



## **Certified Electronic Health Records Specialist (CEHRS) Practice Analysis Study EXECUTIVE SUMMARY**

The practice analysis described in this report was completed in 2019 for the National Healthcareer Association's (NHA) Certified Electronic Health Records Specialist (CEHRS) examination. The purpose of the practice analysis was to describe the job activities (i.e., tasks performed and knowledge needed) of the electronic health records (EHR) specialist in sufficient detail to provide a basis for the development of a professional, job-related certification examination.

Ascend Learning, the parent company of NHA, facilitated the selection of a Practice Analysis Task Force (PATF) to conduct the activities necessary to identify the responsibilities of an EHR specialist, and to develop the detailed test plan. The diversity of this group was reflective of the EHR specialist's job. All PATF members demonstrated expertise in the duties and activities associated with this profession.

The study involved the development of a job analysis survey, distribution of the survey to current EHR specialists, and an analysis of the responses. The detailed test plan for the CEHRS exam was developed based on these data. The PATF and independent SME groups identified the following five domains:

Domain 1: Non-Clinical Operations Domain 2: Clinical Operations Domain 3: Revenue Cycle/Finance Domain 4: Regulatory Compliance Domain 5: Reporting

A large-scale online survey was administered to verify the delineation and to gather data to be used in creating a revised content outline and test specifications for the CEHRS examination. Twenty thousand (20,000) potential participants were invited to complete the survey. The survey sample was comprised of four (4) primary cohorts from the NHA database: 1) active CEHRS certification holders; 2) active certification holders in related practice areas (CBCS, CMAA, CCMA, and CPCT); 3) individuals who purchased CEHRS preparatory materials but who had not yet taken the examination; and 4) instructors of EHR programs and/or courses. Six hundred seventy-three (673) eligible respondents completed the survey.

After the survey data were analyzed, the results were reviewed with the PATF and decision rules were established. These rules were used to determine which tasks and knowledge areas were appropriate for assessment and therefore inclusion in the final detailed test plan. The PATF deemed that the validation evidence was sufficient to validate the inclusion of 50 of 51 tasks and all the knowledge in the updated content outline for the CEHRS examination. The resulting detailed test plan for NHA's CEHRS will be used by Ascend Learning to assemble examinations, with each multiple-choice exam being comprised of 100 scored items and 25 un-scored pretest items.