

HIMAA Professional Credentialing Scheme

Point Allocations Guide



HIMAA's Professional Credentialing Scheme (PCS) provides post nominal recognition of a health information management professional's demonstrated commitment to Continuing Professional Development (CPD). Participation in the scheme entitles the member to bear the post-nominal **CHIM** (Certified Health Information Manager) for members with a HIMAA-accredited HIM qualification, or **CHIP** (Certified Health Information Practitioner) for members with a HIMAA-approved qualification and/or Senior Associate membership. Associate members receive a Certificate of Participation.

This Point Allocation Guide supports completion of the Participant's Diary by defining the CPD points which can be claimed for various educational and quality improvement activities.

Requirements

- Upon enrolment in PCS, a member must achieve a minimum of 75 points in the preceding 12 month period
- For each subsequent PCS cycle (2-yearly), a member must achieve a minimum of 150 points in a 24 month period
- More than one type of activity listed in the Points Allocation Guide must be undertaken during each PCS Cycle

POINT ALLOCATION GUIDE		
Activity	Points	Comments
1. Attendance at seminar, interactive workshop, conference, professional networking or quality improvement event, or online CPD	5 pts/hr	<ul style="list-style-type: none"> • Maximum of 3 days per activity • Points doubled for face-to-face attendance requiring travel over 100kms*
2. Read HIMJ or HIM-I	1 pt/hr	<ul style="list-style-type: none"> • 1 per hour of reading, 1 per hour of application in practice
3. Reflective quality improvement (QI) entry in the PCS Participants Diary on each activity.	5 pts/entry	
4. Overall reflective QI entry in the PCS Participants Diary on 1 or 2 year PCS cycle	10 points	
5. Attendance at a HIMAA Points Approved Program (PAP)	Points as advertised	<ul style="list-style-type: none"> • Applied for by the program provider and recorded by HIMAA on a PAP register.
6. Participation in a research project in the workplace	30/yr	<ul style="list-style-type: none"> • Practising professional assisting in a research project eg. data collection, interviews, focus group
7. Research design, leadership, project management	75/yr	<ul style="list-style-type: none"> • Academic research professional
8. Presentation of a paper/topic at a seminar	35/paper or topic	<ul style="list-style-type: none"> • In addition to points for attendance at seminar
9. Presentation of a paper at a relevant national or international conference or facilitation of a workshop	60/paper or workshop	<ul style="list-style-type: none"> • In addition to points for attendance at conference.
10. Published article in HIM Journal (peer reviewed)	80/paper	
11. Published article in HIM Journal or HIM Interchange (not peer reviewed)	70/paper	

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12. Published article (peer reviewed) in a relevant journal, other than HIMAA journal	60/paper	
13. Published article (not peer reviewed) in a relevant journal, other than HIMAA journal	50/paper	
14. Peer review of a journal article	40/peer review	<ul style="list-style-type: none"> Article must be in a HIM related field
15. Supervise HIM, Clinical Coding or HIM-related students on professional placement.	10/student per week	<ul style="list-style-type: none"> Does not apply to trainees or on-the-job training
16. Post graduate degree in a relevant discipline.	150/degree	<ul style="list-style-type: none"> May be claimed once only, in the year of attainment
17. Undergraduate degree in a relevant discipline.	150/degree	<ul style="list-style-type: none"> May be claimed once only, in the year of attainment
18. Graduate diploma in a relevant discipline.	120/ graduate diploma	<ul style="list-style-type: none"> May be claimed once only, in the year of attainment
19. Graduate certificate in a relevant discipline.	100/ graduate certificate	<ul style="list-style-type: none"> May be claimed once only, in the year of attainment
20. Diploma in a relevant discipline.	80/diploma	<ul style="list-style-type: none"> May be claimed once only, in the year of attainment
21. Other relevant post-secondary qualification/training	70/ qualification	<ul style="list-style-type: none"> May be claimed once only, in the year of attainment
22. Service as a Director of the Association on the HIMAA National Board, with a minimum 75% attendance.	50/year	<ul style="list-style-type: none"> Pro-rata points doubled at hourly rate for face-to-face attendance requiring travel over 100kms*
23. Service as Chair of the HIMAA Board, or Chair/Convenor of a HIMAA Branch Committee, HIMAA SIG, or any other Committee, Sub-Committee or Working Group of the HIMAA Board , including the Editorial Board, that meets more than 4 times a year, with a 75% attendance.	40/year	<ul style="list-style-type: none"> Points doubled for face-to-face attendance requiring travel over 100kms*
24. Service as Chair of an external committee, SIG or working group that advocates on behalf of the profession auspiced by a recognised authority –minimum 4 meetings a year these being at least a 75% attendance	30/year	<ul style="list-style-type: none"> Points doubled for face-to-face attendance requiring travel over 100kms*
25. Service as a member of any HIMAA Board committees, SIG or and working group that meets more than 4 times annually (eg. Editorial Board, Education Committee, National Conference Committee, FARM Committee, Clinical Coding Advisory Committee, Practice Quality and Safety Standards Committee, Positioning & Advocacy Working Group, Scanning & eHealth SIG etc.), with a minimum 4 meeting attendance.	20/year	<ul style="list-style-type: none"> Points doubled for face-to-face attendance requiring travel over 100kms*

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Activity	Points	Comments
26. Service to the profession as a member of an external committee, SIG or working group that advocates on behalf of the profession auspiced by a recognised authority – minimum 4 meetings these being at least a 75% attendance	15/year	<ul style="list-style-type: none"> • Points doubled for face-to-face attendance requiring travel over 100kms*
27. Represent HIMAA to State or Commonwealth Government, or external committees or bodies - minimum 4 meetings or 8 transactions (eg. email consultation) per year	25/year	<ul style="list-style-type: none"> • Points doubled for face-to-face attendance requiring travel over 100kms*
28. Represent Australian HIM interests at an international level - minimum 4 meetings or 8 transactions (eg. email consultation) per year	20/year	<ul style="list-style-type: none"> • Points doubled for face-to-face attendance requiring travel over 100kms*

* This refers to attendance at a PCS activity requiring travel of more than 100km (straight line distance) from home to the location of the activity. Exception: if this rule seems unfair in application due the geographical or demographic circumstances or a particular region, application can be made to HIMAA's Professional Credentialing Scheme Assessment and Review Panel for a variation to the rule.