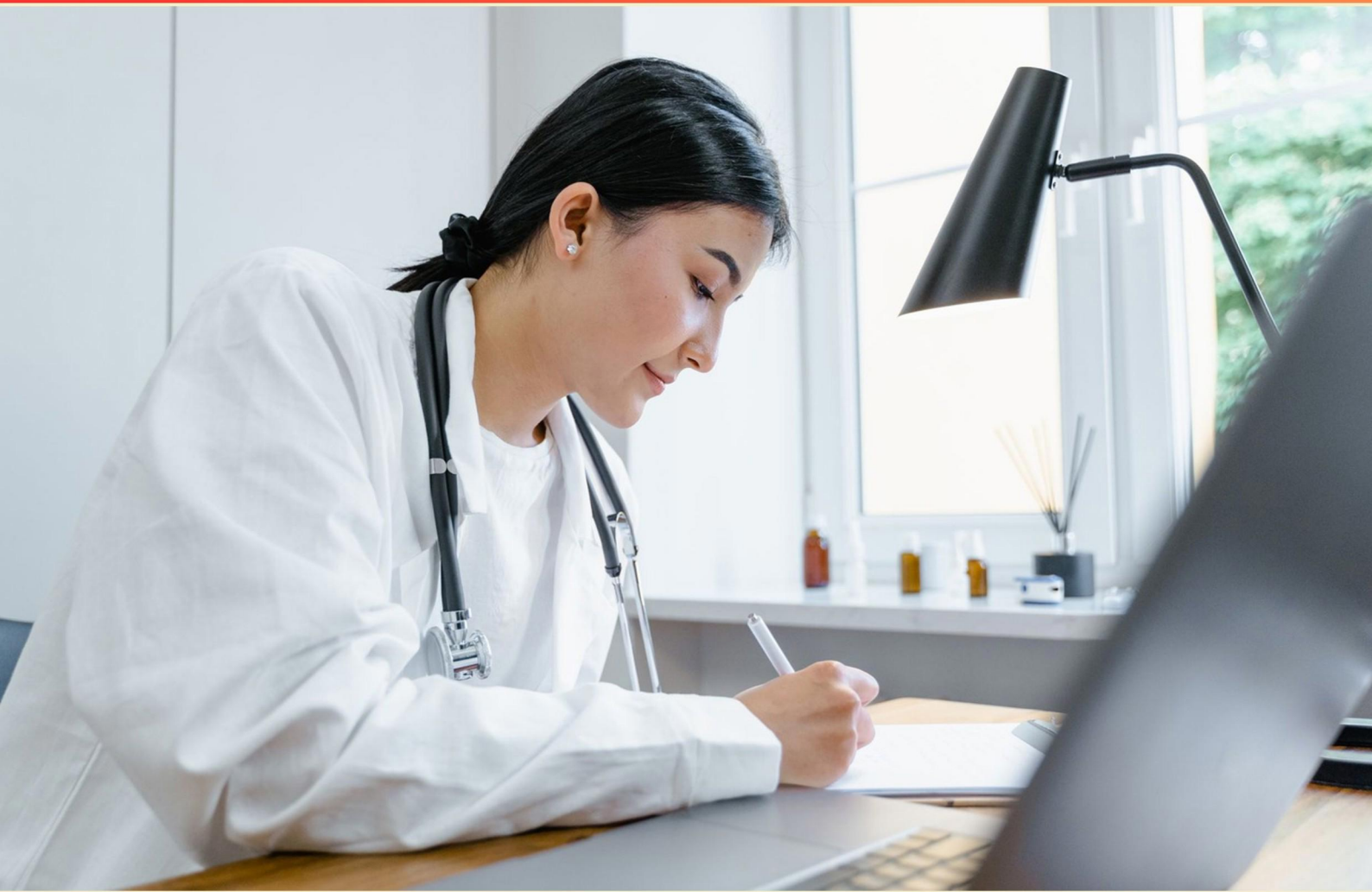


CERTIFIED ASSOCIATE IN HEALTHCARE INFORMATION AND MANAGEMENT SYSTEMS (CAHIMS) PRACTICE EXAM (SAMPLE) STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

**VISIT US ONLINE FOR
THE FULL VERSION STUDY GUIDE**

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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- 1. Macro viruses usually infect Microsoft Office files and _____.**
 - A. install themselves when users click files
 - B. delete all hard disk files on a specified date
 - C. install themselves when the computer reboots
 - D. None of the above
- 2. Which is a component to consider when developing technology architecture?**
 - A. Applications
 - B. Databases
 - C. Infrastructure
 - D. Integration
- 3. Which phase of the ADDIE model includes ensuring that all equipment needed for the training is in place and that all technological applications are functional?**
 - A. Analysis
 - B. Design
 - C. Development
 - D. Implementation
- 4. Process redesign includes which of the following?**
 - A. A change in a process
 - B. Anticipation of a good outcome
 - C. Both
 - D. Neither
- 5. Select the appropriate sequence for developing an enterprise architecture plan:**
 - A. Information architecture, business process, technology architecture
 - B. Technology architecture, information architecture, business process
 - C. Business process, technology architecture, information architecture
 - D. Business process, information architecture, technology architecture

- 6. Workflow analysis includes which of the following?**
- A. Knowledge of process components and relationships between them
 - B. Identification of opportunities for improvement
 - C. Neither
 - D. Both
- 7. Which payment type is described as covering a defined set of services across a specified period?**
- A. Self-pay
 - B. Prospective payment
 - C. Capitation
 - D. Global payment
- 8. What does HL7 stand for?**
- A. Health Level 7
 - B. High Load 7
 - C. EHR Code of ethics guaranteeing safety
 - D. Health Logistics 7
- 9. Which metric best demonstrates the success of a system rollout?**
- A. End users
 - B. Expert analysis
 - C. Technical staff
 - D. Professional evaluators
- 10. Which process group is primarily responsible for defining the project scope and goals at the outset?**
- A. Initiation
 - B. Planning
 - C. Execution
 - D. Monitoring and Controlling

Answers

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1. A
2. C
3. D
4. C
5. D
6. D
7. D
8. A
9. C
10. A

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Explanations

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1. Macro viruses usually infect Microsoft Office files and _____.

- A. install themselves when users click files**
- B. delete all hard disk files on a specified date
- C. install themselves when the computer reboots
- D. None of the above

Macro viruses embed malicious code in Microsoft Office documents that runs when the user enables macros after opening the file. The typical infection occurs because users click to open or enable content in a document, allowing the macro to execute and then spread to other documents or locations. This behavior hinges on the need for user action to run the macro, which is why infection happens at the moment of opening or clicking the file. The other scenarios describe different malware patterns (a reboot-based trigger or a time/date trigger) that aren't characteristic of how macro viruses spread.

2. Which is a component to consider when developing technology architecture?

- A. Applications
- B. Databases
- C. Infrastructure**
- D. Integration

When developing technology architecture, you focus on the underlying environment that everything else relies on—the infrastructure. This includes the computing resources (servers, virtualization, or cloud services), storage, network design, security controls, recovery and resilience plans, and the management tools that keep systems running. The infrastructure shapes performance, scalability, cost, and reliability, and it determines how well applications, databases, and integration layers can function at scale. Applications are the software that runs on top of this foundation, databases provide data storage on that foundation, and integration enables components to communicate; all of these depend on a solid infrastructure to deliver the needed performance and availability. So, considering infrastructure upfront sets the stage for a stable, scalable technology architecture.

3. Which phase of the ADDIE model includes ensuring that all equipment needed for the training is in place and that all technological applications are functional?

- A. Analysis
- B. Design
- C. Development
- D. Implementation**

In the ADDIE model, the phase where you put the plan into action and ensure that the learning environment and technology are ready is the implementation phase. This stage is about delivering the training and making sure all logistics are in place so the session can run smoothly. That includes confirming that equipment such as computers, projectors, audio tools, and any simulation or interactive devices are available and functioning, as well as verifying that all software applications, LMS access, and other tech used for the training are working properly. By focusing on readiness and delivery, you minimize technical disruptions and support effective learning. Earlier phases serve different purposes: analysis identifies needs and constraints; design maps out objectives and instructional strategy; development creates and tests materials. But the actual setup, deployment, and troubleshooting of the training environment and tools happen during implementation.

4. Process redesign includes which of the following?

- A. A change in a process
- B. Anticipation of a good outcome
- C. Both**
- D. Neither

Process redesign is about deliberately altering how a workflow operates to improve performance, with the expectation of a better outcome. It inherently involves making a change to the process itself—reordering steps, adding or removing steps, or changing who performs them. At the same time, redesign is driven by the goal of achieving improvements such as faster processing, fewer errors, or higher data quality. So, it includes both a change in the process and the anticipation of a better result. If you focus only on outcomes without changing the workflow, that isn't redesign; if you only change something without aiming for improvement, it isn't a redesign either.

5. Select the appropriate sequence for developing an enterprise architecture plan:

- A. Information architecture, business process, technology architecture
- B. Technology architecture, information architecture, business process
- C. Business process, technology architecture, information architecture
- D. Business process, information architecture, technology architecture**

A business-driven sequence is used: begin by mapping the organization's business processes and goals, then design the information architecture to support those processes, and finally define the technology architecture that will enable the information and workflows. Starting with how the business operates ensures you capture the actual needs, constraints, and value streams. With that context, you can model data and information flows that truly support decision-making and process execution. Only after the information needs are clear do you select and align the appropriate technologies, ensuring platforms, applications, and infrastructure fit the defined processes and data requirements. If you start with technology, you risk committing to solutions before understanding process needs or data requirements, leading to misaligned or wasted investments. If you jump to information architecture without grounding it in real business processes, the data models may not reflect how work is actually performed. This ordered approach—process first, information second, technology third—helps ensure coherence, traceability, and effective implementation.

6. Workflow analysis includes which of the following?

- A. Knowledge of process components and relationships between them
- B. Identification of opportunities for improvement
- C. Neither
- D. Both**

Workflow analysis focuses on understanding how work moves through a process and how all the pieces fit together. It starts by identifying the components—the steps involved, the people or systems that perform them, the data or documents used, and the rules or policies that govern them—and mapping how these parts relate to each other, including the sequence, handoffs, and data flows. With a clear map in hand, the analysis then looks for opportunities to improve the process: where steps can be streamlined, where bottlenecks or errors arise, where data is duplicated, or where responsibilities are unclear, and how changes can enhance efficiency, accuracy, and quality. In healthcare, this dual focus is key because patient care depends on smooth information flow and timely, reliable processes; improving one aspect often reveals opportunities to improve the other. For example, mapping an admission workflow illuminates who enters data, where it travels, and where delays occur, and then points to concrete changes like parallelizing steps, reducing redundant data entry, or standardizing forms to prevent errors. Therefore, workflow analysis inherently includes both understanding the components and their relationships and identifying opportunities for improvement.

7. Which payment type is described as covering a defined set of services across a specified period?

- A. Self-pay
- B. Prospective payment
- C. Capitation
- D. Global payment**

Global payment is a single negotiated amount that is intended to cover all the care included in a defined set of services over a specific period. This bundled approach means one price covers everything within that scope for the entire time frame, encouraging coordination and cost control across the care episode. For example, a global payment might cover all prenatal care, delivery, and a defined postnatal period under one price. This differs from self-pay (which the patient pays out of pocket), prospective payment (a price set before services but not necessarily bundled for an entire period), and capitation (a fixed per-member-per-month payment to cover a defined set of services, typically on an ongoing basis).

8. What does HL7 stand for?

- A. Health Level 7**
- B. High Load 7
- C. EHR Code of ethics guaranteeing safety
- D. Health Logistics 7

Understanding what HL7 stands for is being tested. HL7 stands for Health Level Seven International, with the common expansion used in exams being Health Level Seven. This refers to the standards that govern how electronic health information is exchanged between different healthcare systems, focusing on the application-level details of data sharing. The "Seven" signals the level of the OSI model where application-to-application data exchange occurs, which is the facet HL7 aims to standardize in healthcare. The other options don't reflect the actual acronym or meaning of HL7.

9. Which metric best demonstrates the success of a system rollout?

- A. End users
- B. Expert analysis
- C. Technical staff**
- D. Professional evaluators

Measuring a system rollout's success centers on how well the system operates in production, as observed by the technical staff responsible for supporting it. Technical staff are directly engaged with the system's day-to-day functioning, so they can assess uptime, response times, error rates, data integrity, and the ability to integrate with other systems. Their experience confirms whether deployment meets requirements, remains stable, and can be maintained over time, which is the strongest signal that the rollout has truly succeeded. End users provide valuable feedback on usability and adoption, but that doesn't necessarily prove technical stability. External analyses or evaluators offer perspectives, but the practical proof comes from the technical staff who keep the system running smoothly.

10. Which process group is primarily responsible for defining the project scope and goals at the outset?

- A. Initiation**
- B. Planning
- C. Execution
- D. Monitoring and Controlling

At the outset, the project is being formed and given authority to proceed. The initiating process group handles this by authorizing the project and establishing its purpose, stakeholders, and high-level objectives and boundaries. The artifacts created here, like the project charter, officially define why the project exists and what it aims to achieve, providing the initial scope and goals that guide all subsequent work. While detailed scope is refined later in planning, the foundation—why the project is being done and what it intends to accomplish—gets established during initiation to authorize and align everyone from the start. The planning phase then expands that foundation into a detailed scope statement and plan, execution carries out the work, and monitoring and controlling tracks progress and changes.

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://cahims.examzify.com>

We wish you the very best on your exam journey. You've got this!

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