



FAQ for Certified Professional in Healthcare Information and Management Systems (CPHIMS)

What are the benefits of CPHIMS?

The purpose of CPHIMS is to promote healthcare information and management systems professionals through the certification of qualified individuals by:

- Recognizing formally those individuals who meet the eligibility requirements of the CPHIMS credential and pass the Exam.
- Encouraging continued personal and professional growth in the practice of healthcare information and management systems.
- Providing an international standard of knowledge required for certification; thereby assisting employers, the public and members of the health professions in the assessment of a healthcare information and management systems professional.

Who is the testing agency?

HIMSS contracts with Applied Measurement Professionals, Inc. (AMP) to assist in the development, administration, scoring, score reporting and analysis of the CPHIMS Exam.

What is the CPHIMS Exam?

The CPHIMS Exam is designed to test the knowledge, experience and judgment of IT professionals in healthcare informatics practice. Successful completion of the CPHIMS Exam verifies broad-based knowledge in healthcare information and management systems.

Content of the CPHIMS Exam was defined by an international role delineation study. The study involved surveying practitioners in the field to identify tasks that are performed routinely and considered important to competent practice. The Exam is developed through a combined effort of qualified subject-matter experts and testing professionals, who construct the Exam in accordance with the CPHIMS Exam Content Outline.

An individual who meets eligibility requirements and passes the CPHIMS Exam attains the Certified Professional in Healthcare Information and Management Systems (CPHIMS) designation.

Which industry professionals are likely candidates for the CPHIMS Exam?

Certified healthcare information and management systems professionals facilitate the improvement of business practices using technology to support information management in and across healthcare settings, aligned with strategic objectives.

These professionals may participate:

- in planning, operations, and optimization of resources and business processes.
- in the analysis, design, development, selection, testing, evaluation, improvement, and implementation of systems.
- as in-house or external consultants for information and management systems topics.
- in the development and administration of fiscal, technical, regulatory, and human resources policies and procedures related to healthcare information and management systems.

What are the eligibility requirements?

To be eligible for the CPHIMS Exam, a candidate must fulfill one of the following requirements for education **and** work experience.

- Baccalaureate degree, or global equivalent, plus five (5) years of associated information and management systems experience*, three (3) of those years in healthcare.
- Graduate degree, or global equivalent, plus three (3) years of associated information and management systems experience*, two (2) of those years in healthcare.

* *Associated information and management systems experience includes experience in the following functional areas: administration/management, clinical information systems, e-health, information systems, or management engineering.*

What is the CPHIMS Exam content and timing?

The CPHIMS Exam is composed of 115 multiple-choice questions. A candidate's score is based on 100 of these questions; 15 are "trial" or "pretest" questions that are interspersed throughout the Exam. A candidate is allowed 2 hours in which to complete the Exam.

The CPHIMS Exam is based on three major content areas. Each content area is described by the list of tasks that follows the content heading in the *CPHIMS Exam Content Outline*. In addition, the number of Exam questions devoted to each major and minor content area is indicated.

Each question on the Exam is also categorized by a cognitive level that a candidate would likely use to respond. These categories are:

- *Recall*: The ability to recall or recognize specific information;
- *Application*: The ability to comprehend, relate or apply knowledge to new or changing situations; and
- *Analysis*: The ability to analyze and synthesize information, determine solutions and/or evaluate the usefulness of a solution.

What are the suggested review references for CPHIMS?

The CPHIMS Technical Committee recommends that review for the CPHIMS Exam focus on references and programs that cover the information summarized in the *CPHIMS Exam Content Outline*. It should not be inferred that questions in the Exam are selected from any single reference or set of references or that study from the references listed guarantees a passing score on the Exam.

CPHIMS Self-Assessment Examination (SAE)

Member: \$60

Non-Member: \$75

This online tool helps simulate the CPHIMS Exam in format and content - plus it offers useful feedback to future test-takers. The test offers a rationale for correct and incorrect responses and feedback reports that identify your strengths and improvement areas. Visit www.CPHIMS.org to order the CPHIMS Self-Assessment Exam.

Preparing for Success in Healthcare Information and Management Systems: The CPHIMS Review CD-Rom

Member: \$250

Non-Member: \$325

CPHIMS candidates can easily navigate the material in a structured yet self-paced multimedia format. (New healthcare information and management systems professionals will also find this series an invaluable 'ramp-up' resource.) The two-disk set utilizes a PowerPoint program with audio support and printable handouts. Sample multiple-choice questions are included at the end of each chapter to help monitor learning.

Preparing for Success in Healthcare Information and Management Systems: The CPHIMS Review Guide

Member: \$150

Non-Member \$225

Whether you're taking the CPHIMS Exam or simply want the most current and comprehensive overview in healthcare information and management systems today - this new publication has it all. For those preparing for the CPHIMS Exam, this textbook is the perfect study partner. Candidates can challenge themselves with the sample multiple-choice questions (different from the CD-Rom series) at the end of each chapter.

HIMSS Dictionary of Healthcare Information Technology Terms, Acronym and Organizations, 2nd edition

Member: \$32

Non-Member: \$40

This significantly expanded and timely dictionary has been developed and extensively reviewed by industry experts. This valuable resource includes:

- Definitions of terms for the information technology and clinical, medical and nursing informatics fields.
- Acronyms with cross references to current definitions.
- Associations and organizations that have some relationship to healthcare IT; listings include contact information, mission statements and Web addresses.
- Academic and certification credentials commonly used in healthcare and IT.

CPHIMS Online Review Course

Member: \$250

Non-Member: \$325

HIMSS eLearning Academy offers a CPHIMS review course online to provide you with more convenience and flexibility. This is a great way to increase your preparedness for the exam.

All review references are available for purchase from the HIMSS Store on the HIMSS Web site.

What are the CPHIMS Exam fees?

A candidate must submit the appropriate fee with a complete Exam application. Payment may be made by credit card (Visa, MasterCard, American Express or Discover), or company check, cashier's check or money order made payable to AMP. Cash and personal checks are not acceptable. Fees are nonrefundable. The application may be transferred to a future Exam date by requesting a rescheduling of testing.

*Special administrations conducted by HIMSS are nonrefundable and non-transferable to another person or testing session.

HIMSS Organizational Affiliate Member: \$270 U.S. dollars

HIMSS National Member: \$300 U.S. dollars

Non-Member: \$375 U.S. dollars

Re-Scheduling Fee: \$75 U.S. dollars

Credit card transactions that are declined will be subject to a \$25 (U.S. dollars) handling fee. A certified check or money order for the amount due, including the handling fee, must be sent to AMP to cover declined credit card transactions.

How is the CPHIMS Exam administered?

The primary mode of delivery of the CPHIMS Exam is by computer at AMP Assessment Centers geographically distributed throughout the world. Assessment Center locations, detailed maps and directions are available at www.goAMP.com.

For computer administrations, there are no application deadlines. A candidate who meets eligibility requirements for the CPHIMS Exam may submit an application and fee at any time. Ninety (90) days are allowed from confirmation of eligibility within which a candidate must make an appointment for testing and take the Exam.

The CPHIMS Exam is administered by appointment only Monday through Saturday at 9:00 a.m. and 1:30 p.m. Candidates are scheduled on a first-come, first-served basis.

What happens after successfully passing the CPHIMS Exam?

A candidate who passes the CPHIMS Exam is awarded the Certified Professional in Healthcare Information and Management Systems (CPHIMS) credential. HIMSS reserves the right to recognize publicly any candidate who has successfully completed the CPHIMS Exam.

An individual who passes the CPHIMS Exam may use the CPHIMS credential in professional communications, such as on letterhead, stationery, business cards, directory listings or signature.

Certificates are mailed from the HIMSS Chicago Office approximately 8 weeks after your exam date.

What happens if I fail the CPHIMS Exam?

If the CPHIMS Exam is not passed, a candidate may reapply by using the online application and scheduling feature on www.goAMP.com or by submitting the reapplication form and the Exam fee within 90 days following the failed Exam.

There is no limit to the number of times an individual may take the CPHIMS Exam.

What are the renewal requirements for maintaining the CPHIMS?

Attaining certification is an indication of mastery of a well-defined body of knowledge at a point in time. Periodic renewal of the certification is required to maintain certified status. Initial certification or renewal of certification is valid for 3 years. CPHIMS may be renewed by:

- Successful re-examination; or
- Documentation of 45 contact hours of continuing professional education over the 3-year period, including 25 contact hours of HIMSS provided or approved courses, and payment of the renewal fee.

Member: \$175

Non-Member: \$250

A renewal application with provisions for renewing the CPHIMS credential may be obtained from www.CPHIMS.org.

What if I fail to renew?

An individual who fails to renew his/her certification is no longer considered certified and may not use the CPHIMS credential in professional communications, such as on letterhead, stationery, business cards, directory listings or signature.