



CCDIS NCE GUIDE

PLEASE READ THIS GUIDE IN FULL BEFORE
COMPLETING THE APPLICATION

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TABLE OF CONTENTS

SECTION 1: BECOMING CERTIFIED	1
SECTION 2: CODE OF ETHICS	1
SECTION 3: EXAMINATION APPLICATION	1
SECTION 4: EXAMINATION CONTENT	2
SECTION 5: STUDYING FOR THE EXAMINATION	2
SECTION 6: WRITING THE EXAMINATION	3
SECTION 7: MARKING THE EXAMINATION.....	3

SECTION 1: BECOMING CERTIFIED

Information on the Certified Clinical Documentation Improvement Specialist (CCDIS) certification may be found [here](#). To become certified and begin using the professional designation of CCDIS, a national certification examination (NCE) must be passed. This examination assesses the knowledge and skills of an individual to function as a Clinical Documentation Improvement Specialist.

SECTION 2: CODE OF ETHICS

The Code of Ethics can be found [here](#).

SECTION 3: EXAMINATION APPLICATION

In order to be approved to write an examination, candidates must submit an application and provide payment.

Identification

All identification 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.

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 (the one used to become a member). Please ensure it is correct, as correspondence following receipt of a candidate's examination application 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

Name of the organization offering the accredited CDI program and year of graduation: This section is only applicable to those who successfully completed a CCHIM-approved preparatory program, either through the **CHIMA/3M CDI online program** or through the **3M CDI facility onsite training program**. In the 'Name of School' field, please choose 3M option from the drop-down menu when registering. Please complete all details, including the year of graduation.

Required documentation:

Graduates from a accredited CDI preparatory program: As part of the agreement with the program administering the CDI program, the applicant is ultimately responsible for sending an electronic copy of their transcript to CCHIM.

Individuals who have completed a comparable accredited CDI onsite training program within their facility: Applicants must ensure a letter or other confirmation notification is submitted from their manager or 3M stating they completed the CDI onsite training offered by 3M. It is the applicant's responsibility to ensure this notification is forwarded to CCHIM. If this written notification is not received, the applicant will be ineligible to write the examination.

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; and
- To abide by all examination policies and rules and the CHIMA Code of Ethics during the entire examination process.

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

SECTION 4: EXAMINATION CONTENT

The CCDIS NCE consists of a total of 75 multiple-choice questions. Candidates are allotted 2.5 hours (150 minutes) to complete the examination.

The CCDIS NCE tests the candidate's knowledge and skill to measure their competence in performing in the role of a Clinical Documentation Improvement Specialist. The competency areas the candidate should be well versed in are noted below. Further details of each of these competencies can be found in the CCDIS examination primer.

Competency 1: Anatomy and physiology, clinical pathology, pharmacology, and medical terminology

Competency 2: Clinical coding skills

Competency 3: Documentation improvement

Competency 4: Leadership, communication, and education skills

Competency 5: CDI metrics and analytics

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

The CCDIS primer is a valuable tool to assist an individual preparing to study. Based on the clinical documentation improvement competencies and subcompetencies, it was designed to support candidates in their knowledge and skill level in meeting all competency areas in the CCDIS NCE. Other study resources are noted in the primer, as well as some practice questions and helpful tips for preparing for the examination.

SECTION 6: WRITING THE EXAMINATION

Required Examination Resources

There are NO resources required or permitted for this examination. Cell phones are also prohibited.

Examination candidates must not access any websites or documents during the entire examination.

SECTION 7: MARKING THE EXAMINATION

Each question is worth one mark. There is no penalty for incorrect answers, meaning a best guess is better than leaving a question blank.

Pass Requirement

Final results are calculated as a percent (%) of the marks achieved by a candidate in the exam in its entirety. The pass requirement is an overall grade of 80% or higher.

Candidates who achieve this examination outcome are 'certified.' Candidates who do not achieve this examination outcome are 'not certified' as Clinical Documentation Improvement Specialists.

Examination re-attempts

A candidate who is unsuccessful writing the CHIM NCE on the first attempt may re-write the examination twice more (for a total of three times). Regular pricing applies for re-attempts. 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 writing
the CCDIS NCE.**