaluate existing data structures using data tables and field mapping to develop specifications that produce accurate and properly reported data.

Knowledge of:

- Standard administrative healthcare data (e.g., UB-04, CMS form 1500)
- Classification systems data (e.g., ICD-9-CM, CPT, SNOMED, LOINC)

TASK 5: Integrate data from internal or external sources in order to provide data for analysis and/or reporting.

Knowledge of:

- Source systems (HIS systems, pharmacy, radiology, financial, etc.)
- Reference classification/terminology systems and industry data sets requirements (e.g., ICD-9-CM, CPT, UB-04, SNOMED, LOINC)
- Relational database structure (primary key, secondary key)
- Software applications (e.g., word processing, spreadsheet, presentation, and databases)

TASK 6: Facilitate the update and maintenance of tables for organization's information systems in order to ensure the quality and accuracy of the data.

Knowledge of:

- Applicable data standards (e.g., ASTM, CDISC, HL7)
- Source systems (HIS systems, pharmacy, radiology, financial, etc.)
- Reference classification/terminology systems and industry data sets requirements (ICD-9-CM, CPT, UB-04, revenue codes, etc.)
- Classification systems and their history (e.g., retirement of codes and their allowed reuse with new descriptors)
- Structure of the data tables
- Scheduled updates of source system content
- Industry standard maps between classification systems

DOMAIN: DATA ANALYTICS (37%)

TASK 1: Analyze health data using appropriate testing methods to generate findings for interpretation.

Knowledge of:

- Basic principles of clinical, financial, and operational data
- Basic understanding of database query syntax (such as SQL)
- Basic understanding of SAS, or SPSS procedures
- Appropriate use of data mining techniques

TASK 2: Interpret analytical findings by formulating recommendations for clinical, financial, and operational processes.

Knowledge of:

- Quality standards, processes, and outcome measures
- Risk adjustment techniques
- Business processes (e.g., workflow, system limitations, regulatory and payor guidelines)
- Medical terminology
- Healthcare reimbursement methodologies
- Classification systems
- Industry-standard terms of clinical, financial, and operational data

TASK 3: Validate results through qualitative and quantitative analyses to confirm findings.

Knowledge of:

- Source data content and field attributes
- Qualitative and quantitative analysis techniques
- Healthcare operations to improve clinical and financial outcomes

DOMAIN 3: REPORTING (31%)

TASK 1: Design metrics and criteria to meet the end users' needs through the collection and interpretation of data.

Knowledge of:

- Standard healthcare data sets
- Classification systems and clinical vocabularies and nomenclature (ICD, CPT, HCPC, LOINC, SNOMED-CT, NDC, etc.)
- Basic principles of clinical, financial, and operational data
- Quality standards and outcome measures

TASK 2: Generate routine and ad-hoc reports using internal and external data sources to complete data requests.

Knowledge of:

- Database programs such as Access or SQL Server
- Basic understanding of database query syntax (such as SQL)
- Basic understanding of SAS, or SPSS procedures

TASK 3: Present information in a concise, user-friendly format by determining target audience needs to support decision processes.

Knowledge of:

- Stakeholders within healthcare delivery system
- Software applications (Microsoft Word, Excel, PowerPoint, Access)
- Appropriate modes of presentation (Web conferencing, teleconferencing, AV, etc.)

TASK 4: Provide recommendations based on analytical results to improve business processes or outcomes.

Knowledge of:

- Healthcare industry
- Stakeholders within healthcare delivery system

How long is the exam?

3 hours and 45 minutes

What kinds of questions are on the exam?

All the questions on the exam are in multiple-choice format.

I am a AHIMA member – is there a discount on the CHDA exam fee, similar to other AHIMA exams?

Yes – AHIMA members pay a discounted exam fee of \$259.00 while non-members pay an exam fee of \$329.00.

I am not an AHIMA member – what is the fee difference for the exam?

Non-AHIMA members pay an additional \$70.00 on their application fee.

Will results be immediately available?

Immediate scoring will be available effective 5/22/2009.

What is the passing rate?

Information on the percentage of candidates that pass the exam will be available on AHIMA's web site.

How do I provide proof for my work experience, in order to meet the eligibility requirement?

To provide proof of work experience, you may submit your resume along with your application (preferred) or you may complete the work experience section on the CHDA application form.

What if I fail on my first attempt – how do I register for a re-test?

Simply submit a new CHDA application form in the mail (including the exam fee) or register online at <http://www.ahima.org/certification/chda.asp> . If you're retesting, you no longer have to resubmit your resume or proof of work experience.

What if I fail on my first attempt – how long do I have to wait until I can attempt the exam again?

The waiting period is 91 days from your examination date.

What are the benefits, once I obtain my CHDA credential?

Individuals who earn the CHDA designation will achieve recognition of their expertise in health data analysis, and validation of their mastery of this domain. This prestigious certification will provide practitioners with the knowledge to acquire, manage, analyze, interpret, and transform data into accurate, consistent, and timely information, while balancing the "big picture" strategic vision with day-to-day details. CHDA-certified professionals will exhibit broad organizational knowledge and the ability to communicate with individuals and groups at multiple levels, both internal and external.

Where can I go for more information?

For additional information, please visit our web site at www.ahima.org/certification or email us at certification@ahima.org.

Does AHIMA offer any exam study guides?

AHIMA does not offer a CHDA exam study guide at this time. However, please visit our web site at <http://www.ahima.org/certification/chda.asp> for a list of reference books used by CHDA Examination Construction Committee to verify the accuracy of the CHDA test questions.