

**2011 AHIMA Curriculum Competencies and Knowledge Clusters - Health Information Management
Baccalaureate Degree
Effective August, 2011**

HIM Baccalaureate Degree Entry-Level Competencies (Student Learning Outcomes)	CCHIIM Corresponding Domain	UW HIHIM Courses	Knowledge Clusters (Curriculum Components) UW HIHIM Course
<p>I. Domain: Health Data Management</p> <p>I.A. Subdomain: Health Data Structure, Content, and Standards</p> <p>1. Manage health data (such as data elements, data sets, and databases).</p> <p>2. Ensure that documentation in the health record supports the diagnosis and reflects the patient’s progress, clinical findings, and discharge status.</p>	<p>Domain 1: Health Data Mgmt</p> <p>1.1, III.3</p> <p>1.3</p>	<p>I.A.1 410, 420, 456</p> <p>I.A.2. 410, 412, 460</p>	<p>Health Data Structure, Content, and Acquisition</p> <ul style="list-style-type: none"> • Capture, structure, and use of health information (Evaluating, 5) HIHIM 410, 412, 413, 456, 460 • Health information media (paper, electronic) (Evaluating, 5) HIHIM 410, 420, 460 • Data quality assessment and integrity (Evaluating, 5) HIHIM 410, 456 • Secondary data sources such as registries and indexes (Applying, 3) HIHIM 410, 420, 456, 470 • Healthcare data sets (such as HEDIS, UHDDS, OASIS) (Analyzing, 4) HIHIM 410, 412, 420, 456 • Health information archival and retrieval systems (Evaluating, 5) HIHIM 410, 420, 460, 480 • Data capture tools and technologies (such as forms; data input screens; templates, other health record documentation tools) (Evaluating, 5) HIHIM 410, 412, 420, 421, 456, 460, 480

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<p>I.B. Subdomain: Healthcare Information Requirements and Standards</p> <p>1. Develop organization-wide health record documentation guidelines.</p> <p>2. Maintain organizational compliance with regulations and standards.</p> <p>3. Ensure organizational survey readiness for accreditation, licensing and/or certification processes.</p> <p>4. Design and implement clinical documentation initiatives.</p>	<p>I.3</p> <p>IV.1</p> <p>IV.2; IV. 15</p>	<p>I.B.1. 410, 413, 420</p> <p>I.B.2. 410, 412, 413, 420, 470, 462</p> <p>I.B.3. 410, 470, 462</p> <p>I.B.4. 413, 462</p>	<p>Healthcare Information Requirements and Standards</p> <ul style="list-style-type: none"> Standards and regulations for documentation (such as Joint Commission, CARF, COP) (Evaluating, 5) HIHIM 410, 412, 413, 420, 456, 470 Health information standards (such as HIPAA, ANSI, HL-7, UMLS, ASTM) (Applying, 3) HIHIM 410, 412, 413, 420, 470 Patient Identity Management Policies (MPI) (Applying, 3) HIHIM 410, 420
<p>I.C. Subdomain: Clinical Classification Systems</p> <p>1. Select electronic applications for clinical classification and coding.</p> <p>2. Implement and manage</p>		<p>I.C.1. 412, 413, 480</p>	<p>Clinical Classification Systems</p> <ul style="list-style-type: none"> Healthcare taxonomies, clinical vocabularies, nomenclatures (such as ICD-9-CM, ICD-10-CM/PCS, CPT, SNOMED-CT, DSM-IV, LOINC) (Understanding, 2) HIHIM 407, 412, 413, 480

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<p>applications and processes for clinical classification and coding.</p> <p>3. Maintain processes, policies, and procedures to ensure the accuracy of coded data.</p>	I.4; VI.1	<p>I.C.2. 412, 413, 480, 462</p> <p>I.C. 3. 412, 413</p>	<ul style="list-style-type: none"> Severity of illness systems (Analyzing, 4) HIHIM 413, 456 Data integrity, coding audits (Analyzing, 4) HIHIM 412, 413 CCI, electronic billing, X12N, 5010 (Applying, 3) HIHIM 413
<p>I.D. Subdomain: Reimbursement Methodologies</p> <p>1. Manage the use of clinical data required in prospective payment systems (PPS) in healthcare delivery.</p> <p>2. Manage the use of clinical data required in other reimbursement systems in healthcare delivery.</p> <p>3. Participate in selection and development of applications and processes for chargemaster and claims management.</p> <p>4. Implement and manage processes for compliance and reporting.</p> <p>5. Participate in revenue cycle</p>	<p>I.5</p> <p>I.5</p> <p>IV.6</p>	<p>I.D.1. 412, 413, 450</p> <p>I.D.2. 412, 413, 450</p> <p>I.D.3. 412, 413, 462</p> <p>I.D.4. 412, 413, 450</p> <p>I.D.5.</p>	<p>Reimbursement Methodologies</p> <ul style="list-style-type: none"> Clinical data and reimbursement management (Evaluating, 5) HIHIM 412, 413, 460 Compliance strategies and reporting (Analyzing, 4) HIHIM 412, 413, 454 Chargemaster management (Analyzing, 4) HIHIM 412, 413 Case mix management (Analyzing, 4) HIHIM 413 Audit process such as compliance and reimbursement (Evaluating, 5) HIHIM 412, 413, 454, 470 Payment systems (such as PPS, DRGs, APCs, RBRVS, RUGs, MSDRGs) (Analyzing, 4) HIHIM 412, 413, 450 Commercial, managed care, and federal insurance

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management.		412, 413, 455	plans (Analyzing, 4) HIHIM 410, 413, 450 <ul style="list-style-type: none"> • Revenue cycle process (Analyzing, 4) HIHIM 413
<p>II. Domain: Health Statistics, Biomedical Research, and Quality Management</p> <p>II.A. Subdomain: Healthcare Statistics and Research</p> <p>1. Analyze and present data for quality management, utilization management, risk management, and other patient care related studies.</p> <p>2. Utilize statistical software.</p> <p>3. Ensure adherence to Institutional Review Board (IRB) processes and policies.</p>	<p>Domain II: Health Statistics & Research Support (No QM)</p> <p>I.7, II.3</p>	<p>II.A.1. 410, 456, 462</p> <p>II.A.2. 456, 462</p> <p>II.A.3. 410, 450, 456, 462</p>	<p>Healthcare Statistics and Research</p> <ul style="list-style-type: none"> • Statistical analysis on healthcare data (Applying, 3) HIHIM 410, 456, 480 • Descriptive statistics (such as means, standard deviations, frequencies, ranges, percentiles) (Analyzing, 4) HIHIM 410, 456, 480 • Inferential statistics (such as t-tests, ANOVAs, regression analysis, reliability, validity) (Applying, 3) HIHIM 456 • Vital statistics (Applying, 3) HIHIM 410, 456 • Epidemiology (Understanding, 2) HIHIM 410, 456 • Data reporting and presentation techniques (Evaluating, 5) HIHIM 410, 456, 480 • Computerized statistical packages (Understanding, 2) HIHIM 410, 456, 480 • Research design/methods (such as quantitative,

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			<p>qualitative, evaluative, outcomes) (Applying, 3) HIHIM 420, 456</p> <ul style="list-style-type: none"> • Knowledge-based research techniques (such as Medline, CMS, libraries, web sites) (Applying, 3) HIHIM 407, 410, 456, 470, 480 • National guidelines regarding human subjects' research (Analyzing, 4) HIHIM 410, 456 • Institutional review board process (Understanding, 2) HIHIM 410, 450, 456 • Research protocol data management (Understanding, 2) HIHIM 456, 462
<p>II.B. Subdomain: Quality Management and Performance Improvement</p> <p>1. Provide support for facility-wide quality management and performance improvement programs.</p> <p>2. Analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare.</p>	<p>No equivalent Subdomain related to Quality</p> <p>II.3</p>	<p>II.B.1 421, 456, 480, 462</p> <p>II.B.2. 450, 456, 480</p>	<p>Quality Management and Performance Improvement</p> <ul style="list-style-type: none"> • Quality assessment, and management tools (such as benchmarking, Statistical Quality Control, and Risk Management) (Analyzing, 4) HIHIM 456, 460, 480 • Utilization and resource management (Analyzing, 4) HIHIM 410, 413, 450, 456 • Disease management process (such as case management, critical paths) (Analyzing, 4) HIHIM 407, 420, 456

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3. Apply Quality Management tools.		II.B.3 456, 462	<ul style="list-style-type: none"> • Outcomes measurement (such as patient, customer satisfaction, disease specific) (Evaluating, 5) HIHIM 410, 456 • Benchmarking techniques (Creating, 6) HIHIM 480 • Patient and organization safety initiatives (Applying, 3) HIHIM 421, 456, 460
<p>III. Domain: Health Services Organization and Delivery</p> <p>III.A. Subdomain: Healthcare Delivery Systems</p> <p>1. Evaluate and implement national health information initiatives in the healthcare delivery system for application to information systems policies and procedures.</p> <p>2. Interpret, communicate, and apply current laws, accreditation, licensure and certification standards related to health information initiatives at the national, state, local, and facility levels.</p>	<p>Domain IV. Organization & Management</p> <p>1.2, IV.2</p> <p>V1.1</p> <p>II.1</p>	<p>III.A.1. 410, 420, 450, 480</p> <p>III.A.2 410, 420, 450, 456, 470, 462</p>	<p>Healthcare Delivery Systems</p> <ul style="list-style-type: none"> • Organization and delivery of healthcare systems (Evaluating, 5) HIHIM 450 • Components and operation of healthcare organizations including e-health delivery (Evaluating, 5) HIHIM 420, 450 • Accreditation standards (such as Joint Commission, NCQA, CARF, CHAP, URAC) (Evaluating, 5) HIHIM 410, 420, 456, 470, 462 • Regulatory and licensure requirements such as COP, state health departments (Evaluating, 5) HIHIM 410, 470 • Federal initiatives: ONC, CCHIT , Red Flag Rules, Meaningful Use (Evaluating, 5) HIHIM 413, 420, 450,

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<p>3. Analyze and respond to the information needs of internal and external customers throughout the continuum of healthcare services.</p> <p>4. Revise policies and procedures to comply with the changing health information regulations.</p> <p>5. Translate and interpret health information for consumers and their caregivers.</p>	<p>1.2</p> <p>II.2</p>	<p>III.A.3. 410, 420, 450, 470, 462</p> <p>III.A.4. 410, 420, 450, 470, 462</p> <p>III.A.5. 410, 450, 456, 470</p>	<p>470</p>
<p>III.B. Subdomain: Healthcare Privacy, Confidentiality, Legal, and Ethical Issues</p> <p>1. Coordinate the implementation of legal and regulatory requirements related to the health information infrastructure.</p> <p>2. Manage access and disclosure of personal health information.</p> <p>3. Develop and implement organization-wide confidentiality policies and procedures.</p>	<p>V.2</p>	<p>III.B.1. 420, 470, 480</p> <p>III.B.2. 410, 470, 462</p> <p>III.B.3. 410, 470, 462</p>	<p>Healthcare Privacy, Confidentiality, Legal, and Ethical Issues</p> <ul style="list-style-type: none"> Legislative and legal system (Analyzing, 4) HIHIM 410, 420, 470 Privacy, confidentiality, security principles, policies and procedures (Evaluating, 5) HIHIM 410, 420, 460, 470 Identity management (Evaluating, 5) HIHIM 410 Health information laws, regulations, and standards (such as HIPAA, HITECH, Joint Commission, State laws) (Evaluating, 5) HIHIM 410, 420, 470 Elements of compliance programs (Evaluating, 5) HIHIM 412, 413, 454, 470

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<p>4. Develop and implement privacy training programs.</p> <p>5. Assist in the development of security training.</p> <p>6. Resolve privacy issues/problems.</p> <p>7. Apply and promote ethical standards of practice.</p> <p>8. Define and maintain elements of the legal health record.</p> <p>9. Establish and maintain e-Discovery guidelines.</p>	<p>V.4</p> <p>V.3</p>	<p>III.B.4. 470, 462</p> <p>III.B.5 420, 462</p> <p>III.B.6. 410, 470</p> <p>III.B.7. 410, 450, 455</p> <p>III.B.8. 410, 420</p> <p>III.B.9. 420</p>	<ul style="list-style-type: none"> Professional ethical issues (Evaluating, 5) HIHIM 410, 412, 413, 450, 454, 455, 470 Legal Health Record, e-Discovery guidelines (Evaluating, 5) HIHIM 410, 420, 470 Information security training (Understanding, 2) HIHIM 420, 470
<p>IV. Information Technology and Systems</p> <p>IV.A. Subdomain: Information and Communication Technologies</p> <p>1. Implement and manage use of technology, including hardware and software to ensure data collection, storage, analysis, and reporting of information.</p>	<p>III. Information Technology & Systems</p> <p>III.5; III.1</p>	<p>IV.A.1. 420, 421, 456, 480, 462</p>	<p>Information and Communication Technologies</p> <ul style="list-style-type: none"> Computer concepts (hardware components, network systems architectures, operating systems and languages, and software packages and tools) (Analyzing, 4) HIHIM 410, 420, 421, 456 Communications technologies (networks—LANS, WANS, WLANS, VPNs) (Understanding, 2) HIHIM 420, 421

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<p>2. Contribute to the development of networks, including intranet and Internet applications to facilitate the electronic health record (EHR), personal health record (PHR), public health, and other administrative applications.</p> <p>3. Interpret the use of standards to achieve interoperability of healthcare information systems.</p>	<p>III.6</p> <p>III.4</p>	<p>IV.A.2. 420, 421, 462</p> <p>IV.A.3. 420, 421, 462</p>	<ul style="list-style-type: none"> • Data interchange standards (such as NIST, HL7, 5010, Reference Information Modeling (RIM)) (Analyzing, 4) HIHIM 413, 420, 421 • Internet technologies (Intranet, web-based systems, standards – SGML, XML) (Analyzing, 4) HIHIM 420 • Data, information, and file structures (data administration, data definitions, data dictionary, data modeling, data structures, data warehousing, database management systems) (Evaluating, 5) HIHIM 410, 420, 421, 450 • System interoperability, data sharing, Health Information Exchanges (Evaluating, 5) HIHIM 420, 421, 460 • Nation-wide Health Information Infrastructure NHIN (Applying, 3) HIHIM 420 , 450
<p>IV.B. Subdomain: Information Systems</p> <p>1. Apply knowledge of database architecture and design (such as data dictionary, data modeling, data warehousing) to meet organizational needs.</p> <p>2. Monitor use of clinical</p>	<p>III.2</p>	<p>IV.B.1. 420, 421</p> <p>IV.B.2</p>	<p style="text-align: center;">Information Systems</p> <ul style="list-style-type: none"> • Leading development of health information resources & systems (Analyzing, 4) HIHIM 420, 421, 480, 460 • Database Architecture and Design (Evaluating, 5) HIHIM 420, 421 • Human factors and user interface design (Applying, 3)

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<p>vocabularies and terminologies used in the organization’s health information systems.</p> <p>3. Manage clinical indices/databases/registries.</p> <p>4. Apply appropriate electronic or imaging technology for data/record storage.</p> <p>5. Apply knowledge of database querying and data mining techniques to facilitate information retrieval.</p> <p>6. Implement and manage knowledge-based applications to meet end-user information requirements.</p> <p>7. Design and generate administrative reports using appropriate software.</p> <p>8. Apply appropriate electronic or imaging technology for data/record storage.</p>	<p>III.3</p> <p>II.1</p> <p>II.3</p>	<p>420</p> <p>IV.B.3. 410</p> <p>IV.B.4. 420, 480</p> <p>IV.B.5. 456, 480</p> <p>IV.B.6. 420, 421</p> <p>IV.B.7. 413, 421, 454, 480</p> <p>IV.B.8. 410</p>	<p>HIHIM 420, 421, 455, 480</p> <ul style="list-style-type: none"> • Systems Development Life Cycle (systems analysis, design, implementation, evaluation, and maintenance) (Evaluating, 5) HIHIM 420, 421 • Clinical, business, and specialty systems applications (administrative, clinical decision support systems, electronic health record and computer-based health record systems, nursing, ancillary service systems, patient numbering systems at master and enterprise levels) (Evaluating, 5) HIHIM 410, 420, 421, 460, 462 • Regional Health Information Exchange (RHIO RHIE?), Health Information Exchanges (HIE), Regional Health Extension Centers (RHEC) (Evaluating, 5) HIHIM 420, 460 • Project management (Evaluating, 5) HIHIM 420, 421, 480, 460, 462

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<p>9. Participate in system selection processes (RFI and RFP).</p> <p>10. Evaluate and recommend clinical, administrative, and specialty service applications (RFP vender selection, electronic record, clinical coding).</p> <p>11. Apply appropriate systems to life cycle concepts, including systems analysis, design, implementation, evaluation, and maintenance to the selection of healthcare information systems.</p>		<p>IV.B.9. 420, 421, 454</p> <p>IV.B.10. 420, 480</p> <p>IV.B.11. 420, 421</p>	
<p>IV.C. Subdomain: Data Security</p> <p>1. Protect electronic health information through confidentiality and security measures.</p> <p>2. Protect data integrity and validity using software or hardware technology.</p> <p>3. Implement and monitor department and organizational data</p>	<p>III.5</p> <p>1.3</p> <p>V.1</p>	<p>IV.C.1. 420, 470</p> <p>IV.C.2. 420, 470</p> <p>IV.C.3.</p>	<p>Data Security</p> <ul style="list-style-type: none"> Data security protection methods (such as authentication encryption, decryption, firewalls) (Analyzing, 4) HIHIM 420, 470, 460 Data security (audits, controls, data recovery, e-security) (Evaluating, 5) HIHIM 420, 421

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<p>and information system security policies.</p> <p>4. Recommend elements that must be included in the design of audit trails and data quality monitoring programs.</p> <p>5. Recommend elements that should be included in the design and implementation of risk assessment, contingency planning, and data recovery procedures.</p>	<p>I.1</p>	<p>420, 462</p> <p>IV.C.4. 420, 470, 462</p> <p>IV.C.5. 420, 421, 462</p>	
<p>V. Organization and Management</p> <p>V.A. Subdomain: Human Resources Management</p> <p>1. Manage human resources to facilitate staff recruitment, retention, and supervision.</p> <p>2. Ensure compliance with employment laws.</p> <p>3. Develop and implement staff orientation and training programs.</p> <p>4. Develop productivity standards</p>	<p>IV. Organization & Management</p> <p>IV.3</p> <p>IV.3</p> <p>IV.4</p>	<p>V.A.1. 455, 480, 462</p> <p>V.A.2. 455, 470</p> <p>V.A.3 421, 450, 480, 462</p> <p>V.A.4.</p>	<p>Human Resources Management</p> <ul style="list-style-type: none"> • Employment laws (Analyzing, 4) HIHIM 408, 455 • Principles of human resources management (recruitment, supervision, retention, counseling, disciplinary action) (Evaluating, 5) HIHIM 408, 455 • Workforce education and training (Creating, 6) HIHIM 420, 421, 455, 480 • Performance standards (Evaluating, 5) HIHIM 455, 480 • Labor trends, market analysis (Analyzing, 4) HIHIM 450, 480

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<p>for health information functions.</p> <p>5. Monitor staffing levels and productivity, and provide feedback to staff regarding performance.</p> <p>6. Benchmark staff performance data incorporating labor analytics.</p> <p>7. Develop, motivate, and support work teams.</p> <p>8. Analyze and report on budget variances.</p> <p>9. Evaluate and manage contracts.</p> <p>10. Apply principles of ergonomics to work areas.</p>	<p>IV.5</p> <p>IV.3</p> <p>IV.7</p>	<p>456, 480, 462</p> <p>V.A.5. 455, 456, 480</p> <p>V.A.6. 480, 462</p> <p>V.A.7. 421, 450, 455, 456, 480</p> <p>V.A.8. 420, 421, 454, 480</p> <p>V.A.9. 421, 454, 455, 480</p> <p>V.A.10. 455, 480</p>	<ul style="list-style-type: none"> • Cost benefit analysis of resource needs (Applying, 3) HIHIM 421, 454, 480
<p>V.B. Subdomain: Strategic Planning and Organizational Development</p> <p>1. Apply general principles of management in the administration</p>	<p>IV.1</p>	<p>V.B.1. 408, 455, 480</p>	<p>Strategic Planning and Organizational Development</p> <ul style="list-style-type: none"> • Organizational assessment and benchmarking (Analyzing, 4) HIHIM 456, 480 • Critical thinking skills, emotional intelligence, employee

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<p>of health information services.</p> <p>2. Assign projects and tasks to appropriate staff.</p> <p>3. Demonstrate leadership skills.</p> <p>4. Apply project management techniques to ensure efficient workflow and appropriate outcomes.</p> <p>5. Facilitate project management by integrating work efforts, as well as planning and executing project tasks and activities.</p>	<p>IV.14</p> <p>IV.14</p>	<p>V.B.2. 408, 421, 455, 480</p> <p>V.B.3. 408, 421, 455, 480</p> <p>V.B.4. 420, 421, 455, 456, 480, 462</p> <p>V.B.5. 421, 455, 456, 480</p>	<p>engagement (Analyzing, 4) HIHIM 408, 421, 454, 455</p> <ul style="list-style-type: none"> • Project management (Evaluating, 5) HIHIM 420, 421, 456, 480 • Process reengineering and work redesign (Analyzing, 4) HIHIM 420, 421 456, 480, 460 • Change management (Analyzing, 4) HIHIM 408,420, 421, 455, 480 • Facilitation of teams and meetings (Applying, 3) HIHIM 408, 410, 420, 421, 450, 455, 456, 480 • Principles of management (Evaluating, 5) HIHIM 408, 480, 460 (Applying, 3) • Negotiation techniques (Analyzing, 4) HIHIM 420, 480 • Communication and interpersonal skills (Evaluating, 5) HIHIM 407, 408, 410, 412, 413, 420, 421, 450, 455, 456, 470, 480, 460, 462 • Team/consensus building (Evaluating, 5) HIHIM 407, 408, 410, 412, 413, 420, 421, 450, 455, 456, 470, 480, 460, 462 • Professional development for self and staff (Creating,

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			<p>6) HIHIM 455</p> <ul style="list-style-type: none"> • Problem solving and decision making processes (Evaluating, 5) HIHIM 420, 421, 480, 460, 462
			<p>Biomedical Sciences</p> <p>Anatomy (Applying, 3) Program prerequisite</p> <p>Physiology (Applying, 3) Program prerequisite</p> <p>Medical Terminology (Evaluating, 5) Program prerequisite</p> <p>Pathophysiology (Analyzing, 4) HIHIM 409</p> <p>Pharmacotherapy (Analyzing, 4) HIHIM 409</p>

Bloom’s Taxonomy: Revised Version

1 = Remembering: Can the student recall or remember the information?

2 = Understanding: Can the student explain ideas or concepts, and grasp the meaning of information?

3 = Applying: Can the student use the information in a new way?

4 = Analyzing: Can the student distinguish between the different parts, break down information, and infer to support conclusions?

5 = Evaluating: Can the student justify a stand or decision, or judge the value of?

6 = Creating: Can the student create new product or point of view?