HIM Checkup™ and Revenue Cycle Management Checkup™ Services

- Identify departmental gaps, weaknesses and process issues
- Establish key benchmark targets for managing performance and productivity
- Tackle daunting departmental challenges with workflow analysis and redesign
- Educate and mentor staff for best practice operations in an automated environment
- Help transition medical record functions to a virtual HIM environment through best practice operational assessments

Coding accuracy and managing patient records are corner stones for generating clean claims the first time through. However, today's Health Information Management (HIM) professional is increasingly overwhelmed with the demands of the position. Working through chart deficiencies, RAC programs, implementing EHR and other record systems, HIPAA challenges, medical transcription, lowering A/R days and DNFB, together with staffing and productivity issues can lead to long days, seemingly without end. As a core component of Revenue Cycle Management (RCM), the HIM department needs a strategic and tactical operational plan. H.I.Mentors is ready to help you meet all the challenges encountered along the eHIM Continuum™.

"We are extremely satisfied with the top quality work that H.I.Mentors has done for us on all projects. The consultants are professional and experienced. They demonstrate personal commitment, integrity, and provide creative ideas and excellent support. The value and return on investment in working with the H.I.Mentors team is the best we have experienced from any consulting team in the industry. We would not hesitate to recommend or re-hire H.I.Mentors to help us in future projects."

*– Lisa R. Carroll, RHIT
Director of Medical Records,
HIPAA Privacy Officer
St. Rita's Medical Center,
Lima, Ohio*

HIM Checkup™ Services

With HIM Checkup from H.I.Mentors, your organization can choose from a menu of numerous services including HIM operational assessments and strategic planning, as well as mentoring and educational programs individualized to help your staff reach its highest potential. Key program elements can include:

- HIM operational assessments
- Best practice benchmarking and standardization
- Staff mentoring and education
- Forms redesign and management
- Legal Health Record definitions and education
- HIM department record consolidation and space utilization analysis
- Interim HIM director/manager staffing
- ICD and CPT/HCPCS Coding Audit Services (onsite or remote)

Ask Yourself

- Is your DNFB out of control?
- Are turnaround times for transcription, coding, filing, or ROI requests creating a backlog?
- Are problems with documentation or incomplete or delinquent records causing billing delays or additional rework?
- Is your facility preparing to move to an electronic health record, yet your HIM department is understaffed or lacking the expertise to implement needed changes?

Revenue Cycle Checkup™ Services

The HIM department is at the center of the revenue cycle and plays a critical role in the translation of clinical documentation into the language of coding—enabling data to be used for quality, compliance and financial reimbursement. H.I.Mentors can fine-tune your HIM engine to help ensure your facility's optimal revenue cycle goals are achieved. Key elements of the program can include:

- DNFB assessment and improvement
- HIM productivity benchmarking
- Workflow optimization/Virtual HIM Department
- Clinical Documentation Improvement (CDI) audits
- CDI medical staff education and chart audits
- RAC Readiness preparation and response
- Chargemaster (CDM) management process improvement
- Computer-Assisted Coding evaluation

Ask Yourself

- Is it a constant challenge to manage the relationship between HIM and key departments such as medical staff, nursing, ancillary, or the business office?
- Do you struggle to balance additional demands from RAC or other programs while dealing with staff time-off or reduced resources?
- Is your HIM department now involved with managing charge capture and the CDM, HIPAA, or quality and case management data without the proper training to get the job done?

If you are asking yourself any of these questions, H.I.Mentors can help. Our hands-on mentoring approach ensures your staff receives the training to handle pressing issues and provide a solid return on investment.

About H.I.Mentors

H.I.Mentors is an Health Information Management (HIM) and Revenue Cycle Management consulting firm founded by nationally recognized HIM leader Darice Grzybowski, MA, RHIA, FAHIMA. H.I.Mentors employs leading industry experts with decades of combined experience to provide focused consulting programs that simultaneously help improve compliance, motivate staff, mitigate risk and reduce costs for facilities. Our hands-on mentoring approach helps your HIM and Revenue Cycle department improve their operations to help you optimize performance and improve your bottom line.

The challenges along the eHIM Continuum™ are many. Our expertise can help ensure your success and smooth transition as you migrate toward the EHR.