Health Information Management Professional Organizations

Speaker: Sarah Cottington

This unit deals with the various professional associations that are associated with the program that you have entered. Further in this week’s lecture, I will list the program that you have entered into and provide you with the association’s website. I am asking that you take the time to visit this website during the week and look at the opportunities that are provided to you as a student.

In the program orientation that you received in the new Student Online Orientation course, I noted that Health Information Technology and Medical Insurance Coding students are required to become student members of the American Health Information Management Association (AHIMA). All HIT and MIC students should have received the membership application in the program orientation.

MIC students please make sure you go to AHIMA and look at the requirements for the Certified Coding Associate Exam (CCA) as this is the examination that you may take once you graduate from the MIC program. Their website is www.ahima.org.

HDS students are not required to become student members of the Association for Healthcare Documentation Integrity (AHDI). However, please make sure that you go to AHDI and look at the requirements for taking the certification examination that you may take once you graduate from the MT program. Their website is www.ahdionline.org.

Health Unit Coordinator students are not required to be student members of the National Association for Health Unit Coordinators. However, please make sure that you go to website and look at the requirements for taking the certification examination that you may take once you graduate from the HUC program. The website is at www.nahuc.org.

Once you have read the text for this unit, you will realize that there many health care career opportunities that are available in many different settings and for a variety of types of positions.

Let’s take a few minutes to discuss these professional titles and their associations:

The Cancer Registrar, which may also be called a Tumor Registrar, is responsible for collecting cancer data from a variety of sources and to report statistics to government and health care agencies. The primary responsibility of cancer registrars is to ensure the timely, accurate, and complete collection and maintenance of cancer data.

A Coding Specialist is responsible for ensuring that all diagnosis, services, and procedures that are documented in patient records are coded accurately to ensure proper reimbursement, as well as for research and statistical purposes.

A Health Insurance Specialist is responsible for verifying health claims against third party payer guidelines to authorize appropriate payments. The Health Insurance Specialists may need to refer the claim to investigators for more thorough review.
The Health care Documentation Specialist is responsible for transcribing prerecorded dictations thus creating patient health information.

Health Information Managers are responsible for organizing, analyzing, and maintaining patient data to ensure the delivery of health care. In the previous unit, we discussed the roles and credentials of Registered Health Information Administrator (RHIA) and Registered Health Information Technician (RHIT). We also noted that you must graduate from an accredited college in order to sit for the examination. The HIT program at Indian Hills Community College is fully accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Students graduating from the HIT program at Indian Hills are eligible to take the examination for the Registered Health Information Technician. Once you’ve passed the national examination, just as with any other professional association, we are required to complete continuing education requirements. The continuing education requirements, also referred to as CEU’s are as follows: RHIT – 20 hours every 2 years, and RHIA – 30 hours every 2 years.

Health Service Managers are responsible for planning, directing, coordinating as well as supervising the delivery of health care. They include specialists who direct clinical departments or services.

Medical Assistants perform routine administrative as well as clinical tasks. These tasks include answering telephones, greeting patients, and arranging outpatient treatments.

Medical Staff Coordinators are responsible for managing the medical staff office and complying with medical staff bylaws, which means they manage the physician’s credentialing and re-credentialing process.

Privacy Officers oversee the development, implementation, maintenance, and adherence to an organization’s policies and procedures covering the privacy of and access to protected health information (PHI). The Privacy Officer must ensure that the facilities policies and procedures are in compliance with federal and state laws.

Risk Managers are responsible for investigating incident reports, which also can be called occurrence reports and make recommendations for appropriate corrective action. On a side note, doesn’t an occurrence sound a lot better than an incident?

Quality Managers coordinate a health care facilities quality improvement program to improve patient outcomes.