



Certified Associate in Healthcare Information and Management Systems

Candidate Handbook

Effective June 15, 2020

For questions regarding HIMSS certification programs, contact:

Healthcare Information and Management Systems Society

33 West Monroe Street, Suite 1700

Chicago, IL 60603-5616

Phone: 703-722.0580

Email: certification@himss.org

Website: www.himss.org

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CAHIMS Candidate Handbook and Application

This Candidate Handbook provides information about the Certified Associate in Healthcare Information and Management Systems (CAHIMS) program, including CAHIMS Examination administration policy and process as well as the CAHIMS Examination Application. Keep this Candidate Handbook until after the examination is completed. Additional copies of this Candidate Handbook may be obtained by downloading a copy from www.himss.org. The most current version of the Candidate Handbook is posted here and supersedes any other version.

About HIMSS

HIMSS is a global advisor and thought leader supporting the transformation of health through information and technology. As a mission driven non-profit, HIMSS offers a unique depth and breadth of expertise in health innovation, public policy, workforce development, research and analytics to advise global leaders, stakeholders and influencers on best practices in health information and technology. Through our innovation companies, HIMSS delivers key insights, education and engaging events to healthcare providers, governments and market suppliers, ensuring they have the right information at the point of decision. Headquartered in Chicago, Illinois, HIMSS serves the global health information and technology communities with focused operations across North America, Europe, United Kingdom, the Middle East and Asia Pacific. Our members include more than 72,000 individuals and 630 corporate organizations.

HIMSS Vision

A world where everyone, everywhere, has access to a health and wellness ecosystem that works - one with the human at its heart.

HIMSS Mission

To reform the global health ecosystem by leveraging the power of information and technology. By creating an informed and empowered community of providers, innovators and individuals, we will enable an ever-improving state of health and wellness throughout the world.

Statement of Nondiscrimination

HIMSS does not discriminate among candidates on the basis of age, gender, race, color, religion, national origin, disability or marital status.

HIMSS Certification Program Examinations

HIMSS conducts certification examination for programs in healthcare information and management systems:

- CPHIMS (Certified Professional in Healthcare Information and Management Systems)
- CAHIMS (Certified Associate in Healthcare Information and Management Systems)

Each certification examination is designed to test a well-defined body of knowledge representative of professional practice in healthcare information and management systems. Successful completion of a certification examination is an indicator of broad-based knowledge in healthcare information and management systems. Certification examinations conducted by HIMSS are independent of each other. Each leads to a certification credential in healthcare information and management systems.

Content of each examination was defined by an international or national role delineation study. The study involved

surveying practitioners in the field to identify tasks that are performed routinely and considered important to competent practice. Each edition of a certification examination is developed through a combined effort of qualified subject-matter experts and testing professionals, who construct the examination in accordance with the Examination Content Outline

Testing Agency

HIMSS contracts with Prometric, Inc. to assist in the development, administration, scoring, score reporting and analysis of the CAHIMS Examination. You can learn more at [online here](#).

CAHIMS Certification Program

The CAHIMS certification program promotes the healthcare information and management systems field through certification of qualified individuals and the following program elements:

- Recognizing formally those individuals who meet the eligibility requirements of CAHIMS and pass the examination
- Requiring certification renewal through continued personal and professional growth in the practice of healthcare information and management systems
- Providing an international standard of requisite knowledge for certification; thereby assisting employers, the public and members of health professions in assessing healthcare information and management systems professionals

CAHIMS Eligibility Requirements

Candidates who meet the eligibility requirement and pass the CAHIMS Examination attain the CAHIMS designation. HIMSS reserves the right, but is not obligated to, accuracy of information supplied by or on behalf of a candidate.

Eligibility for the CAHIMS Examination requires fulfilling the following requirement:

- High School Diploma or equivalent

CAHIMS Examination

The CAHIMS Examination is structured as follows:

- Composed of 115 multiple-choice questions. A candidate's score is based on 100 of these questions. Fifteen (15) are 'trial' or 'pretest' questions that are interspersed throughout the examination.
- A candidate is allowed two (2) hours in which to complete the CAHIMS Examination.
- The CAHIMS Examination is based on the three (3) major content areas listed in the Content Outline.
 - Each content area is further defined in the Content Outline by a list of tasks representative of that job responsibility.
 - The number of CAHIMS Examination questions devoted to each major content area is included in the Content Outline.
- CAHIMS Examination questions are categorized by the following cognitive levels:
 - **Recall (RE):** The ability to recall or recognize specific information
 - **Application (AP):** The ability to comprehend, relate or apply knowledge to new or changing situations
 - **Analysis (AN):** The ability to analyze and synthesize information, determine solutions and/or evaluate the usefulness of a solution

CAHIMS Examination Detailed Content Outline (effective February 2013)	Cognitive Level			TOTAL
	Recall	Application	Analysis	
1. General	24	2	0	26
A. Organizational Environment <ol style="list-style-type: none"> 1. Recognize basic characteristics, interrelationships, and services of different types of healthcare organizations (e.g., hospitals, clinics, physician practices, ambulatory centers, community health organizations, healthcare payers, regulators, healthcare software service and technology providers) 2. Differentiate among major clinical and business departments and functions found in healthcare organizations 3. Describe basic roles of healthcare information and management systems professionals and the organizational structures in which they work 4. Recognize the impact of commonly accepted laws, regulations, accreditation, and other state and local rules that govern critical healthcare information and systems management services, including privacy, safety, and security (e.g., HIPAA, pharmacy, environments of care, patient rights) on the healthcare industry 5. Recognize business trends affecting healthcare IT (e.g., ARRA/HITECH, Meaningful Use) 	11	1	0	12
B. Technology Environment <ol style="list-style-type: none"> 1. Differentiate characteristics of applications (e.g., clinical, administrative, financial) and clinical technologies commonly used in healthcare 2. Articulate characteristics of the information and communication technologies (e.g., infrastructure, servers, web services, storage) that support the healthcare environment 3. Identify technology trends affecting healthcare IT 	13	1	0	14
2. Healthcare Information and Systems Management	16	23	13	52

A. Analysis	2	2	6	10
1. Help define and prioritize requirements				
2. Document and help analyze current business and clinical processes (e.g., process mapping, flow diagramming, needs analysis)				
3. Analyze deficiencies in current business and clinical processes				
4. Participate in the identification of alternate processes and potential solutions				
5. Participate in the evaluation of whether a proposed solution aligns with business requirements				
6. Participate in the development of a proposal that includes recommended approaches and solutions, and a plan for realizing benefits				
7. Participate in and contribute to projects, including:				
a. information gathering for assessing resource requirements (e.g., space, personnel, environmental, communication, productivity)				
b. provide timely updates on progress for assigned tasks/deliverables				
c. information gathering for risk assessments and business value assessments				

CAHIMS Examination Detailed Content Outline (effective February 2013)	Cognitive Level			TOTAL
	Recall	Application	Analysis	

8. Participate in system quality, verification, validation, and reliability activities, including:				
a. problem solving and quality improvement methodologies				
b. data input and configuration of analytical tools to optimize systems function				
c. organizational change management techniques				
B. Design	2	6	1	9
1. Assist management in the development, and proper documentation, of requests for information and/or requests for proposals				
2. Document compatibility of software, hardware, and network components				
3. Participate in the documentation of compliance with applicable industry, regulatory, and organizational standards				
4. Participate in the evaluation of existing and emerging technologies				
5. Apply approved data management practices				
C. Selection, Implementation, Support, and Maintenance	3	5	4	12
1. Participate in documentation of solution selection criteria				
2. Participate in solution selection activities (e.g., demonstrations, site visits, reference checks)				
3. Support organizational change management techniques				
4. Assist in knowledge transfer through user and operational manuals, files, online resources, and user training and support				
5. Participate in the healthcare information and systems management solution installation, test, and go-live activities				
6. Gather, input, and help analyze data for problems and trends (e.g., error reports, help desk logs, performance metrics, network monitoring)				
7. Help to document and support downtime procedures				
D. Testing and Evaluation	3	6	1	10
1. Recognize formal and documented testing methodologies that are used to demonstrate solutions meet functional requirements (e.g., unit test, integrated test, stress test, acceptance test)				
2. Comply with internal controls to protect resources and ensure availability and integrity during testing (e.g., security audits, versioning control, change control)				
3. Verify and/or validate deliverables against contractual terms or design specifications				
4. Assist with verifying that expected benefits are achieved (e.g., return on investment, benchmarks, user satisfaction)				
E. Privacy and Security	6	4	1	11
1. Describe the organizational policies and procedures to ensure confidentiality, integrity, and availability of data				
2. Describe organizational roles (e.g., information security, physical security, compliance) responsible for managing vulnerabilities				
3. Use specific procedures and tools to identify and mitigate potential privacy/security risks and breaches				

CAHIMS Examination Detailed Content Outline (effective February 2013)				Cognitive Level			TOTAL
				Recall	Application	Analysis	
4. Conduct audits of physical environment and to ensure safeguards are in place to protect assets 5. Assist in managing user access controls according to established policies and procedures 6. Assist in maintaining data management controls (e.g., data ownership, criticality, security levels, protection controls, retention and destruction requirements, access controls) 7. Participate in and support disaster recovery and business continuity plans 8. Assist in conducting privacy and security audits							
3. Administration				7	14	1	22
A. Leadership Support 1. Help to monitor and assess ongoing individual or specific organizational performance indicators 2. Help to monitor and assess key performance indicators of systems effectiveness 3. Understand organization's ethical business principles 4. Participate in group discussion and meetings for the preparation and delivery of business communications 5. Maintain positive working relationships with vendors 6. Assist with managing vendor contracts and relationships, including: communication, issue resolution, schedule, and performance 7. Engage in critical thinking and decision-making 8. Stay current with market and industry trends using a variety of sources (e.g., articles, meetings, web) 9. Understand components of an IT strategic plan (e.g., process maturity and growth, gap analysis, quality improvement, organizational alignment, roles and responsibilities, performance measurement) 10. Assist with monitoring and reviewing internal and external performance against the organization's defined quality standards and practices				3	6	1	10
B. Management Support 1. Understand individual and team roles, responsibilities, and job descriptions 2. Participate on teams 3. Participate and adhere to change control processes 4. Maintain system, operational, and department documentation 5. Provide tier 1 customer service (e.g., service level management request tracking, problem resolution)				4	8	0	12
Totals				47	39	14	100

The method of preparation and amount of time spent preparing for the CAHIMS Examination can be driven by the candidate's preferred study style, level of professional experience or academic background. Some methods of preparation may include but are not limited to the following methods:

Candidates who have passed the CAHIMS Examination report that study should begin by reviewing the CAHIMS Examination Content Outline. Review the content categories and related tasks. Identify and focus review on tasks that you do not perform regularly or with which you are not familiar. Remember that all questions in the CAHIMS Examination are job-related/experience-based and test the application and analysis of information, not just the recollection of isolated facts. The best way to conduct this review is to use [Competency Gap Assessment](#) which will help you identify areas where additional study or review may be most needed.

Develop a Learning Plan

HIMSS Dictionary of Healthcare Information Technology Terms, Acronyms
and Organizations, Fifth Edition

- 3400+ definitions, organizations and references
- Acronyms list with cross-references to current health IT definitions

Preparing for Success in Healthcare Information and Management Systems: The CAHIMS Review Guide

Controlled Document
CAHIMS Candidate Handbook
Approved by: M Gross

leadership and management support. Each chapter includes learning objectives for tracking progress in understanding and articulating the content. Practice exam questions at the end of the book reinforce key concepts explored throughout the book. The *CAHIMS Review Guide* also features a glossary of acronyms used throughout the book for easy reference during exam preparation and ‘on the job’ reference after certification. Visit the HIMSS Store to purchase the [CAHIMS Review Guide](#).

Participate in a Review Course

While no single course is designed to prepare you for the exam, and HIMSS courses do not “teach to the test”, there are review courses available to support you in preparing for the exam.

For more information and the schedule of upcoming and on-demand courses, please contact us at certification@himss.org

Use Other Study Resources

HIMSS recommends that study for the CAHIMS Examination focus on references and programs that cover the information summarized in the CAHIMS Examination Content Outline. It should not be inferred that questions in the CAHIMS Examination are selected from any single reference or set of references, or that study from specific references guarantees a passing score on the examination. For information about references, study guides and review sessions offered by HIMSS, visit [our website](#).

CAHIMS Examination Administration

The CAHIMS Examination is administered via a network of secure, computer-based testing centers through our testing partner, Prometric, and during special administrations at conferences, meetings or other specially-arranged sessions. In accordance with the Americans with Disabilities Act (ADA), special accommodations can be made for candidates with a documented disability.

Computer Administration at Prometric Assessment Centers

The primary mode of delivery of the CAHIMS Examination is by computer at Prometric Testing Centers geographically distributed throughout the world. Testing Center locations, detailed maps, and directions are available at on the [HIMSS page of the Prometric website](#).

A candidate who meets eligibility requirements for the CAHIMS Examination may submit an application and fee at any time via the [HIMSS website](#). Once an application is submitted, it is reviewed. If approved, within 3-5 business days, candidates are sent an Authorization to Test (ATT) email. The ATT email has instructions for a candidate to make his/her personal testing appointment at any worldwide Prometric testing center.

A candidate must make an appointment for testing and take the CAHIMS Examination within ninety (90) days from confirmation of eligibility from HIMSS. The CAHIMS Examination is administered by appointment only. Most, but not all, Prometric testing centers are open six (6) days a week from 8AM – 8PM, with the exception of holidays. Candidates are scheduled on a first-come, first-served basis.

Candidates are encouraged to make their appointment soon after receiving their ATT email to ensure the first choice of testing dates and locations.

Testing Outside of the United States

Candidates who are eligible for the CA

HIMS Examination can take the exam at any one of Prometric’s global testing centers. To find the testing center

closest to you, go to: www.prometric.com/HIMSS

Special Arrangements for Candidates with Disabilities

In compliance with the provisions of the Americans with Disabilities Act (1990) and Title VII of the Civil Rights Act, as amended (42 USCG 2000e, et.seq.), the Global Certification Board for Healthcare Information and Management Systems of HIMSS provides qualified candidates with a disability, who supply appropriate documentation, reasonable and appropriate accommodations in order for the candidate to take the CAHIMS or CPHIMS exam. The Global Certification Board for Healthcare Information and Management Systems follows the *Principles of Fairness* set forth by the Institute for Credentialing Excellence.

Under the ADA, a disability is defined as “a physical or mental impairment that substantially limits one or more major life activities.” Examples of major life activities include:

- Caring for one’s self
- Performing manual tasks
- Walking
- Seeing
- Breathing
- Learning
- Working

Qualified Candidates with a Disability

A "qualified individual with a disability" is one who has a disability and satisfies all the requisite skill, experience, education and other requirements for certification and, with or without accommodations, can perform the essential duties required of his/her job role. A person must be a "qualified individual with a disability" to be protected under the ADA.

Qualified Candidates with a Disability

A "qualified individual with a disability" is one who has a disability and satisfies all the requisite skill, experience, education and other requirements for certification and, with or without accommodations, can perform the essential duties required of his/her job role. A person must be a "qualified individual with a disability" to be protected under the ADA.

Reasonable Accommodation

Reasonable accommodations provide a candidate with a disability a fair and equal opportunity to demonstrate his/her knowledge and skill in the essential duties being measured by the exam. Reasonable accommodations are decided upon based on the individual's specific request, disability and documentation submitted as well as the appropriateness of the request. Reasonable accommodations do not include steps that fundamentally alter the purpose or nature of the exam.

Proper Documentation

The candidate must submit documentation provided by an appropriate licensed professional or certified specialist who diagnosed the disability and is recommending reasonable accommodations. The documentation must be submitted on the professional's letterhead. The documentation must provide a diagnosis of the disability and the test(s) used to determine the disability. The professional must also recommend specific accommodations. These recommendations should be based on testing that is not older than 4 years prior to the application. The confidentiality of all documentation submitted by the candidate is protected.

Procedure

A candidate requesting special accommodations must do so in writing by completing the Request for Special Accommodations Form. Candidates must first declare they will be requesting Special Accommodations as part of their online application for certification. Candidates should then submit a completed Request for Special Accommodations. The request must include proper documentation from a licensed professional or certified specialist who diagnosed the disability condition AND the specific testing aids or modifications being requested.

Accommodations, if approved, will be provided at no additional charge.

HIMSS Certification Staff will review the request and provide a response in writing to the candidate along with his/her eligibility determination. If the candidate has been deemed eligible to take the exam, the Authorization to Test Notice will include the accommodations that have been approved.

All special accommodation forms and related documentation are confidential and will not be released without the written consent of the candidate.

Documentation Requirements

It is the responsibility of the candidate to ensure that all required forms and supporting documentation are submitted to the HIMSS Certification Staff. A request for special testing accommodations will not be reviewed until all documentation is received. Required documentation includes:

- A completed Request for Special Accommodations form. This form consists of two sections—one to be completed by the candidate, and one to be completed by the healthcare professional.
- Evaluation of the candidate's disability, to be completed by the healthcare professional. Note: The healthcare professional must be a licensed or otherwise qualified practitioner whose credentials are appropriate to diagnose and evaluate the specific disability. Candidates requesting accommodations for learning disorders or mental disabilities must be diagnosed by a psychiatrist, psychologist, or other professional with a minimum of a Master's degree, with credentials recognized as competent to diagnose a mental disorder or learning disability.
- If the candidate did not receive special accommodations during his/her years of higher education, a written explanation of why accommodations are being requested now is required. This is completed by the healthcare professional.

For either a computer or a special administration of the CAHIMS Examination, complete the Request for Special Examination Accommodations form included in this Candidate Handbook and submit to certification@himss.org once you have submitted a CAHIMS Examination application and fee. Once your application and Special Accommodations request is reviewed, you will receive an ATT email with instructions on how to schedule your exam.

Adhering to Professional Standards of Conduct

HIMSS is responsible to its candidates, employers, the profession and the public for ensuring the integrity of all processes and products of its certification programs. As such, HIMSS requires adherence to these *Professional Standards of Conduct* by all who have achieved certification through successful completion of its programs. A candidate's signature on the application for the CAHIMS Examination attests to ongoing agreement to adhere to the following *Professional Standards of Conduct*.

Professional Standards of Conduct: An individual who is awarded certification by HIMSS agrees to conduct himself/herself in an ethical and professional manner. This includes demonstrating practice-related behavior that is indicative of professional integrity. By accepting certification, the individual agrees to the following:

- Maintain professional competence.
- Demonstrate work behavior that exemplifies ability to perform safely, competently and with good judgment.

- Conduct professional activities with honesty and integrity.
- Avoid discriminating against any individual based on age, gender, race, color, religion, national origin, disability or marital status.
- Avoid conflicts of interest.
- Abide by the laws, rules and regulations of duly authorized agencies regulating the profession.
- Abide by rules and regulations governing programs conducted by HIMSS.

Infraction of these *Professional Standards of Conduct* is misconduct for which granting of a certification or renewal of a certification may be delayed or denied, or for which a certification may be revoked by HIMSS.

Reporting Violations. To protect the international credential and to ensure responsible practice by its holders, HIMSS depends upon its candidates, professionals, employers, regulatory agencies and the public to report incidents that may be in violation of these *Professional Standards of Conduct*. A certified individual who has violated these *Standards* should voluntarily surrender his/her certification.

Written reports of infraction of these *Standards* may be sent to HIMSS, Director of Professional Certification Products, 33 West Monroe Street, Suite 1700, Chicago, Illinois 60603-5616 USA. Only signed, written communication will be considered.

HIMSS will become involved only in matters that can be factually determined, and commits to handling any situation as fairly and expeditiously as possible. During its investigation and decision, HIMSS will protect the confidentiality of those who provide information to every possible extent. The named individual will be afforded a reasonable opportunity to respond in a professional and legally defensible manner, in accordance with policies established by HIMSS.

CAHIMS Examination Application and Scheduling Process

After fulfilling the CAHIMS eligibility requirements, a candidate may [apply](#) for the CAHIMS Examination on the [HIMSS website](#).

Documentation of eligibility does not need to be submitted with a CAHIMS Examination Application. HIMSS reserves the right, but is not obligated, to verify accuracy of information supplied by or on behalf of a candidate. If selected for an audit, the candidate will be asked to submit documentation as proof of meeting the eligibility requirements.

To apply for the CAHIMS Examination, an eligible candidate must submit the appropriate fee (see below) when completing their online application in order for it to be considered.

HIMSS Individual Organizational

Affiliate Member	\$190 U.S.
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HIMSS Regular, Corporate or

Student Member	\$240 U.S.
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Non-Member	\$315 U.S.
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CAHIMS Retake	\$150 U.S.
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CAHIMS Extension	\$100 U.S.
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(Chapter Only and Online Only Members are not eligible for the Member rate)

- Payment may be made by credit card (VISA , MasterCard, American Express or Discover)

- Examination-related fees are non-refundable.
- Candidates may reschedule their exam 30 days or more before their scheduled date and incur \$0 in fees.
- If rescheduling 5-29 days before the exam date, a candidate will incur a \$35 cancellation/rescheduling fee paid directly to Prometric. Candidates may not reschedule the exam less than 5 days before the exam date.
- A candidate fails to report for their exam forfeits the application and all fees paid to take the CAHIMS Examination. They may apply again as a reexamination candidate, if eligible. Otherwise, a new, complete application and full CAHIMS Examination fee are required to re-apply.
- A candidate who does not schedule an appointment during the 90-day eligibility period or who cancels an appointment but does not reschedule it during the 90-day period may apply for an extension of eligibility as listed below.

Online Application and Scheduling

Once a candidate has applied for the CAHIMS exam, the application will be reviewed. If approved, the candidate will be sent an Authorization to Test (ATT) email. The ATT email will include the Prometric website and additional details needed for the candidate to make his or her personal testing reservation. A candidate cannot make a testing appointment until the ATT email has been received.

Candidates will use the ATT email details to log in to the website, and enter the city in which the candidate wishes to test. The website will return the closest testing center. A candidate selects the center at which to make an appointment. A calendar is then provided with available testing dates. Once a date is selected, available appointment times will be displayed. A candidate selects the preferred time and then confirms the appointment. A confirmation email is then sent to the candidate.

If *special accommodations* are required, complete and submit to HIMSS the *Request for Special Examination Accommodations* form included in this Candidate Handbook and submit it to certification@himss.org after the online CAHIMS Examination application and fee have been submitted.

A candidate is allowed to take only the CAHIMS Examination for which application is made, eligibility from HIMSS is received, and the candidate has received confirmation of a testing appointment from Prometric. Unscheduled candidates (walk-ins) are not allowed to take the CAHIMS Examination.

Special Accommodations

If *special accommodations* are required, complete and submit to HIMSS the *Request for Special Examination Accommodations* form included in this Candidate Handbook and submit it to certification@himss.org after the online CAHIMS Examination application and fee have been submitted.

English as a Second Language

HIMSS certification exams are provided in the English language.

Exam candidates whose first language is not English may bring into the testing center an English-German/Spanish/Dutch/Italian/etc. strict translation (word-to-word) dictionary to the exam. The dictionary will be inspected by the proctor prior to and after the exam is completed. Any attempt to compromise the exam will be grounds for immediate dismissal from the site, invalidation of the exam score, and possible legal action.

Candidates must supply their own dictionary which must conform to the following:

1. Must be in paper format (non-electronic)
2. Must provide only word-to-word translation
3. Must not provide any definitions, pictures, or thesaurus for the word entries.

The dictionary will be inspected on-site by the proctor. The proctor has final determination as to whether the dictionary conforms to the requirements above.

Re-Scheduling or Cancelling a CAHIMS Examination

Although examination application fees are non-refundable, the following options to re-schedule a CAHIMS Examination are available. Please note, CAHIMS exam fees are non-refundable and non-transferable to another person.

- Candidates may reschedule their exam 30 days or more before their scheduled date and incur \$0 in fees.
- If rescheduling 5-29 days before the exam date, a candidate will incur a \$35 cancellation/rescheduling fee paid directly to Prometric. Candidates may not reschedule the exam less than 5 days before the exam date.
- A candidate fails to report for their exam forfeits the application and all fees paid to take the CAHIMS Examination. They may apply again as a reexamination candidate, if eligible. Otherwise, a new, complete application and full CAHIMS Examination fee are required to re-apply.
- A candidate who does not schedule an appointment during the 90-day eligibility period or who cancels an appointment but does not reschedule it during the 90-day period may apply for an extension of eligibility as listed below.

On the Day of the CAHIMS Examination

Reporting for the CAHIMS Examination

Bring with you the **confirmation notice** provided by Prometric. It contains the unique identification number required to take the test and is required for admission to the testing room.

Report to the Prometric Testing Center no later than thirty (30) minutes prior to the scheduled testing time. After entering the testing location, follow the signs to the Prometric Testing Center.

A candidate who arrives more than fifteen (15) minutes after the scheduled testing time is not admitted. A candidate who is not admitted due to late arrival must re-schedule to a new date as outlined above, paying the \$75 USD re-scheduling fee. A candidate who does not show up for a scheduled examination appointment forfeits all fees paid to HIMSS and must reapply, paying the full examination fee.

On-Site Security

HIMSS and Prometric maintain examination administration and security standards are designed to assure that all candidates are provided the same opportunity to demonstrate their abilities. The testing environment at Prometric Testing Centers is continuously monitored by audio and video surveillance equipment or examination personnel. You are encouraged to familiarize yourself with [what to expect](#) regarding [security procedures](#), and their [Break Policy](#) prior to your testing date. Although lockers are available on-site, candidates are encouraged to leave personal belongings at home. Candidates will NOT be permitted to bring ANY belongings into the secure testing area.

Identity Verification

To gain admission to the Prometric Testing Center or a testing room, the candidate must present two (2) forms of identification. The primary form must be government issued, current (valid), and include the candidate's name, signature and photograph. No form of temporary identification will be accepted. The candidate will also be required to sign a roster for verification of identity.

- Examples of valid primary forms of identification are current driver's license with photograph, current identification card with photograph, current passport, or current military identification card with photograph.
- The secondary form of identification must display the candidate's name and signature for the candidate's signature

verification. (e.g., credit card with signature, social security card with signature, employment/student ID card with signature, etc.)

- If the candidate's name on the registration list must match the name as it appears on the forms of identification.

Candidates must have proper identification to gain admission to the Testing Center. Failure to provide appropriate identification at the time of the examination is considered a missed appointment. There will be no refund of examination fees.

Use of Calculators

Some examination questions may require calculations. An on-screen calculator is made available to you during the test. Candidates may not bring their own calculators.

Inclement Weather or Emergency

In the event of inclement weather or unforeseen emergencies on the day of examination, HIMSS, in concert with Prometric, will determine whether circumstances warrant the cancellation and subsequent re-scheduling of a CAHIMS Examination. If testing personnel are able to conduct business, the examination usually proceeds as scheduled.

Every attempt is made to administer a CAHIMS Examination as scheduled; however, should a CAHIMS Examination be canceled, the scheduled candidate will receive notification following the examination regarding a re-scheduled examination date or re-application procedures. In the case of cancellation, no additional fee is required to test. In the event of a personal emergency on the day of examination, a candidate may request consideration of re-scheduling the examination without additional fee by contacting HIMSS in writing within ten (10) days of the scheduled testing session. A description of the emergency and supporting documentation are required. Re-scheduling without an additional fee being imposed will be considered on a case-by-case basis and is typically restricted to occurrences such as serious illness, death, medical emergency. Work schedules, child care issues, and other similar instances typically do not constitute circumstances that would permit rescheduling without additional fees.

Failing to Report for the CAHIMS Examination

A candidate fails to report for their exam forfeits the application and all fees paid to take the CAHIMS Examination. They may apply again as a reexamination candidate, if eligible. Otherwise, a new, complete application, and full CAHIMS Examination fee are required to re-apply.

Extension of Eligibility

A candidate who does not schedule an appointment during the ninety (90) day eligibility period or who cancels an appointment but does not reschedule it during the initial ninety (90) day period may extend this period once for an additional ninety (90) days by paying an [extension fee](#) within 1 (one) year of their initial application. After 1 (one) year has passed, a new, complete application, and full CAHIMS Examination fee are required to re-apply for the examination.

Taking the CAHIMS Examination

After identity of the CAHIMS candidate has been verified, the candidate is directed to a testing station. Candidates are provided one sheet of scratch that must be returned to the examination proctor at the completion of testing. Failure to do so will result in the test score report not being released.

The CAHIMS candidate is provided instructions on-screen. Prior to attempting the CAHIMS Examination, the candidate is provided a short tutorial on using the software to take the examination. Tutorial time is NOT counted as part of the two (2) hours allowed for the examination. Only after a candidate is comfortable with the software and chooses to start the Examination does the examination time begin.

The *computer monitors the time spent on the examination*. The CAHIMS Examination terminates at the two (2)-hour mark. There is a countdown timer on each screen that indicates the time remaining.

Only one CAHIMS Examination question is presented at a time. The question number appears along the left-hand side of the screen in an “arrow” format. The entire CAHIMS Examination question appears on-screen (question and four options.) Candidates select an answer by using the mouse to “click” the selected option, highlighting it. To change an answer, the candidate simply selects another option. An answer may be changed multiple times.

To move to the next question, click on the “Next” button in the lower right corner of the screen. This action allows the candidate to move forward through the CAHIMS Examination question by question. To review a question, click the question number on the left side of the screen.

A CAHIMS Examination question may be left unanswered for return later in the testing session. Questions may also be “flagged” for later review by clicking on the “Flag” icon at the bottom center of the screen.

When the CAHIMS Examination is completed, the number of CAHIMS Examination questions answered is reported. If fewer than 115 questions were answered and time remains, return to the CAHIMS Examination and answer the remaining questions. Be sure to answer each examination question before ending the examination. There is no penalty for guessing.

Rules for CAHIMS Examination

All CAHIMS Examination candidates must comply with the following rules during the CAHIMS Examination administration:

1. No personal items (including watches, hats and coats), valuables or weapons should be brought into the testing room. Only keys, wallets and items required for medical needs are permitted. Books, computers, or other reference materials are strictly prohibited. If personal items are observed or heard (e.g., cellular/smart phone, alarm) in the testing room after the examination is started, the examination administration will be forfeited. Prometric is not responsible for items left in the reception area.
2. Only silent, non-programmable calculators without alpha keys or printing capability are permitted in the testing room. Calculator malfunction during the CAHIMS Examination does not constitute grounds for challenging examination scores or requesting additional testing time.
3. Pencils will be provided during check-in. No personal writing instruments are allowed in the testing room.
4. CAHIMS Examinations are proprietary. CAHIMS Examination questions may not be recorded or shared with any individual in any manner. No cameras, notes, tape recorders, pagers or cellular/smart phones or other recording devices are allowed in the testing room. Possession of a cellular/smart phone or other electronic devices is strictly prohibited and will result in dismissal from the CAHIMS Examination.
5. Eating, drinking and smoking will not be permitted in the testing room.
6. No documents or notes of any kind may be removed from the testing room. For computer administrations, candidates are provided one sheet of scratch paper for calculations that must be returned to the examination proctor at the completion of testing. Failure to do so will result in the test score report not being released.
7. No questions concerning the content of the CAHIMS Examination may be asked of anyone during the CAHIMS Examination.

8. Permission from the CAHIMS Examination proctor is required to leave the testing room during the examination. No additional time is granted to compensate for time lost.
9. No guests, visitors or family members are allowed in the testing room or reception areas.

Candidates observed engaging in any of the following conduct during the CAHIMS Examination may be dismissed from the CAHIMS Examination session, their score on the CAHIMS Examination voided and the CAHIMS Examination fees forfeited. Evidence of misconduct is reviewed by HIMSS to determine whether the CAHIMS candidate will be allowed to re-apply for the CAHIMS Examination. If re-examination is granted, a complete CAHIMS Examination application and full CAHIMS Examination fee are required.

- Gaining unauthorized admission to the CAHIMS Examination
- Creating a disturbance, being abusive or otherwise uncooperative
- Displaying and/or using electronic communications equipment including but not limited to pagers and cellular/smart phones
- Talking or participating in conversation with other CAHIMS Examination candidates
- Giving or receiving help or being suspected of doing so
- Leaving the Prometric Testing Center or testing room during the CAHIMS Examination
- Attempting to record CAHIMS Examination questions in any manner or making notes
- Attempting to take the CAHIMS Examination for someone else
- Having possession of personal belongings
- Using notes, books or other aids without it being noted on the roster
- Attempting to remove CAHIMS Examination materials or notes from the Prometric Testing Center or the testing room

Copyrighted Examination Questions

All CAHIMS Examination questions are the copyrighted property of HIMSS. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these CAHIMS Examination questions by any means, in whole or in part. Doing so may result in severe civil and criminal penalties.

Following the CAHIMS Examination

Score Reports

Score reports are issued by Prometric, on behalf of HIMSS, at the Testing Center. Scores are displayed on the screen when a candidate completes the exam, and provided in printed form before leaving the Testing Center. Scores are not reported over the telephone, by electronic mail, or by facsimile.

The score report indicates a “Pass” or “Fail,” which is determined by the score on the total CAHIMS Examination. Scores are represented on a scale from 200 to 800, with a **600** required to pass. The score report also includes a diagnostic scale, in the form of a bar graph, for each of the content area of the CAHIMS Examination Content Outline. The farther to the RIGHT on the bar graph a candidate’s performance is indicated, the more proficient a candidate is in that category. Responses to individual CAHIMS Examination questions will not be disclosed to a candidate. Although the CAHIMS Examination consists of 115 questions, the score is based on 100 questions. Fifteen (15) questions are “pretest” questions and do not impact the candidate’s score.

Recognition of CAHIMS certification and information about CAHIMS certification renewal is issued from HIMSS in about eight (8) weeks of successfully completing the CAHIMS Examination. This package is mailed to the address provided on the CAHIMS Examination application.

How the CAHIMS Passing Score is Set

The methodology used to set the initial minimum passing score is the Angoff method in which expert judges estimate the passing probability of each question on the CAHIMS Examination. These ratings are averaged to determine the preliminary minimum passing score (i.e., the number correctly answered questions required to pass the examination). This method takes into account the difficulty of the CAHIMS Examination. The preliminary minimum passing score is validated by the performance of candidates. The passing standard is applied consistently across the CAHIMS candidates who take the same form of the CAHIMS Examination.

When new forms of the CAHIMS Examination are introduced, a certain number of CAHIMS Examination questions in the various content areas are replaced by new CAHIMS Examination questions. These changes may cause one form of the CAHIMS Examination to be slightly easier or harder than another form. To adjust for these differences in difficulty, a procedure called “equating” is used. For equated CAHIMS Examinations that have different passing scores, the equating process helps ensure that the levels of CAHIMS examinee knowledge are equivalent on the various CAHIMS Examination forms. This is why a scaled score is used, with the same passing point of 600 required for each candidate, regardless of which form of the exam a candidate took.

Passing the CAHIMS Examination

An eligible candidate who passes the CAHIMS Examination is awarded the Certified Associate in Healthcare Information and Management Systems (CAHIMS) credential. Approximately eight (8) weeks after the candidate passes the CAHIMS Examination, HIMSS mails to the candidate a certificate of recognition. Information about CAHIMS certification renewal can be found at on the [Certification](#) pages of the [website](#). The name on the certificate and the address to which the package is mailed is based on information in the candidate’s HIMSS membership record. It is the candidate’s responsibility to keep this information current.

HIMSS reserves the right to recognize publicly any candidate who has successfully completed the CAHIMS Examination. *Scores are never reported over the phone.*

Failing the CAHIMS Examination

If a candidate does not pass the CAHIMS Examination, the score report includes diagnostic information which may assist a candidate in determining in which content areas of the exam he or she did not perform as well.

- Candidates who are unsuccessful on the CAHIMS Examination must wait sixty (60) days before testing again. They may retake the exam up to 2 (two) times at a lower retake rate within 1 (one) year of their initial application. A new 90-day eligibility period is awarded 5-7 days after the retake fee is paid.
- If a candidate fails the exam three (3) times, they are required to submit a new CAHIMS Examination application, meet current application requirements, and pay the full CAHIMS Examination fee. The sixty (60) day waiting period will still apply.

Scores Cancelled by HIMSS

HIMSS and Prometric are responsible for maintaining the integrity of the scores reported. On occasion, occurrences such as computer malfunction or misconduct by a candidate may cause a score to be suspect. HIMSS

is committed to rectifying such discrepancies as expeditiously as possible. HIMSS may void CAHIMS Examination results if, upon investigation, violation of CAHIMS regulations is discovered.

Score Confidentiality

Information about a candidate for testing or renewal of certification and examination results is considered confidential; however, HIMSS reserves the right to use information supplied by or on behalf of a candidate in the conduct of research. Studies and reports concerning candidates contain no information identifiable with any candidate, unless authorized by the candidate.

Demographic information about a candidate is shared only when beneficial to the candidate. Scores are never reported to anyone other than the candidate, unless the candidate directs such a request in writing.

Administrative Matters

Name and Address Change

Candidates are responsible for keeping current all contact information. HIMSS is not responsible for communication not received due to incorrect contact information. To update any contact information, the candidate should login to the [HIMSS Member Center](#) or contact *HIMSS Individual Member Services* at membersupport@himss.org.

Renewal of CAHIMS Certification

Achieving CAHIMS certification is an indication of mastery of a well-defined body of knowledge at a point in time. Periodic renewal of the CAHIMS certification is required to maintain certified status and to demonstrate ongoing commitment to remain current in the field. Initial certification or renewal of certification is valid for three (3) years.

Eligible candidates who successfully complete the CAHIMS Examination are provided information about CAHIMS certification renewal requirements in a certification package sent by HIMSS. A copy of the [CAHIMS Renewal Requirements](#) is also available on the HIMSS [website](#). ***The CAHIMS Renewal Application may be submitted up to six (6) months in advance but no later than 30 days prior to the expiration date*** listed on the certificate.

It is the responsibility of each certificant to monitor his/her certification expiration date and to submit the requirements by the specified deadline. As a courtesy, HIMSS e-mails notices to candidates of their pending certification expiration. Candidates are responsible for keeping their contact information accurate. HIMSS is not responsible for communications not received due to incorrect contact information in a candidate's record.

Candidates may renew the CAHIMS credential through one (1) of the following ways:

Successful re-examination. To renew this way, successfully pass the CAHIMS Examination no more than six (6) months prior to expiration of your CAHIMS certification (subject to usual fees and provisions for testing). An additional CAHIMS Renewal fee is not required if a candidate selects this way to renew the designation.

Completion of 45 clock hours of continuing professional education over the three (3)-year renewal period and payment of the renewal fee. To renew this way, submit a complete CAHIMS Renewal Application with the appropriate fee and report all eligible continuing professional education activities that you completed during your renewal period. Eligible activities include attending professional organization conferences, completing on-line courses, and attending or teaching academic courses, among other activities. There is no limitation on the maximum allowable hours. Refer to the current [CAHIMS Renewal Requirements](#) for a description of eligible activities and other provisions for renewing your certification.

Beginning with recertification applications submitted after January 1, 2020 or later, certificants are encouraged to have a minimum of two (2) hours of continuing education that is related to ethics or conflicts of interest.

CAHIMS Renewal Application processing requires eight (8) weeks. Candidates who meet the renewal requirements receive in the mail (at the address in their membership record) a new certificate of recognition listing the new certification expiration date, as well as information about renewing the certification. Candidates are responsible for keeping current contact information in their membership record.

Failing to Renew

A candidate who fails to renew his/her CAHIMS certification is no longer considered certified and may not use the CAHIMS credential in professional communications including but not limited to letterhead, stationery, business cards, directory listings and signatures. To regain certification, the individual must retake and pass the CAHIMS Examination (subject to the usual fees and provisions for testing.)

Appeals

The HIMSS Certification Staff makes every attempt to make fair and accurate decisions based on the information provided by the applicants and certificants. An appeal procedure is available to those who wish to contest any adverse decision affecting his or her application or certification status. Any individual who does not file a request for an appeal within the required time limit shall waive the right to appeal.

The Global Certification Board for Healthcare Information and Management Systems (“GCB4HIT”) will review appeals of adverse certification decisions from HIMSS certified individuals (“certificants”) and applicants for HIMSS certification (“applicants”).

Candidates are permitted to appeal an adverse certification decision on the grounds that HIMSS Certification Staff did not properly apply specified certification eligibility criteria or the decision was based on a factual error that affected the outcome. Adverse certification decisions include: denial of eligibility for initial certification, denial of recertification, suspension of certification or revocation of certification.

No appeal may be taken from an adverse decision based on an individual’s receipt of a failing score on a CAHIMS or CPHIMS certification examination, absent extraordinary circumstances, as determined solely by the GCB4HIT.

Individuals cannot appeal (1) the passing score or actions taken in setting a passing score; (2) establishment of eligibility criteria; (3) individual test items; and (4) test content validity.

Privileged Information, including the nature, format, content and results of examinations administered by HIMSS are considered privileged information. Due to the importance of exam security and item banking, neither exam forms nor answer keys will be disclosed or made available for review by candidates or any other unauthorized third party.

Appeal Process

Upon receipt of the notice of an adverse decision, the applicant or certificant has the option to submit a written notice of appeal to the HIMSS GCB4HIT Appeals Committee no more than fifteen (15) days following notice of the adverse decision.

In the written appeal, the applicant or certificants shall detail the nature of the request for appeal and the specific facts and circumstances supporting the request, and, all reasons why the action or decision should be changed or modified. The applicant or certificant must provide additional written, factual documentation to support his/her appeal. The applicant shall bear the burden of proving the adverse decision was based on erroneous factual determination. There is no appeal on the basis of an incomplete application.

Applicants or certificants submitting a request for review to the HIMSS GCB4HIT shall receive notification of the results within fifteen (15) days of receipt of the request. Should the candidate not be satisfied with the decision rendered, the candidate may submit a written appeal to the full HIMSS GCB4HIT within fourteen (14) days.

The full HIMSS GCB4HIT will review the appeal submission and accompanying documents and make a determination. Candidates will be notified of the HIMSS GCB4HIT decision within forty-five days (45) of receipt of the request. The HIMSS GCB4HIT's decision is final.

Checklist for Becoming Certified

- Read the CAHIMS Candidate Handbook. Use the Learning Plan, Competency Gap Assessment, and Examination Content Outline to focus study efforts.
- [Apply](#) for the CAHIMS Examination via the HIMSS website
- Make a personal testing appoint via the [Prometric website](#)
- Appear on time for the examination on the date and at the time and location confirmed. Bring the confirmation notice, identification as described in your Authorization to Test email.

Contacting HIMSS Certification

Candidates should direct all questions, concerns and correspondence related to the certification process or exam to the HIMSS Certification Department as indicated below:

Healthcare Information and Management Systems Society

33 West Monroe Street, Suite 1700

Chicago, IL 60603-5616

Phone: 703-722.0580

Email: certification@himss.org

Website: <https://www.himss.org/health-it-certification>

Request for Accommodations

If you have a disability covered by the Americans with Disabilities Act, please complete this form and the Documentation of Disability-Related Needs on the reverse side so your accommodations for testing can be processed efficiently. The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality. Please return this form to HIMSS at certification@himss.org within 45 days of the desired testing date.

CANDIDATE INFORMATION

Name (Last or Family Name, First, Middle Initial, Former Name) _____

Mailing Address _____

City _____ State/Province _____ Zip Code/Postal Code and Country _____

Daytime Telephone Number with country code if outside of North America _____ Email Address _____

SPECIAL ACCOMMODATIONS

I request special accommodations for the _____ examination.

Please provide (check all that apply):

- ☐ Reader
- ☐ Extended examination time (time and a half)
- ☐ Reduced distraction environment
- ☐ Large print examination (paper and pencil administration only)
- ☐ Circle answers in examination booklet (paper and pencil administration only)
- ☐ Other special accommodations (Please specify.)

Comments:

PLEASE READ AND SIGN:

I give my permission for my diagnosing professional to discuss with Prometric staff my records and history as they relate to the requested accommodation.

Signature: _____ Date: _____

Return this form to: HIMSS Certification: certification@himss.org

Documentation of Disability Related Needs

Please have this section completed by an appropriate professional (education professional, physician, psychologist, psychiatrist) to ensure that HIMSS is able to provide the required examination accommodations.

PROFESSIONAL DOCUMENTATION

I have known _____ since ____/____/____ in my capacity as a
Candidate Name Date (month/date/year)

Professional Title

The candidate discussed with me the nature of the examination to be administered. It is my opinion that, because of this candidate's disability described below, he/she should be accommodated by providing the special arrangements listed on the reverse side.

Description of Disability: _____

Signed: _____ Title: _____

Printed Name: _____

Address: _____

Telephone Number: _____

Date: _____ License # (if applicable): _____

Return this form to: HIMSS Certification: certification@himss.org