

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 (HIM®) certification including its eligibility, professional designation, and examination information may be found [here](#). The objective of the Certified Health Information Management (CHIM) national certification examination (NCE) is to assess a minimum level of competence in health information management that an 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 with the Canadian College of Health Information Management, and uphold the CHIMA Code of Ethics.

SECTION 2: CODE OF ETHICS

The *Code of Ethics* and the supporting *Interpretation Guidelines* can be found [here](#).

SECTION 3: EXAMINATION APPLICATION

In order to register for an examination, candidates must submit an application and provide payment. The CHIM NCE process page can be found [here](#).

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:

Competency 1: Biomedical sciences

Competency 2: Health information science (including coding theory)

Competency 3: Health information analysis

Competency 4: Technology and health information

Competency 5: Access and security

Competency 6: The health care system in Canada

Competency 7: Ethics and practice

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

The examination consists of 154 multiple-choice questions and is 210 minutes in duration.

SECTION 5: STUDYING FOR THE EXAMINATION

Examinations can be a stressful experience, and preparation can help minimize stress by re-affirming 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. Focus time (ideally a significant period, such as a few hours over several days) to that subject. 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. Examination primers are available for

candidates by logging into the member area at echima.ca. Please locate the 'Documents and Resources Centre' menu item and then select 'Primers'.

SECTION 6: WRITING THE EXAMINATION

Required Examination Resources

Candidates writing the CHIM NCE may bring battery-operated, non-programmable, non-scientific calculators into the examination (ex. 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: GRADING 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

The CHIM NCE passing grade is based on the following two requirements:

1. An overall grade of 60% or higher, and
2. All sectional grades to be 50% or higher

These are the following three sections:

- Section 1: Biomedical sciences
Health information science (including coding theory)
Ethics and practice
- Section 2: Health information analysis and presentation
Technology and health information
Ethics and practice
- Section 3: Access and security
The health care system in Canada
Ethics and practice

Re-Examination

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.

**The Canadian College of Health Information wishes all candidates
good luck in writing the CHIM NCE.**