

Appendix A

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE

Health Information Management Business Analyst (HIMBA) Apprenticeship

O*NET-SOC CODE: 13-1111.00

RAPIDS CODE: 2027CB

Type of Training: Competency-based

APPENDIX A

Sample Work Process Schedule and Related Instruction Outline

Health Information Management Business Analyst (HIMBA) Apprenticeship

O*NET-SOC CODE: 13-1111.00

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This schedule is attached to and a part of these Standards for the above identified occupation.

1. TYPE OF OCCUPATION

Time-based Competency-based Hybrid

2. TERM OF APPRENTICESHIP

The term of the occupation shall be competency-based supplemented by a minimum of 144 hours of related instruction.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

Two (2) apprentice(s) to **One (1)** journeyworker/mentor/trainer.

4. APPRENTICE WAGE SCHEDULE

Apprentices may be paid a progressively increasing schedule of wages based on a percentage of the current Health Information Management Business Analyst wage rate of \$_____.

1 Year Term (example):

1st 1000 hrs = \$_____

2nd 1000 hrs = \$_____

5. WORK PROCESS SCHEDULE (See below Work Process Schedule)

(Customized at point of hire by the Employer and Sponsor)

The Employer may modify the work processes to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

6. RELATED INSTRUCTION OUTLINE (See below Work Process Schedule)

(Customized at point of hire by the Employer and Sponsor)

Position Description:

The Health Information Management Business Analyst (HIMBA) interfaces between clinical or business units and the information technology/management department. The HIMBA analyzes the business processes, procedures and organization structure in order to identify problems and determine solutions. The HIMBA works collaboratively with Information Technology Service (ITS) professionals, HIM operational staff, and Clinical Staff, and requests from the underlying true needs. Coordination of activities to ensure health information is complete and accurate in all systems is essential. Candidate should have a strong communication skills, understanding of customer needs, business skills and understanding of the business domain. Bachelor's or Master's degree in Health Information Management with an RHIA credential is required.

On The Job Competencies:

COMPETENCY	MEASURED BY	Score	COMMENTS
Provide business and data analysis services to a development team		1 2 3 4 5 N/A	1 – Below expectation 2 – Needs improvement 3 – Satisfactorily 4 – Demonstrates proficiency 5 – Exceeds expectations
Determine the business needs and data requirements of external and internal clients through interviews, consultations, document analysis, surveys, site visits, and work flow analysis		1 2 3 4 5 N/A	1 – Below expectation 2 – Needs improvement 3 – Demonstrates basic understanding 4 – Demonstrates proficiency 5 – Excels in application
Evaluate the information gathered and distinguish between individual wants and actual business needs		1 2 3 4 5	1 – Below expectation 2 – Needs improvement 3 – Demonstrates basic understanding 4 – Demonstrates proficiency 5 – Excels in application

COMPETENCY	MEASURED BY	Score	COMMENTS
Problem-solve and define the project scope and objectives		1 2 3 4 5	1 – Below expectation 2 – Needs improvement 3 – Satisfactorily demonstrates 4 – Demonstrates proficiency 5 – Exceeds expectations
Model business processes, identify minimum performance expectations and participate in prototyping solutions to create preliminary user interface scenarios		1 2 3 4 5	1 – Below expectation 2 – Needs improvement 3 – Satisfactorily 4 – Demonstrates proficiency 5 – Exceeds expectations
Identify required changes needed throughout projects		Meets or Does not meet	Comment on Does Not Meet
Communicate required changes to the development team, and assist in enforcing project schedules and deadlines		Meets or Does not meet	Comment on Does Not Meet
Solicit feedback and apply necessary changes to the project's scope		Meets or Does not Meet	Comment on Does Not Meet

COMPETENCY	MEASURED BY	Score	COMMENTS
Consult with functional unit management and personnel to identify, define and document business needs and objectives, current operational procedures, problems, and levels of systems access		Meets or Does not Meet	Comment on Does Not Meet
Analyze the feasibility of, and develop requirements for new systems and enhancements to existing systems		1 2 3 4 5	1 – Not compliant 2 – Needs improvement 3 – Satisfactory 4 –Proficient 5 – Expert
Ensure the system design fits the needs of the users		Meets or Does not Meet	Comment on Does Not Meet
Track and fully document changes for functional and business specifications		1 2 3 4 5	1 – Not compliant 2 – Needs improvement 3 – Satisfactory 4 –Proficient 5 – Expert
Identify opportunities for improving business processes through information systems and/or non-system driver changes		Meets or Does not Meet	Comment on Does Not Meet

COMPETENCY	MEASURED BY	Score	COMMENTS
Assist in preparation for proposals to develop new systems and/or operational changes		Meets or Does not Meet	Comment on Does Not Meet
Consolidate information into cohesive and understandable correspondence or other written form for use in management decision-making		1 2 3 4 5	1 – Not compliant 2 – Needs improvement 3 – Satisfactory 4 – Proficient 5 – Expert
Participate in user acceptance testing and testing of new system functionality		Meets or Does not Meet	Comment on Does Not Meet
Participate in studies of new and/or existing programs, and special projects to determine feasibility and resolve problems including organizational, procedural, technical and fiscal research and analysis		Meets or Does not Meet	Comment on Does Not Meet

Note: On the job competencies will be evaluated as competency-based achievements. Each of the competencies will have objectives and all competencies will be verified and signed off by assigned journeyworker/mentors/trainers/supervisors.

