



*Health Information Management
(HIM) Program
Student Handbook
2016-2017*

**This handbook is designed to serve as a supplement to the MOE Handbook. This handbook may be accessed through the following link:*

<http://www.medaille.edu/academics/graduate/bachelor-professional-studies-health-information-management>

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Welcome from the Program Director

On behalf of the faculty and staff, I am pleased to welcome you to the Bachelor of Professional Studies Degree Program in Health Information Management. Our accelerated learning program is offered online, with one management capstone course completed on site in a health care facility towards the end of the program at a professional practice site.

Thank you for choosing both Medaille College, and the Bachelor of Professional Studies (BPS) degree program in Health Information Management (HIM). The faculty are HIM and other clinical professionals who bring knowledge and a variety of professional practice experience to the online learning environment.

This handbook provides an overview of the HIM Program, and includes the course sequence and curriculum as well as the American Health Information Management Association's (AHIMA's) Code of Ethics for HIM professionals. The curriculum meets the AHIMA HIM Curriculum Competencies, as assessed by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). **The Medaille HIM Program received full CAHIIM accreditation in March, 2015.** The handbook also provides the student an overview of what you should expect from the HIM program and your responsibilities as a student.

The Management Professional Practice Management Capstone course (HIA 460E) is completed towards the end of the academic program. This course is mandatory and is an on-site, hands-on capstone experience for students. Students are assigned a project at a health care facility (in or near their place of residence) for a minimum of 40 hours during the course's term. The student is supervised by an on-site supervisor during this course. Students should plan their time accordingly to meet this requirement. Additional information about HIA 460E requirements are found in this handbook.

On behalf of the faculty, we are pleased that you are allowing us the opportunity to assist you in meeting your educational and career goals. I look forward to working with you and wish you the best of luck in your degree pursuits.



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Medaille College Mission

The mission of Medaille College is to educate and develop empowered individuals for academic achievement, career success and civic engagement, thereby contributing to a healthy, diverse democracy.

Vision

Medaille College will be known as a leader in providing inspiration and opportunity for students, faculty, staff, alumni and community by supporting academic development, positive personal transformation and a strong sense of civic-mindedness.

Values

Curiosity

We are committed to inspiring intellectual curiosity and wonder as a foundation for academic, professional and civic achievement. We are dedicated to preserving and supporting an educational environment of creativity, passion and innovation.

Excellence

WE seek to maintain and support a culture of intellectual and personal growth. We encourage the pursuit of the highest levels of academic, civic and personal achievement.

Integrity

We are dedicated to providing an atmosphere of trust, and will actively engage the world with honesty, respect, responsibility, dignity and compassion. We hold ourselves to the highest standards of ethics and personal responsibility.

Community

We value community as a coming together of diverse individuals who endeavor to create an inclusive, supportive and collaborative society.

HIM Program Mission Statement

In alignment with the mission of Medaille College, the Health Information Management (HIM) program is dedicated to providing students with a comprehensive, current, and real-world experience in Health Information Management. We are committed to developing in our students both proficiency in the competencies, skills, and knowledge of health information management, while enhancing their skills in analytical and critical thinking, decision making, and ethical integrity.

HIM Program Goals and Objectives

<u>Educational Program Goal</u>	<u>Objectives/Outcomes</u>
1. To develop proficiency in the competencies, skills, and knowledge of health information management, including privacy and security, health databases, principles of management and leadership, professional certification, and computer technologies.	a. HIA students will review regulatory changes in privacy and security. b. HIA students will retrieve, analyze, and compare health data such as data elements, data sets, and databases. c. HIA students will use management and leadership skills to effectively develop and motivate human resources and to plan and manage the daily operation of an HIM department. d. HIA students will analyze the benefits and demands of professional certification. e. HIA students will effectively access appropriate healthcare databases. f. HIA students will analyze and compare case studies that focus on ethical decision making.
2. To develop in all students the interpersonal skills necessary for effective participation in teams and groups.	g. HIA students will work and communicate effectively with team members in a professional manner, including members of diverse backgrounds and attitudes.
3. To enhance the analytical, critical thinking, and decision-making skills of each individual student.	h. HIA students will analyze quantitative and qualitative data in order to evaluate outcomes. i. HIA students will analyze data using statistical tools.
4. To develop and cultivate a sense of responsibility and ethical behavior in each student.	j. HIA students will examine the role of ethics in healthcare and formulate their personal professional ethical statement.
5. To enhance the student's written and spoken communication skills.	k. HIA students will demonstrate proficiency in communication through a variety of virtual individual and group presentations.
6. To develop proficiency in the application of information systems.	l. HIA students will implement and manage use of technology, including hardware and software to insure data collection, storage, analysis, and reporting of information. m. HIA students will implement and manage knowledge-based applications to meet end-user information requirements. n. HIA students will use clinical vocabularies and terminologies employed in healthcare information systems.

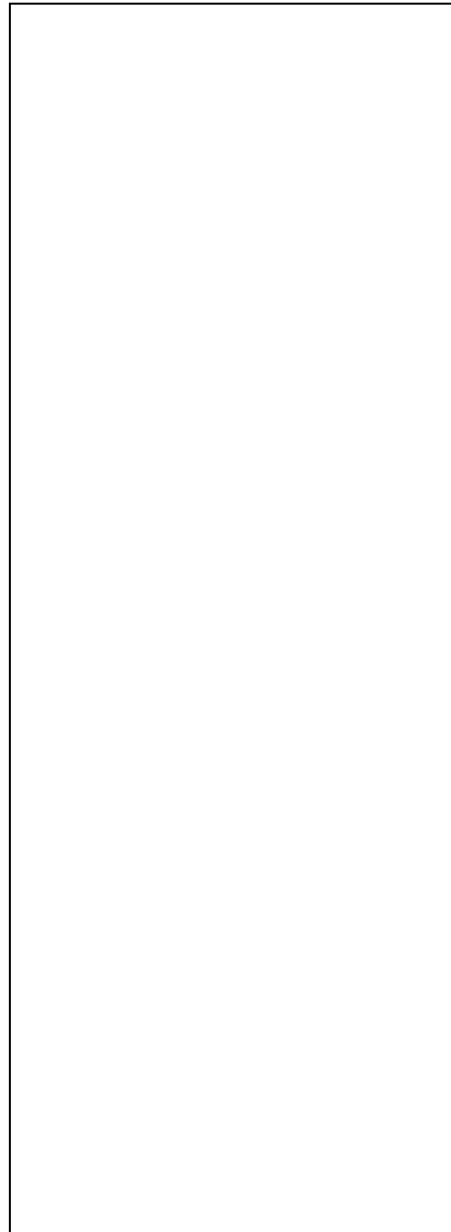


Accreditation

The Medaille College Health Information Management (HIM) program received full accreditation from the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) in March 2015.

Advisory Board

The HIM Advisory Board is comprised of professionals that share an interest in health information management and want to participate in curriculum review and provide recommendations for change or improvement. Its members represent a many health care organizations in the area. Annual meetings are held with the HIM Advisory Board.



Health Information Management Course Sequence

The **Bachelor of Professional Studies in Health Information Management (BPS HIM)** prepares students to collect, maintain, interpret, analyze and protect medical data that is essential for providing effective and efficient health care. The program includes courses in managing coding and classification systems, management of patient health information, reimbursement methods, statistics, quality and administration of computer information systems.

Medaille's Bachelor of Professional Studies in Health Information Management (BPS-HIM) program is built around a 60-credit core sequence that was developed to prepare qualified individuals to become a Registered Health Information Administrator (RHIA). As technology becomes more and more important in using and maintaining medical records, the role of the health information management professional becomes increasingly critical. The BPS HIM prepares students to collect, maintain, interpret, analyze and protect essential medical data.

This accelerated online degree completion sequence is offered through Medaille Online Experience (MOE). MOE programs are developed for working adults who have already earned college credits, have significant full-time work experience, and can demonstrate at least a minimum level of academic or professional experience. Additional information on MOE pedagogy is available in the Medaille Online Experience Student Handbook. Students must have the use of an appropriate computer and Internet connection throughout the program.

Students entering the BPS HIM degree completion sequence must have earned an associate's degree in health information technology or have completed equivalent courses in all required areas. Students without a Health Information Technology degree who wish to earn the BPS-HIM may enter the BPS-HIM Bridge, which offers those health information technology/health information administration classes required for entry into the Core sequence. Students with a previous background in biomedical sciences or business administration may be able to challenge or waive specific courses.

Minimum GPA Requirements

In order to successfully progress in the Medaille HIM Program, students must maintain academic integrity and adhere to all College policies, procedures and uphold the standards. In addition, students are required to maintain a minimum cumulative grade point average of 2.5 (out of 4.0 points).

Academic Integrity Policy

Students are reminded of the Medaille College and the Accelerated Learning Program Academic Integrity Policy is found in the course information for each course provided in the Blackboard learning management system. A summary of the policy as written in the statement in the *Course Information* section of Blackboard follows and is made available to all students throughout their online course experience:

“Medaille College and the Accelerated Learning Program uphold the highest standards of academic work; these standards rest upon the academic integrity with which the student performs his or her work. The student’s academic integrity is manifested in the uniqueness of his/her academic work, in his/her conduct during examinations, and by the proper attribution of his/her sources in preparation of written work. Submission of false data, falsification of transcripts or grades, misconduct during examinations, turning in group work as individual effort, and plagiarism are among the violations of academic integrity. Medaille College does not condone such misconduct. When a student is accused of an act of academic dishonesty, the appropriate action, delineated in the Medaille Online Student Handbook, will be instigated.”

Medaille E-mail

Electronic mail is a primary means of communication on campus. Many official college communications are transmitted to students, faculty, and staff via e-mail. It is an important vehicle for communications between students and their instructors, a convenient organizational tool for groups and departments, and a quick method for sharing ideas and information among friends and colleagues. Students should check and respond to their Medaille emails frequently.

Your e-mail account is a valuable asset. It is used to authenticate your identity in many online services. In addition, you are totally responsible for all activity that takes place from your account. To safeguard your identity and your privacy, do not share your account or give your password to anyone.

Bachelor of Professional Studies in Health Information Management Core Sequence

<i>Course</i>	<i>Description</i>	<i>Credits</i>	<i>Weeks</i>
GEN 310	Critical Thinking and Online Studies	4	7
HIA 321	Health Information Management: Theory and Practice	4	7
HIA 322	The Legal Health Record	4	7
HIA 330	Information Systems & Technology	4	7
HIA 334*	The Electronic Health Record	4	7
BIO 312	Pathophysiology and Pharmacology I	4	7
BIO 313	Pathophysiology and Pharmacology II	4	7
HIA 405*	Managing the Coding Process for Inpatients	4	7
HIA 406*	Managing the Coding Process for Outpatients	4	7
HIA 407*	Reimbursement Methodologies	4	7
HIA 408	Financial and Revenue Cycle Management	4	7
HIA 333	Healthcare Statistics, Research, and Quality Improvement	4	7
HIA 440	Management and Organization for Health Professionals	4	7
HIA 460	Professional Practice Management Capstone	4	7
HIA 470	Professional Review and Certification	4	7
TOTALS		60	105

* *Electronic lab sessions in these courses constitute part of the overall professional practice experience (PPE)*

Bachelor of Professional Studies in Health Information Management

Core Course Descriptions

BIO 312 Pathophysiology and Pharmacology I *4 credits, 7 weeks*

This course is the first half of a detailed investigation into pathophysiology and pharmacology. Students examine the biological and physical manifestations of a wide variety of diseases and conditions, the appropriate medical procedures, and the related pharmacology, as well as the ways in which this information is used in coding, medical transcription, and data analysis. Pathophysiology and Pharmacology I examines basic pharmacology and pathophysiology concepts; infectious diseases; endocrine, deficiency, and immunity disorders; mental disorders; the nervous system; sense organs; and the cardiovascular system.

BIO 313 Pathophysiology and Pharmacology II *4 credits, 7 weeks*

This course is the second half of a detailed investigation into pathophysiology and pharmacology. Students examine the biological and physical manifestations of a wide variety of diseases and conditions, the appropriate medical procedures, and the related pharmacology, as well as the ways in which this information is used in coding, medical transcription, and data analysis. Pathophysiology and Pharmacology II examines the respiratory system, the digestive system, the integumentary system, the musculoskeletal system, the genitourinary system, obstetrics and newborns, as well as injury and trauma.

GEN 310 Critical Thinking and Online Study *4 credits, 7 weeks*

This course provides an introduction to the expectations and methodology of college-level online learning and critical thinking. Through readings, discussion, and writing assignments, the course examines critical thinking and communication skills as they are used in the analysis of significant ideas. The course specifically addresses the challenges of online self-directed learning, the demands of online communication, the conventions of academic research, and the study and personal skills required for success as an adult student. Study team dynamics, library orientation, and learning style assessment are also included.

HIA 321 Health Information Management: Theory and Practice *4 credits, 7 weeks*

This course provides the student with knowledge of the organization and delivery of healthcare systems and the concepts, principles, rules and regulations that govern HIM operations. Students will examine documentation requirements, timeliness, and completeness of the health record, with emphasis placed on the transition to the Electronic Health Record (EHR). Students will also review record content requirements mandated by accrediting and regulatory agencies and various legal requirements in maintaining health records, as well as investigate various registries and indexes and the role HIM has in maintaining them.

HIA 322 The Legal Health Record *4 credits, 7 weeks*

This course provides an overview of the U.S. legal system, processes, and actions encountered in healthcare. Students will become familiar with the legal health record, e-discovery guidelines, and related agencies or external entities that influence both the healthcare environment and the HIM profession. Topics include access and disclosure of personal health information (PHI), various legal healthcare documents, HIPAA privacy, security and breaches, and compliance with subpoenas. The course also analyzes the effectiveness of compliance programs, including governmental audits, coding compliance, HIPAA Privacy and Security audit programs, and the Office of the Inspector General (OIG) as it relates to healthcare compliance. Ethical standards of practice in health information management (HIM) such as coding are also examined.

HIA 330 Information Systems & Technology *4 credits, 7 weeks*

This course provides the student with in-depth knowledge regarding the implementation and management of various technology systems utilized in the healthcare industry. Students will be introduced to the hardware and software available to ensure data integrity and security. Additionally, the principles and concepts learned will assist with the development of various networks, intranet, internet, electronic health record (EHR), personal health record (PHR), public health and other administrative systems.

HIA 333 Healthcare Statistics, Research, & Quality Improvement *4 credits, 7 weeks*

This course applies high-level statistical management skills to HIM operations, health research, and quality management and performance improvement. Students will analyze data to identify trends, manage risk, optimize utilization, and facilitate decision making. Students will also examine basic research designs and methodology used in HIM and organization-wide operations.

HIA 334 The Electronic Health Record *4 credits, 7 weeks*

This course presents a detailed overview of the various technologies and systems used to handle and store medical records data, provide and enforce security, and maintain accurate and reliable systems. Course topics cover the hardware and software needed to ensure data collection, storage, analysis, and reporting. Networks, including intranet and internet applications, are examined as they contribute to the administration of electronic medical records. Special attention is given to the issues of privacy and security (HIPAA), which include data security concepts, contingency planning, audit trails, and the use of technology to secure data integrity and validity. Processes and procedures regarding the proper use and disclosure of healthcare data as well as the concept of interoperability will be investigated.

HIA 405 Managing the Coding Process for Inpatients *4 credits, 7 weeks*

This course focuses on the medical coding system of ICD-10-CM and ICD-10-PCS as well as the application of these systems to hospital inpatient services reporting. Students will examine and apply key functions related to the coding process. Inpatient reimbursement processes, including the documentation improvement process, management of inpatient coding quality using audit techniques, and coding resources and tools (i.e. encoders and groupers) will also be addressed.

HIA 406 Managing the Coding Process for Outpatients *4 credits, 7 weeks*

This course focuses on the medical coding system of CPT (Current Procedural Terminology) and HCPCS and the application of these systems to all outpatient services reporting. Students will examine key functions related to the coding and outpatient reimbursement process, including documentation issues, coordination of the reimbursement process, use of Charge Description Master (CDM), management of outpatient coding quality in a variety of outpatient settings, and outpatient reimbursement systems. Compliance strategies to meet Federal and other regulatory requirements for the outpatient services will be developed and utilized.

HIA 407 Reimbursement Methodologies *4 credits, 7 weeks*

This course includes a review of health care reimbursement systems for all patient services. Students will review health insurance basics and apply the concepts to a variety of patient and payer types in order to calculate accurate health care reimbursements using federal and state edits, compliance techniques, and resources. Unique patient types and services such as home care, skilled nursing care, Medicare, and Medicaid insurance are included.

HIA 408 Financial and Revenue Cycle Management 4 credits, 7 weeks

This course provides an overview of the financial concepts required by the health information professional: basic accounting reports, budgeting, contracts, and specific healthcare data management that is directly related to the revenue cycle, including coding, and reimbursement. Students will also review basic accounting and financial management principles, the history of reimbursement methodologies, and how healthcare data plays an increasingly important role in the revenue cycle. The course will focus on the impact of documentation improvement as it relates to ICD-10.

HIA 440 Management and Organization for Health Professions 4 credits, 7 weeks

This course will investigate best practices in human resources, project, and operations management (including process improvement and quality assurance in healthcare), and managing workplace teams. Special emphasis is placed on recruiting, training, and motivating employees. Basic strategic planning and management concepts will be applied to projects specific to the HIM department. Concepts of change management and emotional intelligence are applied to the management of the HIM department. This course is a pre-requisite to HIA 460.

HIA 460 Professional Practice Management Capstone 4 credits, 7 weeks

This course is a final management capstone experience and is intended to provide a complete integration and application of previous course work and virtual lab experience in the HIA CORE course sequence. Students will engage in a management experience which focuses on a specific project. Developed in cooperation with the HIA Program Director and the designated site, the capstone project will require demonstration of management capabilities, problem solving, critical thinking, and an understanding of HIM concepts and practices.

HIA 470 Professional Review and Certification 4 credits, 7 weeks

Within this course, student will review, synthesize, and evaluate skills and content from previous BPS HIA courses. Students will investigate areas of individual interest and proficiency, as well as professional opportunities within the current HIA market. The course will include partial and complete mock competency exams.

Bachelor of Professional Studies in Health Information Management Bridge Course Sequence

<i>Course</i>	<i>Description</i>	<i>Credits</i>	<i>Weeks</i>
HIA 197	Essentials of Healthcare Delivery	4	7
HIA 198	Health Information Technology	4	7
MAT 203	Statistics for Today's Business	4	7
HIA 123	Medical Terminology	4	7
BIO 140	Introductory Human Anatomy and Physiology I	4	7
BIO 141	Introductory Human Anatomy and Physiology II	4	7
Totals		24	42

HIA 197 **Essentials of Healthcare Delivery** *4 credits, 7 weeks*

This course covers the essential elements of healthcare delivery in the United States, providing an overview of health care policy and its development. Course topics include the resources and systems used in delivering health care, including outpatient and primary care services, hospitals, managed care, long term care, and populations with special needs. Students will evaluate the outcomes of our health care system and how they are addressed through health care policy. The future of healthcare in the United States is discussed and analyzed, including health reform, cost and access, public health, and technology.

HIA 198 **Health Information Technology** *4 credits, 7 weeks*

This course investigates the function and purpose of both the Health Information Management (HIM) Department and the health record. Students will explore HIM professional opportunities, the history of health information management, and the role of HIM in the healthcare team. Course activities will focus on the health record, including its purpose, function, content, and structure, as well as the role of the HIM professional in maintaining the record. The course will also provide a brief introduction into privacy and confidentiality issues regarding the health record.

MAT 203X **Statistics for Today's Businesses** *4 credits, 7 weeks*

This course presents an introduction to data collection and interpretation, descriptive and inferential statistics, sampling, hypothesis testing, and probability distribution as they apply to business planning and decision making. Emphasis is placed on the use of statistical software for data analyses and the ethical uses of statistics.

HIA 123 Medical Terminology *4 credits, 7 weeks*

This course introduces students to the language of medicine utilized by health care professionals within various healthcare settings, when diagnosing and treating various diseases and conditions. Students will identify the various components of medical terms (i.e. roots, suffixes, and prefixes) when building and dissecting these terms.

BIO 140 Introductory Human Anatomy and Physiology I *4 credits, 7 weeks*

This course provides an introduction to the cell and tissue levels of organization of the skeletal, muscular and nervous systems of the human body including the physiology of those systems and their interrelationships. Students will engage in a series of online laboratory activities in order to clarify, apply, and enhance course concepts.

BIO 141 Introductory Human Anatomy and Physiology II *4 credits, 7 weeks*

This course is a continuation of BIO 140. Topics include the endocrine, circulatory, digestive, lymphatic, respiratory, excretory, and reproductive systems. Students will engage in a series of online laboratory activities in order to clarify, apply, and enhance course concepts.

Professional Practice Experience (PPE)

The Professional Practice Experience (PPE) has been divided into two distinct learning experiences for the online delivery. Each component - technical experience and management experience - has been designed to meet CAHIIM accreditation standards while taking into consideration both the pedagogy and the geographical realities of online learners.

Technical Experience: AHIMA's Virtual Laboratory (vlab)

The more technical components of Medaille's PPE have been incorporated into the course sequence and will be taught, practiced and assessed through AHIMA's Virtual Laboratory (vlab). These lab exercises will begin in HIA 321E, the first course of the HIA Core, and continue throughout several courses as you progress through the program. Students gain hands-on experience with several electronic documentation applications such as the Solcom Electronic Document Management System (EDMS), Quadramed and 3M encoder products, Healthport Release of Information, and the Quadramed Master Patient Index Suite.

Medaille utilizes AHIMA's virtual laboratory to provide students hands-on experience with the latest software and technology available in the HIM profession. This powerful tool allows students to gain valuable experience with systems that are used in hospitals and health care facilities. Exercises are designed specifically for the vlab applications. Students will become familiar with the various applications used in the field. Students purchase the annual access/registration code for the vlab from the Medaille College Bookstore.

Management Experience: Professional Practice Management Capstone

The second PPE component occurs when the student is scheduled for the *Professional Practice Management Capstone Course* (HIA 460E), which occurs near the end of the program. **The Management Capstone is an on-site, hands-on experience at a health care facility**, which gives the student an opportunity to combine their education with professional practices found in the HIM workplace. The student works under the guidance and supervision of a credentialed HIM professional. **Students spend a minimum of 40 hours on site at the assigned facility during the term.** Students should plan their schedules to meet this on-site requirement, which is required for the program. Each student is assigned a project by the site supervisor at an approved healthcare facility, in conjunction with the Medaille College HIM Program Director.

Please Note:

- The student is involved in the site selection by locating an appropriate worksite and providing the Program Director with this information when requested. Approved management capstone sites must employ a Registered Health Information Administrator (RHIA) and a mutually agreeable Affiliation Agreement must be in place prior to students arriving at the facility.
- Each capstone project varies, depending upon the facility's needs. The capstone projects are developed to be mutually beneficial for both the student and the facility. All site supervisors are aware that the HIM program is offered in an online environment.
- **Students should be prepared to allow a minimum of 40 hours of time off from work to compete the management capstone.** The 40 hours may be distributed throughout the term of the course, as agreed to by the site supervisor and the student. One 8-hour day per week for 5 weeks may be an acceptable schedule. Students should reach out to their site supervisor once they are advised of the location assigned in order to introduce oneself and to confirm a schedule. Management capstone project sites will be secured prior to scheduling HIA 460E.
- Students are not paid for work accomplished in the management capstone, but will receive Medaille College credits while gaining experience in Health Information Management.

Confidentiality Statement and Agreement

As a student in the Health Information Management (HIM) Program, you will be exposed to various levels of confidential information. Information accessed during the courses and during the professional practice experience may pertain to patients, physicians, other health care workers and health related business is considered confidential, by law.

Confidential information must be protected at all times. Confidential information may not be disclosed to any unauthorized individual, including family members and friends/associates. Unauthorized disclosure of confidential information may be just cause which will lead to immediate dismissal from the HIM program.

Students are given a *Confidentiality Statement and Agreement* form and asked to complete, sign and have witnessed before returning the form to the HIM Program Director at a pre-arranged time.

All information obtained and learned during the management capstone is completely confidential. Information obtained from patient medical records is also confidential and cannot be released without the patient's written consent.

The American Health Information Management Association (AHIMA)

The American Health Information Management Association (AHIMA) is the premier association of health information management (HIM) professionals worldwide. Serving 52 affiliated component state associations and more than 103,000 members, it is recognized as the leading source of "HIM knowledge," a respected authority for rigorous professional education and training.

Founded in 1928 to improve health record quality, AHIMA has played a leadership role in the effective management of health data and medical records needed to deliver quality healthcare to the public.

AHIMA is working to advance the implementation of electronic health records (EHRs) by leading key industry initiatives and advocating high and consistent standards. AHIMA members stay one step ahead through AHIMA's accreditation of cutting-edge academic programs and professional development opportunities, including comprehensive continuing education.

AHIMA keeps HIM professionals posted on the healthcare industry through resources to improve their knowledge, skills, and abilities. Some of AHIMA's offerings include:

- Text books
- Student and Career Resources
- Credentials
- Live meetings
- Online Education
- The Journal of AHIMA
- The HIM Body of Knowledge (BoK)
- Engage Communities
- Newsletters
- E-Alerts

AHIMA Student Memberships are offered at a reduced membership rate for students in accredited HIM programs (such as Medaille College), and most component state associations offer student memberships at nominal or no cost (check your respective State HIM Association for details). Students are encouraged to join AHIMA and its component state (and regional) associations to gain access to valuable professional and career resources.

In addition to providing resources AHIMA actively advocates for the HIM Profession, serves as a thought leader in the world of HIM, and is one of the four cooperating parties responsible for the ICD-10 Coding Guidelines.

AHIMA members affect the quality of patient information and patient care at every touch point in the healthcare delivery cycle. Our members perform diverse roles in healthcare and are employed in a variety of work settings, including hospitals, physician offices, ambulatory care facilities, managed care facilities, long-term care facilities, consulting firms, information system vendors, colleges and universities, insurance providers, pharmaceutical companies, rehabilitation centers, and other venues.

Visit: <http://www.ahima.org/about/aboutahima> for more information.

AHIMA Codes of Ethics

The AHIMA Code of Ethics outline the standards of ethical behavior for the HIM professional. Students should review and become familiar with the AHIMA Code of Ethics, which are found in the website that follows: <http://bok.ahima.org/doc?oid=105098#.V8NU2ZgrKM8>

AHIMA provides Standards for Ethical Coding and Standards for Clinical Documentation Improvement Professionals, which are found at:

<http://www.ahima.org/about/aboutahima?tabid=ethics>