

## CPHIMS Learning Plan

The CPHIMS<sup>SM</sup> Learning Plan has been designed to share tools and resources available to candidates preparing Certified Professional in Healthcare Information and Management Systems (CPHIMS) 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 CPHIMS Review Guide, 4th 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. Describe the various components of the CPHIMS Body of Knowledge.
2. Articulate the opportunities and challenges in the healthcare environment, while addressing the technological components needed to deliver patient care.
3. Identify basic clinical and healthcare IT vocabulary/terms frequently represented in healthcare informatics.
4. Interpret clinical and operational outcomes through the use of various data analytics tools.
5. Describe the components of the implementation development life cycle in a healthcare setting by identifying those concepts required from initial inception of an idea through implementation.
6. Discuss the components required to support and maintain those who use software applications in a healthcare setting.

7. Discuss the current state of privacy and security challenges and opportunities in healthcare today.
8. Describe the importance of the many administrative aspects of health IT from the perspective of protecting health information to ensuring that the leadership and management functions of the healthcare setting are identified and understood.
9. 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 **CPHIMS Candidate Handbook**. This resource can be found [here](#).

We have also created the **CPHIMS 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 21<sup>st</sup> century healthcare information and technology leader. This resource can be found [here](#).

### **Recommended Text**

HIMSS. [CPHIMS Review Guide, 4th Edition: Preparing for Success in Healthcare Information and Management Systems](#), Healthcare Information Management and Systems Society, Chicago, IL 2021.

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

### **Other Supplementary Materials**

HIMSS, along with the [Global Certification Board for Healthcare Information and Management Systems](#), 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**

**HIMSS CPHIMS Review Course** – This self-paced, on-demand review course is aligned with the CPHIMS Review Guide, 4th Edition. Participants are guided through nine modules—each associated with one of the four domains and corresponding subdomains—with all course content developed by subject matter experts currently teaching or practicing in the health information and technology field. Approximate seat time is 11 hours. This is a fee-based course. <https://www.himss.org/events/himss-cphims-review-course>

**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 CPHIMS Practice/Self-Assessment Exam**

The practice exam for the CPHIMS examination is an online tool created by HIMSS to familiarize you with the format of the CPHIMS Examination. The 50-question online practice examination was developed using the same procedures as the CPHIMS 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 CPHIMS exam itself. Performance on the practice exam should not be considered predictive of final performance on the actual CPHIMS exam.

<http://marketplace.himss.org/store/product?productid=549154635>

**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, [CPHIMS Review Guide, 4<sup>th</sup> 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.

<b>Week</b>	<b>Topic</b>	<b>Assignment</b>
1	Healthcare Environment	<ul style="list-style-type: none"> <li>• Read CPHIMS Review Guide: Chapter 1 pages 3-22</li> <li>• Complete CPHIMS Review Guide: Chapter 1 Questions</li> </ul>
2	Technology Environment	<ul style="list-style-type: none"> <li>• Read CPHIMS Review Guide: Chapter 2 pages 23-38</li> <li>• Complete CPHIMS Review Guide: Chapter 2 Questions</li> </ul>
3	Clinical Informatics	<ul style="list-style-type: none"> <li>• Read CPHIMS Review Guide: Chapter 3, pages 41-64</li> <li>• Complete CPHIMS Review Guide: Chapter 3 Questions</li> </ul>
4	Analysis	<ul style="list-style-type: none"> <li>• Read CPHIMS Review Guide: Chapter 4 pages 67-96</li> <li>• Complete CPHIMS Review Guide: Chapter 4 Questions</li> </ul>
5	Design	<ul style="list-style-type: none"> <li>• Read CPHIMS Review Guide: Chapter 5 pages 97-105</li> <li>• Complete CPHIMS Review Guide: Chapter 5 Questions</li> </ul>
6	Selection, Implementation, Support and Maintenance	<ul style="list-style-type: none"> <li>• Read CPHIMS Review Guide: Chapter 6 pages 107-125</li> <li>• Complete CPHIMS Review Guide: Chapter 6 Questions</li> </ul>

7	Testing and Evaluation	<ul style="list-style-type: none"><li>• Read CPHIMS Review Guide: Chapter 7 pages 127-135</li><li>• Complete CPHIMS Review Guide: Chapter 7 Questions</li></ul>
8	Privacy and Security	<ul style="list-style-type: none"><li>• Read CPHIMS Review Guide: Chapter 8 pages 137-149</li><li>• Complete CPHIMS Review Guide: Chapter 8 Questions</li></ul>
9	Management and Leadership	<ul style="list-style-type: none"><li>• Read CPHIMS Review Guide: Chapter 9 pages 153-195</li><li>• Complete CPHIMS Review Guide: Chapter 9 Questions</li></ul>

## Addendum A

### Readiness Checklist

Activity	Date Completed
<b>Pre-Review Tasks:</b>	
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 <a href="#">certification information on HIMSS website</a>	
Review <a href="#">CPHIMS Candidate Handbook</a>	
Determine target date to take CPHIMS Exam Date: _____	
Based on target date determine how many weeks you have to prepare _____ weeks	
Complete the <a href="#">CPHIMS Competency Gap Assessment Tool</a>	
Determine schedule	
<b>Weekly Review Tasks:</b>	
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	
<b>As Desired:</b>	
Participate in a CPHIMS Review Course. These may be supported by your organization, by a HIMSS Chapter, or by HIMSS. Any scheduled courses can be found at <a href="https://www.himss.org/events">https://www.himss.org/events</a> or the always available on-demand course can be found here; <a href="https://www.himss.org/events/himss-cphims-review-course">https://www.himss.org/events/himss-cphims-review-course</a> . For more information, you may also reach out to <a href="mailto:certification@himss.org">certification@himss.org</a> .)	
Purchase and complete the <a href="#">CPHIMS Practice Exam</a>	
Determine additional preparation needs based on results of CPHIMS Practice Exam	
<b>Upon Completion of Weekly Review Tasks:</b>	
Re-review the CPHIMS Outline of Exam Topics (found in <a href="#">Candidate Handbook</a> )	
Review all summary notes/notecards from weekly chapter review and additional resources	

Complete (again) the <a href="#">CPHIMS Competency Gap Assessment Tool</a>	
Determine and complete additional preparation needs based on results of CPHIMS Competency Gap Assessment	
<a href="#">Register and apply for CPHIMS Exam</a> (should be completed up to 90 days in advance of target testing date)	
Sit for the CPHIMS 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 &amp; 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). <a href="https://www.himss.org/terminology-standards">https://www.himss.org/terminology-standards</a>		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 <sup>th</sup> 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
<b>WEBSITES</b>									
Centers for Medicare and Medicaid (CMS.gov)	X								
Health Level Seven International <a href="http://www.hl7.org">http://www.hl7.org</a>				X	X				
Interoperability Standards Advisory <a href="https://www.healthit.gov/policy-researchers-implementers/interoperability">https://www.healthit.gov/policy-researchers-implementers/interoperability</a>				X	X				
LOINC <a href="https://loinc.org">https://loinc.org</a>				X	X				
NIH Value Set Authority Center <a href="https://vsac.nlm.nih.gov/welcome">https://vsac.nlm.nih.gov/welcome</a>				X	X				
The Joint Commission (Jointcommission.org)	X								
The Office of the National Coordinator (healthit.gov)	X								
RxNav <a href="https://rxnav.nlm.nih.gov">https://rxnav.nlm.nih.gov</a>				X	X				
SAFER Guides <a href="https://www.healthit.gov/safer/safer-guides">https://www.healthit.gov/safer/safer-guides</a>				X	X				
Unified Medical Language System (UMLS) Terminology Services <a href="https://uts.nlm.nih.gov//home.html">https://uts.nlm.nih.gov//home.html</a>				X	X				
US Health and Human Services (hhs.gov)	X								