



## AHIMA-Credentialed Professionals Deliver Value— Poster Available

The 2010–2011 Professional Development and Recognition House Team is excited to announce the development of a new poster! This poster promotes the recognition that AHIMA-credentialed professionals deliver value. These posters can be displayed and distributed in your workplace, community, or just about anywhere! Go to:

[http://www.ahima.org/downloads/pdfs/certification/Final\\_Credential\\_Value\\_Poster.pdf](http://www.ahima.org/downloads/pdfs/certification/Final_Credential_Value_Poster.pdf) to access the poster.

## Maximizing the Value of Digitized Medical Records

*Excerpted from **Healthcare Technology Online Newsletter**, written by a leading company... This article provides tips on how to select the right document imaging technology to make sure you get the maximum cost, productivity, and workflow benefits from your EHR initiatives.*

Charts and other medical records are an integral part of patient care and hospital procedure. These valuable records document treatments, support accurate billing, and help hospitals avoid liability. When medical records are digitized, they can be located more quickly, accessed by more users, organized and sorted in more ways, and require less physical storage. Scanning and digital technology have moved records management out of the paper age, but there are still issues that can only be resolved by the right processing technology. Unless properly managed and implemented using sophisticated systems, the end-to-end costs and labor of digitizing paper records can diminish any benefit.

### Strategic Scanning Requirements

The ideal scanning solution for digitizing medical records must have superior paper handling to accommodate different types of pages. Charts can include a variety of documents, such as full page forms intermixed with smaller prescription slips and color photos of procedures. The greater the variety, the more labor it takes to prepare the chart for scanning. For maximum productivity, intermixed paper sizes and thicknesses should be scanned without time-consuming prep steps like photocopying or taping small documents. A sophisticated scanning can handle intermixed pages without additional prep work.

To index and organize charts by type, operators have had to physically place multiple separator sheets between each chart. Barcodes are also great for tracking, but most hospitals have had limited success re-designing forms to include barcodes for automated chart indexing. Sometimes post-scan data entry is needed to provide indexing granularity, so forms within the chart can be accessed. Both processes are expensive, time-consuming and never foolproof. Through in-line document type identification, the ImageTrac scanner resolves these problems and significantly reduces overall document preparation costs.

### Advanced Scanning Technology

Innovative scanning technology can help hospitals maximize the value of digital records management. With state-of-the-art systems like the application software, hospitals can expect significant reductions in

document prep and labor, re-scans, hand counting, separator sheets, and staffing requirements. Other results include cost reductions, fewer processing errors, and faster filing and retrieval. Some systems can scan 8,000 to 11,000 pages of medical records per operator per hour --- three to four times the rate of other scanners. Intermixed paper feeding and fast jam recovery contribute to productivity.

### Scan Once, Read Always

Double feeds result in missing pages in digital chart records. This can cause serious problems, but most scanners lack effective double feed detection. Typically, operators must hand count paper prior to scanning and compare with the scanner count to ensure all pages scanned correctly. Any conflicts must be resolved via image-by-image comparison to see what was missed. When a discrepancy is found, re-scans are required to reprocess detected double feeds. Hospitals can rely on scanner-generated counts and completely eliminate the need for hand counting.


### Ensuring Image Quality

Rescans are also required to correct image quality issues like skewing, too light or dark pages, or paper overlap can render records incomplete or even unusable. Rescans can cost as much as \$2.00 per occurrence to delete each bad image, find the paper, re-scan the paper, and insert the new image back into the record. Some forms in a chart never look good in black and white, no matter how many times they are scanned. Yet capturing all forms in the chart in color is unacceptable in terms of image storage costs. B&W forms and color documents can be intermixed, and the scanner will process each appropriately by selecting the proper image format (B&W, color, dropout) for a particular form type with no delay. Documenting Performance to Improve Productivity. Without detailed reporting, it's hard to track productivity and identify and correct bottlenecks and process quality issues. Reporting capabilities let hospitals track and manage scanning operators and processes. Metrics such as what scanning jobs have had the most track stoppages help managers identify the issue source so that they can take corrective action.

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## AHIMA SOCIAL NETWORKING

AHIMA has more than 16,000 fans and followers across its official AHIMA Facebook, LinkedIn, and Twitter pages. Make sure you're connected too! Leverage this great opportunity to network and share ideas, questions, and thoughts with your peers from around the world. 

*Thank You* to Everyone who signed up and helped with Registration and manning the RIHIMA Booth at the NEHIMA Meeting, held last week! It was great to see new and older familiar faces!

## **Health Information Management *HOT TOPICS* forum will begin in Rhode Island!**

Jackie Raymond of Massachusetts- (Currently Running for AHIMA Director... DO NOT FORGET TO **VOTE** before May 20...) MaHIMA described at one of the sessions about their HOT TOPICS Forum and how it was begun and is managed in Massachusetts.

Several Members from RIHIMA, at our Business Meeting signed up to participate in this group that will meet Quarterly. More information is to follow- *Stay uned!*

## **CERTIFICATION**

### **New CCA Beta Exam Launched on March 31, 2011**

The Certified Coding Associate exam (CCA) re-launched with a new exam blueprint in a beta period on March 31. Beginning March 31, candidates will receive a test completion notice and have their official score reports sent via US mail. An announcement will be made once immediate scoring is available.

Also, CCA exam candidates are now required to use 2011 codebooks. Candidates will not be able to test without the correct codebooks.

Are you taking your certification exam? Considering registering for the exam but aren't sure if you are ready? AHIMA's RHIT, RHIA, and CCA online practice exams are the perfect tools for you! The computer-based practice exams allow you to measure your skills and general readiness to sit for the test, feature questions from the exam blueprint domains, and are written by the same item writers who developed questions for the official exam. At the end, you receive

a score report showing your greatest strengths, and where you need to bulk up your knowledge. Use that information to determine your next steps in the exam preparation process. Take it before you register or close to your exam date to gain the confidence you need to succeed!

#### **Other Outstanding Features:**

- Computer-based testing experience—Test at home, the office, or anywhere with an Internet connection.
- Simulate the testing experience—avoid surprises on exam day!
- Scores are broken down according to domains—discover your strongest and weakest points.

For more information, please visit:  
<http://www.ahima.org/certification/default.aspx>  
or call Customer Relations at (800) 335-5535.

**AHIMA governance, organization and Bylaws** are in our thoughts during this time as at the Recent Team Talks in the Spring, AHIMA indicated a move to completely change the way that AHIMA will be governed. The organization of the board and who will sit on the "board" is also being reviewed as part of the bylaws revision. The State Leaders CoP has the bylaws revision aka governance piece available for all members of AHIMA to review.

These steps demonstrate a potential change from a member driver organization to that of a business model with only limited input if any, from its members. This could affect actual on-site House of Delegates versus a web session in the future. This is not just a change that will affect the House of Delegates but all members at large. AHIMA is asking for input/recommendations from its members

More information to be made available at the Summer Team Talks. Attending members will report findings to You, the Members!

## Member Spotlight - Candie Collins

Candie worked as a Home Care Coordinator for many years before entering the Medical Coding Field. Her first job coding was as a Home Care Secretary at Memorial Hospital. From there Candie attended Fisher College in Attleboro back when Patti Parkes was the Central Office Coordinator for the association, where she also had Patti as an instructor. She received her Associates degree in Health Information Technology in June of 2001; just weeks before the birth of her first daughter. Candie has held many different coding positions since then, finally settling into Emergency Room Coding about 4 years ago. The Collins Family just moved from Cranston to Scituate this past fall, where her husband and two girls and she are settling into life in the country, miles from CVS and Stop and Shop; and where Candie plans on planting wildflowers to sell at the Farmers Market this summer.

Candace Collins, RHIT, CCS-P, CPC, CEDC is the Central Office Coordinator for our state association (RIHIMA). She is also an Emergency Room Coder and works remotely for various coding consulting companies.

Candie can be reached at the RIHIMA email which is [rihima@verizon.net](mailto:rihima@verizon.net)

## *SAVE the Dates!*

**Wednesday, June 8, Coding Roundtable @ Kent Education Room**

**Thursday, July 7, Coding Roundtable @ Kent Education Room**

**Friday, July 15-17, Summer Team Talks & Leadership Conference**

**Thursday, August 11, Coding Roundtable@ Kent Education Room  
Fall RIHIMA Meeting, tbd**

**2012 NEHIMA Conference Apr 29- May 1 @ Mohegan Sun**

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