



## Registered Health Information Technician (RHIT) Content Outline Crosswalk 2016-2022

### Executive Summary

In 2021, the American Health Information Management Association (AHIMA) began a job task analysis for the Registered Health Information Technician (RHIT) professional certification. The purpose of the current job analysis study was to validate the current tasks that are in the content outline for the RHIT program as well as identify additional tasks that may be required of RHITs in their current role. The result of the RHIT job task analysis study resulted in an updated Content Outline (CO) to ensure the most current state of practice is being tested in the examination.

The steps for conducting a job analysis study include the following methodology:

1. Subject Matter Expert (SME) interview questionnaire
2. Exam Development Committee (EDC) reviews the interview to add new task statements for inclusion in the Job Analysis Survey
3. Updated Content Outline is incorporated into the Job Analysis Survey and administered to individuals practicing within the population to collect ratings on the tasks on importance and frequency of use
4. During a test specifications meeting, the EDC and SMEs review survey ratings and other data from the population to develop an updated Content Outline and Test Design
5. The outcomes from the test specifications meeting are presented to the Commission on Certification for Health Informatics and Information Management (CCHIIM) for review and approval.

### Summary of 2022 RHIT Content Outline Updates

The results from the 2021 Registered Health Information Technician (RHIT) job analysis study indicated that all 6 domains remain relevant for a RHIT practicing professional and that many of the tasks expected by a RHIT remain appropriate. A total of 15 new tasks were added, 10 tasks were removed and combined into other tasks (5 removed all together and 5 combined into other tasks), and several of the subtext was revised throughout for clarification and to update terms.

In addition, the time allotted to complete the exam, and eligibility requirements/recommendations were reviewed/discussed, and it was determined the exam specifications remain appropriate and should remain the same.

The number of items allocated to each domain were discussed and adjusted based off the expertise of the exam specifications panel of SMEs. **Table 1** below portrays the changes in number of items allocated to each domain of the Content Outline. (There is no change in domain names.) **Table 2** (page 2-page 7) presents the 2016 Content Outline and maps the changes to the 2022 Content Outline.

**Table 1. RHIT Content Outline (CO) Domain Item Allocation**

| Content Outline (CO) Domain                         | 2016 CO     | 2022 CO     |
|-----------------------------------------------------|-------------|-------------|
| Data Content, Structure, and Information Governance | 31-36 items | 25-33 items |
| Access, Disclosure, Privacy, and Security           | 16-21 items | 18-23 items |
| Data Analytics and Use                              | 18-23 items | 16-23 items |
| Revenue Cycle Management                            | 18-23 items | 25-33 items |
| Compliance                                          | 17-22 items | 17-22 items |
| Leadership                                          | 14-20 items | 12-16 items |

Note: Candidates will begin being assessed on the 2022 RHIT Content Outline on **October 01, 2022.**

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**TABLE 2. 2016 RHIT Content Outline mapped to the 2022 RHIT Content Outline**

### Domain 1: Data Content, Structure, and Information Governance

| 2016 Content Outline |                                                                                                                                       | 2022 Content Outline |                                                                                                | Change                                                                                                                     |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| Task Number          | Task Statement                                                                                                                        | Task Number          | Task Statement                                                                                 |                                                                                                                            |
| 1                    | Apply health information guidelines (e.g. coding guidelines, CMS, facility or regional best practices, federal and state regulations) | 1                    | No Change                                                                                      | n/a                                                                                                                        |
| 2                    | Apply healthcare standards (e.g. Joint Commission, Meaningful Use)                                                                    | 2                    | No Change                                                                                      | n/a                                                                                                                        |
| 3                    | Define the legal health record                                                                                                        | 3                    | Identify and maintain the designated record set                                                | Changed verb from “define” to “identify and maintain”<br><br>Changed term “legal health record” to “designated record set” |
| 4                    | Maintain the integrity of the legal health record                                                                                     | 4                    | Maintain the integrity of the health record (e.g., identify and correct issues within the EHR) | Removed “legal” from health record<br><br>Added parenthesis example                                                        |
| 5                    | Audit content and completion of the legal health record (e.g. validate document content)                                              | 5                    | Audit content and completion of the health record (e.g., validate document content)            | “Removed “legal” from health record                                                                                        |
| 6                    | Maintain secondary health information (e.g. patient registration, financial records)                                                  | Removed              | n/a                                                                                            | Combined into (2022) Task 3                                                                                                |
| 7                    | Educate clinicians on documentation and content                                                                                       | 6                    | No Change                                                                                      | n/a                                                                                                                        |
| 8                    | Coordinate document control (e.g. create, revise, standardize forms)                                                                  | 7                    | No Change                                                                                      | n/a                                                                                                                        |
| 9                    | Maintain the MPI                                                                                                                      | 8                    | Assess and maintain the integrity of the Master Patient Index (MPI)                            | Added “Assess” and “integrity”<br><br>Spelled out MPI                                                                      |
| n/a                  | n/a                                                                                                                                   | 9                    | Maintain and understand the data workflow                                                      | New Topic                                                                                                                  |
| n/a                  | n/a                                                                                                                                   | 10                   | Create and maintain functionalities of the EHR                                                 | New Topic                                                                                                                  |
| n/a                  | n/a                                                                                                                                   | 11                   | Create and maintain EHR reports to ensure data integrity                                       | New Topic                                                                                                                  |
| n/a                  | n/a                                                                                                                                   | 12                   | Navigate patient portals and provide education and support                                     | New Topic                                                                                                                  |

|           |               |               |           |
|-----------|---------------|---------------|-----------|
| No Change | Revision/Edit | Topic Removed | New Topic |
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## Registered Health Information Technician (RHIT) Content Outline Crosswalk 2016-2022

### Domain 2: Access, Disclosure, Privacy, and Security

| 2016 Content Outline |                                                                                                                           | 2022 Content Outline |                                                                                                                                                                      | Change                                                                                                             |
|----------------------|---------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| Task Number          | Task Statement                                                                                                            | Task Number          | Task Statement                                                                                                                                                       |                                                                                                                    |
| 1                    | Manage disclosure of PHI using laws, regulations, and guidelines (e.g. release of information, accounting of disclosures) | 1                    | Manage the access, use, and disclosure of PHI using laws, regulations, and guidelines (e.g., release of information, accounting of disclosures)                      | Added “the access, use, and”                                                                                       |
| 2                    | Determine right of access to the legal health record                                                                      | 2                    | Determine right of access to the health record                                                                                                                       | Removed “legal” from health record                                                                                 |
| 3                    | Educate internal customers (e.g. clinicians, staff, volunteers, students) on privacy, access, and disclosure              | 3                    | Educate internal and external customers (e.g., clinicians, staff, volunteers, students, patients, insurance companies, attorneys) on privacy, access, and disclosure | Added “external customers” and examples in parenthesis                                                             |
| 4                    | Educate external customers (e.g. patients, insurance companies, attorneys) on privacy, access, and disclosure             | Removed              | n/a                                                                                                                                                                  | Combined into (2022) Task 3                                                                                        |
| 5                    | Assess health record disposition (retain, archive, or destroy)                                                            | 4                    | Apply record retention guidelines (e.g., retain, archive, or destroy)                                                                                                | Changed “Assess” to “Apply” and “disposition” to “retention guidelines”<br><br>Removed “health” from health record |
| 6                    | Conduct privacy audits                                                                                                    | Removed              | n/a                                                                                                                                                                  |                                                                                                                    |
| 7                    | Conduct security audits                                                                                                   | Removed              | n/a                                                                                                                                                                  |                                                                                                                    |
| n/a                  | n/a                                                                                                                       | 5                    | Mitigate privacy and security risk                                                                                                                                   | New Topic                                                                                                          |
| n/a                  | n/a                                                                                                                       | 6                    | Identify and correct identity issues within the EHR (e.g., merges, documentation corrections, registration errors, overlays)                                         | New Topic                                                                                                          |

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| No Change | Revision/Edit | Topic Removed | New Topic |
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**Domain 3: Data Analytics and Use**

| 2016 Content Outline |                                                                                                  | 2022 Content Outline |                                                                                                                                                 | Change                                                          |
|----------------------|--------------------------------------------------------------------------------------------------|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| Task Number          | Task Statement                                                                                   | Task Number          | Task Statement                                                                                                                                  |                                                                 |
| 1                    | Abstract data                                                                                    | 2                    | Extract data                                                                                                                                    | Changed “Abstract” to Extract”                                  |
| 2                    | Analyze data                                                                                     | 3                    | No Change                                                                                                                                       | n/a                                                             |
| 3                    | Analyze privacy audits                                                                           | Removed              | n/a                                                                                                                                             |                                                                 |
| 4                    | Analyze security audits                                                                          | Removed              | n/a                                                                                                                                             |                                                                 |
| 5                    | Report data (e.g. registries, core measures)                                                     | 4                    | Report patient data (e.g., CDC, CMS, MACs, RACs, insurers)                                                                                      | Added “patient”<br><br>Changed examples in parenthesis          |
| 6                    | Compile healthcare statistics and reports                                                        | 5                    | Compile healthcare statistics and create reports, graphs, and charts                                                                            | Added “create” and “graphs and charts”                          |
| 7                    | Analyze healthcare statistics (e.g. census productivity, delinquency rates, resource allocation) | 6                    | Analyze common data metrics used to evaluate Health Information functions (e.g., CMI, coding productivity, CDI query rate, ROI turnaround time) | Rewrote entire task statement and added examples in parenthesis |
| n/a                  | n/a                                                                                              | 1                    | Identify common internal and external data sources                                                                                              | New Topic                                                       |

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| No Change | Revision/Edit | Topic Removed | New Topic |
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## Registered Health Information Technician (RHIT) Content Outline Crosswalk 2016-2022

### Domain 4: Revenue Cycle Management

| 2016 Content Outline |                                            | 2022 Content Outline |                                                                                                                  | Change                                                               |
|----------------------|--------------------------------------------|----------------------|------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| Task Number          | Task Statement                             | Task Number          | Task Statement                                                                                                   |                                                                      |
| 1                    | Code medical/health record documentation   | 3                    | No Change                                                                                                        | n/a                                                                  |
| 2                    | Query clinicians                           | 4                    | Query clinicians to clarify documentation                                                                        | Added “to clarify documentation”                                     |
| 3                    | Conduct utilization review                 | 5                    | Recall utilization review processes and objectives                                                               | Change “conduct” to “Recall”<br><br>Added “processes and objectives” |
| 4                    | Manage denials (e.g. coding or insurance)  | 6                    | No Change                                                                                                        | n/a                                                                  |
| 5                    | Conduct coding audits                      | 7                    | Conduct coding and documentation audits                                                                          | Added “documentation”                                                |
| 6                    | Provide coding education                   | 8                    | Provide coding and documentation education                                                                       | Added “documentation”                                                |
| 7                    | Monitor Discharged Not Final Billed (DNFB) | 9                    | No Change                                                                                                        | n/a                                                                  |
| 8                    | Analyze the case mix                       | 10                   | No Change                                                                                                        | n/a                                                                  |
| n/a                  | n/a                                        | 1                    | Identify the components of the revenue cycle process                                                             | New Topic                                                            |
| n/a                  | n/a                                        | 2                    | Demonstrate proper use of clinical indicators to improve the integrity of coded data                             | New Topic                                                            |
| n/a                  | n/a                                        | 11                   | Identify common billing issues for inpatient and outpatient                                                      | New Topic                                                            |
| n/a                  | n/a                                        | 12                   | Understand payer guidelines and requirements (e.g., LCDs, NCDs, fee schedules, conditions of participation)      | New Topic                                                            |
| n/a                  | n/a                                        | 13                   | Collaborate with clinical documentation integrity (CDI) staff                                                    | New Topic                                                            |
| n/a                  | n/a                                        | 14                   | Review and maintain a Charge Description Master (CDM)                                                            | New Topic                                                            |
| n/a                  | n/a                                        | 15                   | Describe different payment methodologies and different types of health insurance plans (e.g., public vs private) | New Topic                                                            |

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| No Change | Revision/Edit | Topic Removed | New Topic |
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## Registered Health Information Technician (RHIT) Content Outline Crosswalk 2016-2022

### Domain 5: Compliance

| 2016 Content Outline |                                                                                                                           | 2022 Content Outline |                                                                                                                                           | Change                                                              |
|----------------------|---------------------------------------------------------------------------------------------------------------------------|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Task Number          | Task Statement                                                                                                            | Task Number          | Task Statement                                                                                                                            |                                                                     |
| 1                    | Refine departmental procedures                                                                                            | Removed              | n/a                                                                                                                                       | Combined into (2022) Domain 6 task 3                                |
| 2                    | Perform quality assessments                                                                                               | 1                    | No Change                                                                                                                                 | n/a                                                                 |
| 3                    | Assess risks (e.g. patient care, legal)                                                                                   | Removed              | n/a                                                                                                                                       |                                                                     |
| 4                    | Report health information noncompliance                                                                                   | 2                    | Monitor Health Information compliance and report noncompliance (e.g., coding, ROI, CDI)                                                   | Added “Monitor Health information compliance” and added parenthesis |
| 5                    | Ensure HIM compliance (e.g. coding, ROI, CDI)                                                                             | Removed              | n/a                                                                                                                                       | Combined into (2022) task 2                                         |
| 6                    | Maintain standards for HIM functions (e.g. chart completion, coding accuracy, ROI turnaround time, departmental workflow) | 3                    | Maintain standards for Health Information functions (e.g., chart completion, coding accuracy, ROI turnaround time, departmental workflow) | Changed “HIM” to “Health Information”                               |
| 7                    | Monitor regulatory changes for timely and accurate implementation                                                         | 4                    | No Change                                                                                                                                 | n/a                                                                 |

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| No Change | Revision/Edit | Topic Removed | New Topic |
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## Registered Health Information Technician (RHIT) Content Outline Crosswalk 2016-2022

### Domain 6: Leadership

| 2016 Content Outline |                                                                                                                             | 2022 Content Outline |                                                                                                                                             | Change                                                                                                            |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Task Number          | Task Statement                                                                                                              | Task Number          | Task Statement                                                                                                                              |                                                                                                                   |
| 1                    | Provide education regarding HIM laws and regulations                                                                        | 1                    | Provide education regarding Health Information laws and regulations                                                                         | Changed “HIM” to “Health Information”                                                                             |
| 2                    | Review HIM processes                                                                                                        | 2                    | Review Health Information processes                                                                                                         | Changed “HIM” to “Health Information”                                                                             |
| 3                    | Create or modify HIM policies                                                                                               | 3                    | Develop and revise policies and procedures (e.g., compliance, ROI, coding)                                                                  | Changed “Create or modify” to “Develop and revise”<br><br>Removed “HIM”<br><br>Added “procedures” and parenthesis |
| 4                    | Create or modify HIM procedures                                                                                             | Removed              | n/a                                                                                                                                         | Combined into (2022) task 3                                                                                       |
| 5                    | Establish standards for HIM functions (e.g. chart completion, coding accuracy, ROI, turnaround time, departmental workflow) | 4                    | Establish standards for Health Information functions (e.g., chart completion, coding accuracy, ROI, turnaround time, departmental workflow) | Changed “HIM” to Health Information                                                                               |
| 6                    | Collaborate with other departments for HIM interoperability                                                                 | 5                    | Collaborate with other departments for Health Information interoperability                                                                  | Changed “HIM” to “Health Information”                                                                             |
| 7                    | Provide HIM technical expertise                                                                                             | 6                    | Provide Health Information subject matter expertise                                                                                         | Changed “HIM” to “Health Information” and “technical” to “subject matter”                                         |
| n/a                  | n/a                                                                                                                         | 7                    | Understand the principles and guidelines of project management                                                                              | New Topic                                                                                                         |

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| No Change | Revision/Edit | Topic Removed | New Topic |
|-----------|---------------|---------------|-----------|