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| U.S. Department of Labor<br>Employment and Training<br>Administration<br>Office of Apprenticeship (OA)<br>Washington, D.C. 20210 | <u>Distribution:</u><br><br>A-541 Headquarters<br>A-544 All Field Tech<br>A-547 SD+RD+SAA+;<br>Lab.Com<br><br> | <u>Subject:</u> New Apprenticeable<br>Occupation: Health Information<br>Management Business Analyst<br>(HIMBA)<br><br><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 a new apprenticeable occupation, Health Information Management Business Analyst (HIMBA).

Health Information Management Business Analyst (HIMBA)  
 O\*NET-SOC Code: 13-1111.00  
 RAPIDS Code: 2027CB  
 Type of Training: Competency-based

**BACKGROUND:** Dr. Desla Mancilla, RHA, Sr. Director, Academic Affairs, AHIMA Foundation, submitted the Health Information Management Business Analyst (HIMBA) occupation for an apprenticeability determination.

The HIMBA interfaces between clinical or business units and the information technology/management department. In addition, the HIMBA analyzes the business processes, procedures, and organization structure in order to identify problems and determine solutions. The HIMBA works collaboratively with Information Technology Service (IST) professionals, HIM operational staff, and Clinical Staff, and critically evaluates information gathered from multiple sources, reconciles conflicts, and distinguishes user requests from the underlying true needs.

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

**ACTION:** OA staff should familiarize themselves with this bulletin and the attached Work Process Schedule and Related Instruction Outline, as a source for developing apprenticeship standards and/or providing technical assistance.

**NOTE:** This bulletin is being sent via electronic mail.

Attachment

- [HEALTH INFORMATION MANAGEMENT BUSINESS ANALYST \(HIMBA\)](#)  
[O\\*NET-SOC CODE: 13-1111.00 RAPIDS CODE: 2027CB](#)

**WORK PROCESS SCHEDULE**  
**HEALTH INFORMATION MANAGEMENT BUSINESS ANALYST (HIMBA)**  
**O\*NET-SOC CODE: 13-1111.00 RAPIDS CODE: 2027CB**

**Position Description:** The Health Information Management Business Analyst (HIMBA) interfaces between clinical or business units and the information technology/management department. The HIMBA analyzes the business processes, procedures, and organization structure in order to identify problems and determine solutions. The HIMBA works collaboratively with Information Technology Service (IST) professionals, HIM operational staff, and Clinical Staff, and should be able to critically evaluate information gathered from multiple sources, reconcile conflicts, and distinguish user requests from the underlying true needs. Coordination of activities to ensure health information is complete and accurate in all systems is essential. Candidate should have a strong communication skills, understanding of customer needs, business skills and understanding of the business domain. Bachelors or Master's degree in Health Information Management with an RHIA credential are required.

**On the Job Competencies:**

| <b>COMPETENCY</b>   | <b>TIME</b>  | <b>OJL</b> | <b>COMPONENT 1</b> | <b>COMPONENT 2</b>    | <b>COMPONENT 3</b>                            |
|---|--|------------|--------------------|-----------------------|---|
| <b>Provide business and data analysis services to a development team</b>  | <ul style="list-style-type: none"> <li>Competency Based</li> </ul> |            | Baseline training  | Intermediate training | Completion/Mentors verification certification |
| <b>Determine the business needs and data requirements of external and internal clients through interviews, consultations, document analysis, surveys, site visits, and work flow analysis</b> | <ul style="list-style-type: none"> <li>Competency Based</li> </ul> |            | Baseline training  | Intermediate training | Completion/Mentors verification certification |
| <b>Evaluate the information gathered and distinguish between individual wants and actual business needs</b>   | <ul style="list-style-type: none"> <li>Competency Based</li> </ul> |            | Baseline training  | Intermediate training | Completion/Mentors verification certification |
| <b>Problem-solve and define the project scope and objectives</b>  | <ul style="list-style-type: none"> <li>Competency Based</li> </ul> |            | Baseline training  | Intermediate training | Completion/Mentors verification certification |

| <b>COMPETENCY</b>   | <b>TIME</b>  | <b>OJL</b> | <b>COMPONENT 1</b> | <b>COMPONENT 2</b>    | <b>COMPONENT 3</b>                            |
|---|--|------------|--------------------|-----------------------|---|
| <b>Model business processes, identify minimum performance expectations and participate in prototyping solutions to create preliminary user interface scenarios</b>                                  | <ul style="list-style-type: none"> <li>Competency Based</li> </ul> |            | Baseline training  | Intermediate training | Completion/Mentors verification certification |
| <b>Identify required changes needed throughout projects</b>   | <ul style="list-style-type: none"> <li>Competency Based</li> </ul> |            | Baseline training  | Intermediate training | Completion/Mentors verification certification |
| <b>Communicate required changes to the development team, and assist in enforcing project schedules and deadlines</b>  | <ul style="list-style-type: none"> <li>Competency Based</li> </ul> |            | Baseline training  | Intermediate training | Completion/Mentors verification certification |
| <b>Solicit feedback and apply necessary changes to the project's scope</b>  | <ul style="list-style-type: none"> <li>Competency Based</li> </ul> |            | Baseline training  | Intermediate training | Completion/Mentors verification certification |
| <b>Consult with functional unit management and personnel to identify, define and document business needs and objectives, current operational procedures, problems, and levels of systems access</b> | <ul style="list-style-type: none"> <li>Competency Based</li> </ul> |            | Baseline training  | Intermediate training | Completion/Mentors verification certification |
| <b>Analyze the feasibility of, and develop requirements for new systems and enhancements to existing systems</b>  | <ul style="list-style-type: none"> <li>Competency Based</li> </ul> |            | Baseline training  | Intermediate training | Completion/Mentors verification certification |
| <b>Ensure the system design fits the needs of the users</b>   | <ul style="list-style-type: none"> <li>Competency Based</li> </ul> |            | Baseline training  | Intermediate training | Completion/Mentors verification certification |
| <b>Track and fully document changes for functional and business</b>   | <ul style="list-style-type: none"> <li>Competency Based</li> </ul> |            | Baseline training  | Intermediate training | Completion/Mentors verification certification |

| <b>COMPETENCY</b>  | <b>TIME</b>  | <b>OJL</b> | <b>COMPONENT 1</b> | <b>COMPONENT 2</b>    | <b>COMPONENT 3</b>                            |
|--|--|------------|--------------------|-----------------------|---|
| <b>specifications</b>  |  |            |                    |                       |   |
| <b>Identify opportunities for improving business processes through information systems and/or non-system driver changes</b>  | <ul style="list-style-type: none"> <li>Competency Based</li> </ul> |            | Baseline training  | Intermediate training | Completion/Mentors verification certification |
| <b>Assist in preparation for proposals to develop new systems and/or operational changes</b>   | <ul style="list-style-type: none"> <li>Competency Based</li> </ul> |            | Baseline training  | Intermediate training | Completion/Mentors verification certification |
| <b>Consolidate information into cohesive and understandable correspondence or other written form for use in management decision-making</b>   | <ul style="list-style-type: none"> <li>Competency Based</li> </ul> |            | Baseline training  | Intermediate training | Completion/Mentors verification certification |
| <b>Participate in user acceptance testing and testing of new system functionality</b>  | <ul style="list-style-type: none"> <li>Competency Based</li> </ul> |            | Baseline training  | Intermediate training | Completion/Mentors verification certification |
| <b>Participate in studies of new and/or existing programs, and special projects to determine feasibility and resolve problems including organizational, procedural, technical and fiscal research and analysis</b> | <ul style="list-style-type: none"> <li>Competency Based</li> </ul> |            | Baseline training  | Intermediate training | Completion/Mentors verification certification |

**On the job competencies will be evaluated as competency-based achievements. Each of the competencies will have objectives and completion high low certification.**

**All competencies will be verified and signed off by assigned mentors/trainers/supervisors.**

**All related instruction and supplementary training will be structured as a part of the certification process.**

**RELATED INSTRUCTION OUTLINE  
HEALTH INFORMATION MANAGEMENT BUSINESS ANALYST (HIMBA)  
O\*NET-SOC CODE: 13-1111.00 RAPIDS CODE: 2027CB**

| <b>Health Information Management Business Analyst<br/>Baccalaureate Degree in HIM</b> |              |
|---|--------------|
| <b>Course</b>   | <b>Hours</b> |
| Medical Terminology   | 45           |
| Anatomy and Physiology  | 45-90        |
| Pathophysiology   | 30-45        |
| Pharmacology  | 15-30        |
| Reimbursement/Revenue Cycle   | 45           |
| Legal and Compliance  | 45           |
| Health Information and Delivery Systems   | 45           |
| Health Record and Data Content  | 90           |
| Coding Classification   | 90-180       |
| Health Information Systems  | 90           |
| Principles of Research  | 45           |
| Statistics  | 45           |

**RELATED INSTRUCTION OUTLINE  
HEALTH INFORMATION MANAGEMENT BUSINESS ANALYST (HIMBA)  
O\*NET-SOC CODE: 13-1111.00 RAPIDS CODE: 2027CB**

| <b>Health Information Management Business Analyst<br/>Baccalaureate Degree in HIM (continued)</b> |              |
|---|--------------|
| <b>Course</b>   | <b>Hours</b> |
| Healthcare Human Resource Management  | 45           |
| Quality Improvement   | 45           |
| Project Management  | 45           |
| Leadership  | 45           |
| Data Analysis   | 45           |
| Total Hours   | 855-1020     |

