



HIMAA Professional Credentialing Scheme Policies and Procedures

Summary

Credential (Post-Nominal)	Membership Level	Qualification
- Certified Health Information Manager (CHIM)	Full Member	HIMAA-accredited HIM degree
- Certified Health Information Practitioner (CHIP)	Senior Associate, Associate Member	HIMAA-approved program and/or experience

Credentialing Cycle:	2 years
Credentialing requirement:	150 points in HIMAA's Professional Credentialing Scheme
Credentialing method:	Participant's Diary of Continuing Professional Development
Credential:	Certificate under Company Seal
Submission:	14 days before End Date of current period
Enrolment:	Application with initial Participant's Diary demonstrating 75 points over 12 months
Cost:	PCS Participation is a member benefit. There is no separate fee in addition to the membership fee.

Introduction

The Health Information Management Association of Australia (HIMAA) is the peak professional association of health information management (HIM) practitioners in Australia.

HIMAA is committed to improving the health of Australians through professional information management. HIM professionals provide essential information services for evidence-based decision-making at all levels of the health system.

Recognised HIM occupations include Clinical Coders and Health Information Managers.

HIMAA provides competency standards for the delivery of education and training across the learning life of the HIM practitioner, and strives to promote and support our members as the universally recognised specialists in information management at all levels of the healthcare system.

The Association delivers education and training at the VET level in Australia in Clinical Classification, including Comprehensive Medical Terminology and Clinical Coding, and accredits degree level tertiary education in Health Information Management. It also provides continuing professional development (CPD) activity at the national and local levels, and approves CPD activity by other providers for recognition in its Professional Credentialing Scheme.

The aim of the **HIMAA Professional Credentialing Scheme** is not to provide certification for **entry** into the health information management profession. HIMAA already has provision in place for the approval of entry-level qualifications in clinical coding at the VET level, and to accredit entry-level degree level tertiary courses in HIM both in Australia and overseas.

The purpose of these existing approval and accreditation processes is to render graduates eligible for certain levels of HIMAA membership:

- Graduates of HIMAA-accredited tertiary degree courses in HIM are eligible for **Full Membership** of HIMAA
- Graduates of VET level courses in Clinical Coding approved by HIMAA (including HIMAA's own Clinical Coding courses) are eligible for **Senior Associate Membership** of HIMAA

The purpose of HIMAA's Professional Credentialing Scheme is to offer **quality assurance** to the profession, and to employers and the health consumer, that participants in the scheme are demonstrating the continuing **currency** of their credentials through participation in quality improvement and continuing professional development activity.

For HIMAA members, participation is a membership benefit.

Aim

The HIMAA Professional Credentialing Scheme (PCS) is designed to:

- Promote the CPD of HIMAA members and other health information management professionals in the interests of currency of qualifications and quality improvement in practice; and to
- Provide employers and health consumers with quality assurance that HIMAA members and other PCS participants have maintained currency in their profession based on evidence-based principles of quality improvement and educational effectiveness.

Certification

Members who satisfy the requirements of the scheme are entitled to use the post - nominal of:

- CHIM (Certified Health Information Manager) - Full Members, or
- CHIP (Certified Health Information Practitioner) - Senior Associate Members.

Associate Members who satisfy scheme requirements are issued an official Certificate of Participation by HIMAA.

Scheme Requirements

Pre-requisites: To participate in the scheme, applicants must be a Full, Senior Associate or Associate Member of HIMAA, or demonstrate attainment of qualifications or significant experience commensurate with HIMAA's professional competency standards.

Eligibility: Participation in the PCS is available to two **categories** of participant – fee-paying and membership-benefit:

- Membership Benefit participation is available to Full, Senior Associate, and Associate HIMAA members who:
 - Are financial upon application for PCS participation;
 - Remain financial for the period of participation;
 - Submit PCS cycle CPD points diaries in a timely fashion to enable continuity of certification (*14 days* prior to cycle End Date); and

- Attain the requisite Continuing Professional Development (CPD) points during the PCS cycle.

Participation: Upon acceptance into the scheme, participation in the scheme is by biennial completion of a **HIMAA Professional Credentialing Scheme Participant's Diary**, which is available from two sources:

- The HIMAA website at <http://himaan2.org.au/index.php?q=node/464>
- HIMAA's Membership Officer at membership@himaan.org.au

This diary enables the participant to record attendance at or completion of CPD activities, including reflection of their value in improving the quality of professional practice. A guide to the CPD value of activities recognised by the PCS can be found in HIMAA's **Professional Credentialing Scheme Points Allocation Guide**, which can also be found from two sources:

- The HIMAA website at <http://himaan2.org.au/index.php?q=node/464>
- HIMAA's Membership Officer at membership@himaan.org.au

The self-allocation of points allocation is checked by HIMAA upon submission of a Participant's Diary to HIMAA's Membership Officer (membership@himaan.org.au) in sufficient time for its assessment prior to the end of the participant's PCS cycle.

Participants are advised to allow *14 days* for assessment and processing of a diary submission by the End Date of current cycle in order to ensure continuity of certification.

A PCS cycle varies depending on the level of participation.

Levels of Participation: There are **two levels** of participation in HIMAA's PCS: Entry and Continuing

- **Entry level** participation is a once-only option for participants enrolling in the PCS for the first time. It requires the participant to submit a Participant's Diary demonstrating:
 - **75 CPD points** worth of CPD activity undertaken over a
 - **12 month** period

The Entry level participant is not entitled to use the post-nominals CHIM or CHIP until they have received their PCS certificate upon approval of their initial 12 month diary.

- **Continuing participation** in the PCS is for participants who have attained their PCS post-nominal. It requires the participant to submit a Participant's Diary *every two years* demonstrating:
 - **150 CPD points** worth of CPD activity undertaken over a
 - **24 month** period

It is the Continuing participant's responsibility to submit their Diary 14 days before their PCS cycle's End Date. Upon notified receipt of diary submission, the participant is entitled to use the post-nominals CHIM or CHIP until they have received their PCS certificate or is otherwise notified.

If a Continuing participant's diary is deemed to have insufficient points in recognised activity types detailed in the PCS Points Allocation Guide, HIMAA will negotiate with the participant options to undertake further activity. If insufficient activity of recognised quality can be undertaken in a negotiable period, HIMAA reserves the right to withdraw certification.

*Continuing participants whose diaries are **not received** by the expiration of the participant's PCS cycle will be deemed to have ceased participation in the scheme. Discontinuing participants will be ineligible to use the post-nominals CHIM or CHIP.*

The **certification period** of any PCS cycle can be found on the participant's PCS certificate, which clearly states the End Date until which the certificate is valid.

Fees: Participation in the PCS is available to HIMAA Members as a member benefit. There is no fee in addition to the annual membership fee.

Enrolment: this is achieved by email submission to HIMAA's Membership Officer (membership@himaan.org.au) containing the following details:

- 'HIMAA PCS Enrolment Request' clearly stated in the subject heading of the email;
- Clearly stated in the email's text box:
 - Category of eligibility in which enrolment is requested
 - Level of participation sought
 - Name, email and other contact details
 - HIMAA membership number (if relevant)
 - Initial Participant's Diary covering the 12 months immediately preceding application
 - Other relevant attachments required for enrolment success

HIMAA Members can enrol by submission of their Entry level diary attached to an email expressing their request for enrolment in the scheme. Upon assessment of their diary, they will be sent their certificate by email and post, with an accompanying letter.

New HIMAA Members can enrol in the PCS at the same time as application for HIMAA membership.

Sundry Procedural Policies

The operation of the scheme includes the following procedural policies in addition to those outlined above:

- If a HIMAA member becomes unfinancial:
 - They cannot use the post-nominal of CHIM or CHIP whilst un-financial; and
 - CPD points cannot be accrued in their Participant's Diary until such time as they resume financial membership of HIMAA.
- To be eligible for certification, members must have accrued the minimum CPD points required by the PCS cycle commensurate with their level of participation up to submission of their diary.
- It is the responsibility of members to submit their diaries in a timely manner.
- HIMAA's PCS Assessment and Review Panel reserves the right to determine what constitutes a relevant qualification/activity, and to request evidence to substantiate claims made in a member's diary.
- The CPD points allocated to certain activities (identified with a * in the PCS Points Allocation Guide) are to be doubled for members travelling more than 100 Km (straight line distance) to the location of the activity. HIMAA's PCS Assessment and Review Panel reserves the right to:
 - to accept/reject a member's claim of 100 km travel status, and
 - vary the distance stipulated in this policy upon request for exemption by a group of members or individual member in specific mitigating circumstances.
 - Submissions for variation to the 100km travel policy should be made in writing to the Membership Officer at membership@himaan.org.au, enquiries +612 9887 5002.

Quality Assurance Value: The Evidence-based Principles of HIMAA's Professional Credentialing Scheme

The HIMAA Professional Credentialing Scheme is based on the following principles:

- The attainment of the required credentials of the scheme, qualifications approved for the scheme by HIMAA, is a pre-requisite for participation in the scheme. HIMAA's professional credentialing provides quality assurance to peers, employers and health consumers of the maintenance of currency of credentials through participation in continuing professional development (CPD) activity and the implementation of quality improvement in professional practice as a result.
- Quality improvement in professional practice is more effective than 'weeding out the bad apples' (quality control) - Professional development is an individual responsibility which, for the committed professional, is self-motivating;
- The honesty/integrity of members in completing a professional development diary is thus an expected norm rather than the general exception;
- The more effective the professional development activity, the more likely it is to result in meaningful improvements in the quality of professional practice;
- Effectiveness in professional development activity is measured in terms of educational and training and quality improvement methods shown by research to be effective in producing quality improvement in professional practice;
- Reflective ideation of intent to change practice as a result of a professional development activity is more likely to result in that change;
- Assessment of CPD activity against HIMAA's competency domains for the health information management practitioner provides a standards-based measure of the activity's relevance to the practitioner

For a more detailed explanation of the evidence-based application of these principles, see the HIMAA **Professional Credentialing Scheme Points Allocation Guide** document, available from HIMAA's Membership Officer at membership@hima.org.au or from the HIMAA website at <http://hima2.org.au/index.php?q=node/464>

Your Participant's Diary should be submitted to:

Email: HIMAA's Membership Officer at membership@hima.org.au

- Email Subject heading: HIMAA PCS Participant Diary Submission

Fax: +612 9887 5895

- Attn: HIMAA Membership Officer
- Subject heading: HIMAA PCS Participant Diary Submission

Post: HIMAA Professional Credentialing Scheme
Locked Bag 2045
North Ryde NSW 1670