

Knows (I)	FINAL FEM Competencies (Associate) - HIM and SS (2025)
Shows (D)	
Does (M)	
Competency	Performance Indicators
1.1 Written & Oral Communications	1.1.1 Use proper grammar and spelling in written communications. (does)
	1.1.2 Ensure thorough and logical explanations founded on evidence-based information. (does)
	1.1.3 Include proper scholarly or professional literature citations in written reports. (does)
	1.1.4 Select or develop graphical representations and images to enhance communication and demonstrate appropriate understanding. (does)
1.2 Technology Competence	1.2.1 Use digital technology, networks, and communication tools to find, evaluate, and communicate information. (does)
	1.2.2 Use software packages that allow for the analysis and presentation of the data. (does)
1.3 Anatomy & Physiology	1.3.1 Identify musculoskeletal and physiological body systems and functions. (knows)
	1.3.2 Integrate knowledge of body systems and functions in decision-making. (shows)
1.4 Medical Terminology	1.4.1 Integrate prefixes, suffixes, word roots, and combining forms of medical terms. (knows)
	1.4.2 Interpret proper phrases and terms of diseases, pathological conditions, and systems of the body. (knows)
	1.4.3 Use medical terminology and abbreviations within the correct context. (does)
1.5 Pathophysiology & Pharmacology	1.5.1 Recognize the physical and functional changes that occur with disease, injury and throughout the human life cycle. (knows)
	1.5.2 Describe diagnostic and therapeutic tests and procedures in disease processes and interventions. (knows)
	1.5.3 Identify generic and brand name pharmaceuticals and the indications for commonly prescribed drugs and agents. (knows)
	1.5.4 Identify contraindications and side effects associated with drug therapies. (knows)
1.6 Healthcare Services Delivery	1.6.1 Identify types of healthcare organizations and systems. (knows)
	1.6.2 Differentiate the scope of health professionals and healthcare services in various settings. (knows)
1.7 Fundamental Statistical Concepts	1.7.1 Demonstrate understanding of statistical terminology. (knows)
	1.7.2 Calculate descriptive statistics and solve fundamental statistical problems. (shows)
1.8 Determinates of Health	1.8.1 Recognize how the determinants of health impact individual, community and population disease and health. (knows)
	1.8.2 Identify the social determinants of health in clinical documentation. (knows)
2.1 Patient and Professional Advocacy Efforts	2.1.1 Support patients in navigating the health care system, including reimbursement and access to services. (shows)
	2.1.2 Advocate for health information services and resources that benefit patients, the organization, and the population. (shows)
	2.1.3 Educate others on the scope of practice and role of health information management professions. (does)

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	2.1.4 Mentor others to support competence in the profession. (shows)
2.2 Self Reflection	2.2.1 Self-reflect on experiences and personal opinions learn from others and identify growth areas. (does)
	2.2.2 Recognize when services are beyond personal competence and consult or refer services to others. (does)
	2.2.3 Consider the relationship between the health information management role and the responsibilities of other team members. (knows)
	2.2.4 Engage in continuing education and professional development. (does)
2.3 Ethical Behaviors	2.3.1 Recognize ethical issues and identify potential actions that support a positive outcome. (knows)
	2.3.2 Identify and manage potential and actual conflicts of interest. (knows)
	2.3.3 Evaluate and apply ethical frameworks to provide professional guidance. (knows)
3.1 Health Information Legislation, Regulations, Licensure and Accreditation	3.1.1 Apply knowledge of the US legal system and the legislative processes. (knows)
	3.1.2 Identify legislation, regulations, regulatory standards, and judicial processes impacting health information management. (knows)
	3.1.3 Identify the alignment of policy to legislation and regulations. (shows)
	3.1.4 Recognize the impact of licensure and accreditation standards on health information management policies and procedures. (shows)
	3.1.5 Properly cite and reference legislation and regulations. (does)
3.2 Privacy, Security and Confidentiality	3.2.1 Obtain authorization for the collection, use and release of personal health information. (shows)
	3.2.2 Identify potential and actual privacy and security risks and define steps to mitigate vulnerabilities and the risk of unauthorized access. (shows)
	3.2.3 Follow legal requirements when releasing information to patients and authorized individuals and organizations. (shows)
	3.2.4 Use physical, technical, and administrative controls to ensure safeguards are in place to protect assets. (shows)
	3.2.5 Identify the vulnerabilities and the risk of unauthorized access. (knows)
	3.2.6 Identify potential and real cyber security risks and define steps to mitigate risks. (knows)
	3.2.7 Validate legal documents to protect patients and the organization. (shows)
	3.2.8 Participate in reviewing a health information compliance plan to assess the level of compliance within the health system. (shows)
3.3 Healthcare Fraud and Abuse	3.3.1 Differentiate between healthcare fraud and abuse as defined in legislation. (knows)
	3.3.2 Identify the reporting requirements associated with healthcare fraud and abuse. (knows)
	3.3.3 Analyze data and reports to identify trends and patterns of fraud or abuse. (shows)
	3.3.4 Monitor clinical documentation integrity metrics and compare results to identify data trends. (shows)

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3.4 State & Federal Reporting	3.4.1 Identify required elements for reporting vital statistics and notifiable diseases, abuse, and deaths. (knows)
	3.4.2 Apply exceptions to the privacy legislation to release information for required reporting purposes. (shows)
	3.4.3 Conduct data queries to identify physician and practitioner compliance with regulatory, credentialing, and licensure requirements. (shows)
4.1 Health Record Life Cycle	4.1.1 Identify the content of the health record and documentation for various types and sizes of health organizations, including virtual environments. (knows)
	4.1.2 Apply understanding of the health record life cycle. (shows)
	4.1.3 Accurately enter, export, and sort health records data. (does)
	4.1.4 Analyze workflow within an electronic health record. (does)
	4.1.5 Identify components and interactions of software applications in the electronic health record. (does)
	4.1.6 Implement, maintain and sunset an information system or application. (knows)
4.2 Data Configuration	4.2.1 Follow interoperability standards to ensure data sharing across systems. (knows)
	4.2.2 Work with data dictionaries, templates, flow sheets, and forms align with requirements and parameters. (does)
	4.2.3 Use data collection templates, flows sheets and forms, and identify purposes for collecting data and the required data elements. (does)
4.3 Advanced Digital Applications	4.3.1 Examine the trends, applications, benefits, and risks of AI and machine learning. (knows)
	4.3.2 Identify various artificial intelligence applications and other advanced technologies used in healthcare operations. (knows)
	4.3.3 Examine data generated from advanced digital applications to review the security, authenticity or reliability of the data generated. (shows)
5.1 Data Collection and Databases	5.1.1 Determine appropriate data collection methods considering end-user perspectives and needs. (knows)
	5.1.2 Access data in databases using analytic software. (does)
	5.1.3 Apply knowledge of database structures to search for, compile and modify data sets. (does)
5.2 Data Interpretation	5.2.1 Identify data type and appropriate statistical application for the analysis. (knows)
	5.2.2 Use spreadsheets and Excel to perform a variety of data analyses. (does)
	5.2.3 Accurately interpret, calculate, summarize, and visualize data using statistical software. (does)
5.3 Data Visualization	5.3.1 Choose the type of visualization based on the audience and data set. (does)
	5.3.2 Ensure correct data presentation to support accurate conclusions. (does)

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	5.3.3 Use various data analytic tools to create a visual display of data. (does)
6.1 Classification Systems, Nomenclature and Terminology	6.1.1 Navigate various classification systems. (does)
	6.1.2 Apply coding rules and guidelines. (does)
	6.1.3 Apply classification systems, methodologies, and approaches to assess data to identify patterns, trends, or differences. (does)
6.2 Payer Transmittals, Coding and Payment Procedures and Documentation	6.2.1 Identify and report required changes to the revenue cycle based on payor requirements. (Knows)
	6.2.2 Apply diagnostic and procedural coding knowledge to support reimbursement methodologies and payment systems. (shows)
	6.2.3 Locate and navigate the CMS transmittal and other payor portals. (know)
6.3 Coding Validation	6.3.1 Validate accurate code selections using coding technological resources (e.g. encoder and computer-assisted coding) (shows)
	6.3.2 Conduct audits to detect any performance issues and flaws in the applications. (does)
	6.3.3 Recommend corrective actions to mitigate discrepancies and prevent future coding errors. (does)
	6.3.4 Identify and correct problems with billing, coding and documentation to improve accepted claims. (shows)
7.1 Revenue Cycle Management	7.1.1 Apply reimbursement methodologies and payment systems for the continuum of care. (shows)
	7.1.2 Apply regulatory requirements for patient billing data collection, claim generation, and adjudication for reimbursement and compliance. (shows)
	7.1.3 Define revenue life-cycle management from the initial patient contact through billing, payment adjudication, and cash posting. (knows)
	7.1.4 Evaluate code assignment for accurate reimbursement from payer sources. (shows)
	7.1.5 Explain the remittance advice and payment process for revenue cycle management. (knows)
7.2 Patient Encounters and Payers Responsibilities	7.2.1 Facilitate prior authorization and insurance eligibility activities. (knows)
	7.2.2 Document patient encounters and data collection, including charge capture, coding, and charge entry. (knows)
	7.2.3 Follow an established pricing estimate protocol to generate a transparent and compliant patient estimate of proposed services. (knows)
	7.2.4 Identify underpayments by payors or failure to capture revenue. (knows)
	7.2.5 Process denials and appeals for claims. (knows)
8.1 Quality Assessment and Improvement	8.1.1 Audit the quality of patient records and report on issues and trends. (shows)
	8.1.2 Recognize the role of health information management in tracking and reporting on performance indicators. (shows)
	8.1.3 Collect data at the level of detail needed to monitor and analyze performance. (shows)
	8.1.4 Review quality reports to identify trends and areas of improvement for continuous quality improvement. (shows)

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8.2 Compliance Audits and Risk Management	8.2.1 Conduct an audit of health record data requirements and report on findings to promote workforce compliance with legal, regulatory, or accreditation requirements. (does)
	8.2.2 Compile and generate an audit report aligned to accreditation standards and communicate results. (does)
	8.2.3 Test new features and functions of new applications or templates to confirm data accuracy and use. (shows)
	8.2.4 Monitor data to identify risks, adverse events, or safety issues. (shows)
9.1 Virtual Business Administration	9.1.1 Interact with people virtually in their communities and other regions, states or nations. (does)
	9.1.2 Take steps to ensure authorized access to the session and the privacy and confidentiality of communication. (shows)
	9.1.3 Apply advanced communication skills to support transparent and engaging interactions. (does)
	9.1.4 Apply time management skills and productivity principles to ensure a conducive virtual environment. (does)
9.2 Financial Management	9.2.1 Identify the broad financial imperatives facing the health systems and the basics of good financial stewardship. (knows)
	9.2.2 Review a cost-effectiveness and cost-benefit analysis of budget priorities. (shows)
10.1 Leadership Principles	10.1.1 Practice shared decision-making with internal and external partners. (does)
	10.1.2 Practice ethical and transparent communications. (does)
	10.1.3 Provide coaching and mentoring to foster the professional development of others. (does)
	10.1.4 Applies evidence-based information and research to inform decisions and justify actions. (does)
10.2 Interprofessional Collaboration Activities and Initiatives	10.2.1 Identify professionals with legal authority to access electronic health records and their professional obligations to document patient care services. (knows)
	10.2.2 Develop training materials for various individuals, groups, and populations in collaboration with interprofessional team members. (does)
	10.2.3 Recognize the various roles and scope of the inter-professional team. (knows)
10.3 Critical Thinking	10.3.1 Apply conflict resolution practices during difficult situations or conversations. (shows)
	10.3.2 Analyze problems, promote solutions, and encourage decision-making. (does)
	10.3.3 Apply evidence-based information and research to practice. (does)