

CAHIMS Learning Plan

The CAHIMSSM Learning Plan has been designed to share tools and resources available to candidates preparing for the Certified Associate in Healthcare Information and Management Systems (CAHIMS) exam. It has been designed using the idea that a candidate will spend a dedicated amount of time reviewing each content area/subdomain area to familiarize oneself with the components of the vast body of knowledge. Each candidate should determine how much time to dedicate to reviewing each content/subdomain area and adjust this schedule accordingly. The schedule is also intended to align with the recommended resource, [The CAHIMS Review Guide, 2nd Edition: Preparing for Success in Healthcare Information and Management Systems](#), as well as with other materials identified as part of this resource. These are suggested resources and suggested schedules and are not intended to be exhaustive or prescriptive.

There are also two addendums included with this document. The first, **Addendum A, Readiness Checklist**, may be utilized to track progress towards achieving the end goal of challenging the exam. The second, **Addendum B, Certification Reference Reading List**, provides additional resources, which may aide in preparing a candidate for the exam.

Learning Objectives

At the completion of utilizing the resources identified as a part of this tool, the participant will be able to:

1. Introduce the various components of the CAHIMS body of knowledge.
2. Articulate characteristics, roles, and inter-relationships of various healthcare entities.
3. Recognize the various characteristics, applications, and technical components that support the healthcare environment.
4. Identify basic clinical and healthcare vocabulary, terms and metrics frequently represented in healthcare informatics.
5. Understand various data visualization techniques.
6. Identify the components of systems analysis and design.
7. Describe the importance of a valid design plan to support the goals of the organization.

8. Articulate the importance of sound methodologies to support the testing, design, and implementation of applications.
9. Describe the challenges and opportunities of software support.
10. Identify the components of software maintenance as related to the healthcare environment.
11. Create awareness of the many challenges of the implementation development life cycle.
12. Identify the current state of privacy and security challenges and opportunities in healthcare today.
13. Describe the leadership and management goals, responsibilities, and opportunities of today's healthcare leaders.
14. Implement studying and test taking skills and tips that may be utilized to further prepare the student for taking the exam.

HIMSS recommends that all exam candidates begin preparing by reviewing the **CAHIMS Candidate Handbook**. This resource can be found [here](#).

We have also created the **CAHIMS Competency Gap Assessment Tool**. This tool will help candidates determine their readiness for the exam. It will help identify personal strengths and areas for growth to support professional development objectives and help candidates acquire or strengthen skills and competencies required for success as a 21st century healthcare information and technology leader. This resource can be found [here](#).

Recommended Text

HIMSS. [The CAHIMS Review Guide, 2nd Edition: Preparing for Success in Healthcare Information and Management Systems](#) Healthcare Information Management and Systems Society, Chicago, IL 2022.

*Please note that HIMSS members save 25% off all print books, plus free shipping. Contact himssbookstore@himss.org to receive the member discount code.

Other Supplementary Materials

HIMSS, along with the [HIMSS Professional Certification Board](#), has prepared a listing of authoritative references which may also be referenced when preparing for the certification exam. Please see **Addendum B-Certification Reference Reading List**.

Other Online References

Healthcare IT Foundations - Open Learning Initiative (OLI) - Carnegie Mellon University - This course is aligned with the general CAHIMS content and includes expanded content related to the healthcare and healthcare information and technology industries. Includes certificate of completion and continuing education credits upon satisfactory completion. This is a fee-based course. <https://www.himss.org/events/healthcare-it-foundations-course>

Purchase and Complete the CAHIMS Practice/Self-Assessment Exam

The practice exam for the CAHIMS examination is an online tool created by HIMSS to familiarize you with the format of the CAHIMS Examination. The 50-question online practice examination was developed using the same procedures as the CAHIMS examination. Feedback during the self-assessment may help you identify areas for further review or study. The questions presented in the practice exam are different from the questions contained on the CAHIMS exam itself. Performance on the practice exam should not be considered predictive of final performance on the actual CAHIMS exam.

<https://marketplace.himss.org/store/product?productid=549154618>

Schedule

This schedule is designed to follow a plan of studying each content area over the period of one week. Each individual should determine their own approach and this will vary by individual. This schedule is based on the recommended text, [The CAHIMS Review Guide, 2nd Edition: Preparing for Success in Healthcare Information and Management Systems](#). It is also recommended that learners prepare using the additional materials identified in Addendum B, the Certification Reference Reading List.

Week	Topic	Assignment
1	Healthcare Environment	<ul style="list-style-type: none">• Read CAHIMS Review Guide: Chapter 1 pages 3-22• Complete CAHIMS Review Guide: Chapter 1 Questions
2	Technology Environment	<ul style="list-style-type: none">• Read CAHIMS Review Guide: Chapter 2 pages 23-42• Complete CAHIMS Review Guide: Chapter 2 Questions
3	Clinical Informatics	<ul style="list-style-type: none">• Read CAHIMS Review Guide: Chapter 3, pages 45-58• Complete CAHIMS Review Guide: Chapter 3 Questions
4	Analysis	<ul style="list-style-type: none">• Read CAHIMS Review Guide: Chapter 4 pages 61-76• Complete CAHIMS Review Guide: Chapter 4 Questions
5	Design	<ul style="list-style-type: none">• Read CAHIMS Review Guide: Chapter 5 pages 77-89• Complete CAHIMS Review Guide: Chapter 5 Questions

6	Selection, Implementation, Support and Maintenance	<ul style="list-style-type: none"> • Read CAHIMS Review Guide: Chapter 6 pages 91-106 • Complete CAHIMS Review Guide: Chapter 6 Questions
7	Testing and Evaluation	<ul style="list-style-type: none"> • Read CAHIMS Review Guide: Chapter 7 pages 107-116 • Complete CAHIMS Review Guide: Chapter 7 Questions
8	Privacy and Security	<ul style="list-style-type: none"> • Read CAHIMS Review Guide: Chapter 8 pages 117-129 • Complete CAHIMS Review Guide: Chapter 8 Questions
9	Management and Leadership	<ul style="list-style-type: none"> • Read CAHIMS Review Guide: Chapter 9 pages 133-157 • Complete CAHIMS Review Guide: Chapter 9 Questions

Addendum A

Readiness Checklist

Activity	Date Completed
Pre-Review Tasks:	
Assemble study materials and aides (e.g., 3x5 notecards, pens, multi-colored highlighters, mini-Post-it Notes, notebook, rubber bands to hold groups of notecards, snacks, etc.)	
Prepare your study area, e.g., chair cushions, lighting, study aide organization systems	
Review certification information on HIMSS website	
Review CAHIMS Candidate Handbook	
Determine target date to take CAHIMS Exam Date: _____	
Based on target date determine how many weeks you have to prepare _____ weeks	
Determine schedule	
Complete the CAHIMS Competency Gap Assessment Tool	
Weekly Review Tasks:	
Create summary notes during each of the following activities	
Review 'Healthcare Environment' materials	
Review 'Technology Environment' materials	
Review 'Clinical Informatics' materials	
Review 'Analysis' materials	
Review 'Design' materials	
Review 'Selection, Implementation, Support and Maintenance' materials	
Review 'Testing and Evaluation' materials	
Review 'Privacy and Security' materials	
Review 'Management and Leadership' materials	
As Desired:	
Participate in a CAHIMS Review Course. These may be supported by your organization, by a HIMSS Chapter, or by HIMSS. HIMSS scheduled courses can be found at https://www.himss.org/events . For more information, you may also reach out to certification@himss.org .	
Register for and take the Healthcare IT Foundations Course	
Purchase and complete the CAHIMS Practice Exam	
Determine additional preparation needs based on results of CAHIMS Practice Exam	
Upon Completion of Weekly Review Tasks:	
Re-review the CAHIMS Outline of Exam Topics (found in Candidate Handbook)	
Review all summary notes/notecards from weekly chapter review and additional resources	
Complete (again) the CAHIMS Competency Gap Assessment Tool	
Determine and complete additional preparation needs based on results of CAHIMS Competency Gap Assessment	
Register and apply for the CAHIMS Exam (should be completed up to 90 days in advance of target testing date)	

Sit for the CAHIMS Exam	
Celebrate your accomplishment of passing the exam	

Addendum B

Certification Reference Reading List

Title	Healthcare Environment	Technology Environment	Clinical Informatics	Analysis	Design	Selection, Implementation, Support and Maintenance	Testing and Evaluation	Privacy and Security	Management and Leadership
Buchbinder, Sharon B.; Nancy H. Shanks <i>Introduction to Health Care Management 3rd Edition</i> . 2016. Jones & Bartlett Learning. ISBN-13: 978-1284081015									X
Ciampa, Mark and Revels, Mark. <i>Introduction to Healthcare Information Technology</i> . 2012. Boston, MA. Course Technology. ISBN-13: 978-1133787778		X							
Coplan, Scott; and David Masuda. <i>Project Management for Healthcare Information Technology</i> . 2011. McGraw-Hill. ISBN-13: 978-0071740531						X			X
Dye, Carson F. (2016). <i>Leadership in Healthcare: Essential Values and Skills</i> , Third Edition. 2016. ACE Management. ISBN-13: 978-1567938463									X
Glaser, John P. <i>Glaser on Health Care IT: Perspectives from, the Decade that Defined Health Care Information Technology</i> . 2016. Chicago. CRC Press. ISBN-13: 978-1498768528									X
Harrington, Linda; Craig Harrington, <i>Usability Evaluation Handbook for Electronic Health Records 1st Edition</i> . 2014. HIMSS Book Series. ISBN-13: 978-1938904585						X			
Hebda, T., & Czar, P. <i>Handbook of Informatics for Nurses & Healthcare Professionals</i> . Fifth edition. 2012. Boston: Pearson. ISBN-13: 978-0132574952			X						
<i>HIMSS Dictionary of Healthcare Information Technology Terms, Acronyms, and Organizations</i> . Fourth edition. 2017. Chicago: HIMSS Book Series. ISBN-13: 978-1498772419		X							
HIMSS Terminology Standards (2017, October 13). https://www.himss.org/terminology-standards		X	X						

Title	Healthcare Environment	Technology Environment	Clinical Informatics	Analysis	Design	Selection, Implementation, Support and Maintenance	Testing and Evaluation	Privacy and Security	Management and Leadership
Hoyt, Richard; Ann Yoshihasi. <i>Health Informatics: Practical Guide for Healthcare and Information Technology Professional</i> ; 6 th edition (2014) Lulu.com. ISBN-13: 978-1304791108			X						
Joshi, A., Thorpe, L., & Waldron, L. <i>Population Health Informatics: Driving Evidence-Based Solutions Into Practice</i> . 2017. Burlington, MA: Jones & Bartlett Learning. ISBN-13: 978-1284103960	X		X						
Ong, Kenneth K. <i>Medical informatics: An Executive Primer</i> , Third Edition. 2015. Chicago. HIMSS Publishing. ISBN-13: 978-1938904769								X	
Rinehart-Thompson; Laurie. <i>Health Information Privacy and Security</i> , 2nd edition (2018) AHIMA. ISBN-13: 978-1584265887								X	
Sewell, J. P. <i>Informatics and Nursing: Opportunities and Challenges</i> . Fifth edition 2015. Philadelphia: Wolters Kluwer. ISBN 13: 978-1451193206			X						
Sittig, Dean F. <i>Electronic Health Records: Challenges in Design and Implementation 1st Edition</i> . 2013. Apple Academic Press. ISBN-13: 978-1926895932						X			
Snedaker, Susan. <i>Leading Healthcare IT: Managing to Succeed</i> . 2016. Chicago. HIMSS Book Series. ISBN 13: 9781498774093.									X
Valacich, Joseph A.; Jeffery A. Offer, Jeffrey Slater; Joey F. George; <i>Modern Systems Analysis and Design</i> . 8th Edition 2016. Pearson. ISBN-13: 978-0134204925				X	X		X		
Wager, Karen A.; Frances W. Lee. <i>Health Care Information Systems: A Practical Approach for Health Care Management</i> 4th Edition. Jossey-Bass. 2017. ISBN-13: 978-1119337188								X	X
White, K. R., & Griffith, J. R. <i>The Well-Managed Healthcare Organization</i> . 2016. Chicago, IL: Health Administration Press. ISBN-13: 978-1567937213	X								X

	Healthcare Environment	Technology Environment	Clinical Informatics	Analysis	Design	Selection, Implementation, Support and Maintenance	Testing and Evaluation	Privacy and Security	Management and Leadership
WEBSITES									
Centers for Medicare and Medicaid (CMS.gov)	X								
Health Level Seven International http://www.hl7.org				X	X				
Interoperability Standards Advisory https://www.healthit.gov/policy-researchers-implementers/interoperability				X	X				
LOINC https://loinc.org				X	X				
NIH Value Set Authority Center https://vsac.nlm.nih.gov/welcome				X	X				
The Joint Commission (Jointcommission.org)	X								
The Office of the National Coordinator (healthit.gov)	X								
RxNav https://rxnav.nlm.nih.gov				X	X				
SAFER Guides https://www.healthit.gov/safer/safer-guides				X	X				
Unified Medical Language System (UMLS) Terminology Services https://uts.nlm.nih.gov//home.html				X	X				
US Health and Human Services (hhs.gov)	X								