


U.S. Department of Labor Employment and Training Administration Office of Apprenticeship (OA) Washington, D.C. 20210	<u>Distribution:</u> A-541 Headquarters A-544 All Field Tech A-547 SD+RD+SAA+ Lab.Com  REGISTERED APPRENTICESHIP <i>Earn. Learn. Succeed.</i>	<u>Subject:</u> New National Guidelines for Apprenticeship Standards for the American Health Information Management Association (AHIMA) <u>Code:</u> 400.1
Symbols: DSNIP/SHS		Action: Immediate

PURPOSE: To inform the staff of OA and the State Apprenticeship Agencies (SAA), Registered Apprenticeship program sponsors and other Registered Apprenticeship partners of new National Guidelines for Apprenticeship Standards for the American Health Information Management Association (AHIMA).

BACKGROUND: These new National Guidelines for Apprenticeship Standards submitted by Mr. William Rudman, PhD, RHIA, Executive Director of the AHIMA Foundation, were approved by the OA Administrator on November 26, 2013. These new National Guidelines for Apprenticeship Standards are a model for developing local apprenticeship programs registered with OA or a SAA for the following occupations: HIM (Health Information Management) Hospital Coder; Clinical Documentation Improvement Specialist; Health Information Management Business Analyst (HIMBA) and Health Information Management Data Analyst (HIMDA).

ACTION: The OA staff should familiarize themselves with this bulletin. A copy of the National Guidelines for Apprenticeship Standards and the Work Process Schedule and Related Instruction Outlines are attached.

If you have any questions, please contact Stephen Sage, Apprenticeship and Training Representative, Division of Standards and National Industry Promotion, at 202-693-3221.

NOTE: This bulletin is being sent via electronic mail.

Attachments



AHIMA - NGS -
Certification.doc



AHIMA - NGS -
Standards of Apprenti



AHIMA - NGS -
Appendix A.doc



AHIMA - NGS -
Appendix B.doc



AHIMA - NGS -
Appendix C.doc



AHIMA - NGS -
Appendix D.doc



AHIMA - NGS -
Appendix E.doc