

## Appendix A

### **WORK PROCESS SCHEDULE HEALTH INFORMATION MANAGEMENT DATA ANALYST (HIMDA) O\*NET-SOC CODE: 13.1111.00 RAPIDS CODE: 2028CB**

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 Data Analyst wage rate.

**2 Year Term Example:**

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

**WORK PROCESS SCHEDULE**  
**HEALTH INFORMATION MANAGEMENT DATA ANALYST (HIMDA)**  
**O\*NET-SOC CODE: 13.1111.00 RAPIDS CODE: 2028CB**

**Position Description:** The Health Information Management Data Analyst (HIMDA) will be responsible for documenting the types and structure 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 a given business or system problem, designing and creating data reports and reporting tools to help business executives in their decision making, and performing statistical analysis of business data. This position requires analytical skills and data management skills to develop solutions to business problems. In addition, this position requires data mapping in support of a cross-functional team developing and/or refining strategies. Coordination of activities to ensure health information is complete and accurate in all systems is essential. Candidate should have a strong understanding of customer needs to efficiently communicate at multiple levels, both internal and external. Bachelor's degree in Health Information Management with an RHIA credential is required.

**On the Job Competencies:**

<b>COMPETENCY</b>	<b>TIME</b>	<b>OJL</b>	<b>COMPONENT 1</b>	<b>COMPONENT 2</b>	<b>COMPONENT 3</b>
<b>Formulate validation strategies and methods (e.g., system edits, reports, and audits) to ensure accurate and reliable data</b>	• Competency Based		Baseline training	Intermediate training	Completion/Mentors verification certification
<b>Evaluate existing data structures using data tables and field mapping to develop specifications that produce accurate and properly reported data</b>	• Competency Based		Baseline training	Intermediate training	Completion/Mentors verification certification
<b>Integrate data from internal or external sources in order to provide data for analysis and/or reporting</b>	• Competency Based		Baseline training	Intermediate training	Completion/Mentors verification certification

<b>COMPETENCY</b>	<b>TIME</b>	<b>OJL</b>	<b>COMPONENT 1</b>	<b>COMPONENT 2</b>	<b>COMPONENT 3</b>
<b>Facilitate the updating and maintenance of tables for organization's information systems in order to ensure the quality and accuracy of the data</b>	<ul style="list-style-type: none"> <li>• Competency Based</li> </ul>		Baseline training	Intermediate training	Completion/Mentors verification certification
<b>Analyze health data using appropriate testing methods to generate findings for interpretation</b>	<ul style="list-style-type: none"> <li>• Competency Based</li> </ul>		Baseline training	Intermediate training	Completion/Mentors verification certification
<b>Interpret analytical findings by formulating recommendations for clinical, financial, and operational processes</b>	<ul style="list-style-type: none"> <li>• Competency Based</li> </ul>		Baseline training	Intermediate training	Completion/Mentors verification certification
<b>Validate results through qualitative and quantitative analyses to confirm findings</b>	<ul style="list-style-type: none"> <li>• Competency Based</li> </ul>		Baseline training	Intermediate training	Completion/Mentors verification certification
<b>Design metrics and criteria to meet the end users' needs through the collection and interpretation of data</b>	<ul style="list-style-type: none"> <li>• Competency Based</li> </ul>		Baseline training	Intermediate training	Completion/Mentors verification certification
<b>Generate routine and ad-hoc reports using internal and external data sources to complete data requests</b>	<ul style="list-style-type: none"> <li>• Competency Based</li> </ul>		Baseline training	Intermediate training	Completion/ Mentors verification certification
<b>Present information in a concise, user-friendly format by determining target audience needs to support decision processes</b>	<ul style="list-style-type: none"> <li>• Competency Based</li> </ul>		Baseline training	Intermediate training	Completion/Mentors verification certification

<b>COMPETENCY</b>	<b>TIME</b>	<b>OJL</b>	<b>COMPONENT 1</b>	<b>COMPONENT 2</b>	<b>COMPONENT 3</b>
<b>Provide recommendations based on analytical results to improve business processes or outcomes</b>	<ul style="list-style-type: none"> <li>Competency Based</li> </ul>		Baseline training	Intermediate training	Completion/Mentors verification certification
<b>Assist in the development and maintenance of the data architecture and model to provide a foundation for database design that supports the business' needs</b>	<ul style="list-style-type: none"> <li>Competency Based</li> </ul>		Baseline training	Intermediate training	Completion/Mentors verification certification
<b>Establish uniform definitions of data captured in source systems to create a reference tool (data dictionary)</b>	<ul style="list-style-type: none"> <li>Competency Based</li> </ul>		Baseline training	Intermediate training	Completion/Mentors verification certification
<b>Conduct system modification testing</b>	<ul style="list-style-type: none"> <li>Competency Based</li> </ul>		Baseline training	Intermediate training	Completion/Mentors verification certification

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 DATA ANALYST (HIMDA)  
O\*NET-SOC CODE: 13-1111.00 RAPIDS CODE: 2028CB**

<b>Health Information Management Data Analyst Baccalaureate Degree in HIM</b>	
<b>Course</b>	<b>Hours</b>
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 DATA ANALYST (HIMDA)**  
**O\*NET-SOC CODE: 13.1111.00 RAPIDS CODE: 2028CB**

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