

Check Your Understanding

1. Choose three of the HIM skills identified in table 11.4 and discuss how an HIM professional can incorporate them into daily operations.
2. Describe one tool utilized for assessing HIM professional development needs.
3. Delineate an emerging role that will assist with documentation improvement strategies.
4. Research an emerging role in HIM and assess the health information curricula competencies that impact that role.

Case Study

Objectives

- Examine the AHIMA professional competencies to maintain relevancy as an HIM professional
- Develop a five-year career development plan

Instructions

Review the AHIMA competencies and develop a career plan based on individual career needs. A career plan template is provided on the following page.

Scenario

Mary Beth Jones, RHIA, is an HIM director at a small rural community healthcare facility. She has been in the HIM field for approximately 15 years and realizes that even though her facility is pretty progressive for its size and location, she may not be keeping pace with the type of skills that are required for the future HIM workforce. Her husband may be transferred within the year to a more suburban city in another state that has a lot of opportunities for an HIM professional. Mary Beth is worried that she may not be as marketable as some of her peers. She has talked with one of the faculty members from where she attained her bachelor's degree and this individual recommended that Mary Beth use the AHIMA competency assessment tool to assess her gaps in her knowledge. The faculty member also suggested that Mary Beth consider attaining a master's degree in health informatics or HIM. Mary Beth's current skill set is as follows:

- Her first position was as cancer registrar. She was a certified registrar for three years.
- Her second position was coding at a large physician practice for one and a half years.
- Her third position was the supervisor of the outpatient coding area, which included physician billing, outpatient surgery and observation coding, and all clinical coding. She was in this position for four years.
- She did not work for one and a half years after the birth of her third child.
- She was promoted to director of HIM five years ago. The projects she has completed include:
 - While on the project team for implementation of an ambulatory EHR, she helped the design team with the build for the inpatient EHR that will go live in six months
 - She outsourced medical transcription
 - She developed a coding workforce that works remotely
 - She was an AHIMA-approved ICD-10 trainer and she performed, in conjunction with the coding manager, all the coding training in preparation for ICD-10
 - She has not done much with reporting or data analytics and relies heavily on her data quality manager to run most of these reports
 - Her healthcare organization has not embraced information governance

Assumptions

- Mary Beth is willing to do what it takes to get her learning on target with the HIM workforce.
- Mary Beth will be moving in the next year and she may need additional skills prior to obtaining another job as outlined by her career goals.
- Mary Beth wants to remain in management, and she would like to be the assistant director or director at a large urban or suburban healthcare organization.

Deliverables

1. Create a five-year career plan for Mary Beth using the template provided. Include three strategic goals that Mary Beth should work on within her current facility to demonstrate relevancy in the HIM profession and for each of these strategic goals identify three operational goals similar to those in table 11.4.
2. Identify two internal forces impacting HIM (table 11.2) and provide two resources from the AHIMA Body of Knowledge that Mary Beth can consult to gain additional knowledge.
3. Identify two external forces impacting HIM (table 11.2) and provide two resources from the AHIMA Body of Knowledge that Mary Beth can consult to gain additional knowledge.
4. Create two personal goals for Mary Beth in regard to long-term career development.

Career Plan Template

HIM competency skills	Operational goal	Start date	End date	Comments
1.	1-1 1-2 1-3			
2.	2-1 2-2 2-3			
3.	3-1 3-2 3-3			
Internal forces impacting HIM				
1.	1-1 1-2			
2.	2-1 2-2			
External forces impacting HIM				
1.	1-1 1-2			
2.	2-1 2-2			
Personal goals	1			
	2			