

Appendix A

WORK PROCESS SCHEDULE HEALTH INFORMATION MANAGEMENT BUSINESS ANALYST (HIMBA) O*NET-SOC CODE: 13-1111.00 RAPIDS CODE: 2027CB

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

1. TERM OF APPRENTICESHIP

The term of the occupation shall be competency based supplemented by the required 855-1020 hours of related instruction.

2. RATIO OF APPRENTICES TO JOURNEYWORKERS

The ratio of apprentices will be two (2) apprentice(s) to one (1) mentor/trainer.

3. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current Business Analyst wage rate.

2 Year Term Example:

1 st	6 months + hours = <u>50%</u>	2 nd	6 months + hours = <u>65%</u>
3 rd	6 months + hours = <u>80%</u>	4 th	6 months + hours = <u>95%</u>

4. SCHEDULE OF WORK EXPERIENCE (See attached Work Process Schedule)

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

5. SCHEDULE OF RELATED INSTRUCTION (See attached Related Instruction Outline)

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 (IST) professionals, HIM operational staff, and Clinical Staff, and should be able to critically evaluate information gathered from multiple sources, reconcile conflicts, and distinguish user 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. Bachelors or Master's degree in Health Information Management with an RHIA credential are required.

On the Job Competencies:

COMPETENCY	TIME	OJL	COMPONENT 1	COMPONENT 2	COMPONENT 3
Provide business and data analysis services to a development team	<ul style="list-style-type: none"> Competency Based 		Baseline training	Intermediate training	Completion/Mentors verification certification
Determine the business needs and data requirements of external and internal clients through interviews, consultations, document analysis, surveys, site visits, and work flow analysis	<ul style="list-style-type: none"> Competency Based 		Baseline training	Intermediate training	Completion/Mentors verification certification
Evaluate the information gathered and distinguish between individual wants and actual business needs	<ul style="list-style-type: none"> Competency Based 		Baseline training	Intermediate training	Completion/Mentors verification certification
Problem-solve and define the project scope and objectives	<ul style="list-style-type: none"> Competency Based 		Baseline training	Intermediate training	Completion/Mentors verification certification

COMPETENCY	TIME	OJL	COMPONENT 1	COMPONENT 2	COMPONENT 3
Model business processes, identify minimum performance expectations and participate in prototyping solutions to create preliminary user interface scenarios	<ul style="list-style-type: none"> Competency Based 		Baseline training	Intermediate training	Completion/Mentors verification certification
Identify required changes needed throughout projects	<ul style="list-style-type: none"> Competency Based 		Baseline training	Intermediate training	Completion/Mentors verification certification
Communicate required changes to the development team, and assist in enforcing project schedules and deadlines	<ul style="list-style-type: none"> Competency Based 		Baseline training	Intermediate training	Completion/Mentors verification certification
Solicit feedback and apply necessary changes to the project's scope	<ul style="list-style-type: none"> Competency Based 		Baseline training	Intermediate training	Completion/Mentors verification certification
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	<ul style="list-style-type: none"> Competency Based 		Baseline training	Intermediate training	Completion/Mentors verification certification
Analyze the feasibility of, and develop requirements for new systems and enhancements to existing systems	<ul style="list-style-type: none"> Competency Based 		Baseline training	Intermediate training	Completion/Mentors verification certification
Ensure the system design fits the needs of the users	<ul style="list-style-type: none"> Competency Based 		Baseline training	Intermediate training	Completion/Mentors verification certification

COMPETENCY	TIME	OJL	COMPONENT 1	COMPONENT 2	COMPONENT 3
Track and fully document changes for functional and business specifications	<ul style="list-style-type: none"> Competency Based 		Baseline training	Intermediate training	Completion/Mentors verification certification
Identify opportunities for improving business processes through information systems and/or non-system driver changes	<ul style="list-style-type: none"> Competency Based 		Baseline training	Intermediate training	Completion/Mentors verification certification
Assist in preparation for proposals to develop new systems and/or operational changes	<ul style="list-style-type: none"> Competency Based 		Baseline training	Intermediate training	Completion/Mentors verification certification
Consolidate information into cohesive and understandable correspondence or other written form for use in management decision-making	<ul style="list-style-type: none"> Competency Based 		Baseline training	Intermediate training	Completion/Mentors verification certification
Participate in user acceptance testing and testing of new system functionality	<ul style="list-style-type: none"> Competency Based 		Baseline training	Intermediate training	Completion/Mentors verification certification
COMPETENCY	TIME	OJL	COMPONENT 1	COMPONENT 2	COMPONENT 3
Participate in studies of new and/or existing programs, and special projects to determine feasibility and resolve problems including organizational, procedural, technical and	<ul style="list-style-type: none"> Competency Based 		Baseline training	Intermediate training	Completion/Mentors verification certification

<i>COMPETENCY</i>	<i>TIME</i>	<i>OJL</i>	<i>COMPONENT 1</i>	<i>COMPONENT 2</i>	<i>COMPONENT 3</i>
fiscal research and analysis					

On the job competencies will be evaluated as competency-based achievements. Each of the competencies will have objectives and completion high low certification.

All competencies will be verified and signed off by assigned mentors/trainers/supervisors.

All related instruction and supplementary training will be structured as a part of the certification process.

**RELATED INSTRUCTION OUTLINE
HEALTH INFORMATION MANAGEMENT BUSINESS ANALYST (HIMBA)
O*NET-SOC CODE: 13-1111.00 RAPIDS CODE: 2027CB**

Health Information Management Business Analyst Baccalaureate Degree in HIM	
Course	Hours
Medical Terminology	45
Anatomy and Physiology	45-90
Pathophysiology	30-45
Pharmacology	15-30
Reimbursement/Revenue Cycle	45
Legal and Compliance	45
Health Information and Delivery Systems	45
Health Record and Data Content	90
Coding Classification	90-180
Health Information Systems	90
Principles of Research	45
Statistics	45

RELATED INSTRUCTION OUTLINE
HEALTH INFORMATION MANAGEMENT BUSINESS ANALYST (HIMBA)
O*NET-SOC CODE: 13-1111.00 RAPIDS CODE: 2027CB

Health Information Management Business Analyst Baccalaureate Degree in HIM (continued)	
Course	Hours
Healthcare Human Resource Management	45
Quality Improvement	45
Project Management	45
Leadership	45
Data Analysis	45
Total Hours	855-1020