

Chapter 11 Case Study: Career Development Plan

Amy E. Haisten

Georgia Northwestern Technical College

HIMT 2300: Healthcare Management

Dr. Donna Estes

July 25, 2021

Chapter 11 Case Study: Career Development Plan

HIM Competency Skills	Operational Goal	Start Date	End Date	Comments
1. Information governance (Kelly, 2020, p. 234)	<ol style="list-style-type: none"> 1. Develop policies and procedures for information governance within HIM. 2. Start a team for information governance for her current organization. 3. Volunteer to lead the team after formation. (Kelly, 2020, p. 234)	August 2021	August 2022	<p>Information governance is an area in which she needs to demonstrate skill because her current organization does not embody information governance.</p> <p>Since this is one of the main areas in which she is most lacking, she should concentrate on this area in her current organization until she moves to use these skills and examples for a new prospective employer in the area where she will be moving (Kelly, 2020, p. 237).</p>
2. Data analytic skills (Kelly, 2020, p. 234)	<ol style="list-style-type: none"> 1. Develop skills using Excel, a data analytic tool she can use to analyze healthcare data. 2. Take an AHIMA course in data analytics to advance her skills. 3. Analyze data and use it for the organization's operations and patient outcomes. (Kelly, 2020, p. 234)	August 2021	August 2022	<p>Data analytics is an area in which she needs to demonstrate skill because she currently relies on her data quality manager for data analytics and reports.</p> <p>Since this is one of the main areas in which she is most lacking, she should concentrate on this area independently and in her current organization until she moves to use these skills and examples for a new prospective employer in the area where she will be moving.</p> <p>Many affordable sources to learn Excel are online. Since she will be moving soon, she needs to focus on quick and short-term educational options that she can complete before moving, such as a self-paced online course or workshop. AHIMA also has online courses. She can even create sample spreadsheets and</p>

				dashboards to add to a portfolio to demonstrate to a prospective employer her newly developed skills in Excel and data analytics (AHIMA, n.d.) (Kelly, 2020, p. 237).
3. Informatics (Kelly, 2020, p. 234)	<ol style="list-style-type: none"> 1. Take an AHIMA course in the area of informatics to advance her skills. 2. Review data reported externally for data integrity and quality. 3. Begin generating reports on HIM-coded data pertinent to her current organization. (Kelly, 2020, p. 234)	August 2021	August 2022	<p>Informatics is an area in which she needs to demonstrate skill because she currently relies on her data quality manager for data analytics and reports.</p> <p>Since this is one of the main areas in which she is most lacking, she should concentrate on this area independently and in her current organization until she moves to use these skills and examples for a new prospective employer in the area where she will be moving.</p> <p>Since she will be moving soon, she needs to focus on quick and short-term educational options that she can complete before moving, such as a self-paced online course or workshop. AHIMA also has online courses (AHIMA, n.d.) (Kelly, 2020, p. 237).</p>
Internal forces impacting HIM				
1. Staffing needs and credentials (Kelly, 2020, p. 229)	<ol style="list-style-type: none"> 1. Trends in Health Information Exchange Organizational Staffing - Part 2: A Deeper Look at Staffing Challenges (AHIMA Body of Knowledge, 2014) 2. The Key to Organizational Success...Employee Engagement (Keith, 2011) 	January 2026	August 2026	After completing her master's degree and gaining informatics and data analytics skills, she can continue to stay current in HIM with the AHIMA Body of Knowledge (Kelly, 2020, p. 237).

<p>2. Staff training and development (Kelly, 2020, p. 229)</p>	<p>1. Training Large and Small: Advantages Differ According to Facility Size (Dimick, 2007) 2. Keeping HIPAA Education Fresh (Dimick, 2009)</p>	<p>January 2026</p>	<p>August 2026</p>	<p>After completing her master’s degree and gaining informatics and data analytics skills, she can continue to stay current in HIM with the AHIMA Body of Knowledge. The first resource about facility size might be helpful to her since she is planning on moving to a larger organization in a suburban area (Kelly, 2020, p. 237).</p>
<p>External forces impacting HIM</p>				
<p>1. Security and privacy (Kelly, 2020, p. 229)</p>	<p>1. Security Starts at Admissions, But Can’t End After Discharge (Morper, 2014) 2. Black Market PHI Does Exist: Why It’s Time to Take Security Risk Assessments Seriously (Downing, 2014)</p>	<p>January 2026</p>	<p>August 2026</p>	<p>After completing her master’s degree and gaining informatics and data analytics skills, she can continue to stay current in HIM with the AHIMA Body of Knowledge (Kelly, 2020, p. 237).</p>
<p>2. Governmental agencies (Kelly, 2020, p. 229)</p>	<p>1. Transparency is a Top Priority, Says New CMS Chief Data Officer (AHIMA’s Advocacy and Policy Team, 2015) 2. CMS Revises Telehealth Reimbursement Requirements (Hernandez, 2019)</p>	<p>January 2026</p>	<p>August 2026</p>	<p>After completing her master’s degree and gaining informatics and data analytics skills, she can continue to stay current in HIM with the AHIMA Body of Knowledge (Kelly, 2020, p. 237).</p>
<p>Personal Goals</p>				
<p>To obtain an assistant director or director of HIM at a large organization when she moves. (Kelly, 2020, p. 238)</p>	<p>She wants to remain in management and maintain or advance in her career.</p>	<p>August 2022</p>	<p>August 2022</p>	<p>Her goals and increasing her skills revolve around getting a great job and remaining marketable upon moving to a large urban or suburban market (Kelly, 2020, p. 237).</p>
<p>Attain a master’s degree in health informatics. (Kelly, 2020, p. 237)</p>	<p>She should get her master’s degree in informatics because informatics and data analytics are vital skills and growing areas in</p>	<p>August 2022</p>	<p>December 2025 (assuming the program)</p>	<p>She should wait to start her graduate degree until after she moves. Working her job, packing to move, and working on a master’s degree is too much for one</p>

	<p>HIM. She relies on her data quality manager for duties in this area. This degree will increase her education and skills set and make her more self-sufficient and valuable to her employer.</p> <p>(Kelly, 2020, p. 237)</p>		<p>will take 2.5 years)</p>	<p>person to do all at once. She also will not have time to complete the degree before she moves. She should pick a school near her new residence or online and complete the degree after settling. If needed, she can adjust the dates depending on when exactly her husband transfers.</p> <p>(Kelly, 2020, p. 237)</p>
--	---	--	-----------------------------	---

References

AHIMA. (n.d.). AHIMA Store: Online Courses.

<https://my.ahima.org/search/online%20courses?tc=1243,1244&sortby=1>

AHIMA Advocacy and Policy Team. (2015, June). Transparency is a Top Priority, Says New CMS Chief Data Officer. *AHIMA Body of Knowledge*.

<https://bok.ahima.org/doc?oid=107669#.YP4gEqiSmMo>

AHIMA Body of Knowledge. (2014, Oct.). Trends in Health Information Exchange Organizational Staffing - Part 2: A Deeper Look at Staffing Challenges.

<https://bok.ahima.org/PdfView?oid=300624>

Dimick, C. (2009, Jan.). Keeping HIPAA Education Fresh. *AHIMA Body of Knowledge*.

<https://bok.ahima.org/PdfView?oid=300624>

Dimick, C. (2007, Oct.). Training Large and Small: Advantages Differ According to Facility Size. *AHIMA Body of Knowledge*.

<https://bok.ahima.org/doc?oid=74314#.YP4WyaiSmMo>

Downing, K. (2014, May). Black Market PHI Does Exist: Why It's Time to Take Security Risk Assessments Seriously. *AHIMA Body of Knowledge*.

<https://bok.ahima.org/doc?oid=300434#.YP4et6iSmMo>

Hernandez, S. (2019, Oct.). CMS Revises Telehealth Reimbursement Requirements. *AHIMA Body of Knowledge*. <https://bok.ahima.org/doc?oid=302872#.YP4hNKiSmMo>

Keith, R. (2011, Oct.). The Key to Organizational Success...Employee Engagement. *AHIMA Body of Knowledge*. <https://bok.ahima.org/doc?oid=105391#.YP4VoqiSmMo>

Kelly, J. R., & Greenstone, P. S. (2020). *Management for the Health Information Professional*. (2nd ed.). Chicago, IL: AHIMA Press.

Morper, M. (2014, Nov.). Security Starts at Admissions, But Can't End After Discharge. *AHIMA Body of Knowledge*. <https://bok.ahima.org/doc?oid=107492#.YP4d8qiSmMo>