

## Appendix A

**WORK PROCESS SCHEDULE**

**AND**

**RELATED INSTRUCTION OUTLINE**

**Health Information Management Data Analyst (HIMDA) Apprenticeship**

O\*NET-SOC CODE: 13-1111.00

RAPIDS CODE: 2028CB

Type of Training: Competency-based

## APPENDIX A

### Sample Work Process Schedule and Related Instruction Outline

#### Health Information Management Data Analyst (HIMDA) Apprenticeship

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. 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 Data Analyst wage rate of \$\_\_\_\_\_.

**1 Year Term (example):**

1<sup>st</sup>      1000 hrs = \$ \_\_\_\_\_  
2<sup>nd</sup>      500 hrs = \$ \_\_\_\_\_  
3<sup>rd</sup>      500 hrs + CHDA = \$ \_\_\_\_\_

#### 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 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 or a Bachelor’s degree in a health related field with licensure as a RN.

**On The Job Competencies:**

<b>COMPETENCY</b>	<b>MEASURED BY</b>	<b>Score</b>	<b>COMMENTS</b>
Formulate validation strategies and methods (e.g., system edits, reports and audits) to ensure accurate and reliable data		1 2 3 4 5 N/A	1 – Below expectation 2 – Needs improvement 3 – Satisfactorily 4 – Demonstrates proficiency 5 – Exceeds expectations
Evaluate existing data structures using data tables and field mapping to develop specifications that produce accurate and properly reported data		1 2 3 4 5 N/A	1 – Below expectation 2 – Needs improvement 3 – Demonstrates basic understanding 4 – Demonstrates proficiency 5 – Excels in application

<b>COMPETENCY</b>	<b>MEASURED BY</b>	<b>Score</b>	<b>COMMENTS</b>
Integrate data from internal or external sources in order to provide data analysis and/or reporting		1 2 3 4 5	1 – Below expectation 2 – Needs improvement 3 – Demonstrates basic understanding 4 – Demonstrates proficiency 5 – Excels in application
Facilitate the updating and maintenance of tables for organization’s information systems in order to ensure the quality and accuracy of the data		1 2 3 4 5 Audit score	1 – Below expectation 2 – Needs improvement 3 – Satisfactorily demonstrates 4 – Demonstrates proficiency 5 – Exceeds expectations
Analyze health data using appropriate testing methods to generate findings for interpretation		1 2 3 4 5	1 – Below expectation 2 – Needs improvement 3 – Satisfactorily 4 – Demonstrates proficiency 5 – Exceeds expectations
Interpret analytical findings by formulating recommendations for clinical, financial, and operational processes		Meets or Does not meet	Comment on <b>Does Not Meet</b>
Validate results through qualitative and quantitative analyses to confirm findings		Meets or Does not meet	Comment on <b>Does Not Meet</b>

<b>COMPETENCY</b>	<b>MEASURED BY</b>	<b>Score</b>	<b>COMMENTS</b>
Design metrics and criteria to meet the end users' needs through the collection and interpretation of data		Meets or Does not Meet	Comment on <b>Does Not Meet</b>
Generate routine and ad-hoc reports using internal and external data sources to complete data requests		Meets or Does not Meet	Comment on <b>Does Not Meet</b>
Present information in a concise, user-friendly format by determining target audience needs to support decision processes		1 2 3 4 5	1 – Not compliant 2 – Needs improvement 3 – Satisfactory 4 – Proficient 5 – Expert
Provide recommendations based on analytical results to improve business processes or outcomes		Meets or Does not Meet	Comment on <b>Does Not Meet</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		Meets or Does not Meet	Comment on <b>Does Not Meet</b>
Establish uniform definitions of data captured in source systems to create a		Meets or Does not Meet	Comment on <b>Does Not Meet</b>

<b>COMPETENCY</b>	<b>MEASURED BY</b>	<b>Score</b>	<b>COMMENTS</b>
reference tool (data dictionary)			
Conduct system modification testing		Meets or Does not Meet	Comment on <b>Does Not Meet</b>

**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.*

All related instruction and supplementary training will be structured in accordance with Certified Healthcare Data Analyst (CHDA) certification domains.

## Health Information Management Data Analyst Immersion Training

### (Related Instruction) Outline

Item	Type	Content	Hours
Program orientation	WebEx	Program overview	1
VLab tutorial	WebEx	VLab training	1
Pre-immersion assessment	Online assessment	Retired CHDA exam questions	4
Chapter 1 – Introduction to Data Analysis using textbook: A Practical Approach to Analyzing Healthcare Data – 3 <sup>rd</sup> Edition	Textbook reading assignment and assessment	Definition of data analysis, primary data analysis, secondary data analysis, types of data, qualitative and quantitative data, types of analysis, review of statistics, and predictive modeling.	12
Chapter 2 – Data in Healthcare using textbook: A Practical Approach to Analyzing Healthcare Data – 3 <sup>rd</sup> Edition	Textbook reading assignment and assessment	Reliability and validity, types of healthcare data, data flow within typical healthcare organizations, sources of data, and state databases	12
Domain 1: Data Management	Online self-directed course	Evaluate various data models and architecture, create data dictionary and documentation, evaluate data integrity through audit, evaluate data structure for reporting, integrate internal and external data sources, and understand the importance of table maintenance and updates	4
Chapter 3 – Tools for Data Organization, Analysis, and Presentation using textbook: A Practical Approach to Analyzing Healthcare Data – 3 <sup>rd</sup> Edition	Textbook reading assignment and assessment	Data organization using databases, structured query language, use of statistical software packages, and data analysis in practice.	12
Chapter 4 – Analyzing Categorical Variables using textbook: A Practical Approach to Analyzing Healthcare Data – 3 <sup>rd</sup> Edition	Textbook reading assignment and assessment	Descriptive statistics, rates for population health and epidemiology	12
Chapter 5 – Analyzing Continuous Variables using textbook: A Practical Approach to Analyzing Healthcare Data – 3 <sup>rd</sup> Edition	Textbook reading assignment and assessment	Measures of variation, inferential statistics, confidence interval for the population mean	12
Chapter 6 – Analyzing the Relationship between Two Variables using textbook: A Practical Approach to Analyzing Healthcare Data – 3 <sup>rd</sup> Edition	Textbook reading assignment and assessment	Chi-squared test of independence, sensitivity and specificity, correlation, simple linear regression	12
Domain 2: Data Analytics	Online self-directed course	Differentiate between quantitative and qualitative analysis, identify specific data that may be analyzed in an organization, analyze specific data elements and recommend improvements based on the	4

Item	Type	Content	Hours
		analysis, analyze health data using appropriate testing methods to generate findings for interpretation	
Chapter 7 – Study Design and Sample Selection using textbook: A Practical Approach to Analyzing Healthcare Data – 3 <sup>rd</sup> Edition	Textbook reading assignment and assessment	Types of studies, vocabulary of sampling, sample selection techniques, attribute and variable studies	12
Chapter 8 – Exploratory Data Applications using textbook: A Practical Approach to Analyzing Healthcare Data – 3 <sup>rd</sup> Edition	Textbook reading assignment and assessment	Diagnostic-related groups (DRGs) data analysis, case mix index (CMI) analysis, other MS-DRG measures, POA indicators, ambulatory patient classification (APC) data analysis, charge analysis and patterns of care.	12
Chapter 9 – Benchmarking and Analyzing Externally Reported Data using textbook: A Practical Approach to Analyzing Healthcare Data – 3 <sup>rd</sup> Edition	Textbook reading assignment and assessment	The benchmarking process, hospital value based purchasing program, dashboard reports and scorecards, national quality forum, Medicare data quality, risk adjustment	12
Domain 3: Data Reporting	Online self-directed course	State importance of presenting reported data to an organization, identify best practices of data presentation, explain how an organization is impacted based upon reported analyzed results of specific data elements	4
Common employability modules	Online self-directed	Common employability skills to include: <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Analysis and problem-solving</li> <li>• Behavioral characteristics</li> <li>• Business knowledge</li> <li>• Teamwork</li> </ul>	12
Post-immersion assessment	Online assessment	Retired CHDA exam questions	4
Meetings with Coding Trainers	Webex	Review activities, provide feedback and instruction	4
<b>Total Immersion Training/Related Instruction hours</b>			<b>146</b>