



# With the skill set of **DATA ANALYST**

## **POSITION OVERVIEW**

The Health Information Management Data Analyst (HIMDA) is responsible for documenting the types and structures of the business, data analyzing and mining business data to identify patterns and correlations among the various data points, mapping and tracking data from system to system in order to solve business or system problems. The position requires analytical skills and data management skills to develop solutions to business problems.

## **QUALIFICATIONS**

A minimum of one of the following: RHIA; RHIT; or bachelor’s degree with healthcare data experience.

## **COMPETENCIES**

- Formulate validation strategies and methods to ensure accurate and reliable data
- Evaluate existing data structures using data tables and field mapping to develop specifications that procedure accurate and properly reported data
- Integrate data from internal or external sources in order to provide data analysis and/or reporting
- Analyze health data using appropriate testing methods to generate findings for interpretation
- Interpret analytical findings by formulating recommendations for clinical, financial and operational processes
- Validate results through qualitative and quantitative analyses to confirm findings
- Design metrics and criteria to meet end user’s needs through the collection and interpretation of data

### **REGISTERED APPRENTICESHIPS**

#### *Core components*

|  |   |
|--|---|
| <b>Employer Involvement</b>                | <ul style="list-style-type: none"> <li>• Employer driven</li> <li>• Must be directly involved</li> <li>• Must provide Paid on-the-job learning</li> </ul>                               |
| <b>Job Related Technical Instruction</b>   | <ul style="list-style-type: none"> <li>• Front-loaded and working learner models</li> <li>• Designed to meet your workforce needs</li> </ul>  |
| <b>Structured Paid On-the-Job Learning</b> | <ul style="list-style-type: none"> <li>• Structured and supervised</li> <li>• Guided by employer mentor</li> <li>• Competency-based</li> </ul>  |
| <b>Rewards for Skills Gain</b>             | <ul style="list-style-type: none"> <li>• Increase in skills and competencies tied to increased earnings</li> </ul>  |
| <b>National Occupational Credential</b>    | <ul style="list-style-type: none"> <li>• Portable industry-recognized professional credential</li> <li>• Certifies an individual at the proficiency level for the occupation</li> </ul> |

## **RELATED TECHNICAL INSTRUCTION**

- Skills assessments based on certification domains
- AHIMA online Data Analytics courses
- Use of Data Analysis textbook and online exercises
- Common employability skills such as communication; analysis and problem-solving; teamwork, business knowledge and behavioral characteristics



# APPRENTICESHIP PROGRAM

## Quick-Start Action Planner

| STEP | WHAT DO I NEED TO GET STARTED?   |
|------|--|
| 1    | <p><b>Determine your workforce needs for skilled talent</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Do you have challenges in finding skilled talent?</li> <li><input type="checkbox"/> What particular occupations?</li> <li><input type="checkbox"/> What are your long-term workforce needs?</li> <li><input type="checkbox"/> Determine number of apprentices needed</li> </ul>  |
| 2    | <p><b>Identify partners and resources you need (Don't go it alone)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify internal/external stakeholders to participate in the development of the apprenticeship program</li> <li><input type="checkbox"/> Do you want to partner with local workforce agencies?</li> <li><input type="checkbox"/> Are there other critical partners that are needed to be successful?</li> <li><input type="checkbox"/> Will the state Department of Labor (DOL) be involved?</li> </ul>      |
| 3    | <p><b>Program Operation &amp; Administration</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Obtain approval for FTE/s within organization (if necessary)</li> <li><input type="checkbox"/> Create apprentice job description/job code</li> <li><input type="checkbox"/> Develop wage progression schedule</li> <li><input type="checkbox"/> Review/sign apprenticeship standards</li> </ul>   |
| 4    | <p><b>Apprentice Recruitment</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> How will you select individuals to participate in your program?</li> <li><input type="checkbox"/> Do you want your program to serve new entrants and/or up-skill incumbent workers?</li> <li><input type="checkbox"/> Candidate screening</li> <li><input type="checkbox"/> Interview for apprentice positions</li> <li><input type="checkbox"/> Hire and onboard new apprentices</li> </ul>  |
| 5    | <p><b>Determine your training model</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> AHIMA Foundation will provide access to online instruction</li> <li><input type="checkbox"/> Identify skill/competency requirements</li> <li><input type="checkbox"/> Identify experienced mentors at the job site</li> <li><input type="checkbox"/> Develop an on-the-job learning (OJL) plan</li> </ul>  |
| 6    | <p><b>Assess and Continuously Improve</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct regular apprentice OJL evaluations</li> <li><input type="checkbox"/> Complete apprentice experience surveys for each program stage</li> <li><input type="checkbox"/> Assess the program and participants' success moving forward</li> <li><input type="checkbox"/> Evaluate progress and make program corrections as needed</li> <li><input type="checkbox"/> Continuously improve the quality of the program over time</li> </ul> |

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