



CAHIMS<sup>SM</sup>

*Certified Associate in Healthcare Information  
and Management Systems*

# ***Candidate Handbook***

Effective September 1, 2023

# CAHIMS Candidate Handbook

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## CAHIMS Candidate Handbook and Application

This Candidate Handbook provides information about the Certified Associate in Healthcare Information and Management Systems (CAHIMS<sup>SM</sup>) program, including CAHIMS Examination administration policy and process as well as the CAHIMS Examination Application. Keep this Candidate Handbook until after the examination is completed. Additional copies of this Candidate Handbook may be obtained by downloading a copy [online](#). The most current version of the Candidate Handbook is posted here and supersedes any other version.

unique depth and breadth of expertise in health innovation, public policy, workforce development, research, and analytics to advise leaders, stakeholders, and influencers from across the ecosystem on best practices. With a community-centric approach, our innovation engine delivers key insights, education and engaging events to healthcare providers, payers, governments, startups, life sciences and other health services organizations, ensuring they have the right information at the point of decision. HIMSS has served the global health community for more than 60 years, with focused operations across North America, Europe, the United Kingdom, the Middle East, and Asia-Pacific.

## About HIMSS

The Healthcare Information and Management Systems Society (HIMSS) is a global advisor, thought leader and member association committed to transforming the health ecosystem. As a mission-driven non-profit, HIMSS offers a

## Statement of Nondiscrimination

HIMSS does not discriminate among candidates based on age, gender, race, color, religion, national origin, disability, or marital status.

### HIMSS Vision

To realize the full health potential of every human, everywhere.

### HIMSS Mission

Reform the global health ecosystem through the power of information and technology.

## HIMSS Certification Program Examinations

HIMSS conducts certification examinations for programs in healthcare information and management systems:

- CPDHTS (Certified Professional in Digital Health Transformation Strategy)
- CPHIMS (Certified Professional in Healthcare Information and Management Systems)
- CAHIMS (Certified Associate in Healthcare Information and Management Systems)

Each certification examination is designed to test a well-defined body of knowledge representative of professional practice in healthcare information and management systems. Successful completion of a certification examination is an indicator of broad-based knowledge in healthcare information and management systems. Certification examinations conducted by HIMSS are independent of each other. Each lead to a certification credential in healthcare information and management systems.

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

## Testing Agency

HIMSS contracts with Pearson VUE, Inc. to assist in the development, administration, scoring, score reporting and analysis of the CAHIMS Examination. You can learn more [here](#).

## CAHIMS Certification Program

The CAHIMS certification program promotes the healthcare information and management systems field through certification of qualified individuals and the following program elements:

- Recognizing formally those individuals who meet the eligibility requirements of CAHIMS and pass the examination
- Requiring certification renewal through continued personal and professional growth in the practice of healthcare information and management systems
- Providing an international standard of requisite knowledge for certification; thereby assisting employers, the public and members of health professions in assessing healthcare information and management systems professionals

## CAHIMS Eligibility Requirements

Candidates who meet the eligibility requirements and pass the CAHIMS Examination attain the CAHIMS designation. HIMSS reserves the right, but is not obligated to, ensure the accuracy of information supplied by or on behalf of a candidate.

Eligibility for the CAHIMS Examination requires fulfilling either:

- Hold a High School Diploma or equivalent **and**
- Have at least 45 hours of continuing education in healthcare information technology, digital health or informatics, specifically covering content found on the CAHIMS Outline of Exam Topics **or** 150 hours experience in any type of IT and Healthcare setting or role (volunteer, practicum/ internship, work).

### OR

- Hold an associate, bachelor or advanced degree from an accredited college or university **and**
- Have at least 25 hours of continuing education in healthcare information technology, digital health or informatics, specifically covering content found on the CAHIMS Outline of Exam Topics **or** 75 hours experience in any type of IT and Healthcare setting or role (volunteer, practicum/ internship, work).

Candidates will be asked to submit a listing of courses taken or documentation of work experience to meet this requirement, which are subject to audit and verification.

## CAHIMS Examination

The CAHIMS Examination is structured as follows:

- Composed of 100 multiple-choice questions. A candidate's score is based on 100 of these questions.
- A candidate is allowed two (2) hours in which to complete the CAHIMS Examination.
- The CAHIMS Examination is based on the four (4) major content areas listed in the Outline of Exam Topics.
  - Each content area is further defined in the Outline of Exam Topics by a list of tasks representative of that job responsibility.
  - The number of CAHIMS Examination questions devoted to each major content area is included in the Outline of Examination Topics.
- CAHIMS Examination questions are categorized by the following cognitive levels:
  - **Recall (RE):** ability to recall or recognize specific information
  - **Application (AP):** ability to comprehend, relate or apply knowledge to new or changing situations
  - **Analysis (AN):** ability to analyze and synthesize information, determine solutions or evaluate the effectiveness of a solution.

## HIMSS Certified Associate in Healthcare Information and Management Systems (CAHIMS<sup>SM</sup>) Outline of Exam Topics

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### HEALTHCARE AND TECHNOLOGY ENVIRONMENTS – 27%

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#### A. Healthcare Environment

- A.1. Recognize basic characteristics, interrelationships and services of different types of healthcare organizations (e.g., hospitals, clinics, physician practices, ambulatory centers, community health organizations, healthcare payers, regulators, research and academic)
- A.2. Identify and differentiate among major clinical and business departments and functions found in healthcare organizations.
- A.3. Differentiate basic roles of healthcare information and management systems professionals
- A.4. Identify and differentiate roles of governmental, regulatory, professional and accreditation agencies related to healthcare
- A.5. Recognize trends in healthcare technology (e.g., telemedicine, patient portals, wearable devices, population health)

#### B. Technology Environment

- B.1. Differentiate characteristics of applications (e.g., clinical, administrative, financial) and clinical technologies commonly used in healthcare
- B.2. Recognize basic characteristics of the information and communication technologies that support the healthcare environment (e.g., diagnostic imaging, data warehouses, data models, infrastructure, servers, web services)

### CLINICAL INFORMATICS – 26%

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#### A. Clinical Informatics

- A.1. Identify basic clinical vocabulary/terms frequently represented in healthcare informatics (e.g., dosage frequency, dosage routes, body systems)
  - A.2. Identify basic healthcare IT vocabulary/terms frequently represented in healthcare informatics (e.g., LAN, SMS, VPN)
  - A.3. Identify basic clinical metrics frequently represented in informatics (e.g., average daily census, turnaround time, adherence, barcode medication administration)
  - A.4. Identify and support opportunities to optimize clinical effectiveness and efficiencies
  - A.5. Understand various data visualization techniques (e.g., tables, graphs, charts)
  - A.6. Maintain clinical content and decision-support tools
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## HEALTHCARE INFORMATION AND SYSTEMS MANAGEMENT - 33%

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### A. Analysis

- A.1. Identify and differentiate fundamental concepts of systems development (e.g., systems development lifecycle or SDLC, rapid application development, extreme programming)
- A.2. Identify and differentiate fundamental IT project management methodologies (e.g., Agile, waterfall) and components (e.g., needs analysis, gap analysis, defining and prioritizing requirements)
- A.3. Identify and differentiate fundamental concepts of process improvement (e.g., DMAIC, PDCA)
- A.4. Describe business and clinical processes utilizing standard visualization tools such as Gantt charts, fishbone, swimlane
- A.5. Conduct basic data analysis and interpretation
- A.6. Understand the basic elements of common business documents such as RFPs, RFIs, proposals, SLAs, change requests, NDAs, etc.

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### B. Design

- B.1. Identify functional requirements of software, hardware and network solutions
- B.2. Develop the documentation of compliance with applicable industry, regulatory and organizational standards
- B.3. Identify basic business continuity planning concepts (e.g., RPO, RTO, BCA, scheduled and unscheduled downtime procedures)
- B.4. Collect and compile information to assist in evaluation of existing and emerging technologies
- B.5. Understand basic data management concepts (e.g., data types, metadata, data dictionary, field formats)

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### C. Selection, Implementation, Support and Maintenance

- C.1. Facilitate solution selection activities (e.g., evaluating functional requirements vs proposals, demonstrations, site visits, reference checks)
- C.2. Understand characteristics of various training and support methods (e.g., computer-based learning, classroom training, train the trainer, at-the-elbow support from superusers)
- C.3. Understand the interrelationships between scope, schedule, budget, and quality for solution implementations
- C.4. Maintain healthcare information systems (e.g., operate, upgrade)
- C.5. Gather, input and help analyze data for problems and trends (e.g., error reports, help desk logs, performance metrics, network monitoring)

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### D. Testing and Evaluation

- D.1. Identify and differentiate accepted testing methodologies (e.g., unit test, integrated test, stress test, acceptance test)
  - D.2. Identify and differentiate internal controls to protect resources and ensure availability and integrity during testing (e.g., security audits, versioning control, change control)
  - D.3. Verify deliverables against contractual terms or design specifications
  - D.4. Gather and compile data to support that expected outcomes have been realized (e.g., return on investment, benchmarks, user satisfaction)
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**E. Privacy and Security**

- E.1. Describe the organizational policies and procedures to ensure confidentiality, privacy, security, availability, and integrity of data
  - E.2. Use specific procedures to identify, escalate, and mitigate potential privacy/security risks and breaches
  - E.3. Administer user access controls according to established policies and procedures
  - E.4. Audit physical, technical, and administrative controls to ensure safeguards are in place to protect assets (e.g., servers secured, unattended computers, two-factor authentication)
  - E.5. Identify and differentiate organizational roles (e.g., information security, physical security, compliance) responsible for managing vulnerabilities
  - E.6. Maintain data management controls (e.g., data ownership, criticality, security levels, protection controls, retention and destruction requirements, access controls)
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**MANAGEMENT AND LEADERSHIP – 14%**

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**A. Management and Leadership**

- A.1. Assess the organizational environment (e.g., corporate culture, values and drivers)
  - A.2. Understand components of an IT strategic plan (e.g., process maturity and growth, gap analysis, quality improvement, organizational alignment, roles and responsibilities, performance measurement)
  - A.3. Gather and compile metrics to monitor and assess specific organizational performance indicators
  - A.4. Monitor, assess and report on key performance indicators of systems effectiveness
  - A.5. Comply with legal and regulatory standards
  - A.6. Understand and comply with the organization's ethical business principles
  - A.7. Prepare and deliver business communications (e.g., presentations, reports, project plans)
  - A.8. Maintain awareness of emerging industry trends
  - A.9. Identify and recommend strategies to mitigate organizational risk
  - A.10. Maintain effective and ethical working relationships with internal and external stakeholders (e.g., clinicians, vendors, partners)
  - A.11. Identify and provide data to support recommendations for decision makers
  - A.12. Understand and support organizational change management processes
  - A.13. Understand individual and team roles, responsibilities and job descriptions
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## CAHIMS Examination Preparation

The method of preparation and amount of time spent preparing for the CAHIMS Examination can be driven by a variety of factors, including the candidate's preferred study style, level of professional experience, or academic background. Some methods of preparation may include but are not limited to the following methods:

### Review the Content Outline and Competency Gap Assessment

Candidates should begin by reviewing the CAHIMS Examination Content Outline. Review the content categories and related tasks. Identify and focus review on tasks that you do not perform regularly or with which you are not familiar. Remember that all questions in the CAHIMS Examination are job-related/experience-based and test the application and analysis of information, not just the recollection of isolated facts. The best way to conduct this review is to use [Competency Gap Assessment](#) which will help you identify areas where additional study or review may be most needed.

Once you have identified topics where you would like to learn more or focus your review, you can identify the best sources to fill those gaps. The certification reference reading list can be found in Addendum B of the [CAHIMS Learning Plan](#).

### Develop a Learning Plan

Preparation for an exam takes commitment and planning. To prepare your individualized learning plan, HIMSS has suggested a comprehensive approach that you can build upon available [here](#). The certification reference reading list can be found in Addendum B of the [CAHIMS Learning Plan](#). Take this plan, review it and augment it with your ideas, and then identify when you would like to test and work a study plan back from that date. Set a weekly schedule with yourself

to dedicate time to study or review. Time each week can be used to shadow a colleague in an area where you have less experience or to meet up with colleagues who are also preparing for the CAHIMS exam. HIMSS has developed a suggested checklist to assist you in pacing your preparation and to keep you on track.

### Complete the CAHIMS Practice Exam

A practice exam for the CAHIMS Examination is an online tool created by HIMSS to familiarize you with the format of the CAHIMS Examination. This tool is available for purchase on the [HIMSS Marketplace](#).

The 50-question online practice examination was developed using the same procedures as the CAHIMS Examination, and conforms to examination specifications in content, cognitive levels, format, and difficulty. It should be used to familiarize yourself with format and type of questions you will find on the actual CAHIMS exam. This set of practice questions is not designed to be a predictor of performance on the actual exam. Feedback during the practice exam may assist you in self-identifying areas for further review or study. The questions presented in the practice exam are different from the questions contained on the CAHIMS Performance on the practice exam should not be considered predictive of final performance on the actual CAHIMS exam.

## The CAHIMS Review Guide, 2nd Edition

Available in paperback, hardback, and eBook versions. The *CAHIMS Review Guide* is the ideal resource for those preparing for the CAHIMS Certification Exam—or looking for a comprehensive ‘health IT 101’ guide. Content in the CAHIMS Review Guide reflects the CAHIMS outline of exam topics and is divided into four topic categories: healthcare and technology environments; clinical informatics; healthcare information and systems management; and management and leadership. Each chapter includes learning objectives for tracking progress in understanding and articulating the content. Practice exam questions at the end of each chapter reinforce key concepts explored throughout the content. Visit the HIMSS Store to purchase the [CAHIMS Review Guide](#).

## HIMSS Dictionary of Healthcare Information Technology Terms, Acronyms and Organizations, Fifth Edition

This dictionary was developed and extensively reviewed by more than 50 industry experts and serves as a quick reference for students, health information technology professionals and healthcare executives to better navigate the ever-growing health IT field. The resource includes:

- 3,400+ definitions, organizations, credentials, acronyms and references
- Acronyms list with cross-references to current health IT definitions

## Participate in a Review Course

While no single course is designed to prepare you for the exam, and HIMSS courses do not “teach to the test,” there are review courses available to support you in preparing for the exam.

For more information regarding courses, please contact us at [certification@himss.org](mailto:certification@himss.org).

## Use Other Study Resources

HIMSS recommends that study for the CAHIMS Examination focus on references and programs that cover the information summarized in the CAHIMS Examination Content Outline. It should not be inferred that questions in the CAHIMS Examination are selected from any single reference or set of references, or that study from specific references guarantees a passing score on the examination. For information about references, study guides and review sessions offered by HIMSS, visit our [website](#).

## CAHIMS Examination Administration

There are three ways to take a HIMSS certification exam via computer. Candidates have the option to take the exam:

- In person at a brick-and-mortar Exam Center (with locally compliant social distancing and sanitizing protocols in place), using the Exam Center's computer equipment and internet connection; or
- At the candidate's home or office (or any qualifying location of the candidate's choice) through a remotely proctored internet-based testing platform, using the candidate's own computer, webcam, microphone, and internet connection
- During special administrations at conferences, meetings or other specially arranged sessions.

In accordance with the Americans with Disabilities Act (ADA), special accommodations can be made for candidates with a documented disability.

### Computer Administration at Pearson VUE Assessment Centers

The primary mode of delivery of the CAHIMS Examination is by computer at Pearson VUE Testing Centers geographically distributed throughout the world. Testing Center locations, detailed maps, and directions are available on the [HIMSS page of the Pearson VUE website](#). OnVUE is a feature of Pearson VUE that allows the examination to be administered with online proctoring conveniently in your home or office.

A candidate who meets eligibility requirements for the CAHIMS Examination may submit an application and fee at any time via the [HIMSS website](#). Once an application is submitted, it is reviewed. If approved, within 3-5 business days, candidates are sent an Authorization to Test (ATT) email. The ATT email has instructions for a candidate to make his/her personal testing appointment at any worldwide Pearson VUE testing center or arrange to take the exam through OnVUE.

A candidate must make an appointment for testing and take the CAHIMS Examination within ninety (90) days from confirmation of eligibility from HIMSS. The CAHIMS Examination is administered by appointment only. Most, but not all, Pearson VUE testing centers are open six (6) days a week from 8AM – 8PM, with the exception of holidays. Remotely-proctored examination options are also available. Candidates are scheduled on a first-come, first-served basis.

Candidates are encouraged to make their appointment soon after receiving their ATT email to ensure the first choice of testing dates and locations.

### Testing Outside of the United States

Candidates who are eligible for the CAHIMS Examination can take the exam at any one of Pearson VUE's global testing centers. [Click here](#) find the testing center closest to you.

## Special Arrangements for Candidates with Disabilities

In compliance with the provisions of the Americans with Disabilities Act (1990) and Title VII of the Civil Rights Act, as amended (42 USCG 2000e, et.seq.), the HIMSS Professional Certification Board provides qualified candidates with a disability, who supply appropriate documentation, reasonable and appropriate accommodations in order for the candidate to take the CAHIMS, CPHIMS, or CPDHTS exam. The HIMSS Professional Certification Board follows the *Principles of Fairness* set forth by the Institute for Credentialing Excellence.

Under the ADA, a disability is defined as “a physical or mental impairment that substantially limits one or more major life activities.”

Examples of major life activities include:

- Caring for oneself
- Performing manual tasks
- Walking
- Seeing
- Breathing
- Learning
- Working

### Qualified Candidates with a Disability

A “qualified individual with a disability” is one who has a disability and satisfies all the requisite skill, experience, education and other requirements for certification and, with or without accommodations, can perform the essential duties required of his/her job role. A person must be a “qualified individual with a disability” to be protected under the ADA.

### Reasonable Accommodation

Reasonable accommodations provide a candidate with a disability a fair and equal opportunity to demonstrate his/her knowledge and skill in the essential duties being measured by the exam. Reasonable accommodations are decided upon based on the individual’s specific request, disability and documentation submitted as well as the appropriateness of the request. Reasonable accommodations do not include steps that fundamentally alter the purpose or nature of the exam.

### Proper Documentation

The candidate must submit documentation provided by an appropriate licensed professional or certified specialist who diagnosed the disability and is recommending reasonable accommodations. The documentation must be submitted on the professional’s letterhead. The documentation must provide a diagnosis of the disability and the test(s) used to determine the disability. The professional must also recommend specific accommodations. These recommendations should be based on testing that is not older than four (4) years prior to the application. The confidentiality of all documentation submitted by the candidate is protected.

## Procedure

A candidate requesting special accommodations must do so in writing by completing the Request for Special Accommodations Form. Candidates must first declare they will be requesting Special Accommodations as part of their online application for certification. Candidates should then submit a completed Request for Special Accommodations. The request must include proper documentation from a licensed professional or certified specialist who diagnosed the disability condition AND the specific testing aids or modifications being requested.

Accommodations, if approved, will be provided at no additional charge.

HIMSS Certification Staff will review the request and provide a response in writing to the candidate along with his/her eligibility determination.

If the candidate has been deemed eligible to take the exam, the Authorization to Test Notice will include the accommodations that have been approved.

All special accommodation forms and related documentation are confidential and will not be released without the written consent of the candidate.

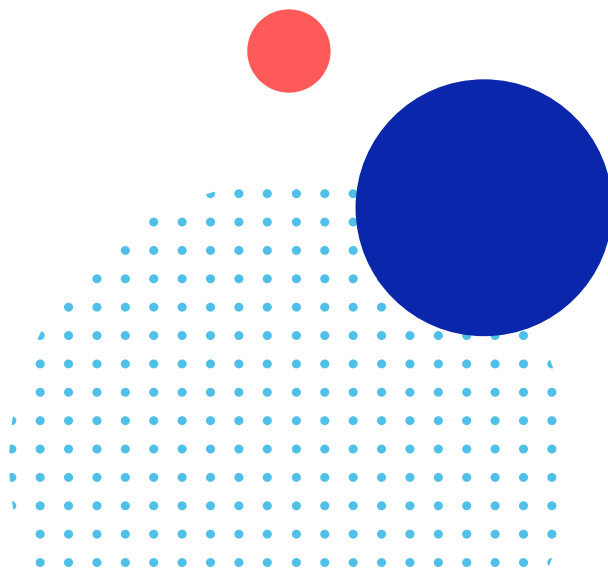
## Documentation Requirements

It is the responsibility of the candidate to ensure that all required forms and supporting documentation are submitted to the HIMSS Certification Staff. A request for special testing accommodations will not be reviewed until all documentation is received. Required documentation includes:

- A completed Request for Special Accommodations form. This form consists of two sections—one to be completed by the candidate, and one to be completed by the healthcare professional.

- Evaluation of the candidate's disability, to be completed by the healthcare professional. Note: The healthcare professional must be a licensed or otherwise qualified practitioner whose credentials are appropriate to diagnose and evaluate the specific disability. Candidates requesting accommodations for learning disorders or mental disabilities must be diagnosed by a psychiatrist, psychologist, or other professional with a minimum of a Master's degree, with credentials recognized as competent to diagnose a mental disorder or learning disability.
- If the candidate did not receive special accommodations during his/her years of higher education, a written explanation of why accommodations are being requested now is required. This is completed by the healthcare professional.

For either a computer or a special administration of the CAHIMS Examination, complete the Request for Special Examination Accommodations form included in this Candidate Handbook and submit to [certification@himss.org](mailto:certification@himss.org) once you have submitted a CAHIMS Examination application and fee. Once your application and Special Accommodations request is reviewed, you will receive an ATT email with instructions on how to schedule your exam.



## Adhering to Professional Standards of Conduct and Terms of Confidentiality

Those holding HIMSS' Certified Associate in Healthcare Information and Management Systems (CAHIMS), the Certified Professional in Healthcare Information and Management Systems (CPHIMS), or the Certified Professional in Digital Health Transformation Strategy (CPDHTS) designation represent, through knowledge and conduct, the highest professional standards expected of a healthcare information and management systems leader. Those seeking and holding the CAHIMS, CPHIMS, or CPDHTS agree to abide by the HIMSS' Certification Candidate and Certificant Code of Conduct and Terms of Confidentiality set forth below.

Certified Associate in Healthcare Information and Management Systems (CAHIMS), Certified Professional in Healthcare Information and Management Systems (CPHIMS), or Certified Professional in Digital Health Transformation Strategy (CPDHTS) Code of Conduct:

Those seeking or holding the CAHIMS, CPHIMS, or CPDHTS certification agree to:

- Comply with all local, state, and federal laws, regulations, and statutes applicable to the field of healthcare information and management systems, including the HIMSS Business Conduct Guidelines for Healthcare IT;
- Demonstrate the highest standards of integrity and professional conduct;
- Encourage others in the profession to act in an ethical and professional manner;
- Fully and accurately disclose any professional or business-related conflicts or potential conflicts of interest in a timely manner;

- Refrain from offering or accepting payments or other forms of compensation or tangible benefits, which do not conform with applicable laws and which may provide unfair advantage for themselves or others they may represent;
- Conduct professional activities in a manner that is fair, honest, accurate, unbiased, and otherwise appropriate;
- Respect and protect the intellectual property rights of others, and properly disclose and recognize the professional and intellectual contributions of others;
- Strive to enhance professional capabilities, skills and knowledge; and accurately and truthfully represent professional qualifications;
- Not discriminate on the basis of race, color, religion, national origin, age, sex, disability, family status, or any other local, state, or federally protected class;
- Not obtain or attempt to obtain certification or re-certification by misrepresentation, bribery, fraud, or deception.

### Terms of Confidentiality

Those seeking or holding the CAHIMS, CPHIMS, or CPDHTS certification agree as follows:

- The questions and answers on the CAHIMS, CPHIMS, or CPDHTS exam are the exclusive and confidential property of HIMSS, are copyrighted, and are protected by HIMSS' intellectual property rights.
- Not to disclose the exam questions or answers or discuss any of the content of the exam materials with any person without prior written approval of HIMSS.
- Not to remove from the examination room any exam materials of any kind provided to you, or any other material related to the exam, including, without limitation, any notes or calculations.

- Not to memorize, copy, or attempt to make copies (written, photocopied, digitally, electronically, or otherwise) of any exam materials, including, without limitation, any exam questions or answers.
- Not to sell, license, publish, reproduce, transmit, distribute, give away, or obtain from any other source other than HIMSS the exam materials, including, without limitation, any exam questions or answers without the prior written approval of HIMSS.
- That obligations under the Terms of Confidentiality will continue in effect after the examination and, if applicable, after termination of your certification, regardless of the reason or reasons for termination and whether such termination is voluntary or involuntary.

By applying for certification or recertification, I agree that I have read the HIMSS Code of Conduct and Terms of Confidentiality, and I agree to uphold and abide by its terms. I understand that a violation of the HIMSS Code of Conduct and/or the Terms of Confidentiality may be grounds for disciplinary action, including cancellation of exam scores, denial or revocation of certified status, and/or disqualification from future examinations and programs. I also understand that the Code of Conduct and/or the Terms of Confidentiality Policy may be revised by HIMSS at any time.

**Infraction of these *Professional Standards of Conduct or Terms of Confidentiality* is misconduct** for which granting of a certification or renewal of a certification may be delayed or denied, or for which a certification may be revoked by HIMSS.

**Reporting Violations.** To protect the international credential and to ensure responsible practice by its holders, HIMSS depends upon its candidates, professionals, employers, regulatory agencies and the public to report incidents that may be in violation of these Professional Standards of Conduct. A certified individual who has violated these Standards should voluntarily surrender his/her certification.

Written reports of infraction of these Standards may be sent to HIMSS, Director of Professional Certification Products, 350 N. Orleans Street, Suite S10000, Chicago, Illinois 60654 USA. Only signed, written communication will be considered.

HIMSS will become involved only in matters that can be factually determined and commits to handling any situation as fairly and expeditiously as possible. During its investigation and decision, HIMSS will protect the confidentiality of those who provide information to every possible extent. The named individual will be afforded a reasonable opportunity to respond in a professional and legally defensible manner, in accordance with policies established by HIMSS.



## CAHIMS Examination Application and Scheduling Process

After fulfilling the CAHIMS eligibility requirements, a candidate may [apply](#) for the CAHIMS Examination on the [HIMSS website](#).

Documentation of eligibility does not need to be submitted with a CAHIMS Examination Application. HIMSS reserves the right, but is not obligated, to verify accuracy of information supplied by or on behalf of a candidate. If selected for an audit, the candidate will be asked to submit documentation as proof of meeting the eligibility requirements.

To apply for the CAHIMS Examination, an eligible candidate must submit the appropriate fee (see below) when completing their online application in order for it to be considered.

HIMSS Individual Organizational Affiliate Member	\$209 U.S.
HIMSS Regular, Corporate or Student Member	\$279 U.S.
Non-Member	\$379 U.S.
CAHIMS Retake Fee	\$169 U.S.
CAHIMS Extension Fee	\$119 U.S.

*(Chapter Only and Online Only Members are not eligible for the Member rate)*

- Payment may be made by credit card (VISA, MasterCard, American Express or Discover)
- Examination-related fees are non-refundable and non-transferable.
- Candidates may reschedule their exam 30 days or more before their scheduled date and incur \$0 in fees.
- If rescheduling 5-29 days before the exam date, a candidate will incur a \$35 cancellation/rescheduling fee paid directly to Pearson VUE. Candidates may not reschedule the exam less than 5 days before the exam date.
- A candidate fails to report for their exam forfeits the application and all fees paid to take the CAHIMS Examination. They may apply again as a reexamination candidate, if eligible. Otherwise, a new, complete application and full CAHIMS Examination fee are required to re-apply.
- A candidate who does not schedule an appointment during the 90-day eligibility period or who cancels an appointment but does not reschedule it during the 90-day period may apply for an extension of eligibility as listed below.

### Online Application and Scheduling

Once a candidate has applied for the CAHIMS exam, the application will be reviewed. If approved, the candidate will be sent an Authorization to Test (ATT) email. The ATT email will include the Pearson website and additional details needed for the candidate to make his or her personal testing reservation. A candidate cannot make a testing appointment until the ATT email has been received.



Candidates will use the ATT email details to log in to the website and enter the city in which the candidate wishes to test. The website will return the closest testing center. A candidate selects the center at which to make an appointment. A calendar is then provided with available testing dates. Once a date is selected, available appointment times will be displayed. A candidate selects the preferred time and then confirms the appointment. A confirmation email is then sent to the candidate.

A candidate is allowed to take only the CAHIMS Examination for which application is made, eligibility from HIMSS is received, and the candidate has received confirmation of a testing appointment from Pearson VUE. Unscheduled candidates (walk-ins) are not allowed to take the CAHIMS Examination.

**To schedule your remotely-proctored, internet-based exam** at your home, office, or other location of your choosing, using your own computer, webcam, microphone, and internet connection, **FIRST** [confirm your computer's compatibility](#) with the remote proctoring platform ("OnVUE").

You must supply the computer that you will use for the certification exam. The computer must have a webcam (internal or external), microphone (internal or external), speakers (internal or external), and a stable internet connection, and you must be able to install the Pearson VUE OnVUE app on your computer on the day of your exam appointment.

[Click here](#) to verify that your computer and internet network will allow testing through OnVUE.

Please ensure that you have application installation (e.g., Admin) privileges on the computer you will be using for the certification exam.

After you have 100% passed (all green checkmarks) the system test, you can proceed to schedule your remotely proctored, internet-based exam.

If you are unable to 100% pass the system test and you had attempted to check your system through a VDI or VPN connection, please try directly from the computer rather than through the VDI or VPN; most candidates are unable to use the OnVUE™ platform through a VDI or VPN.

Also, check to ensure that your microphone and webcam are enabled (and correctly connected, if external).

If you are still unable to pass the 100% system test, or if you will not have the necessary permissions to install the OnVUE app on your exam date, please schedule your exam at a brick-and-mortar Exam Center, instead.

### Special Accommodations

If *special accommodations* are required, complete and submit to HIMSS the *Request for Special Examination Accommodations* form included in this Candidate Handbook and submit it to [certification@himss.org](mailto:certification@himss.org) after the online CAHIMS Examination application and fee have been submitted.

## English as a Second Language

HIMSS certification exams are provided in the English language.

Exam candidates whose first language is not English may bring into the testing center an English - German/Spanish/Dutch/Italian/etc. strict translation (word-to-word) dictionary to the exam. The dictionary will be inspected by the proctor prior to and after the exam is completed. Any attempt to compromise the exam will be grounds for immediate dismissal from the site, invalidation of the exam score, and possible legal action.

Candidates must supply their own dictionary which must conform to the following:

1. Must be in paper format (non-electronic)
2. Must provide only word-to-word translation.
3. Must not provide any definitions, pictures, or thesaurus for the word entries.

The dictionary will be inspected on-site by the proctor. The proctor has final determination as to whether the dictionary conforms to the requirements above.

## Re-Scheduling or Cancelling a CAHIMS Examination

Although examination application fees are non-refundable, the following options to re-schedule a CAHIMS Examination are available. Please note, CAHIMS exam fees are non-refundable and non-transferable to another person.

- Candidates may reschedule their exam 30 days or more before their scheduled date and incur \$0 in fees.
- If rescheduling 5-29 days before the exam date, a candidate will incur a \$35 cancellation/rescheduling fee paid directly to Pearson VUE. Candidates may not reschedule the exam less than 5 days before the exam date.
- A candidate who fails to report for their exam forfeits the application and all fees paid to take the CAHIMS Examination. They may apply again as a reexamination candidate, if eligible. Otherwise, a new, complete application and full CAHIMS Examination fee are required to re-apply.
- A candidate who does not schedule an appointment during the 90-day eligibility period or who cancels an appointment but does not reschedule it during the 90-day period may apply for an extension of eligibility as listed below.

## On the Day of the CAHIMS Examination

### Reporting for the CAHIMS Examination

Bring with you the *confirmation notice* provided by Pearson VUE. It contains the unique identification number required to take the test and is required for admission to the testing room.

Report to the Pearson VUE Testing Center no later than thirty (30) minutes prior to the scheduled testing time. After entering the testing location, follow the signs to the Pearson VUE Testing Center.

A candidate who arrives more than fifteen (15) minutes after the scheduled testing time will not be admitted. A candidate who does not show up for a scheduled examination appointment forfeits all fees paid to HIMSS and must reapply, paying the full examination fee.

### On-Site Security

HIMSS and Pearson VUE maintain examination administration and security standards are designed to assure that all candidates are provided the same opportunity to demonstrate their abilities. The testing environment at Pearson VUE Testing Centers is continuously monitored by audio and video surveillance equipment or examination personnel. You are encouraged to familiarize yourself with [what to expect](#) regarding security procedures, and their [ID Policy](#) prior to your testing date. Although lockers are available on-site, candidates are encouraged to leave personal belongings at home. Candidates will NOT be permitted to bring ANY belongings into the secure testing area.

### Identity Verification

To gain admission to the Pearson VUE Testing Center or a testing room, the candidate must present two (2) forms of identification. The primary form must be government issued, current (valid), and include the candidate's name, signature, and photograph. No form of temporary identification will be accepted. The candidate will also be required to sign a roster for verification of identity. You may also be asked to complete a scan of your palm.

- Examples of valid primary forms of identification are current driver's license with photograph, current identification card with photograph, current passport, or current military identification card with photograph.
- The secondary form of identification must display the candidate's name and signature for the candidate's signature verification. (e.g., credit card with signature, social security care with signature, employment/student ID card with signature, etc.)
- If the candidate's name on the registration list must match the name as it appears on the forms of identification.

Candidates must have proper identification to gain admission to the Testing Center. Failure to provide appropriate identification at the time of the examination is considered a missed appointment. There will be no refund of examination fees.

## Use of Calculators

Some examination questions may require calculations. An on-screen calculator is made available to you during the test. Candidates may not bring their own calculators.

## Inclement Weather or Emergency

In the event of inclement weather or unforeseen emergencies on the day of examination, HIMSS, in concert with Pearson VUE, will determine whether circumstances warrant the cancellation and subsequent re-scheduling of a CAHIMS Examination. If testing personnel can conduct business, the examination usually proceeds as scheduled.

Every attempt is made to administer a CAHIMS Examination as scheduled; however, should a CAHIMS Examination be canceled, the scheduled candidate will receive notification following the examination regarding a re-scheduled examination date or re-application procedures. In the case of cancellation, no additional fee is required to test.

In the event of a personal emergency on the day of examination, a candidate may request consideration of re-scheduling the examination without additional fee by contacting HIMSS in writing within ten (10) days of the scheduled testing session. A description of the emergency and supporting documentation are required. Re-scheduling without an additional fee being imposed will be considered on a case-by-case basis and is typically restricted to occurrences such as serious illness, death, medical emergency. Work schedules, childcare issues, and other similar instances typically do not constitute circumstances that would permit rescheduling without additional fees.

## Failing to Report for the CAHIMS Examination

A candidate fails to report for their exam forfeits the application and all fees paid to take the CAHIMS Examination. They may apply again as a reexamination candidate, if eligible. Otherwise, a new, complete application and full CAHIMS Examination fee are required to re-apply.

## Extension of Eligibility

A candidate who does not schedule an appointment during the ninety (90) day eligibility period or who cancels an appointment but does not reschedule it during the initial ninety (90)-day period may extend this period once for an additional 90 days by paying an extension fee within 1 (one) year of their initial application. After 1 year has passed, a new, complete application, and full CAHIMS Examination fee are required to re-apply for the examination.

## Taking the CAHIMS Examination

After identity of the CAHIMS candidate has been verified, the candidate is directed to a testing station. Candidates are provided one sheet of scratch that must be returned to the examination proctor at the completion of testing. Failure to do so will result in the test score report not being released.

The CAHIMS candidate is provided instructions on-screen. Prior to attempting the CAHIMS Examination, the candidate is provided a short tutorial on using the software to take the examination. Tutorial time is NOT counted as part of the two (2) hours allowed for the examination. Only after a candidate is comfortable with the software and chooses to start the Examination does the examination time begin.

***The computer monitors the time spent on the examination.*** The CAHIMS Examination terminates at the two (2)-hour mark. There is a countdown timer on each screen that indicates the time remaining.

***Only one CAHIMS Examination question is presented at a time.*** The question number appears along the left-hand side of the screen in an “arrow” format. The entire CAHIMS Examination question appears on-screen (question and four options.) Candidates select an answer by using the mouse to “click” the selected option, highlighting it. To change an answer, the candidate simply selects another option. An answer may be changed multiple times.

***To move to the next question,*** click on the “Next” button in the lower right corner of the screen. This action allows the candidate to move forward through the CAHIMS Examination question by question. To review a question, click the question number on the left side of the screen.

***A CAHIMS Examination question may be left unanswered for return later in the testing session.*** Questions may also be “flagged” for later review by clicking on the “Flag” icon at the bottom center of the screen.

When the CAHIMS Examination is completed, the number of CAHIMS Examination questions answered is reported.

If fewer than 100 questions were answered and time remains, return to the CAHIMS Examination and answer the remaining questions. Be sure to answer each examination question before ending the examination. There is no penalty for guessing.

## Rules for CAHIMS Examination

All CAHIMS Examination candidates must comply with the following rules during the CAHIMS Examination administration

1. No personal items (including watches, hats and coats), valuables or weapons should be brought into the testing room. Only keys, wallets and items required for medical needs are permitted. Books, computers, or other reference materials are strictly prohibited. If personal items are observed or heard (e.g., cellular/smart phone, alarm) in the testing room after the examination is started, the examination administration will be forfeited. Pearson VUE is not responsible for items left in the reception area.
2. Only silent, non-programmable calculators without alpha keys or printing capability are permitted in the testing room. Calculator malfunction during the CAHIMS Examination does not constitute grounds for challenging examination scores or requesting additional testing time.
3. Pencils will be provided during check-in. No personal writing instruments are allowed in the testing room.
4. CAHIMS Examinations are proprietary. CAHIMS Examination questions may not be recorded or shared with any individual in any manner. No cameras, notes, tape recorders, pagers or cellular/smart phones or other recording devices are allowed in the testing room. Possession of a cellular/smart phone or other electronic devices is strictly prohibited and will result in dismissal from the CAHIMS Examination.
5. Eating, drinking and smoking will not be permitted in the testing room.

6. No documents or notes of any kind may be removed from the testing room. For computer administrations, candidates are provided one sheet of scratch paper for calculations that must be returned to the examination proctor at the completion of testing. Failure to do so will result in the test score report not being released.
  7. No questions concerning the content of the CAHIMS Examination may be asked of anyone during the CAHIMS Examination.
  8. Permission from the CAHIMS Examination proctor is required to leave the testing room during the examination. No additional time is granted to compensate for time lost.
  9. No guests, visitors or family members are allowed in the testing room or reception areas.
- Attempting to record CAHIMS Examination questions in any manner or making notes
  - Attempting to take the CAHIMS Examination for someone else
  - Having possession of personal belongings
  - Using notes, books or other aids without it being noted on the roster
  - Attempting to remove CAHIMS Examination materials or notes from the Pearson VUE Testing Center or the testing room

Candidates observed engaging in any of the following conduct during the CAHIMS Examination may be dismissed from the CAHIMS Examination session, their score on the CAHIMS Examination voided and the CAHIMS Examination fees forfeited. Evidence of misconduct is reviewed by HIMSS to determine whether the CAHIMS candidate will be allowed to re-apply for the CAHIMS Examination. If re-examination is granted, a complete CAHIMS Examination application and full CAHIMS Examination fee are required.

- Gaining unauthorized admission to the CAHIMS Examination
- Creating a disturbance, being abusive or otherwise uncooperative
- Displaying and/or using electronic communications equipment including but not limited to pagers and cellular/smart phones
- Talking or participating in conversation with other CAHIMS Examination candidates
- Giving or receiving help or being suspected of doing so
- Leaving the Pearson VUE Testing Center during the CAHIMS Examination

### Copyrighted Examination Questions

All CAHIMS Examination questions are the copyrighted property of HIMSS. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these CAHIMS Examination questions by any means, in whole or in part. Doing so may result in severe civil and criminal penalties.

### Testing Experience

CBT centers are administered by HIMSS' contracted testing partner and administer a wide variety of tests. Very rarely do any issues arise at the test center that may be perceived as having a negative effect on a candidate's performance. However, the HIMSS Certification staff takes these issues very seriously.

For HIMSS Certification staff to be able to investigate any problems thoroughly, all issues must be reported to the Testing Center Administrator (TCA) **before** leaving the test center. Issues can be reported on the exam exit survey but must be brought to the attention of the TCA during the exam/before leaving the test center. Problems reported later than the day of testing will not be considered.

### Technical Issues

- The HIMSS Certification staff expects a candidate to be responsible for immediately notifying the proctor at the testing center should the candidate believe there to be a technical problem with the computer or related equipment during their exam. It may be possible for the TCA to resolve the program and restart the candidate's exam or reschedule the candidate for later the same day.
- Any complaints regarding technical issues should be reported immediately and must be reported to the Testing Center Administrator (TCA) before leaving the testing center. The candidate must also report the issue to the HIMSS Certification staff the same day. If it is over a weekend, a voice mail or email message must be sent to the PCB on same day the candidate tested.
- The HIMSS Certification staff will investigate all reported technical issues and report back to the candidate within two (2) weeks of receiving the report. Based on the results of the investigation of the reported issue, the HIMSS Certification staff may choose to offer a subsequent opportunity to retest.

### Disruptive Issues

Candidates should expect an environment suitable to testing but should also understand that they will be testing with other individuals who may be taking exams of varying length or requiring use of the keyboard. Noise cancelling headphones are available to each candidate, upon request, at the testing center.

Should there be a disruption that the candidate believes is affecting his or her performance on the exam, the situation should be reported to the

TCA immediately. Should the candidate believe that his or her performance is hindered by the disruption, they may choose to end the test and inform the TCA of the reason. The candidate must also report the issue to the HIMSS Certification staff the same day. If it is over a weekend, a voice mail or email message must be sent to the HIMSS Certification Staff on same day the candidate tested.

The HIMSS Certification staff will investigate all reported disruption issues and report back to the candidate within two (2) weeks of receiving the report. Based on the results of the investigation of the reported issue, the HIMSS Certification staff may choose to offer a subsequent opportunity to retest.

Candidate requests for a review of the fairness or accuracy of an exam due to equipment or software failure, or disruptive conditions in a testing center, shall result in the HIMSS Certification staff working with its testing vendor to review relevant incident or discrepancy reports, technical data and analyses.

### Exam Content

Candidates who have an issue with a particular test question are welcome to put their concerns in writing to the HIMSS Certification staff. Such information will be shared with the appropriate exam committee. However, given the security of the exam, the candidate will not receive any response regarding the content of the question, the correct answer, or the rationale for the item.

Candidates are permitted to appeal the appropriateness of content on the exam through its *Policy on Appeals* but cannot be granted access to test questions or an answer key.



## Following the CAHIMS Examination

### Score Reports

Score reports are issued by Pearson VUE, on behalf of HIMSS, at the Testing Center. Scores are displayed on the screen when a candidate completes the exam and provided in printed form before leaving the Testing Center. Scores are not reported over the telephone, by electronic mail, or by facsimile.

The score report indicates a “Pass” or “Fail,” which is determined by the score on the total CAHIMS Examination. Scores are represented on a scale from 200 to 800, with a **600** required to pass. The score report also includes a diagnostic scale, in the form of a bar graph, for each of the content area of the CAHIMS Examination Content Outline. The farther to the RIGHT on the bar graph a candidate’s performance is indicated, the more proficient a candidate is in that category. Responses to individual CAHIMS Examination questions will not be disclosed to a candidate.

Recognition of CAHIMS certification and information about CAHIMS certification renewal is issued from HIMSS in about eight (8) weeks of successfully completing the CAHIMS Examination. This package is mailed to the address provided on the CAHIMS Examination application.

### How the CAHIMS Passing Score is Set

The methodology used to set the initial minimum passing score is the Angoff method in which expert judges estimate the passing probability of each question on the CAHIMS Examination. These ratings are averaged to determine the preliminary minimum passing score (i.e., the number correctly answered questions required to pass the examination). This method takes into account the difficulty of the CAHIMS Examination. The preliminary minimum

passing score is validated by the performance of candidates. The passing standard is applied consistently across the CAHIMS candidates who take the same form of the CAHIMS Examination.

When new forms of the CAHIMS Examination are introduced, a certain number of CAHIMS Examination questions in the various content areas are replaced by new CAHIMS Examination questions. These changes may cause one form of the CAHIMS Examination to be slightly easier or harder than another form. To adjust for these differences in difficulty, a procedure called “equating” is used. For equated CAHIMS Examinations that have different passing scores, the equating process helps ensure that the levels of CAHIMS examinee knowledge are equivalent on the various CAHIMS Examination forms. This is why a scaled score is used, with the same passing point of 600 required for each candidate, regardless of which form of the exam a candidate took.

### Passing the CAHIMS Examination

An eligible candidate who passes the CAHIMS Examination is awarded the Certified Professional in Healthcare Information and Management Systems (CAHIMS) credential. Approximately eight (8) weeks after the candidate passes the CAHIMS Examination, HIMSS mails to the candidate a certificate of recognition. Information about CAHIMS certification renewal can be found in the [Recertification](#) section of the HIMSS website. The name on the certificate and the address to which the package is mailed is based on information in the candidate’s HIMSS membership record. It is the candidate’s responsibility to keep this information current.

HIMSS reserves the right to recognize publicly any candidate who has successfully completed the CAHIMS Examination. *Scores are never reported over the phone.*



## Failing the CAHIMS Examination

If a candidate does not pass the CAHIMS Examination, the score report includes diagnostic information which may assist a candidate in determining in which content areas of the exam he or she did not perform as well.

- Candidates who are unsuccessful on the CAHIMS Examination **must wait sixty (60) days before testing again**. They may retake the exam up to 2 (two) times at a lower retake rate within 1 (one) year of their initial application. A new 90-day eligibility period is awarded 5-7 days after the retake fee is paid.
- If a candidate fails the exam three (3) times, they are required to submit a new CAHIMS Examination application, meet current application requirements, and pay the full CAHIMS Examination fee. The sixty (60) day waiting period will still apply.

## Scores Cancelled by HIMSS

HIMSS and Pearson VUE are responsible for maintaining the integrity of the scores reported. On occasion, occurrences such as computer malfunction or misconduct by a candidate may cause a score to be suspect. HIMSS is committed to rectifying such discrepancies as expeditiously as possible. HIMSS may void CAHIMS Examination results if, upon investigation, violation of CAHIMS regulations is discovered.

## Score Confidentiality

Information about a candidate for testing or renewal of certification and examination results is considered confidential; however, HIMSS reserves the right to use information supplied by or on behalf of a candidate in the conduct of research. Studies and reports concerning candidates contain no information identifiable with any candidate, unless authorized by the candidate.

Demographic information about a candidate is shared only when beneficial to the candidate. Scores are never reported to anyone other than the candidate, unless the candidate directs such a request in writing.

## Administrative Matters

### Name and Address Change

Candidates are responsible for keeping current all contact information. HIMSS is not responsible for communication not received due to incorrect contact information. To update any contact information, the candidate should login to the [HIMSS Member Center](#) or contact HIMSS Individual Member Services at [membersupport@himss.org](mailto:membersupport@himss.org).

### Renewal of CAHIMS Certification

Achieving CAHIMS certification is an indication of mastery of a well-defined body of knowledge at a point in time. Periodic renewal of the CAHIMS certification is required to maintain certified status and to demonstrate ongoing commitment to remain current in the field. Initial certification or renewal of certification is valid for three (3) years.

Eligible candidates who successfully complete the CAHIMS Examination are provided information about CAHIMS certification renewal requirements in a certification package sent by HIMSS. Information about the CAHIMS renewal requirements can be obtained on the [HIMSS website](#). There is also a [recertification page](#) on the HIMSS website, with additional information including a description of [continuing education activities](#) as well as a [step-by-step guide](#) for entering continuing education (CE) hours into the CE transcript.

All applications for recertification must be completed online on the HIMSS website. **The CAHIMS Renewal Application may be submitted up to six (6) months in advance but no later than 30 days prior to the expiration date listed on the certificate.**

It is the responsibility of each certificant to monitor his/her certification expiration date and to submit the requirements by the specified deadline. As a courtesy, HIMSS e-mails notices to candidates of their pending certification expiration. Candidates are responsible for keeping their contact information accurate. HIMSS is not responsible for communications not received due to incorrect contact information in a candidate’s record.

Candidates may renew the CAHIMS credential through one (1) of the following ways:

**Successful re-examination.** To renew this way, successfully pass the CAHIMS Examination no more than six (6) months prior to expiration of your CAHIMS certification (subject to usual fees and provisions for testing). An additional CAHIMS Renewal fee is not required if a candidate selects this way to renew the designation.

**Completion of 45 clock hours of continuing professional education** over the three (3)-year renewal period and payment of the renewal fee. To renew this way, submit a complete CAHIMS Renewal Application via their online HIMSS record with the appropriate fee and report all eligible continuing professional education activities that you completed during your renewal period. Eligible activities include attending professional organization conferences, completing on-line courses, and attending or teaching academic courses, among other activities. There is no limitation on the maximum allowable

hours. Refer to the current [CAHIMS Renewal Requirements](#) for a description of eligible activities and other provisions for renewing your certification.

**Beginning with recertification applications submitted after January 1, 2022 or later,** certificants must have a minimum of two (2) hours of continuing education that is related to ethics or conflicts of interest.

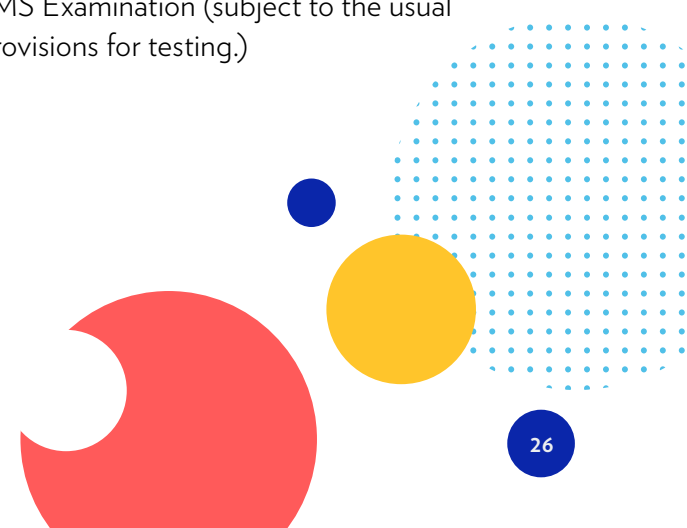
CAHIMS Renewal Application processing requires eight (8) weeks. Candidates who meet the renewal requirements can print a new certificate of recognition listing the new certification expiration date from their online HIMSS record. Candidates are responsible for keeping current contact information in their membership record.

**Renewal Fees**

HIMSS Member	\$169 U.S.
Non-Member	\$279 U.S.

**Failing to Renew**

A candidate who fails to renew his/her CAHIMS certification is no longer considered certified and may not use the CAHIMS credential in professional communications including but not limited to letterhead, stationery, business cards, directory listings and signatures. To regain certification, the individual must retake and pass the CAHIMS Examination (subject to the usual fees and provisions for testing.)



## Appeals

The HIMSS Certification Staff makes every attempt to make fair and accurate decisions based on the information provided by the applicants and certificants. An appeal procedure is available to those who wish to contest any adverse decision affecting his or her application or certification status. Any individual who does not file a request for an appeal within the required time limit shall waive the right to appeal.

The HIMSS Professional Certification Board (“PCB”) will review appeals of adverse certification decisions from HIMSS certified individuals (“certificants”) and applicants for HIMSS certification (“applicants”).

Candidates are permitted to appeal an adverse certification decision on the grounds that HIMSS Certification Staff did not properly apply specified certification eligibility criteria or the decision was based on a factual error that affected the outcome. Adverse certification decisions include: denial of eligibility for initial certification, denial of recertification, suspension of certification or revocation of certification.

No appeal may be taken from an adverse decision based on an individual’s receipt of a failing score on a CAHIMS or CPHIMS certification examination, absent extraordinary circumstances, as determined solely by the PCB.

Individuals cannot appeal (1) the passing score or actions taken in setting a passing score; (2) establishment of eligibility criteria; (3) individual test items; and (4) test content validity.

Privileged Information, including the nature, format, content and results of examinations administered by HIMSS are considered privileged information. Due to the importance of exam security and item banking, neither exam forms nor answer keys will be disclosed or made available for review by candidates or any other unauthorized third party.

### Appeal Process

Upon receipt of the notice of an adverse decision, the applicant or certificant has the option to submit a written notice of appeal to the HIMSS PCB Appeals Committee no more than fifteen (15) days following notice of the adverse decision.

In the written appeal, the applicant or certificants shall detail the nature of the request for appeal and the specific facts and circumstances supporting the request, and all reasons why the action or decision should be changed or modified. The applicant or certificant must provide additional written, factual documentation to support his/her appeal. The applicant shall bear the burden of proving the adverse decision was based on erroneous factual determination. There is no appeal on the basis of an incomplete application.

Applicants or certificants submitting a request for review to the HIMSS PCB shall receive notification of the results within fifteen (15) days of receipt of the request. Should the candidate not be satisfied with the decision rendered, the candidate may submit a written appeal to the full HIMSS PCB within fourteen (14) days.

The full HIMSS PCB will review the appeal submission and accompanying documents and make a determination. Candidates will be notified of the HIMSS PCB decision within forty-five days (45) of receipt of the request. The HIMSS PCB’s decision is final.

## Request for Accommodations

If you have a disability covered by the Americans with Disabilities Act, please complete this form and the Documentation of Disability-Related Needs on the reverse side so your accommodations for testing can be processed efficiently. The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality. Please return this form to HIMSS at [certification@himss.org](mailto:certification@himss.org) within 45 days of the desired testing date.

### CANDIDATE INFORMATION

\_\_\_\_\_  
Name (Last or Family Name, First, Middle Initial, Former Name)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State/Province

\_\_\_\_\_  
Zip Code/Postal Code and Country

\_\_\_\_\_  
Daytime Telephone Number with country code if outside of North America

\_\_\_\_\_  
Email Address

### SPECIAL ACCOMMODATIONS

I request special accommodations for the \_\_\_\_\_ examination.

Please provide (check all that apply):

- Reader
- Extended examination time (time and a half)
- Reduced distraction environment
- Large print examination (paper and pencil administration only)
- Circle answers in examination booklet (paper and pencil administration only)
- Other special accommodations (Please specify.) \_\_\_\_\_

\_\_\_\_\_  
Comments: \_\_\_\_\_

### PLEASE READ AND SIGN:

I give my permission for my diagnosing professional to discuss with AMP staff my records and history as they relate to the requested accommodation.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Return this form to HIMSS Certification: [certification@himss.org](mailto:certification@himss.org)

## Documentation of Disability Related Needs

Please have this section completed by an appropriate professional (education professional, physician, psychologist, psychiatrist) to ensure that HIMSS is able to provide the required examination accommodations.

### PROFESSIONAL DOCUMENTATION

I have known \_\_\_\_\_ since \_\_\_\_/\_\_\_\_/\_\_\_\_ in my capacity as a  
Candidate Name Date (month/date/year)

\_\_\_\_\_  
Professional Title

The candidate discussed with me the nature of the examination to be administered. It is my opinion that, because of this candidate's disability described below, he/she should be accommodated by providing the special arrangements listed on the reverse side.

Description of Disability: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date: \_\_\_\_\_ License # (If applicable): \_\_\_\_\_

Return this form to HIMSS Certification: [certification@himss.org](mailto:certification@himss.org)

## Checklist for Becoming Certified

- Read the CAHIMS Candidate Handbook. Use the Learning Plan, Competency Gap Assessment, and Outline of Exam Topics to focus study efforts.
- [Apply](#) and pay for the CAHIMS Examination via the HIMSS website.
- Make a personal testing appointment via the [Pearson VUE website](#).
- Appear on time for the examination on the date and at the time and location confirmed. Bring the confirmation notice, identification as described in your Authorization to Test email.
- Take and pass the CAHIMS examination.

### Contacting HIMSS Certification

Candidates should direct all questions, concerns and correspondence related to the certification process or exam to the HIMSS Certification Department as indicated below:

Healthcare Information and Management Systems Society  
350 N. Orleans Street, Suite S10000 Chicago, IL 60654  
Phone: 312.664.4467  
Email: [certification@himss.org](mailto:certification@himss.org)  
[www.himss.org/resources-certification/overview](http://www.himss.org/resources-certification/overview)

Produced by



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