

CPHIMS Learning Plan

Last Revised December 14, 2018



transforming health through information and technology™

The CPHIMS Learning Plan has been designed to share tools and resources available to candidates preparing Certified Professional in Healthcare Information and Management Systems exam. It has been designed using the idea that a candidate would spend a dedicated amount of time, one week, reviewing each content area/subdomain area while preparing for the exam. Each candidate should determine how much time to dedicate to reviewing each content/subdomain area and adjust this schedule accordingly. The schedule is also intended to be complementary to the recommended resource, CPHIMS Review Guide: Preparing for Success in Healthcare Information and Management Systems, Third Edition as well as with other materials identified as part of this resource. These are suggested resources and suggested schedules, and are not intended to be exhaustive or prescriptive. Also as a part of this resource, is a readiness checklist that may be utilized to track progress towards achieving the end goal of sitting for the exam.

Learning Objectives

At the completion of utilizing the resources identified as a part of this tool, the participant will be able to:

- 1) Describe the various components of the CPHIMS Body of Knowledge.
- 2) Articulate the opportunities and challenges in the healthcare environment, while addressing the technological components needed to deliver patient care.
- 3) Describe the components of the implementation development life cycle in a healthcare setting by identifying those concepts required from initial inception of an idea through implementation.
- 4) Discuss the components required to support and maintain those who use software applications in a healthcare setting.
- 5) Discuss the current state of privacy and security challenges and opportunities in healthcare today.
- 6) Describe the importance of the many administrative aspects of health IT from the perspective of protecting health information to ensuring that the leadership and management functions of the healthcare setting are identified and understood.
- 7) Implement studying and test taking skills and tips that may be utilized to further prepare the student for taking the exam.

It is recommended that all individuals considering becoming a candidate for the exam begin preparing by reviewing the **CPHIMS Candidate Handbook**. This resource can be found here; <http://www.himss.org/health-it-certification/cPhims/handbook>.

We have also created the **CPHIMS Competency Gap Assessment Tool**. This tool will help candidates determine their readiness for the exam. It will help identify personal strengths and areas for growth to support professional development objectives and help candidates acquire or strengthen skills and competencies required for success as a 21st

century healthcare information and technology leader. This resource can be found here;
<http://www.himss.org/health-it-certification/review-materials>

Recommended Text

HIMSS. CPHIMS Review Guide: Preparing for Success in Healthcare Information and Management Systems, Third Edition. Healthcare Information Management and Systems Society, Chicago, IL 2017.

Other Supplementary Materials

Coiera, Enrico. Guide to Health Informatics, Third Edition. Taylor and Francis Group, LLC, Boca Raton, FL 2013.

Glaser, John P. Glaser on Health Care IT” Perspectives from, the Decade that Defined Health Care Information Technology. Taylor and Francis Group, LLC, Boca Raton, FL 2016.

HIMSS. HIMSS Dictionary of Healthcare Information Technology Term, Acronyms and Organizations, Fourth Edition. Healthcare Information Management and Systems Society, Chicago, IL 2017.

Kudyba, Stephan P. Healthcare Informatics: Improving Efficiency through Technology, Analytics, and Management. Taylor and Francis Group, LLC, Boca Raton, FL 2016.

Schulte, Margaret F. Healthcare Delivery in the U.S.A., An Introduction, Second Edition. Taylor and Francis Group, LLC, Boca Raton, FL 2013.

Wager, Karen A., Lee, Frances Wickham, Glaser, John P. D. Health Care Information Systems: A Practical Approach for Health Care Management, Third Edition. Jossey-Bass, San Francisco, CA 2013.

White, Kenneth R. and Griffith, John R. The Well-Managed Healthcare Organization, Eighth Edition. Health Administration Press, Chicago, IL 2015.

Purchase and Complete the CPHIMS Practice Exam

The practice exam for the CPHIMS Examination is an online tool created by HIMSS to familiarize you with the format of the CPHIMS Examination. The 100-question online practice examination was developed using the same procedures as the CPHIMS Examination. Feedback during the self-assessment may help you identify areas for further review or study. The questions presented in the practice exam are different from the questions contained on the CPHIMS Examination. Performance on the practice exam should not be considered predictive of final performance on the actual CPHIMS exam.

<http://marketplace.himss.org/store/product?productid=549154635>

Online Resources

Open Learning Initiative (OLI) - Carnegie Mellon University
Curriculum aligned with the CAHIMS certification; however, is a great resource for anyone looking to strengthen their foundation knowledge.

Healthcare Information Technology Foundations
<https://oli.cmu.edu/courses/health-information-technology-fundamentals/>

Schedule

Week	Topic	Assignment
1	The Healthcare Environment	<ul style="list-style-type: none"> • Read CPHIMS Review Guide: Chapter 1 pages 3-21 • Complete CPHIMS Review Guide: Chapter 1 Questions <p><i>Optional</i></p> <ul style="list-style-type: none"> • <i>Read Healthcare Informatics: Chapter 3 pages 49-73</i> • <i>Read Healthcare Delivery in the U.S.A., An Introduction: Chapter 3 pages 27-47; Chapter 4 pages 49-65; Chapter 8 pages 125-150</i> • <i>Carnegie Mellon University (OLI) – Unit 2; Modules 3-6</i> • <u>Centers for Medicare and Medicaid Electronic Health Record Incentive Programs</u> • <u>Health IT Workforce Curriculum Introduction to Healthcare and Public Health in the US</u> • <u>Health Insurance Resource Center</u>
2	The Technology Environment	<ul style="list-style-type: none"> • Read CPHIMS Review Guide: Chapter 2 pages 25-39 • Complete CPHIMS Review Guide: Chapter 2 Questions <p><i>Optional</i></p> <ul style="list-style-type: none"> • <i>Read Healthcare Informatics: Chapter 9 pages 217-238</i> • <i>Read Healthcare Delivery in the U.S.A., An Introduction: Chapter 11 pages 195-209</i> • <i>Read Health Care Information Systems: A Practical Approach for Health Care Management Chapter 9 pages 273-313, Chapter 10 pages 317 -346</i> • <i>Carnegie Mellon University (OLI) – Unit 3; Modules 7-12</i> • <u>Health IT Workforce Curriculum History of Health Information Technology in the U.S.</u> • <u>National Institutes of Health National Center for Research Resources Electronic Health Records Overview</u>
3	Systems Analysis	<ul style="list-style-type: none"> • Read CPHIMS Review Guide: Chapter 3 pages 45-62 • Complete CPHIMS Review Guide: Chapter 3 Questions <p><i>Optional</i></p> <ul style="list-style-type: none"> • <i>Read Healthcare Informatics: Chapter 4 pages 79-126; Chapter 5 pages 137-143</i> • <i>Read Health Care Information Systems: A Practical Approach for Health Care Management Chapter 7 pages 210-223</i> • <i>Carnegie Mellon University (OLI) – Unit 4; Modules 13-17</i> • <u>Health IT Workforce Curriculum Fundamentals of</u>

		<ul style="list-style-type: none"> <u>Health Workflow Process Analysis & Redesign</u> <u>California Health Care Foundation Workflow Analysis: EHR Deployment Techniques</u>
4	Systems Design	<ul style="list-style-type: none"> Read CPHIMS Review Guide: Chapter 4 pages 65-78 Complete CPHIMS Review Guide: Chapter 4 Questions <p><i>Optional</i></p> <ul style="list-style-type: none"> <i>Read Health Care Information Systems: A Practical Approach for Health Care Management Chapter 7 pages 223-237, Chapter 8 pages 249-250</i>
5	Selection, Implementation, Support and Maintenance	<ul style="list-style-type: none"> Read CPHIMS Review Guide: Chapter 5 pages 81-98 Complete CPHIMS Review Guide: Chapter 5 Questions <p><i>Optional</i></p> <ul style="list-style-type: none"> <i>Read Health Care Information Systems: A Practical Approach for Health Care Management Chapter 8 pages 241-268</i> <i>Carnegie Mellon University (OLI) – Unit 5; Modules 18-20;</i> <u>HealthIT.gov How to Implement EHRs</u>
6	Systems Testing and Evaluation	<ul style="list-style-type: none"> Read CPHIMS Review Guide: Chapter 6 pages 99-106 Complete CPHIMS Review Guide: Chapter 6 Questions <p><i>Optional</i></p> <ul style="list-style-type: none"> <i>Carnegie Mellon University (OLI) – Unit 6; Modules 21-23</i> <u>(NISTIR 7804) Technical Evaluation, Testing and Validation of the Usability of Electronic Health Records</u>
7	Systems Privacy and Security	<ul style="list-style-type: none"> Read CPHIMS Review Guide: Chapter 7 pages 107-114 Complete CPHIMS Review Guide: Chapter 7 Questions <p><i>Optional</i></p> <ul style="list-style-type: none"> <i>Read Health Care Information Systems: A Practical Approach for Health Care Management Chapter 11 pages 351-388</i> <i>Carnegie Mellon University (OLI) – Unit 7; Modules 24-26</i> <u>HealthIT.gov Privacy and Security</u> <u>AHIMA Privacy & Security</u> <u>Confidentiality, privacy and security of health information: Balancing interests</u>
8	Administration Leadership	<ul style="list-style-type: none"> Read CPHIMS Review Guide: Chapter 8 pages 117-

		<p>141</p> <ul style="list-style-type: none"> Complete CPHIMS Review Guide: Chapter 8 Questions <p><i>Optional</i></p> <ul style="list-style-type: none"> <i>Read Healthcare Informatics: Chapter 5 pages 127-147</i> <i>Read Health Care Information Systems: A Practical Approach for Health Care Management Chapter 13 pages 437-464</i> <i>Carnegie Mellon University (OLI) – Unit 8; Modules 27-29</i> <i>Health IT Workforce Curriculum Quality Improvement</i> <i>A Repository of Codes of Ethics and Technical Standards in Health Informatics</i> <i>7 Steps to Healthcare Strategic Planning</i>
9	Administration Management	<ul style="list-style-type: none"> Read CPHIMS Review Guide: Chapter 9 pages 143-162 Complete CPHIMS Review Guide: Chapter 9 Questions <p><i>Optional</i></p> <ul style="list-style-type: none"> <i>Read Health Care Information Systems: A Practical Approach for Health Care Management Chapter 12 pages 395-434; Chapter 15 pages 491-519; Chapter 16 pages 521-552</i> <i>Read Glaser on Health Care IT” Perspectives from, the Decade that Defined Health Care Information Technology Organizational Effectiveness in Implementing IT pages 197-201</i> <i>Carnegie Mellon University (OLI) – Unit 9; Modules 30-32</i> <i>Health IT Workforce Curriculum Professionalism/Customer Service in the Health Environment</i> <i>Health IT Workforce Curriculum Planning, Management and Leadership for Health IT</i> <i>Building a Leadership Team for the Healthcare Organization of the Future</i>

Readiness Checklist

Activity	Date Completed
Review certification information on HIMSS website	
Review CPHIMS Candidate Handbook	
Determine target date to take CPHIMS Exam Date: _____	
Based on target date determine how many weeks you have to prepare _____ weeks	
Complete the CPHIMS Competency Gap Assessment Tool	
Determine schedule	

Complete 'The Healthcare Environment' Week 1 Assignment(s)	
Complete 'The Technology Environment' Week 2 Assignment(s)	
Complete 'Systems Analysis' Week 3 Assignment(s)	
Complete 'Systems Design' Week 4 Assignment(s)	
Complete 'Selection, Implementation, Support and Maintenance' Week 5 Assignment(s)	
Complete 'Systems Testing and Evaluation' Week 6 Assignment(s)	
Complete 'Systems Privacy and Security' Week 7 Assignment(s)	
Complete 'Administration Leadership' Week 8 Assignment(s)	
Complete 'Administration Management' Week 9 Assignment(s)	
Complete CPHIMS Practice Exam	
Determine additional preparation needs based on results of CPHIMS Practice Exam	
Register and Apply for CPHIMS Exam	
Take CPHIMS Exam	