

# Registered Health Information Administrator (RHIA) Examination Content

**Number of Questions on Exam: 180**

**Exam Time: 4 hours**

## **DOMAIN I. Health Data Management (20%)**

1. Manage health data elements and/or data sets
2. Develop and maintain organizational policies, procedures, and guidelines for management of health information
3. Ensure accuracy and integrity of health data and health record documentation
4. Manage and/or validate coding accuracy and compliance
5. Manage the use of clinical data required in reimbursement systems and prospective payment systems (PPS) in healthcare delivery
6. Code diagnosis and procedures according to established guidelines
7. Present data for organizational use (e.g., summarize, synthesize, and condense information)

## **DOMAIN II. Health Statistics and Research Support (11%)**

1. Identify and/or respond to the information needs of internal and external healthcare customers
2. Filter and/or interpret information for the end customer
3. Analyze and present information for organizational management (e.g., quality, utilization, risk)
4. Use data mining techniques to query and report from databases

## **DOMAIN III. Information Technology and Systems (20%)**

1. Implement and manage use of technology application
2. Develop data dictionary and data models for database design
3. Manage and maintain databases (e.g., data migration, updates)
4. Apply data and functional standards to achieve interoperability of healthcare information systems
5. Apply data/record storage principles and techniques associated with the medium (e.g., paper-based, hybrid, electronic)
6. Evaluate and recommend clinical, administrative, and specialty service applications (e.g., financial systems, electronic record, clinical coding)
7. Manage master person index (e.g., patient record integration, customer/client relationship management)

## **DOMAIN IV. Organization and Management (30%)**

1. Develop and support strategic and operational plans for facility-wide health information management
2. Monitor industry trends and organizational needs to anticipate changes
3. Perform human resource management activities (e.g., recruiting staff, creating job descriptions, resolve personnel issues)
4. Conduct training and educational activities (e.g. HIM systems, coding, medical and institutional terminology; documentation and regulatory requirements)
5. Establish and monitor productivity standards for the HIM function
6. Optimize reimbursement through management of the revenue cycle (e.g., chargemaster maintenance)
7. Develop, motivate, and support work teams and/or individuals (e.g., coaching, mentoring)
8. Prepare and manage budgets
9. Analyze and report on budget variances
10. Determine resource needs by performing analyses (e.g., cost-benefit, business planning)
11. Evaluate and manage contracts (e.g., vendor, contract personnel, maintenance)
12. Organize and facilitate meetings
13. Advocate for department, organization and/or profession
14. Manage projects
15. Prepare for accreditation and licensing processes (e.g., Joint Commission, Medicare, state regulators)

## **DOMAIN V. Privacy, Security, and Confidentiality (13%)**

1. Design and implement security measures to safeguard Protected Health Information (PHI)
2. Manage access, disclosure, and use of Protected Health Information (PHI) to ensure confidentiality
3. Investigate and resolve healthcare privacy and security issues/problems
4. Develop and maintain healthcare privacy and security training programs

## **DOMAIN VI. Legal and Regulatory Standards (6%)**

1. Administer organizational compliance with healthcare information laws, regulations and standards (e.g., audit, report and/or inform; legal health record)
2. Prepare for accreditation and licensing processes (e.g., Joint Commission, Medicare, state regulators)