



AHIA's Body of Knowledge

1. Business Aspects of Care Settings
 - A. Core Care Setting
 1. Physician Practices (Professional Fee Services)
 2. Acute Care Hospitals (Including Emergency Department, Ancillary Departments, and Other Clinical Care Activities)
 3. Post-Acute Care (Rehab, Behavioral, Skilled Nursing Facilities, Home Care, Assisted Living, Durable Medical Equipment, Hospice, Retail Pharmacy)
 - B. Other Care Settings
 1. Urgent Care Centers
 2. Ambulatory Surgery Centers
 3. Freestanding Imaging Centers
 4. Freestanding Emergency Departments
 5. Specialty Hospitals
 6. Medical Office Buildings
 7. Virtual Medicine
2. Revenue Cycle
 - A. Health Insurance Provider Revenue Cycle Elements
 1. Enrollment and Eligibility
 2. Benefits Administration
 3. Reimbursement Fee Schedule
 4. Claims Processing
 5. Claim Appeals
 - B. Health Care Provider Reimbursement
 1. Medicare
 2. Medicaid
 3. Advantage Programs
 4. Commercial Payors
 5. Self Pay
 6. Research Sponsors
 - C. Health Care Provider Revenue Cycle Elements
 1. Scheduling
 2. Preregistration
 3. Registration/Patient Access
 4. Provision of Services and Documentation
 5. Charge Capturing
 6. Discharge
 7. Coding
 8. Billing

- D. Revenue Deductions
 - 1. Contractual Adjustments
 - 2. Administrative Adjustments
 - 3. Charity Care
 - 4. Bad Debt Writeoffs
 - 5. Payment Posting
 - 6. Collections
 - 7. Management Monitoring/Key Performance Indicators
- 3. Regulatory Environment
 - A. Regulatory Bodies
 - 1. CMS
 - 2. OIG
 - 3. OCR
 - 4. DEA
 - 5. FDA
 - 6. The Joint Commission
 - 7. State Regulators
 - B. Regulations
 - 1. HIPAA
 - 2. Stark and Anti-Kickback
 - 3. False Claims Act
 - 4. CMS Conditions of Participation
 - 5. CMS Conditions of Payment
 - 6. Affordable Care Act
 - 7. Physician Payment Sunshine Act
 - 8. EMTALA
 - 9. IRS Regulations 501(r)
- 4. Core Business Functions
 - A. Operational/Financial
 - 1. Payroll
 - 2. Procurement
 - 3. Materials Management
 - 4. Foundations
 - 5. Cash Management
 - 6. Human Resources
 - 7. Joint Ventures
 - 8. Finance/Accounting
 - 9. Contract/Vendor Management
 - 10. Business Continuity
 - 11. Research

- B. Information Technology
 - 1. Electronic Medical Record Systems
 - 2. Revenue Cycle Systems
 - 3. Information Governance
 - 4. Cybersecurity
 - 5. Biomedical Devices
 - 6. Clinical Systems
- C. Compliance
 - 1. Corporate Compliance/Legal
 - 2. Privacy
 - 3. Credentialing and Privileging
 - 4. Accreditation
 - 5. Conflict of Interest
- D. Administrative Functions
 - 1. Risk Management
 - 2. Enterprise Risk Management
 - 3. Quality
 - 4. Patient Safety
 - 5. Organizational Governance
 - 6. Strategic Planning