CAHIMS Learning Plan

The CAHIMS^{SM} Learning Plan has been designed to share tools and resources available to candidates preparing for the Certified Associate in Healthcare Information and Management Systems exam. It has been designed using the idea that a candidate will spend a dedicated amount of time reviewing each domain/subdomain area, while preparing for the exam. Each candidate individually should determine how much time to dedicate to reviewing each domain/subdomain area. These are suggested resources and suggested schedules and are not intended to be exhaustive or prescriptive.

There are also two addendums included with this document. The first, **Addendum A, Readiness Checklist**, may be utilized to track progress towards achieving the end goal of challenging the exam. The second, **Addendum B, Certification Reference Reading List**, provides additional resources, which may aide in preparing a candidate for the exam.

<u>Learning Objectives</u>

At the completion of utilizing the resources identified as a part of this tool, the participant will be able to:

1. Introduce the various components of the CAHIMS body of knowledge.

2. Articulate characteristics, roles, and inter-relationships of various healthcare entities.

3. Recognize the various characteristics, applications, and technical components that support the healthcare environment.

4. Identify basic clinical and healthcare vocabulary, terms and metrics frequently represented in healthcare informatics.

5. Understand various data visualization techniques.

6. Identify the components of systems analysis and design.

7. Describe the importance of a valid design plan to support the goals of the organization.

8. Articulate the importance of sound methodologies to support the testing, design, and implementation of applications.

9. Describe the challenges and opportunities of software support.

10. Identify the components of software maintenance as related to the healthcare environment.

11. Create awareness of the many challenges of the implementation development life cycle.

12. Identify the current state of privacy and security challenges and opportunities in healthcare today.

13. Describe the leadership and management goals, responsibilities, and opportunities of today's healthcare leaders.

14. Implement studying and test taking skills and tips that may be utilized to further prepare the student for taking the exam.

It is recommended that all individuals who are considering becoming a candidate for the exam begin preparing by reviewing the **CAHIMS Candidate Handbook.** This resource can be found [here](.).

We have also created the **CAHIMS Competency Gap Assessment Tool.** This tool will help candidates determine their readiness for the exam. It will help identify personal strengths and areas for growth to support professional development objectives and help candidates acquire or strengthen skills and competencies required for success as a 21st century healthcare information and technology leader. This resource can be found [here](.).

Recommended Text

HIMSS. [Preparing for Success in Healthcare Information and Management Systems: The CAHIMS Review Guide.](.) Healthcare Information Management and Systems Society, Chicago, IL 2015. New edition coming in Spring/Summer 2022.

Other Supplementary Materials

HIMSS, along with the [HIMSS Professional Certification Board](.), has prepared a listing of authoritative references which may also be referenced when preparing for the certification exam. Please see **Addendum B-Certification Reference Reading List.**

Other Online References

Open Learning Initiative (OLI) - Carnegie Mellon University - **Healthcare Technology Foundations.** This course is aligned with the general CAHIMS content and includes expanded content related to the healthcare and healthcare information and technology industries. Includes certificate of completion and continuing education credits upon satisfactory completion. This is a fee-based course.
https://oli.cmu.edu/courses/healthcare-technology-foundations/

Readiness Checklist

Activity	Date Completed
Review certification information on HIMSS website	
Review CAHIMS Candidate Handbook	
Determine target date to take CAHIMS Exam Date: _____	
Based on target date determine how many weeks you have to prepare _____ weeks	
Determine schedule	
Complete the CAHIMS Competency Gap Assessment Tool	
Review 'Healthcare Environment' materials	
Review 'Technology Environment' materials	
Review 'Clinical Informatics' materials	
Review 'Analysis' materials	
Review 'Design' materials	
Review 'Selection, Implementation, Support and Maintenance' materials	
Review 'Testing and Evaluation' materials	
Review 'Privacy and Security' materials	
Review 'Management and Leadership' materials	
Participate in a CAHIMS Review Course (these may be supported by your organization, by a HIMSS Chapter, or by HIMSS (scheduled courses can be found at https://www.himss.org/events)). For more information, you may also reach out to certification@himss.org.	
Register and apply for the CAHIMS Exam	
Take the CAHIMS Exam	

Addendum B

Certification Reference Reading List

Title	Healthcare Environment	Technology Environment	Clinical Informatics	Analysis	Design	Selection, Implementation, Support and Maintenance	Testing and Evaluation	Privacy and Security	Management and Leadership
Buchbinder, Sharon B.; Nancy H. Shanks *Introduction to Health Care Management 3rd Edition*. 2016. Jones & Bartlett Learning. ISBN-13: 978-1284081015									X
Ciampa, Mark and Revels, Mark. *Introduction to Healthcare Information Technology*. 2012. Boston, MA. Course Technology. ISBN-13: 978-1133787778		X							
Coplan, Scott; and David Masuda. Project Management for Healthcare Information Technology. 2011. McGraw-Hill. ISBN-13: 978-0071740531						X			X
Dye, Carson F. (2016). *Leadership in Healthcare: Essential Values and Skills*, Third Edition. 2016. ACHE Management. ISBN-13: 978-1567938463									X
Glaser, John P. *Glaser on Health Care IT: Perspectives from, the Decade that Defined Health Care Information Technology*. 2016. Chicago. CRC Press. ISBN-13: 978-1498768528									X
Harrington, Linda; Craig Harrington, *Usability Evaluation Handbook for Electronic Health Records 1st Edition*. 2014. HIMSS Book Series. ISBN-13: 978-1938904585						X			
Hebda, T., & Czar, P. *Handbook of Informatics for Nurses & Healthcare Professionals*. Fifth edition. 2012. Boston: Pearson. ISBN-13: 978-0132574952			X						
HIMSS Dictionary of Healthcare Information Technology Terms, Acronyms, and Organizations. Fourth edition. 2017. Chicago: HIMSS Book Series. ISBN-13: 978-1498772419		X							
HIMSS Terminology Standards (2017, October 13). https://www.himss.org/terminology-standards		X	X						

Title	Healthcare Environment	Technology Environment	Clinical Informatics	Analysis	Design	Selection, Implementation, Support and Maintenance	Testing and Evaluation	Privacy and Security	Management and Leadership
Hoyt, Richard; Ann Yoshihasi. *Health Informatics: Practical Guide for Healthcare and Information Technology Professional;* 6th edition (2014) Lulu.com. ISBN-13: 978-1304791108			X						
Joshi, A., Thorpe, L., & Waldron, L. *Population Health Informatics: Driving Evidence-Based Solutions Into Practice.* 2017. Burlington, MA: Jones & Bartlett Learning. ISBN-13: 978-1284103960	X		X						
Ong, Kenneth K. *Medical informatics: An Executive Primer*, Third Edition. 2015. Chicago. HIMSS Publishing. ISBN-13: 978-1938904769								X	
Rinehart-Thompson; Laurie. *Health Information Privacy and Security*, 2nd edition (2018) AHIMA. ISBN-13: 978-1584265887								X	
Sewell, J. P. *Informatics and Nursing: Opportunities and Challenges.* Fifth edition 2015. Philadelphia: Wolters Kluwer. ISBN 13: 978-1451193206			X						
Sittig, Dean F. *Electronic Health Records: Challenges in Design and Implementation 1st Edition.* 2013. Apple Academic Press. ISBN-13: 978-1926895932						X			
Snedaker, Susan. *Leading Healthcare IT: Managing to Succeed.* 2016. Chicago. HIMSS Book Series. ISBN 13: 9781498774093.									X
Valacich, Joseph A.; Jeffery A. Offer, Jeffrey Slater; Joey F. George; *Modern Systems Analysis and Design.* 8th Edition 2016. Pearson. ISBN-13: 978-0134204925				X	X		X		
Wager, Karen A.; Frances W. Lee. *Health Care Information Systems: A Practical Approach for Health Care Management* 4th Edition. Jossey-Bass. 2017. ISBN-13: 978-1119337188								X	X
White, K. R., & Griffith, J. R. *The Well-Managed Healthcare Organization.* 2016. Chicago, IL: Health Administration Press. ISBN-13: 978-1567937213	X								X

	Healthcare Environment	Technology Environment	Clinical Informatics	Analysis	Design	Selection, Implementation, Support and Maintenance	Testing and Evaluation	Privacy and Security	Management and Leadership
WEBSITES									
Centers for Medicare and Medicaid (CMS.gov)	X								
Health Level Seven International http://www.hl7.org				X	X				
Interoperability Standards Advisory https://www.healthit.gov/policy-researchers-implementers/interoperability				X	X				
LOINC https://loinc.org				X	X				
NIH Value Set Authority Center https://vsac.nlm.nih.gov/welcome				X	X				
The Joint Commission (Jointcommission.org)	X								
The Office of the National Coordinator (healthit.gov)	X								
RxNav https://rxnav.nlm.nih.gov				X	X				
SAFER Guides https://www.healthit.gov/safer/safer-guides				X	X				
Unified Medical Language System (UMLS) Terminology Services https://uts.nlm.nih.gov//home.html				X	X				
US Health and Human Services (hhs.gov)	X								