

CHIM NCE GUIDE

PLEASE READ THIS GUIDE IN FULL BEFORE
COMPLETING THE APPLICATION

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SECTION 1: BECOMING CERTIFIED

Information on the Health Information Management Certification including eligibility, professional title and credential, and examination information may be found [here](#). The objective of the CHIM National Certification Examination (NCE) is to assess a minimum level of competence in health information management that a HIM® professional is expected to have upon entry to the profession. Certified HIM® professionals must maintain membership with the Canadian Health Information Management Association (CHIMA), maintain continuing professional education (CPE) credits as per CHIMA policy, and uphold the CHIMA Code of Ethics. More information on HIM® job roles and their descriptions can be found on the [Career Matrix](#) webpage.

SECTION 2: CODE OF ETHICS

The Code of Ethics and the Interpretation Guidelines to support the Code of Ethics may be found [here](#).

SECTION 3: EXAMINATION APPLICATION

In order to register for an examination, candidates must submit an application and provide payment.

Identification

All information in this section will auto-populate based on the current information in the applicant's online CHIMA membership profile. Applicants are responsible for reviewing all information to ensure it is correct in both the application and the CHIMA membership profile.

Name: This information is used to prepare certificates for successful candidates. Please include a middle name or initial on the application form if it is to be included on the certificate.

Address: Applicants are responsible for ensuring a current address is included in the application and is updated in the online membership profile.

Email address: An applicant must provide a primary email address. Please ensure it is correct, as correspondence following receipt of a candidate's examination application — including the provision of an examination password — will be carried out via email once the application is approved. If a current email address is not provided, the applicant will not receive any follow-up information.

CCHIM Certification Application

Health Information Management school and year of graduation: Please complete all details, including the name of the health information management school (not the program) and year of graduation.

Please note:

- Candidates re-writing the examination or who are active Associate members of CHIMA *do not* require transcripts.

Declaration

Read the statements as presented in the online application. Agree to the statements by checking the agreement box on the application. Checking this box confirms the applicant agrees:

- The information contained on the form is accurate;
- To abide by all examination policies and rules and the CHIMA Code of Ethics during the entire examination process; and
- That the information provided can be released to Captus Press, the online examination company, and its partners, contracted by CHIMA. The applicant's information will not be sold, shared, or released to any third parties. Captus Press will use the information provided for the express purpose of examination administration only.

All points in the declaration section **must** be checked by the applicant before the application can be processed.

SECTION 4: EXAMINATION CONTENT

The examination covers seven content areas. The content areas will be grouped, for the purposes of calculating sectional pass marks, as follows:

CONTENT AREA(S)	APPROXIMATE WEIGHTING ON THE EXAMINATION
Biomedical Sciences Health Information Science (including coding theory) Ethics and Practice	33%
Health Information Analysis and Presentation Technology and Health Information Ethics and Practice	33%
Access and Security Ethics and Practice The Health Care System in Canada	34%

Content areas on the examination will not necessarily be presented in the sequence outlined above.

The examination consists of 154 multiple-choice questions and is 210 minutes in duration. The entire examination consists of seven (7) pages. For additional information about the content of the examination, approved candidates will be emailed a primer.

SECTION 5: STUDYING FOR THE EXAMINATION

Examinations can be a stressful experience, and preparation can help minimize stress by reaffirming the knowledge that a candidate has, while assisting in the identification of areas that may require additional review. It is best to study one subject area/topic at a time. Dedicate time (ideally a significant period, such as a few hours over several days) to that subject and spend the time focused. Do not try to review multiple/different subjects in a shorter period. Take frequent short breaks to provide both mental and physical separation from the topic and workspace, allowing for the opportunity to ‘recharge.’

Study well in advance of the examination. Do not wait until the week or night before the examination.

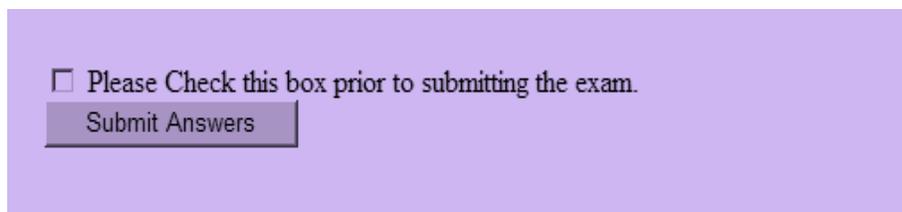
Examination Primer

An examination primer is a valuable tool to assist any individual preparing to challenge an examination. Based on the learning outcomes for HIM® programs, this primer identifies a few examples of the knowledge content being tested. It also provides some practice questions and helpful tips for preparing for the exam.

SECTION 6: CHALLENGING THE EXAMINATION

Submitting Answers

The examination is set up with each screen page being a ‘mini-exam.’ When the examination candidate is ready to submit a completed page, **the check box must be selected FIRST before hitting the ‘submit answers’ button.**



Once a page has been submitted, candidates CANNOT go back to review or change answers. A page may be reviewed as many times as needed prior to submission.

Acceptable Items: CHIM NCE

Candidates for the HIM® examination may bring battery-operated, non-programmable, non-scientific calculators into the examination (i.e. those with basic arithmetic functions).



Candidates may use pencils and a piece of scrap paper during the examination. **Candidates must dispose of all scrap paper immediately following the examination.**

SECTION 7: MARKING THE EXAMINATION

All multiple-choice questions are computer graded. Each correct multiple-choice question is worth one mark. The examination score will be the total of correct answers.

Pass Requirement

Final results are calculated as a percent (%) of the marks achieved by a candidate in all examination sections in order to determine each candidate's certification status. The pass requirement is a minimum of 50% in each section **and** an overall result of not less than 60%.

Candidates who achieve this examination outcome are 'certified.' Candidates who do not achieve this examination outcome are 'not certified.'

Re-Examination

A candidate who is unsuccessful on the examination may re-write the examination twice more (for a total of three times). The exam candidate must complete the entire examination each time. If a candidate has failed all three attempts, a further review will be conducted.

**CCHIM wishes you the very best in challenging the
CHIM NCE.**