## **AHiMA**®

Students taking the RHIA Capstone<sup>™</sup> assessment are assessed across the domains identified in the content outline shown in column 1 of the table below, with test questions that are appropriate for assessing the required knowledge and skills expected for students at the end of their CAHIIM-accredited, Health Information Management baccalaureate programs.

The following tables detail the skills that are assessed by the RHIA Capstone<sup>™</sup> assessment. For each domain, the competency being assessed is indicated in the first column. The second column indicates the curriculum competencies that the competency aligns with, and the third column indicates where the skills align with the RHIA<sup>®</sup> Certification Examination content outline in whole or part.

Domain I. Data Structure, Content, and Information Governance (12-18%)	AHIMA Council for Excellence in Education™ 2018 Health Informa- tion Management Baccalaureate Degree Curriculum Competencies®	RHIA® Certification Exam Content Outline (2023)
1) Evaluate policies and strategies to achieve data integrity (e.g., quality improvement, health informatics, and database management).	I.3. Evaluate policies and strategies to achieve data integrity.	Domain 1, Task 1. Evaluate the integrity of the health record documentation
2) Compare diverse stakeholder perspectives through the delivery of health care services.	I.1. Compare diverse stakeholder perspectives through the delivery of health care services.	
3) Recommend compliance of health record content across the health system (e.g., types of records created and types of services provided).	I.4. Recommend compliance of health record content across the health system.	Domain 1, Task 6. Develop policies and procedures for health record data, documentation management, and information governance
4) Determine if a standard has been met for an accreditation survey (e.g., Joint Commission).		Domain 5, Task 7. Assist with accreditation, licensing, or certification processes

Domain II. Information Protec- tion: Access, Disclosure, Archival, Privacy, and Security (9-18%)	AHIMA Council for Excellence in Education™ 2018 Health Informa- tion Management Baccalaureate Degree Curriculum Competencies®	RHIA® Certification Exam Content Outline (2023)
1) Recommend privacy strategies for health information.	II.1. Recommend privacy strategies for health information.	Domain 2, Task 7. Ensure compliance
2) Recommend policies and strategies related to security of health information.	II.2. Recommend security strategies for health information.	with privacy and security initiatives (e.g., cyber security, disaster recovery)
3) Analyze compliance of the health information life cycle (e.g., legal requirements, privacy, security, and risks to the organization).	II.3. Analyze compliance requirements throughout the health information life cycle.	Domain 3, Task 8. Understand the information systems development life cycle, including the analysis, de- sign/development, implementation, maintenance, and evaluation phases

Domain III. Informatics, Analytics, and Data Use (15-23%)	AHIMA Council for Excellence in Education™ 2018 Health Informa- tion Management Baccalaureate Degree Curriculum Competencies®	RHIA® Certification Exam Content Outline (2023)
1) Apply health informatics tools and strategies for the management of health information.	<ul><li>I.2. Analyze strategies for the management of information.</li><li>III.1. Examine health informatics concepts for the management of health information.</li></ul>	
2) Analyze health information technology from both business and consumer engagement perspectives.	III.2. Analyze technologies for health information management. VI.8. Facilitate consumer engagement activities.	Domain 3, Tasks 1. Support end users in EHR applications 3. Use database management software and techniques (e.g., data mining) 5. Optimize health information and other technologies to improve workflows 7. Examine software applications and integrations for the impact to health information
3) Calculate and interpret statistics for health services, and present the statistical information to stakeholders.	III.3. Interpret statistics for health services.	Domain 3, Task 9. Validate healthcare statistics for organizational stakeholders
4) Analyze health care findings with data visualizations.	III.4. Examine health care findings with data visualizations.	Domain3, Task 2. Create reports and visual representations of data
5) Compare research methodologies pertaining to health care.	III.5. Compare research methodologies pertaining to health care.	
6) Manage data within a database management system to ensure data dictionaries and data sets are in compliance with government standards.	I.6. Evaluate data dictionaries & data sets for compliance with government standards.	Domain 1, Task 3. Understand and apply data dictionary standardization policies
	III.6. Manage data within a database management system.	Domain 3, Task 3. Use database management software and techniques (e.g., data mining)
7) Identify standards for exchange of health information including classification systems, clinical vocabularies, and nomenclatures, in support of the interoperability of systems.	III.7. Identify standards for exchange of health information.	Domain 2, Task 4. Monitor access to protected health information (PHI) internal and external to the organization (e.g., health information exchange (HIE)) Domain 3, Task 6. Support health information exchange solutions

Domain IV. Revenue Cycle Management (15-17%)	AHIMA Council for Excellence in Education™ 2018 Health Informa- tion Management Baccalaureate Degree Curriculum Competencies®	RHIA® Certification Exam Content Outline (2023)
1) Evaluate the assignment of diagnostic and procedural codes and groupings in accordance with official guidelines.	IV.1. Evaluate assignment of diagnostic and procedural codes and groupings in accordance with official guidelines.	Domain 4, Task 6. Assign diagnoses and procedure codes and groupings according to official guidelines
2) Utilize classification systems, clinical vocabularies, and nomenclatures.	I.5 Utilize classification systems, clinical vocabularies, and nomenclatures.	
3) Manage all components of the revenue cycle for efficiency and effectiveness.	IV.2. Manage components of the revenue cycle.	Domain 4, Task 7. Conduct revenue integrity activities (e.g., coding audits, denials management, and fraud prevention)
4) Evaluate compliance with regulatory requirements and reimbursement methodologies.	IV.3. Evaluate compliance with regulatory requirements and reimbursement methodologies.	Domain 4, Tasks 3. Monitor department of health and human services (HHS) clinical documentation requirements 4. Conduct clinical documentation integrity (CDI) activities in support of revenue and quality improvement initiatives

Domain V. Health Law & Compliance (14-19%)	AHIMA Council for Excellence in Education™ 2018 Health Informa- tion Management Baccalaureate Degree Curriculum Competencies®	RHIA® Certification Exam Content Outline (2023)
1) Comply with legal processes impacting health information including the legal system, release of information, HIPAA, consent, and applicable state and federal laws.	V.1. Comply with legal processes impacting health information.	Domain 5, Task 8. Monitor organizational compliance with health laws, regulations, or standards
2) Evaluate compliance with external forces including state and federal laws.	V.2. Evaluate compliance external forces.	
3) Analyze components of risk management as it relates to a health organization including general risk management methods and data security (e.g., root cause analysis and audit trail evaluation).	V.3. Analyze components of risk management as related to a health organization.	
4) Analyze the impact of policy on health (e.g., impacts on disclosures, patient information, social determinants of health, and public health.)	V.4. Analyze the impact of policy on health.	Domain 1, Tasks 4. Manage documentation and data standards based on organizational policy 6. Develop policies and procedures for health record data, documentation management, and information governance 7. Comply with retention and destruction policies for health information

Domain VI. Organizational Management & Leadership (19-21%)	AHIMA Council for Excellence in Education™ 2018 Health Informa- tion Management Baccalaureate Degree Curriculum Competencies®	RHIA <sup>®</sup> Certification Exam Content Outline (2023)
1) Examine fundamental leadership skills (e.g., leadership styles, problem solving, strategic planning, teamwork, and communication styles).	VI.1. Facilitate fundamental leadership skills.	
2) Assess the impact of organizational change (e.g., digital health tools and the impact on the organization) by utilizing the change management cycle and transformational leadership styles.	VI.2. Assess the impact of organizational change.	Domain 5, Task 1. Develop and implement goals and strategies, including change management to support organizational initiatives
3) Analyze human resource strategies for organizational best practices.	VI.3. Analyze human resource strategies for organizational best practices.	Domain 5, Task 3. Perform human resource management activities (e.g., recruiting staff, creating job descriptions, resolving personnel issues)
4) Facilitate training needs for healthcare organizations.	VI.9. Facilitate training needs for a healthcare organization.	Domain 5, Task 5. Facilitate training and development
5) Evaluate data-driven performance improvement techniques for decision making (e.g., Six Sigma, Baldrige, critical path, patient safety.)	VI.4. Leverage data-driven performance improvement techniques for decision making.	Domain 5, Task 4. Perform and oversee work design and process improvement activities
6) Perform financial management processes (e.g., budgets, financial statements, accounting methods, cost-benefit analysis, business plans, and strategy).	VI.5. Verify financial management processes.	Domain 5, Task 6. Prepare and implement budgets
7) Examine behaviors that embrace cultural diversity and assess ethical standards of practice.	VI.6. Examine behaviors that embrace cultural diversity. VI.7. Assess ethical standards of practice.	
8) Recommend project management methodologies to meet intended outcomes.	VI.10. Compare project management methodologies to meet intended outcomes.	Domain 5, Task 9. Demonstrate knowledge to lead or facilitate project management