

Confessions of a Certified Test Item Writer

Or How to get ready for and take a multiple choice test!

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Agenda

- Knowledge Preparation
- Test Taking Skills

Knowledge Preparation

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"You think that's bad, I've got test prep anxiety."

Knowledge Preparation

CPHIMS Eligibility Requirements

Eligibility for the CPHIMS Examination requires fulfilling one (1) of the following requirements:

- Baccalaureate degree from an accredited college or university plus five (5) years of information and management systems experience*, three (3) of those years in a healthcare setting**.
- Graduate degree or higher from an accredited college or university plus three (3) years of information and management systems experience*, two (2) of those years in a healthcare setting**.

*Information and management systems experience refers to work experience in systems analysis; design; selection, implementation, support, and maintenance; testing and evaluation; privacy and security; information systems; clinical informatics; management engineering.

**Includes experience with a provider of health services or products to a healthcare facility (e.g., hospital; healthcare vendor; federal, state, or local government office; academic institution; payer; public health, etc.).

Knowledge Preparation



Knowledge Preparation



Knowledge Preparation



CPHIMS Examination Detailed Content Outline (effective March 01, 2013)	Cognitive Level			TOTAL
	Recall	Application	Analysis	
1. General	22	6	0	28
2. Systems	3	22	15	40
3. Administration	5	18	9	32
Total	30	46	24	100

There are always 15 questions that are in trial and will not count toward your final score.

Knowledge Preparation

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Knowledge Preparation

- Resources
 - CPHIMMs review guides
 - Review manuals
 - Interviews with others who have taken the test
 - <http://oli.cmu.edu/courses/free-open/healthcare-information-and-management-systems/>

Knowledge Preparation- Night before the test



Knowledge Preparation- Morning of test



Knowledge Preparation- Day of Test



Test Taking- Day of the test

- Instructions prior to test- listen carefully
- Pencil and Paper
- Before you start test
 - Use your scratch sheet to write down things that are hard to remember
 - Acronyms
 - Mnemonics you've used to memorize

Test Taking – Writing Test Questions

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Test Taking- Anatomy of a Test Question

- The average hours of daylight in Anchorage Alaska in January is
 - A. 24
 - B. 12
 - C. 6
 - D. 0

Test Taking in Three Steps

1. Go thru test a first time answering only questions you can quickly and confidently answer.
2. Go thru test a second time, spending more time on harder questions. LEAVE the ones you just don't know the answer to for the last round.
3. On this last round answer the questions you just don't know... remember that in the end you have a 25% chance of getting it right if you select a random answer.

Lets Practice

***Question #1**

A universal goal to improve patient safety is the use of

- A. surgical pause.
- B. patient privacy process.
- C. diagnosis-related groups.
- D. peer review.

Lets Practice

*Question #2

When setting up relational databases, the primary key refers to a field or set of fields that

- A. contains the unique security password for the database.
- B. points to rows and columns in the table.
- C. relates the tables for the database.
- D. uniquely identifies each record stored in the table.

Lets Practice

*Question #3

A healthcare organization has long waiting lists for its services. Patients need to wait several weeks to schedule appointments and more department staff are being requested by the CEO to address wait times. The CEO should first:

- A. request the completion of a root cause analysis.
- B. respond to the request by adding more staff.
- C. compare information from other area healthcare organizations.
- D. advise that a referral system be established.

Lets Practice

*Question #4

An applications manager is charged with implementing a new electronic nurse documentation system. Which of the following is the **FIRST** step to ensure a successful implementation?

- A. Create an implementation team of IT, clinical, and ancillary services staff.
- B. Formulate a plan to install a new wireless network for mobile workstations.
- C. Set up comprehensive, around-the-clock training for the nursing staff in each clinical unit.
- D. Make plans to purchase one workstation for each nurse in a clinical care position.

Lets Practice

*Question #5

A healthcare organization's emergency department (ED) continues to report its system is "down" at least 25% of the time. Operations staff has been logging computer and application downtime every day for a month and found system downtime was less than 1%. Local IT staff visited the ED periodically throughout the day and found users successfully using the system on every visit. Which of the following should the CIO do to resolve this issue?

- A. Officially report the month-long downtime tracking results and spend no more time on the issue.
- B. Put an IT specialist in the department every day for a week to monitor system use.
- C. Put a problem log on the unit and ask ED staff to log details of each downtime experience.
- D. Meet with key users in the ED to hear specific complaints first-hand.

Lets Practice

*Question #10

Clinical staff is complaining about frequent system downtimes that seem to occur during the busiest times. Building engineers have identified the cause of the problem as intermittent brown- and black-outs due to a 30-year-old electrical system. The existing emergency generator is working at full capacity. Due to the high replacement costs, there are no plans to expand capacity. All servers are on emergency power, but the addition of all workstations to the emergency generator is not possible. Although these outages are relatively short, customer service is compromised and the staff is frustrated. The **BEST** short-term solution is to

- A. include generator expansion in the strategic planning.
- B. advise patients of possible electrical problems.
- C. place critical workstations on uninterruptible power supply units.
- D. replace old wiring in the entire facility.

Lets Practice

*Question #9

An analyst from a consulting firm requests access to the accounts receivable system. The director of patient accounting has engaged the firm to produce some special request reports. The IT director determines that there are no outstanding requests for special reports and asks the patient accounting director why the IT support analysts were not asked to produce the reports. The reply is, "The IT department is understaffed and has too many other things to do." Which of the following should the IT director do NEXT

- A. Give the consultant temporary access to the system.
- B. Analyze the turnaround time to complete special request reports.
- C. Meet with the patient accounting director to define support expectations.
- D. Ask the patient accounting director to sign a service level agreement.

Questions?