

## Registered Health Information Technician Domains, Subdomains, and Tasks

(Effective for certification examinations beginning 2000)

### IV. Domain: Healthcare Data

#### A. Subdomain: Data Structure, Content and Use

1. Verify timeliness, completeness, accuracy, and appropriateness of data and data sources (e.g., patient care, management, billing reports and/or databases).
2. Conduct qualitative analysis to assure that documentation in the health record supports the diagnosis and reflects the progress, clinical findings and discharge status.
3. Assist in the facility's billing processes.
4. Validate coding accuracy using clinical information found in the health record.

#### B. Subdomain: Clinical Classification Systems – ICD-9-CM Coding<sup>1</sup>

1. Assign diagnosis/procedure codes using ICD-9-CM.

#### C. Subdomain: Clinical Classification Systems – CPT Coding<sup>2</sup>

1. Assign procedure codes using CPT/HCPCS.

### II. Domain: Health Information Analysis

1. Abstract records for department indices/databases/registries.
2. Collect data for quality management, utilization management, risk management, and other patient care related studies.
3. Participate in facility-wide quality management program.
4. Calculate and interpret descriptive healthcare statistics.
5. Present data in verbal and written forms.

### III. Domain: Healthcare Environment

#### A. Subdomain: Healthcare Delivery Systems

1. Interpret and apply laws and accreditation, licensure and certification standards, monitor changes, and communicate information-related changes to other people in the facility.
2. Understand the role of various providers and disciplines throughout the continuum of healthcare services.

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<sup>1</sup> Part II of exam (Coding section – coding books required)

*B. Subdomain: Legal Issues*

1. Release patient-specific data to authorized users.
2. Request patient-specific information from other sources.
3. Summarize patient encounter data for release to authorized users.
4. Maintain and enforce patient health record confidentiality requirements.

*C. Healthcare Information Requirements and Standards*

1. Assist in developing health record documentation guidelines.
2. Perform quantitative analysis of health records to evaluate compliance with regulations and standards.
3. Perform qualitative analysis of health records to evaluate compliance.
4. Assist in preparing the facility for an accreditation, licensing and/or certification survey.
5. Ensure facility-wide adherence to health information services' compliance with regulatory requirements (e.g., ICD-9-CM Cooperative Parties coding guidelines, HCFA Compliance Plan, Correct Coding Initiative).

**V. Domain: Information Technology & Systems**

*A. Subdomain: Information Technology*

1. Use common software packages (e.g., spreadsheets, databases, word processing, graphics, presentation, statistical, e-mail).
2. Use electronic and imaging technology to store medical records.
3. Query facility-wide databases to retrieve information.
4. Generate reports from various databases.
5. Protect data integrity and validity using software or hardware technology.
6. Identify common software problems.

*B. Subdomain: Health Information Systems*

1. Collect and report data on incomplete records and timeliness of record completion.
2. Maintain filing and retrieval systems for paper-based patient records.
3. Maintain integrity of master patient/client index.
4. Maintain integrity of patient numbering and filing systems.
5. Design forms, computer input screens, and other health record documentation tools.

**V. Domain: Organization and Supervision**

1. Monitor staffing levels, turnaround time, productivity and workflow for supervisory purposes.
2. Determine resources (equipment and supplies) to meet workload needs.
3. Develop departmental procedures.
4. Develop strategic plans, goals, and objectives for area of responsibility.
5. Participate on intra-departmental teams/committees.
6. Participate on facility-wide teams/committees responsible for health information services issues.
7. Provide consultation, education, and training to users of health information services.
8. Use quality improvement tools and techniques to improve departmental processes.
9. Plan and conduct meetings.
10. Resolve customer complaints.
11. Prioritize department functions and services.
12. Implement staff orientation and training programs.
13. Manage special projects.