ASHIM™
American Society of Health Informatics Managers

HEALTH IT Professional
ONLINE TRAINING PROGRAM

Health Information Technology Professional

ASHIM™ Health Information Technology Professional courses give you the flexibility to learn at your own pace and from the comfort of your home or office. Each easy-to-use course is divided into learning modules with tests at the end of each module to assess your progress. In addition to reading assignments, many courses feature audio lectures, critical-thinking exercises and other learning materials as well as personal coaches to offer guidance.

- **Study online at any time and at your own pace**
- **Work with personal coaches to help you through the courses**
- **Be prepared to pass the Certified Health Informatics Systems Professional (CHISP™)**

Be prepared for today's jobs!

These programs are specifically designed to give you the skills you need for a career in today's fastest growing field Health Information Technology.

Our short-term training can be your ticket to a new career, higher pay or that promotion you've been waiting for. Students are trained to work in a variety of healthcare settings and roles such as: **Application Analysts, Medical Software Sales, Application Maintenance, Clinical Document Control Specialists, Help Desk Specialists, and more.**

Students entering the program with previous clinical experience (i.e. CPC, CCS, and RN) may work in health IT job roles such as: **Clinical Software Trainers, EHR Implementation Specialists, Health Systems Integration Professionals, Practice Work Flow Analysts, and more.**

Students entering the program with previous IT experience may work in health IT job roles such as: **Application Development, Network Engineers, Programmers, Developers, Database Professionals, Systems Administrators, and more.**

Distance Learning with ASHIM

This course provides the fundamental knowledge and skills required by technical professionals to support physician adoption of Health IT. It is rooted in core concepts of Information & Computer Science, the US Health Care System, and Medical Information Systems. The course provides a wide-ranging examination of healthcare technologies, tools and methods used in managing patient information; including capture, retrieval, and use of patient data in making medical decisions. It includes detailed activities to reflect the way

one area of Health IT knowledge blends into another, including: networking and information exchange, structure and terminology in health care and public health settings, Electronic Health Record (configuration, installation, software training, and support), use and standards in Healthcare technologies, concepts of quality improvement, administrative operations and the culture of the healthcare industry today. Students will gain the necessary insight to develop proficiency, and correct technique leading to the ability to support physician adoption of Health IT.

INDIVIDUALIZED PERSONAL COACHING
Every student in this course is assigned a professor who is a coach. ASHIM coaches are CHISP certified and possess a minimum of two years industry relevant Health Care or IT experience and practical knowledge of health information technology as it relates to patient centered care, e-health tools and applications. The coach reviews all tests and postings. Students are encouraged to ask any and all questions that they might have about the course or the material. Sending an e-mail to the coach is just like raising a hand in a classroom environment – the question is always answered and the coach never runs out of time.

TECHNICAL COMPETENCE REQUIRED OF THE STUDENT
Students must have at least a beginning level of technical competence (i.e. familiar with the principles of sending and receiving email.) Students will also need to be familiar with handling the following software applications:

1. Microsoft Windows 2000, XP, Vista or Macintosh OS X
2. Internet Explorer version 6 or 7, or Firefox, or Mozilla
3. ActiveX enabled (How to allow browser settings to download and run ActiveX Control)
4. JavaScript enabled (typically enabled by default)
5. Able to accept browser cookies (typically enabled by default)
6. Adobe Acrobat Reader version 6.0 or higher (a free plug-in for viewing .PDF files)
7. Macromedia Flash Player (a free plug-in for viewing Macromedia Flash movies)
8. Java Runtime (a free plug-in for viewing downloaded applets)
9. Windows media player (installed by default on PCs but some places have them disabled)

In the event of technical breakdowns, the student should contact their coach immediately. Alternative procedures for submitting work will be provided. It is strongly suggested that all papers/projects are backed up frequently, posted in Blackboard and/or in an e-journal, loaded onto a power drive, and kept as a hard copy.

HARDWARE REQUIREMENTS
1. 733 MHz Intel or AMD processor (minimum)
2. 512 MB of RAM (minimum)
3. Files will be best viewed at a screen resolution of 1024 x 768
4. CD-ROM
5. USB ports
6. Broadband High Speed Internet Access: Cable or DSL

ASSESSMENT METHODS AND INSTRUCTIONAL METHODS
The instructional methods used include reading assignments, lessons exercises, module unit tests, and the final exam (the CHISP certification exam). To receive the certificate of completion, students must achieve a

passing score of at least 70% or higher, based on unit tests and the final exam, and complete the course within a 4-month time period.

STATEMENT FOR STUDENTS WITH DISABILITIES
Any student requesting academic accommodations based on a disability will be required to submit a letter from a physician for verification of and approved accommodations.

TIMING
Students will work at their own pace through online programs.
- Full Program - Health Information Technology Professional: The complete course contains all 3 Modules and is designed to be completed at the student's own pace within 12 weeks.
- FAST TRACK For Healthcare Professionals: The Health Professional FAST TRACK course contains 2 Modules and is designed to be completed at the student's own pace within 8 weeks.   The course excludes Module 2: The US Health Care System.
- FAST TRACK For Information Technology Professionals: The IT FAST TRACK course contains 2 Modules and is designed to be completed at the student's own pace within 8 weeks.   The course excludes Module 1: Information & Computer Science.

DESCRIPTION
The Health Information Technology Professional course provides the fundamental knowledge and skills required by technical professionals to support physician adoption of Health IT. It is rooted in core concepts of Information & Computer Science, the US Health Care System, and Medical Information Systems. The course provides a wide-ranging examination of information and healthcare technologies, patient data management, and the culture of the healthcare industry today. It includes detailed activities to reflect the way one area of Health IT knowledge blends into another including: networking and information exchange, terminology and effective communication in health care and the public health setting, Electronic Health Record implementation and management, use and standards in healthcare technologies, and concepts of quality improvement including patient safety.   Students gain necessary insight to develop proficiency, and correct technique, leading to the ability to support physician adoption of Health IT. The course concludes with the CHISP certification exam.

LEARNING OBJECTIVES:
Upon completing this class, Students will have studied the concepts, skills, knowledge and technology used in Health IT today. They will have completed a series of practical experience exercises and had seated in the CHISP certification exam.   The course is engineered for measurable objectives, for students to:

1. Have a basic understanding of computer architecture, data organization, representation and structure, structure of programming languages, networking and data communication, and the basic terminology of computing
2. Understand key practices in data security including firewalls, intrusion detection systems, secure network structures, access controls, and data encryption also learn about business continuity and disaster planning
3. Have the ability to retrieve information from databases with SQL queries
4. Have a basic vocabulary and conversational familiarity with medical terms
5. Have techniques for effective communication with physicians, EHR change management methods

6. Understand job expectations in the health care settings
7. Recognize the various levels of healthcare providers, places of patient service, and be familiar with the patient-care flow process
8. Be able to define the requirements for government funding of EHR
9. Possess a general knowledge of industry compliance requirements, such as HIPAA, STARK, HITECH, and the OIG compliance guidance for group physician practice
10. Be familiar with basic billing and coding Principles including insurance payment models
11. Be familiar with major concepts of quality in healthcare and the technology that is used to assess patient quality of care, patient safety, and medical necessity in the provision of medical services
12. Understand enterprise architecture in health care and public health organizations
13. Understand the use of enterprise master patient indices, record locator systems, and clinical data repositories and recognize HIE, and RHIO in healthcare, including current problems with clinical data exchange
14. Be familiar with concepts in CPOE, including eRx, and the specific contributions of the physician, pharmacist, nurse, and patient to the process
15. Have a working knowledge of various types of clinical decision support, how they are delivered, and their impact on performance
16. Be familiar with concepts of Clinical remote monitoring and Telehealth
17. Be familiar with interoperability principles including vocabulary standards, content standards, and privacy and security standards
18. Be introduced to concepts of SMOMED, LOINC, RXNorm and HL7
19. Be familiar with fundamental principles of DICOM and PACs, RFID and of wireless concepts in healthcare
20. Understand concepts in ambulatory adoption of EMRs

Course Outline

Full Course

Module 1: Information & Computer Science
ASHIM Unit 1 Fundamentals of Computing
ASHIM Unit 2 Introduction to Data Security
ASHIM Unit 3 A Practical Introduction to SQL – Part 1
ASHIM Unit 4 A Practical Introduction to SQL – Part2

Module 2: The US Health Care System
ASHIM Unit 1 Introduction to Medical Terminology & Basic Anatomy –Part 1
ASHIM Unit 2 Introduction to Medical Terminology & Basic Anatomy –Part 2
ASHIM Unit 3 Operational Principles of Healthcare
ASHIM Unit 4 Introduction to Health IT Regulations

Module 3: Medical Information Systems
ASHIM Unit 1 Principles of Medical Billing
ASHIM Unit 2 Concepts in Quality of Care
ASHIM Unit 3 Heath IT Fundamentals- Part 1
ASHIM Unit 4 Heath IT Fundamentals- Part 2

>>>>FAST TRACK for Healthcare Professionals <<<<

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Module 2: The US Health Care System (for reference only – no reading, study or testing activities)
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