**PREPARATORY COURSE FOR THE CPHIMS EXAM**

**READINESS LIST**

Candidate Name:

|  |  |
| --- | --- |
| **STEP** | **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 |  |
| Complete the CPHIMS Competency Gap Assessment Tool |  |
| Determine study schedule |  |
| Complete ‘The Healthcare Environment’ Week 1 Assignments |  |
| Complete ‘The Technology Environment’ Week 2 Assignments |  |
| Complete ‘Systems Analysis’ Week 3 Assignments |  |
| Complete ‘Systems Design’ Week 4 Assignments |  |
| Complete ‘Selection, Implementation, Support and Maintenance’ Week 5 Assignments |  |
| Complete ‘Systems Testing and Evaluation’ Week 6 Assignments |  |
| Complete ‘Systems Privacy and Security’ Week 7 Assignments |  |
| Complete ‘Administration Leadership’ Week 8 Assignments |  |
| Complete ‘Administration Management’ Week 9 Assignments |  |
| Complete CPHIMS Practice Exam |  |
| Determine additional preparation needs based on results of CPHIMS Practice Exam |  |
| Register and Apply for CPHIMS Exam |  |
| Take CPHIMS Exam |  |