

2008-2009
Student Handbook

Health Information
Management

School of Allied Health
The University of Kansas Medical Center



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CONTACT INFORMATION

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WEB SITES: Department: <http://www.him.kumc.edu>
KU Catalog: <http://www.ur.ku.edu/Acadpub/ugradcat/index.shtml>

MISSION STATEMENT

The mission of the Department of Health Information Management, School of Allied Health at The University of Kansas Medical Center is to educate and prepare progressive and highly qualified professionals who provide leadership in the diverse global healthcare and business information environments while promoting excellence in Health Information Management.

VISION

The Department of Health Information Management, School of Allied Health at The University of Kansas Medical Center is a premier academic program that strives to meet the emerging needs of our communities of interest by providing advanced knowledge through scholarship, professional development, research, and technical expertise.

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ACCREDITATION

The Health Information Management Department is accredited by the Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM).

CAMPUS RESOURCES

Computers

A Health Information Management (HIM) computer lab is available for HIM students in Taylor, G007. It is accessed using one's KU HIM student swipe card. The lab is open 24 hours with a limited number of work stations. Additional computers are located in the Dykes Library.

Students will be required to purchase tablets from the University of Kansas. The total cost is \$2500, which will be split into two payments of \$1250 each over the course of the first two semesters. If the student is requesting Financial Aid he/she will need to fill out a Budget Adjustment Request Form and let Financial Aid know that he/she is a HIM student.

Department telephones

Departmental telephones are available for emergency use only.

Cell phones and electronic devices

All cell phones, iPhones, and Blackberry devices must be turned off, and not to vibrate, during class. Text messaging is unacceptable and not permitted at any time. **Use of any electronic device, other than your tablet pc, is prohibited during class.** Turn off all electronic devices, with the exception of your tablet, when you are in class.

Should a student anticipate a family emergency, or other personal crisis, direct the outside party to call Moffett Ferguson, School of Allied Health, (913-588-5275) during his/her class time. The urgent message will be brought to the classroom as soon as possible.

Copy Machine

Copy machines are available for student use in Dykes Library. A "GoPrint" account may be purchased and used at Dykes Library for printing off text materials.

The instructor will hand out all necessary course materials at the appropriate time within the course. Additional copying may be done on the HIM copy machine in accordance with the following policies:

- 24 hours notice of copying request is required to be given prior to the actual copying performed.
- Student will coordinate with instructor of the class for which copies are required to have copies of specific materials made.
- Please note that departmental copying takes precedent over student needs.

EMERGENCY POLICIES & EVACUATION PROCEDURES

Policy

With the concern of our students foremost, the HIM program has created the following procedures for students and faculty to follow in the event of an emergency. Safety at the university is an integral part of everyone's responsibilities. It is dependent upon everyone working together.

Student and faculty responsibilities are the same. We must all:

- conduct our activities in a safe manner.
- report unsafe conditions to the HIM Department Chair
- follow all requirements and guidelines to minimize risks to you, other students, and faculty.

Emergency preparedness will serve to protect you during a stressful event. Actions that you can take now include:

- make yourself familiar with at least two different exit routes
- check posted maps for exit routes from the Taylor Building and study these routes*

* From other classrooms throughout KUMC, check the posted emergency procedures/routes that are stated for that building.

- DO NOT use the elevators during an emergency
- in severe weather go to the severe weather shelter areas in the lower parts of the School of Nursing building
- check notification systems, emails and information phone lines (913-588-INFO)

Procedures

There are two types of emergency responses/actions; one of which you may be requested to follow:

- ***Evacuation*** to a safe area outside because of fire.
- ***Take shelter*** in a location where you are protected from tornados or severe weather.

Evacuation

- From the **ground floor** of Taylor Building, exit through the northeast door located in the northeast corner of the HIM lab/classroom. This door is to be used only in the case of an emergency. Exit to the outside, cross 39th Street and meet the other HIM students/faculty in Lot 40 – this is the parking lot in front of the research building.
- (If the northeast door is blocked) From the ground floor of Taylor Building, exit through the southwest doors (located near the “new” elevator) to the outside. Walk to the north side of Taylor, cross 39th Street and meet the other HIM students/faculty in Lot 40 – this is the parking lot in front of the research building.
- From the **1st floor** of Taylor Building, exit to the stairwell on the east side of the 1st floor. Go down to the street level, exit, cross 39th Street, and meet the other HIM students/faculty in Lot 40 – this is the parking lot in front of the research building.
- (If east stairwell is blocked) Exit to the stairwell on the west side of the 1st floor. Go down to the street level, exit, cross 39th Street, and meet the other HIM students/faculty in Lot 40 – this is the parking lot in front of the research building.

Take shelter

- In cases of severe weather, go to the **School of Nursing basement** and stay in the designated sheltered area with your HIM student peers and faculty until the “all clear” signal is given, or you are notified that it is safe to leave.
- Use land lines for calling 911. Land lines go directly to KUMC Police and Emergency Response. (Cell phones may go to either side of the state line – which might cause confusion.)
- If you are safe, you may check the email system for critical information and notifications of the impending storm. (See ALERTUS System below.)

ALERTUS System

The Alertus system and the campus RAVE alert system (sends a text message to a cell phone) are now active. The Alertus units are a way for the KU Medical Center Police Department to communicate with the campus in real time during an emergency. These emergencies include:

- Severe weather that requires immediate action,
- Situations that affect public safety
- Environmental dangers to the campus.

In the event of an emergency, the following will occur:

- The sounding of each Alertus module's alarm and flashing lights, along with a text message on the unit's display board

- A simultaneous emergency broadcast e-mail will be sent to each kumc.edu university e-mail account
- If you have opted in to the campus RAVE alert system, you will receive a text message on your cell phone.

All three simultaneous communications are critical so that, no matter where you are on campus, an emergency message can reach you. It is important to locate the Alertus unit nearest to you in each of your classrooms and offices.

If you have not opted in to the RAVE text messaging alert system and you wish to do so, click on <https://sa.ku.edu/psp/saku/?cmd=login> and log into the KUMC Campus page using your KUMC ID and system password. From there, click on "Emergency Contact Info," and follow the directions to update your contact information.

PROPER USE OF A FIRE EXTINGUISHER

Remember P.A.S.S.

“P” Pull the pin.

“A” Aim the nozzle at the flame

“S” Squeeze the trigger

“S” Sweep from side to side

EMERGENCY CONTACT INFORMATION

- 911 emergency number (on campus phones) goes to the KUMC police
- 911 (cell phone) goes to a metro 911 call center, and then is re-routed to KUMC police
- Call 911 for
 - ❖ Fires
 - ❖ Medical Emergencies
 - ❖ Law enforcement
 - Vehicle accidents
 - Thefts
 - Abductions/hostage situations/workplace violence
 - Bomb threats and suspicious packages
- KUMC blue phones go directly to KUMC Police

Some of this information was taken from: https://www2.kumc.edu/Chalk2/training/safety_kumc/student/index.html 2007

STUDENT ORGANIZATIONS

Opportunities

Health Information Management (HIM) students are offered the opportunity to participate in the governance of the School and the University through the following organizations:

- a. **KUMC STUDENT ASSOCIATION - STUDENT GOVERNING COUNCIL (SGC):**
This organization is the overall student governing body for the KUMC campus, composed of representatives from all Schools. There is a set number of SAH graduate students who can vote, and a set number of SAH undergraduate students who can vote. The SAH Senate appoints two allied health undergraduate students to the SGC. Each student in the SGC is a member of the KUMC Student Association. The purposes of this student government organization include promotion of student welfare and representation of student interests and concerns, recommendation of student fee allocations and expenditures, and enhancement of the cultural, social and professional growth of students. The body governing the KUMC Student Association is the Student Governing Council. Please refer to the [KUMC Student Handbook](#) for additional information.
- b. **SCHOOL OF ALLIED HEALTH STUDENT SENATE (SAH Student Senate):**
Governing body for the SAH students, the SAH Student Senate is composed of representatives and alternates that are student representatives elected from each academic SAH program. The organization serves as the principle instrument for student participation in the formulation and application of SAH policies affecting academic and student affairs. The Senate meets once a month at noon – lunch provided. The first SAH Senate meeting is usually held in late August/early September...before September 7th. Additional information about this organization can be found in the [KUMC Student Handbook](#). Both Junior and Senior HIM students will elect representatives to the Student Senate at the beginning of the fall semester.
- c. **HEALTH INFORMATION MANAGEMENT CLASS OFFICERS:** Junior and Senior HIM students will elect class officers for their respective class at the beginning of the fall semester.
- d. **STUDENT REPRESENTATION AT FACULTY MEETINGS:** Both class presidents will represent their respective classes at faculty meetings. If unable to attend a meeting, the class president should appoint an alternate.
- e. **CLASS MEETINGS:** The class presidents conduct class meetings at the direction of each class. The class secretaries will post the class minutes on the bulletin board located within the HIM computer lab.

PROFESSIONAL ORGANIZATIONS

Opportunities

A variety of opportunities exist for Health Information Management students to attend professional meetings, and/or to participate in professional development. **Student membership within AHIMA is required by the HIM Department.**

- a. **AMERICAN HEALTH INFORMATION MANAGEMENT ASSOCIATION (AHIMA)** AHIMA is the national organization for the health information management profession. AHIMA provides educational opportunities and resource information in health information management and encourages student participation at the state level (Kansas Health Information Management Association) and at the national level (Student Community – in [Communities of Practice](#)). Detailed information regarding AHIMA and KHIMA will be presented during the student orientation in August.
- b. **KANSAS HEALTH INFORMATION MANAGEMENT ASSOCIATION (KHIMA)** KHIMA is the state organization that represents health information management professionals, including students, across the state of Kansas in legislative, ethical, professional and practice matters. Scholarships are offered to qualified students displaying positive attributes in academic, leadership, and community activities. KHIMA meetings are held twice a year.
- c. **MISSOURI HEALTH INFORMATION MANAGEMENT ASSOCIATION (MHIMA)** MHIMA is the state organization that represents health information management professionals, including students, across the state of Missouri in legislative, ethical, professional, and practice matters. MHIMA meetings are held once a year in the late spring.
- d. **KANSAS CITY HEALTH INFORMATION MANAGEMENT ASSOCIATION (KCHIMA):** KCHIMA is an area association for health information managers throughout our city. Meetings are held monthly, and membership for students is free. This is an excellent opportunity for networking, meeting active professionals, and becoming known to the HIM community. It is strongly recommended that the students attend these meetings. Upcoming meetings are posted on the HIM office bulletin board.

DEPARTMENTAL AND SCHOOL FUNCTIONS

Activities

The HIM Department and the School of Allied Health sponsor activities throughout the year. Your assistance, when requested, will be necessary to ensure the success of certain activities. Attendance at these activities is **required**. Additional information regarding these activities is provided throughout the year. These activities include:

- New Student Orientation
- SAH Recognition Ceremony

HIM Homeroom

Health Information Management students are expected to attend *HIM Homeroom*. This activity occurs the **first Wednesday of every month**, before the beginning of classes at 8:30am, for 30 minutes. The purpose of this gathering is to facilitate communication between students and faculty. *HIM Homeroom* will disseminate any information, news, departmental or class changes to the HIM program, as well as welcome any student's questions, issues, suggestions, or

concerns. This will also be the time when faculty will announce their advising schedules. Attendance will be taken.

MANAGEMENT INTERNSHIP

Management Internship Explanation

The Health Information Management Program culminates in a mandatory three (3) credit hour, four (4) week long capstone experience for the student. This internship occurs following the completion of all academic course requirements needed for graduating with an HIA degree. All HIM junior and senior coursework must be completed by the student (with a C grade or better) prior to participating in this experience.

The following list includes all policies and procedures unique to this special experience. Any questions or concerns should be directed to the Clinical Coordinator.

Internship Policies and Guidelines

- The management internship is required of all students who intend to graduate from the University of Kansas Health Information Management Program.
- Each student is **financially** responsible for all of their travel arrangements to and from the site, plus room and board. The student will not be compensated for this academic requirement.
- The responsibility for the safety of the student, and for the student's property, will rest completely with each individual student while on their internship. Be careful and use common sense!
- The student will be provided information regarding the internship at the beginning of the senior fall semester.
- All students are required to return to the HIM Program for two-three days following the completion of their internship. **This is mandatory.**
- Students may select an internship site from the Program's approved list of acute care facilities or nontraditional sites throughout the United States. Or, they may suggest to the Clinical Coordinator an internship site that is not on the list.
- The selected internship site does not become official until the legal contract between the facility and the University of Kansas Medical Center has been signed by all required parties and returned to the HIM Program.
- The Clinical Coordinator does not guarantee that any requested site by the student will be available to that student. However, the Coordinator will attempt to meet the needs of each individual student/request.
- The Clinical Coordinator will be responsible for securing an internship site for each student. Students desiring to help in the process of finding an internship site (e.g. speaking with a hospital HIM Director or other department personnel) should inform the Clinical Coordinator of this wish.
- Due to unforeseen circumstances, there may be a cancellation of the management internship site. Should this occur, the Clinical Coordinator will inform the student within 24 hours of this notification, and will begin the search process for another site for the student within one week.

- The grade for the management internship is based on the following four items:
 - Completion of the management internship (Mentor's evaluation)
 - Completion of all content, function analysis, and project requirements for the notebook
 - Management Internship PPT presentation to the HIM program
 - Mock registry exam

Change Request for the Internship

Because of the intense planning, contractual coordination, time and effort required to place one student at his/her internship, requests for any change of their internship site is considered a serious issue. It is strongly recommended that the student select their site with the understanding that changes are difficult and sometimes unable to be performed.

All requests for any change or exception in the student's planned management internship must be emailed to the Clinical Coordinator within 48 hours of knowledge of the issue/perceived problem. This request will be forwarded to the monthly departmental faculty meeting for focused consideration.

The Department Chairperson and the Clinical Coordinator will respond to any student's management internship change request in writing. This letter will be given to the student within one week after the monthly departmental faculty meeting.

POLICIES

The following policy statements have been approved by the Department of Health Information Management in compliance with requirements of the School of Allied Health and the University of Kansas Medical Center. These standing policies, stated in broad terms, are designed to set parameters for expectations of students.

Verification of the Handbook

Each student is required to sign and date the Student Handbook Verification Form acknowledging that they have opened their handbook on the HIM website (http://alliedhealth.kumc.edu/programs/health_info_mgmt/student_resources.html), read the policies and procedures, understood them, and agree to abide by them. Each student will receive a copy of this form to sign during their HIM August Orientation. This signed verification should be given to the HIM faculty and will be maintained in the HIM Program files.

Confidentiality Agreement and Training Module

During their course of study, HIM students will be exposed to confidential patient information. Therefore, the Health Information Management Program requires all HIM students to sign an annual confidentiality statement. An example of this confidentiality form can be found in Appendix D. Each student will receive a copy of this form to sign during their HIM August Orientation. This signed statement should then be given to the HIM faculty and will be maintained in the HIM Program files.

By September 1st, both junior and senior HIM students will also complete the HIPAA Privacy Provider Training module. The student can access the HIPAA training and quiz at the following web site:

<https://www2.kumc.edu/chalk2/login.aspx?ReturnUrl=%2fchalk2%2fDefault.aspx>

Click on [“institution”] drop down box to select University of Kansas Medical Center
Login in using your GroupWise username and password.

Click on HIPAA Training hyperlink and then select -
“HIPAA TRAINING FOR KUMC PROVIDERS”

When completed, print a copy of the certificate of training and turn it in to the HIM faculty. This certificate will be maintained in the student’s HIM Program academic file.

E-Mail Policy

The HIM Program is a dynamic and busy work environment. When wishing to email a faculty member, the student should consider whether their communication would be considered an appropriate or inappropriate email. The following table offers guidance as to what may constitute an appropriate versus an inappropriate email.

APPROPRIATE E-MAIL

Questions arising from difficulty in understanding course content.
Requests for feedback/clarification about graded assignments.
Students’ personal concerns.

INAPPROPRIATE EMAIL

Questions that are already answered within the syllabus or within the course.
Lacks a subject line clearly stating the purpose of the email.
Contains spelling and/or grammatical errors.**
**** All email should be run through a spell checker and grammatical editor before sending.**

The response time for emails (whether it is a faculty replying to a student or a student replying to a faculty member) should be within a “reasonable timeframe.” If either party is busy and unable to reply to an email, then a quick acknowledgement should be sent informing the other party when an email may be expected.

Equal Opportunity

In accordance with the University policies, the Department of Health Information Management offers equal opportunity to students regardless of race, religion, color, sex, sexual orientation, disability, ancestry, national origin, and, as covered by law, age and veteran status.

Disabilities / Learning Assistance

The Department of Health Information Management does not discriminate against any student on the basis of disability. Reasonable accommodations are provided to the known disabilities of “qualified persons” with covered disabilities.

A “qualified person” can meet the technical standards and entrance requirements of the Health Information Management program with or without a reasonable accommodation. A copy of the technical standards may be found in [Appendix A](#).

Students and applicants are responsible for requesting accommodation and providing appropriate documentation that substantiates the presence of a covered disability and addresses the need for a requested accommodation. Contact the instructor or the Equal Opportunity / Disability Specialist, 913-588-7813, TDD 913-588-7963 as soon as possible.

If you have a documented disability or would like to obtain information regarding services for students with disabilities at The University of Kansas Medical Center, please contact Carol Wagner, Equal Opportunity/Disability Specialist at (913) 588-7813 or TDD (913) 588-7963.

Learning assistance, academic performance enhancement, and psychological services at KUMC are free, confidential, and available at Student Counseling & Educational Support Services by calling 913-588-6580 or by visiting G116 Student Center.

Smoking Ban

The University of Kansas Medical Center is a non-smoking campus.

Dress Code

As a student in a professional program in a medical center setting, the Health Information Management student is expected to present a neat, clean, well-groomed appearance. Although this dress code is not rigid, dress should be professional (i.e., no sweatshirts pulled down over shorts, short shorts, tank tops, low cut tops, ball caps, sweats, or pajamas). Such appearance reflects on the school and the profession as he/she interacts with other professionals throughout the Medical Center. How you dress communicates how you feel about yourself and your chosen profession, as well as conveying a sense of confidence and respect.

- It is required that professional business attire be worn at all professional practice experience sites and for all in-class presentations. (Jeans and sandals are NOT considered professional attire.)

Attendance

Prompt and consistent attendance at all scheduled class sessions and professional practice experiences is expected as part of the professional education process for health information management students. **More specific guidelines for attendance may be established by individual course instructors in their syllabus.** Any absenteeism that exceeds five (5) class days (whether as one event, or as a collective total of non-attended days) will require a meeting with the department chairperson and the student’s advisor.

The program attendance policies and procedures are as follows:

- **Health Information Management students are expected to attend their classes.**
- Arriving to class 15 or more minutes late will be counted as an absence for that student.

- A student who misses more than five class days will be scheduled for a meeting that includes both the department chairperson and his/her advisor.
 - ➔ The student will be counseled, and given the opportunity to explain further the reasons for his/her chronic absentee behavior pattern.
 - ➔ These reasons should also be stated in writing by the student. This letter will be placed in the student's permanent folder.
 - ➔ The student will be requested to develop a plan of action to correct this non-attending behavior. The resulting plan of action should be detailed in writing by the student and placed in the student's permanent file.
 - ➔ A letter detailing this meeting will be signed by the student, advisor and department chairperson, and placed in the student's permanent file.

- With continued absenteeism, the faculty member who teaches the course will be instructed to reduce the student's grade by one letter grade.

- With no improvement of attendance, and chronic lack of attendance from any class, the student will be considered for dismissal from the program. These decisions would be made by a committee of the faculty and the Department Chairperson of the Health Information Management Program. The student would be notified of the meeting of this committee and then notified of their decision within five working days from the date of the meeting.

Because extenuating circumstances do occasionally arise, the student is urged to meet with the instructor of the course(s) and the Department Chairperson to create a plan that would not place the student in any jeopardy.

Advising and Enrollment

At the beginning of the school year students will be assigned an academic advisor within the HIM program.

Student advising is available throughout all semesters of the HIM program. Students are required to meet with their assigned advisor at least once each semester while they are enrolled in the program. Faculty will formally announce (during the semester) when advising times are available for the mandatory meeting.

Enrollment instructions for the HIM curriculum will be made available to students during their enrollment period so that enrollment may be finalized within the Enroll and Pay System.

Uncompleted Prerequisite Coursework

Any and all uncompleted prerequisites **must be completed prior to the beginning of the fall semester of the senior year**. Consequences for a student who is noncompliant with this policy include the placement of an academic hold for senior fall enrollment and possible dismissal from the program.

Official transcripts from other schools should be sent to your HIM advisor as soon as possible after the completion of the class(es). Please be sure to notify your HIM advisor that this action has been performed.

Grade Policies

The letters A,B,C,D,F, I are used within the University of Kansas Health Information Management Program, School of Allied Health. Final grades of “D,” or lower, are not accepted in the HIM program.

Academic Probation and Notification of (Potential) Change of Status

Students are responsible for keeping track of their grades over the semester and for recognizing when their anticipated course grade is below course and Departmental standards, or when their anticipated grade places them in academic jeopardy in any way. Students are expected to seek assistance from the course instructor at such times, or sooner, if they feel they need support from faculty to be successful.

GPA Maintenance

HIM students are required to **maintain a 2.5, or higher, cumulative grade point average (GPA)** in the program. Failure to do so may result in termination from the HIM program.

As stated previously, no final grade of “D,” or below, is accepted in any HIM course. At the end of each semester, the Department will review the records of all students whose semester cumulative GPAs are below a 2.5. Those students will be **notified in writing** that they have been placed on probation.

The official written notification regarding probation status shall include the following information:

- a. the reason the student is being so notified
- b. the potential consequences of the circumstances,
- c. the time frame in which the student may attempt to rectify the situation,
- d. the steps necessary to rectify the situation,
- e. the name of the faculty advisor appointed to assist the student
- f. the consequences of an unsuccessful attempt to resolve the matter in the specified time.*

* At the discretion of the Department, an extension may be granted. Documentation of this arrangement must be attached to the original notification.

If, by the end of the next semester, the student’s semester GPA has been raised to 2.5, the student will be returned to regular status. If the semester GPA is still below 2.5, the student will be considered for dismissal from the program.

A student who has achieved less than a 2.5 GPA for two (2) non-consecutive semesters will also be considered for dismissal from the program.

Change of Status

Should a student jeopardize his/her status in the Department by not performing at the level expected and defined by the Department, the student will be notified in writing that his/her student status is in jeopardy (i.e. good standing, probationary status, dismissal). This notification will take place within five (5) working days from the time the Department first becomes aware of the circumstances.

Should this notification be necessary, an advisor will be available to assist the student who is notified of their jeopardized status. As outlined in the preceding notification regarding probation status, the same format for notification will apply to change of status students.

Examination Absences

If a student is absent from an exam, the exam score shall be zero. The course instructor may elect to give a make-up exam. If this is done, the exam must be made up the day the student returns to class or at the convenience of the instructor.

Professional Practice Experience (PPE) Explanation

Academic time is scheduled each senior semester for the [senior] student to receive hands-on experience in, or information about health care facilities within the greater Kansas City area. Each PPE session is focused on a specific function/concept that has been previously discussed in the classroom. Performance standards are set for each activity and the student will be graded accordingly. See "*Policies, Professional Practice Experience,*" located in another section of this handbook for more information.

- a. Attendance at all assigned PPEs is required. Although absences are not permitted, the student may switch with another student (if that PPE is held twice) to meet their needs should a conflict arise. The student is required to notify the clinical coordinator as soon as possible of the impending switch, and to notify the site coordinator, as the facility has a list of the names of the specific students who they are expecting to visit their site for the particular PPE. Failure to attend a PPE will result in a grade of zero for the student for that particular PPE.
- b. The student is responsible for his/her travel arrangements to any off-site activity. Carpooling is encouraged.
- c. A directory of facility addresses, locations, and maps is available on-line in ANGEL. (Go to the HIM Student Community Group.)

Exemption Exams

Students who are enrolling in HIM classes may be eligible to test out, or be candidates for exemption, of specific courses based on previous academic or professional experience in the class material.

- Final approval rests with the Department Chairperson.
- The determination must be made prior to the beginning of the semester in which the course is taught.

- Prior academic coursework and/or exemption exams must have achieved a minimum score of 79.5%.

Students who wish to be exempted from specific courses need to consult with their academic advisor and present written documentation of work experience or test scores to verify that the course competencies have been met. Each request will be considered by the Department Chairperson on an individual basis.

Degree Policy

Degrees are awarded to senior HIM students who have met all requirements by the last day of final examinations of their senior year of study.

Degree, Application Policy (AFD)

Prospective degree candidates are required to complete an online “application for degree” form (AFD) through Enroll & Pay. This step must be taken to initiate the graduation process. Each student **MUST** initiate this step - this process will not be done by HIM faculty or staff. Not performing this task will result in not graduating in May.

Deadline

To receive a degree for Spring 2009, the AFD must be completed online by April 15th.

Student Code of Conduct

Each student is an important member of our HIM class community and has a responsibility to himself/herself, to the instructors, and to his/her classmates to support and contribute to the HIM program’s learning community. Each student is required to sign and date the Student Code of Conduct acknowledging that they have read this document and its’ stated responsibilities, and that they understand them and agree to abide by them. An example of this form can be found in Appendix E. Each student will receive a copy of this form to sign during their HIM August Orientation. This signed verification should be given to the HIM faculty and will be maintained in the HIM Program files.

Academic Misconduct

(The following is a compilation of the academic policies of the HIM Department and the School of Allied Health.) Academic misconduct by a student shall include:

- giving, receiving, or utilizing unauthorized aid on examinations, assignments, preparation of notebooks, themes, reports, projects and/or other assignments or undertakings
- misrepresenting the source of academic work
- during clinical education (Professional Practice Experiences), inappropriate acts or omissions which place the patient in jeopardy
- during clinical education (Professional Practice Experience), any breach or violation of the confidence of a person being served
- unethical practices in conducting and/or reporting research

Every course instructor shall make clear, at the beginning of each course, the rules for the preparation of classroom assignments, collateral reading, notebooks, or other outside work in order that his or her students may not, through ignorance, subject themselves to the charge of academic misconduct.

The regulations also define the correct modes of treating academic misconduct on the part of the student or a faculty member.

If, following the HIM Department's policies and procedures regarding due process, a student is found to have violated regulations or to have engaged in academic or nonacademic misconduct, the student may receive admonition, warning or censure and/or be subject to reduction of grade, academic or disciplinary probation, suspension, or dismissal. An instructor may also be recommended for suspension or dismissal for academic misconduct.

Alleged instances of academic misconduct by a student are initially directed to the HIM Department Chairperson. If necessary, the alleged instance may be taken to the Dean of the School, the Academic Committees of the School or the Executive Vice Chancellor of the University of Kansas Medical Center. In all alleged cases of academic misconduct, whether by a student or faculty member, care must be exercised to preserve the requirements of due process.

Non-Academic Misconduct

Non-academic misconduct may subject the student to disciplinary action, disciplinary probation, suspension, or dismissal. Acts of non-academic misconduct generally include, but are not limited to:

- conviction of a felony involving moral turpitude
- material misrepresentation concerning past achievements or present endeavors
- habitual drug/alcohol/substance abuse
- any other acts or omissions which, if the student were a credentialed practitioner, could result in discipline by the credentialing agency
- committing a verbal or written breach or violation of patient confidence
- unethical alteration, elimination or inadequate reporting and documentation in a patient's chart
- verbal abuse or obscene language
- inappropriate affect
- sexual harassment

Actions Related to Academic and Nonacademic Misconduct

If, following the Department's policies and procedures regarding due process, a student is found to have violated regulations or to have engaged in academic or nonacademic misconduct, the student may receive admonition, warning or censure, and/or be subject to reduction of grade, academic or disciplinary probation, suspension, or dismissal.

Due Process

Due Process is a procedural safeguard to ensure that persons know what steps they need to take so that they can receive fair and impartial treatment. The SAH ensures due process by making

multiple levels of review available beginning with the department and including appeals in the SAH.

A faculty member deals with a student directly when an action occurs in their courses that causes concern. Course materials (i.e. syllabus) should outline the expectations of the faculty member in their classes and any consequences for non-compliance. At the beginning of each course, every instructor shall make clear the rules for the preparation of classroom assignments, collateral reading, notebooks, or other outside work so that students may not, through ignorance, subject themselves to the charge of academic misconduct.

The Department Chairperson will use the department's policies and resources to address alleged situations of academic or nonacademic misconduct and provide methods for due process when the situation is not resolved with the faculty member.

If the situation remains unresolved after following all departmental procedures, the student has the opportunity to file an appeal at the School of Allied Health level.

Grievance Procedure

Procedures are available to any student in the School of Allied Health should a grievance arise between a student and a faculty member, or other person pertinent to the student's program of study. Issues involving grades of a particular class should be resolved between the instructor of the course and the student, and will normally not be considered as grounds for grievance. Exceptional circumstances must be evident for grade matters to fall within grounds for grievance.

At the (HIM) Department level:

- a. The student will make a good faith effort to resolve the matter with the party involved.
- b. If the student's effort with the party does not resolve the concern, and if the student wishes to pursue the grievance further, the student will exercise the option to discuss the matter with the Department Chairperson or designee of his/her department.
- c. If the student's effort with the Department Chairperson or designee does not resolve the concern, and if the student wishes to pursue the grievance further, the student will request in writing to the Department Chairperson, or designee, the opportunity to voice his/her concern to the Academic Review Committee of the Department. Duties of the Academic Review Committee of the Department of HIM include hearing grievances of both students and faculty.
- d. The Committee shall be comprised of the entire HIM faculty, excluding the Department Chairperson and parties directly involved with the grievance, plus two members from outside the department, and one current HIM student appointed by the Review Committee Chairperson. The term of the student appointed shall be limited to that period of time which is required for the Committee to determine its recommendation. Should a

student member of the Committee have a conflict or decline to serve, the Review Committee Chairperson shall appoint another student.

- e. No complaint shall be considered by the Committee if more than six (6) months have elapsed since the grieved action or event. A complaint must be submitted in writing to the Committee and a copy sent to the respondent. The written statement of the complaint shall indicate the provision or provisions of the University rules and regulations alleged to have been violated, or officials alleged to have been arbitrary or capricious. The written appeal should also document the steps the student has completed to attempt to resolve the issue. The complainants and respondents must exchange copies of materials to be used in evidence and names and witnesses with each other at least seven (7) days prior to a hearing of the complaint or grievance.
- f. The Committee shall hold a hearing within five (5) working days of submission of materials unless the committee determines that there is a good cause to schedule the hearing later.
- g. After hearing the evidence and arguments presented concerning the complaint, the Committee shall deliberate and decide by majority vote on a recommendation to the Chairperson of HIM Education. The Committee has no enforcement powers and does not command sanctions.
- h. The Chairperson of the Department shall notify in writing each party to the proceedings of the Committee's recommendation and of the Department Director's decision concerning the recommendation, within five (5) working days of his/her receipt of the Committee's recommendation.
- i. Appeals of the Department Chairperson's decision concerning the Committee's recommendation shall be made in writing to the Dean of the School of Allied Health within ten (10) days after the aggrieved party has been advised in writing of the Department Chairperson's decision.

The Committee may establish procedures in addition to those listed in this document concerning the operation of the Committee's activities. The basic requirements of the grievance procedure as stated here, however, may not be altered by the Committee's procedures. All procedures shall ensure prompt and fair handling of complaints but shall avoid the formalism of legal process.

The Committee Chairperson shall have the power to keep order, rule on questions of relevance and evidence, and shall possess other powers normal and necessary for a fair and orderly hearing. Each party to a proceeding shall be entitled to a full examination of evidence presented by the other party, including the opportunity to cross-examine that witness. To this end, the complainants and respondents shall provide each other with copies of materials to be used in evidence and the names of witnesses prior to a hearing by the Committee of the complainant or respondent.

Because the Committee has the responsibility to hear grievances, it cannot function to develop evidence on behalf of either complainant or respondent. The grievance proceedings shall be as informal as possible. The use of legal counsel is not recommended. The proceedings in which evidence and testimony are presented shall be taped recorded. The permanent record will reflect the tape/recorded copies of submitted materials, and documentation of Committee recommendations.

Except when all parties agree that the hearing before the Committee shall be public, all proceedings provided for in this grievance procedure shall be closed to all but the parties involved. Public reports by the Committee may refer to the types of cases heard but no mention may be made of the names of the parties nor any reference made which would permit their identification.

At the (SAH) School level:

If, after following this departmental procedure, the student remains dissatisfied with the resolution of the concern, the student may appeal the decision to the Dean of the School of Allied Health, utilizing the School's Grievance Procedure as published in the Student Planner/Handbook.

The School of Allied Health Grievance Procedure, as stated in the School of Allied Health Student Handbook, may only be pursued after all departmental procedures have been exhausted. The SAH Student Handbook may be accessed on the web at the following address:
<http://www.kumc.edu/studenthandbook> .

The student will be allowed to continue in the Health Information Management Program until the grievance procedure is complete, should the grievance relate to such a matter. Should any final grievance decision occur after the first day of classes in a subsequent semester, and the final grievance decision be grounds for the student's discontinuance in the Program, the policies of the University of Kansas Medical Center, Office of Student Records and Registration will determine whether or not a tuition refund will be allowed.

No part of this procedure is meant to preempt the University policy.

SCHOLARSHIPS AND AWARDS

A number of scholarships and awards are available from the School of Allied Health. In addition, the American Health Information Management and the Kansas Health Information Management Associations offer scholarships and awards specifically to health information management students. Detailed information will be provided to all students upon acceptance into the program, or upon official notification of the availability of the scholarship or award.

****APPENDIX A****

The University of Kansas Medical Center

School of Allied Health Department of Health Information Management

Technical Standards

Upon successful completion of the Health Information Management program, the student receives a Bachelor of Science degree in Health Information Management (HIM) and is then eligible to sit for the national registry exam. Upon receiving their RHIA (Registered Health Information Administrator) credential, the HIM professional may look for career choices not only in acute-care settings, but in all types of alternative care settings, as well as in education, business, and legal settings. Services provided in these areas range from technical to administrative, with emphasis being placed on the latter.

Therefore, all individuals admitted to the University of Kansas, School of Allied Health, Health Information Management program will be asked to verify that they can meet these standards with or without accommodation(s). Applicants who disclose a disability are considered for admission if they are otherwise qualified.

1. **Essential Observational Requirements for HIM**

The HIM student must be able to observe demonstrations and learn from experiences in both didactic and clinical settings. These include, but are not limited to, demonstrations involving the following:

- the medical record
understand what has been written within the medical record, plus recognizing, discriminating and understanding the various tests and corresponding data displayed within the medical record
- statistical data
understand statistical and reimbursement methods by using spreadsheets, computer software, and mathematical calculations through the use of calculators, mathematical formulas, and relevant databases
- styles of management
ascertain, discriminate, and recognize the various styles of management described in the classroom and observed during on-site professional practice experiences
- computers
utilize and demonstrate various software packages after attending lecture and receiving computer lab demonstration

2. **Essential Communication Requirements for HIM**

The HIM student must be able to communicate through listening, speaking, reading, and writing.

a. Verbal/non-verbal communication implies that the HIM student must be able to communicate coherently and intelligently to efficiently and effectively convey information and knowledge to other members of the health care team, their instructors, their peers, any patient/patient family interactions, and other legitimate requestors of patient information. The HIM student/professional must be able to verbalize that they comprehend the information presented in class, on their internship (management affiliation), or during the normal course of business.

b. Written communication includes assimilating information from many sources (textbooks, journals, lectures, medical records, etc.). The HIM student must be able to produce written documentation of this acquired knowledge as he/she fulfills academic requirements in the classroom (i.e., completion of examinations, term-papers, team projects, etc.). The HIM student must be able to attain, comprehend, retain, and utilize new information presented in any of the following formats: printed text, longhand script, or graphics. The HIM student is expected to develop and create appropriate written or graphic documentation based on this information.

Written communication is also a required skill for many of the positions available to an HIM professional. HIM students/professionals must be able to read a medical document in a variety of formats (i.e., print, longhand script, graphics, photos, and any other information that can be viewed on a computer screen) and choose that information necessary to answer requests for administrative purposes, for continuing medical care, for research, and for legal and/or reimbursement purposes.

Following verbal and/or written instructions in order to correctly and independently perform their duties and assignments is an important part of the HIM professional's role on the job, therefore the HIM student is expected to develop these abilities.

3. **Essential Sensorimotor Requirements for HIM**

HIM students must have gross motor, fine motor and equilibrium functions reasonably required to access information from a computer using a keyboard or mouse, a telephone, a copy machine, and to be able to physically manipulate medical records (i.e., turning pages, assembling, sorting, carrying, lifting, filing, etc). Some of these activities may be supervised by the HIM professional and carried out by others during their career; however the HIM student will be required to demonstrate these skills during their participation in the academic program.

The HIM student is required to travel to a variety of traditional and nontraditional facilities for professional practical experiences.

4. **Essential Intellectual, Conceptual, Integrative, Quantitative, and Problem Solving Requirements for HIM**

Within the challenging health care marketplace, problem-solving is the critical skill necessary for administrators in the management of health information areas. The HIM

professional must be able to show an understanding of the rationale and justification for his/her decision and how it will meet the needs of the organization; therefore HIM students should be able to demonstrate the following:

- use of skills of measurement, calculation, reasoning and comprehension
demonstrate their ability to apply and use mathematical formulas and statistical tools. Rationale behind their reasoning will be questioned with expectations for the student to show their knowledge and understanding of the existing problem.
- able to analyze and perform needs assessments
able to analyze a situation through observing, listening, and understanding the history surrounding any such problem. Performing a needs assessment (which can be defined as collecting and analyzing relevant information in order to identify potential needs/problems and ways in which to address these needs and problems) can identify the weaknesses and strengths of a department/organization. Utilizing and manipulating measurement tools, computers, and testing aids will be necessary.
- ability to synthesize
usage of deductive reasoning, breaking down problems into smaller parts, and visualizing the “whole” picture will be required of the HIM professional.

5. **Essential Judgment Requirements for HIM**

HIM students will be expected to demonstrate sound judgment in the classroom, laboratory, and clinical settings which show an ability to make responsible, sensitive, and effective decisions in the following areas:

- relationships
with supervisors, employees, peers, and patients/patient’s family
- professional behavior
demonstrate an understanding of the rationale and justification for his/her performance.

6. **Essential Behavioral and Social Attributes Required for HIM**

HIM students are expected to exhibit professional behaviors and attitude during their participation in the classroom and clinical situations. This includes, but is not limited to, appropriate language, effectiveness under stress, and acceptance of responsibility for one’s own conduct. The HIM student and/or professional must

be flexible and creative, and adapt to professional and technical change learning to function in the face of uncertainties inherent within the health information management profession. HIM students/professionals are expected to exhibit a positive attitude toward patients/patient representatives, peers, and supervisors. They should possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment. The HIM student should be honest, compassionate, ethical and responsible. And finally, the HIM student must also demonstrate the ability to work as a team member by supporting and promoting the activities of fellow students and health care professionals, sharing knowledge, eliciting their expertise and input, and acting with empathy towards others.

It is your responsibility to notify the HIM program if there is any reason why you cannot meet the expectations for health information management students described above, with or without reasonable accommodations. Upon request reasonable accommodations will be made for qualified individuals with a covered disability. If there is any expectation that you cannot meet, with or without reasonable accommodation, give explanation in the space provided below (attach additional pages if necessary).

Individuals with disabilities are encouraged to apply to the program. Candidates whose response indicates that they cannot meet one or more of the expectations will be reviewed further by the HIM program faculty and the University Equal Opportunity/Disability Specialist in the Equal Opportunity Office, with applicant and faculty input, to determine if any reasonable accommodations are possible to facilitate successful completion of the health information management curriculum and preparation for the national registry examination.

EXPLANATION FOR ACCOMMODATION

(Please use this area to explain and describe your disability/handicap and the ways in which we may accommodate you to provide success for you within the HIM program.)

**** APPENDIX B****
AHIMA
HIM Baccalaureate Degree Entry-Level Competencies
Domains, Subdomains, and Tasks
For 2005 and beyond

I. Domain: Health Data Management

A. Subdomain: Health Data Structure, Content and Standards

1. Manage health data (such as data elements, data sets, and databases).
2. Ensure that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status.
3. Maintain processes, policies, and procedures to ensure the accuracy of coded data.
4. Monitor use of clinical vocabularies and terminologies used in the organization's health information systems.

B. Subdomain: Healthcare Information Requirements and Standards

1. Develop organization-wide health record documentation guidelines.
2. Maintain organizational compliance with regulations and standards.
3. Ensure organizational survey readiness for accreditation, licensing and/or certification processes.

C. Subdomain: Clinical Classification Systems

1. Select electronic applications for clinical classification and coding.
2. Implement and manage applications and processes for clinical classification and coding.

D. Subdomain: Reimbursement Methodologies

1. Manage the use of clinical data required in prospective payment systems (PPS) in healthcare delivery.
2. Manage the use of clinical data required in other reimbursement systems in healthcare delivery.
3. Participate in selection and development of applications and processes for chargemaster and claims management.
4. Implement and manage processes for compliance and reporting such as the National Correct Coding Initiative.

II. Domain: Health Statistics, Biomedical Research and Quality Management

A. Subdomain: Healthcare Statistics and Research

1. Manage clinical indices/databases/registries.
2. Analyze and present data for quality management, utilization management, risk management, and other patient care related studies.
3. Utilize statistical software.
4. Ensure adherence to Institutional Review Board (IRB) processes and policies.

B. Subdomain: Quality Management and Performance Improvement

1. Organize and coordinate facility-wide quality management and performance improvement programs.
2. Analyze clinical data to identify trends.
3. Analyze and present data for healthcare decision-making (such as demonstrating quality, safety, and effectiveness of healthcare).

III. Domain: Health Services Organization and Delivery

A. Subdomain: Healthcare Delivery Systems

1. Monitor the impact of national health information initiatives on the healthcare delivery system for application to information system policies and procedures.
2. Interpret, communicate, and apply current laws, accreditation, licensure and certification standards related to health information initiatives at the national, state, local, and facility levels.

3. Analyze and respond to the information needs of internal and external customers throughout the continuum of healthcare services.
4. Revise policies and procedures to comply with the changing health information regulations.
5. Translate and interpret health information for consumers and advocates

B. Subdomain: Healthcare Privacy, Confidentiality, Legal, and Ethical Issues

1. Coordinate the implementation of legal and regulatory requirements related to the health information infrastructure.
2. Manage access and disclosure of personal health information.
3. Develop and implement organization-wide confidentiality policies and procedures.
4. Develop and implement privacy training programs.
5. Resolve privacy issues/problems.
6. Apply and promote ethical standards of practice.

IV. Domain: Information Technology & Systems

A. Subdomain: Information and Communication Technologies

1. Implement and manage use of technology, including hardware and software, to ensure data collection, storage, analysis, and reporting of information.
2. Contribute to the development of networks, including intranet and Internet applications to facilitate the electronic health record (EHR), personal health record (PHR), public health, and other administrative applications.
3. Interpret the derivation and use of standards to achieve interoperability of healthcare information systems.

B. Subdomain: Data, Information, and File Structures

1. Apply knowledge of data base architecture and design (such as data dictionary, data modeling, data warehousing, and so on) to meet organizational needs.

C. Subdomain: Data Storage and Retrieval

1. Apply appropriate electronic or imaging technology for data/record storage.
2. Apply knowledge of database querying and data mining techniques to facilitate information retrieval.
3. Implement and manage knowledge-based applications to meet end-user information requirements.
4. Design and generate administrative reports using appropriate software.

D. Subdomain: Data security

1. Enforce confidentiality and security measures to protect electronic health information.
2. Protect data integrity and validity using software or hardware technology.
3. Implement and monitor department and organizational data and information system security policies.
4. Recommend elements that must be included in the design of audit trail and data quality monitoring programs.
5. Recommend elements that should be included in the design and implementation of risk assessment, contingency planning, and data recovery procedures.

E. Subdomain: Healthcare Information Systems

1. Compare and contrast the various clinical, administrative, and specialty service applications used in healthcare organizations.
2. Apply appropriate systems life cycle concepts, including systems analysis, design, implementation, evaluation, and maintenance to the selection of healthcare information systems.
3. Facilitate project management by integrating work efforts, as well as planning and executing project tasks and activities.
4. Formulate the planning, design, selection, implementation, integration, testing, evaluation, and support for organization-wide information systems.
5. Apply ergonomic and human factors in interface design.

V. Domain: Organization and Management

A. Subdomain: Human Resources Management

1. Manage human resources to facilitate staff recruitment, retention, and supervision.
2. Ensure compliance with employment laws.
3. Develop and implement staff orientation and training programs.
4. Develop and implement continuing education programs.
5. Develop productivity standards for health information functions.
6. Monitor staffing levels and productivity and provide feedback to staff regarding performance.
7. Benchmark staff performance data.
8. Develop, motivate, and support work teams.

B. Subdomain: Financial and Resource Management

1. Demonstrate knowledge of financial management and accounting principles.
2. Prepare and monitor budgets and contracts.
3. Demonstrate and apply knowledge of cost-benefit analysis techniques to justify resource needs.
4. Manage organization-wide coding and revenue cycle processes.

C. Subdomain: Strategic Planning and Organizational Development

1. Develop strategic and operational plans for facility-wide information systems.
2. Assess organization-wide information needs.
3. Facilitate retrieval, interpretation, and presentation of data/information appropriate to user needs.
4. Demonstrate and apply principles of organization behavior to facilitate team building, negotiation, and change management.

D. Subdomain: Project and Operations Management

1. Apply general principles of management in the administration of health information services.
2. Assign projects and tasks to appropriate staff.
3. Implement process engineering and project management techniques to ensure efficient workflow and appropriate outcomes.

<http://www.cahiim.org/resources/>

****APPENDIX C****
AHIMA KNOWLEDGE CLUSTER CONTENT and COMPETENCY LEVELS

KNOWLEDGE CLUSTER CONTENT ASSESSMENT

Baccalaureate Degree Program

Bloom's Taxonomy is a classification system that provides a standard system of classifying the goals or outcomes of an educational experience and provides constructive help on building a curriculum. Bloom's Taxonomy helps to specify learning objectives so that it becomes easier to plan learning experiences and prepare evaluation devices.

Bloom, Benjamin S., Taxonomy of Education Objectives, Book 1: Cognitive Domain. Longman Inc., 1954

Bloom's Taxonomy	Explanation
1 = Knowledge: The remembering (or recalling) of appropriate, and previously learned information	<ul style="list-style-type: none"> • Observation & recalling information • Classifications & categories (of major ideas) • Knowledge of major principles and theories of subject matter • <i>Learning objectives phrasing:</i> list, define, describe, identify, match, select, label, reproduce, state
2 = Comprehension: Grasping the meaning of information	<ul style="list-style-type: none"> • Translate knowledge into a new context • Interpret facts, infer causes • Predict consequences • <i>Learning objectives phrasing:</i> convert, discuss, estimate, explain, generalize, give examples, restate in own words, summarize, distinguish, differentiate, interpret
3 = Application: Applying previously learned information to new situations to solve problems	<ul style="list-style-type: none"> • Identify the best answer • Solve problems using required skills or knowledge • Determine, discover, assess, articulate • <i>Learning objectives phrasing:</i> apply, demonstrate, calculate, solve, modify, change, classify, discover, solve, teach, utilize
4 = Analysis: Breaking down information and inferring (or finding evidence) to support divergent conclusions	<ul style="list-style-type: none"> • Break down, differentiate, discriminate • Recognize, infer, point out • Illustrate, outline, prioritize • <i>Learning objectives phrasing:</i> diagram, distinguish, organize parts, recognize hidden meanings, identify components, arrange, select, explain, infer, prioritize
5 = Synthesis: Applying prior knowledge and skills to create a new or original whole	<ul style="list-style-type: none"> • Use old ideas to create new ones • Predict and draw conclusions • Adapting divergent knowledge toward a new synthesis • <i>Learning objectives phrasing:</i> adapt, anticipate, collaborate, combine, compare, compose, design, devise, facilitate, negotiate, reconstruct, reorganize, substitute, revise, design, invent
6 = Evaluation: Judging the value of material based on personal values and opinions resulting in an end product	<ul style="list-style-type: none"> • Assess value of theories and presentations • Make choices based on reasoned argument • Verify the value of evidence presented • <i>Learning objectives phrasing:</i> Appraise, decide, recommend, convince, judge, support, conclude, critique, defend, reframe

Knowledge Cluster Content
Biomedical Sciences
▪ Anatomy (3)
▪ Physiology (3)
▪ Medical Terminology (5)
▪ Pathophysiology (4)
▪ Pharmacotherapy (4)
I.A. Health Data Structure, Content, and Standards
1. Structure and use of health information (individual, comparative, aggregate) (5)
2. Health information media (paper, electronic/computer-based; e-health-personal, web-based) (5)
3. Type and content of health record (paper, electronic, computer-based, e-health-personal, web-based) (5)
4. Data quality assessment and integrity (5)
5. Secondary data sources (registries and indexes; databases – such as MEDPAR, NPDB, HCUP) (4)
6. Healthcare data sets (such as OASIS, HEDIS, DEEDS, UHDDS, UACDS, NEDSS, NMMFS) (4)
7. Health information archival systems (5)
8. National Healthcare Information Infrastructure (NHII) (5)
9. Data collection tools (such as forms; computer input screens; other health record documentation tools) (5)
I.B. Healthcare Information Requirements and Standards
1. Standards and regulations for documentation (such as JCAHO, CARF, COP, AAAHC, AOA) (5)
2. Health information standards (such as HIPAA, ANSI, ASTM, LOINC, UMLS, MESH, Arden Syntax, HL-7) (5)
I.C. Clinical Classification Systems
1. Healthcare taxonomies, clinical vocabularies, terminologies/nomenclatures (such as ICD-9-CM, ICD-10, CPT, SNOMED-CT, DSM-IV) (4)
2. Medicare Severity Diagnosis Related Groups (MS-DRGs) (4)
I.D. Reimbursement Methodologies
1. Clinical data and reimbursement management (5)
2. Compliance strategies and reporting (e.g. National Correct Coding Initiative) (4)
3. Chargemaster management (4)
4. Casemix management (4)
5. Audit process (such as compliance and reimbursement) (5)
6. Payment systems (such as PPS, DRGs, APCs, RBRVS, RUGs) (4)
7. Commercial, managed care and federal insurance plans (4)

II.A. Healthcare Statistics, Biomedical Research and Quality Management – Healthcare Statistics and Research
1. Statistical analysis on healthcare data (5)
2. Descriptive statistics (such as means, standard deviations, frequencies, ranges, percentiles) (5)
3. Inferential statistics (such as <i>t</i> -tests, ANOVAs, regression analysis, statistical process control, reliability, validity) (5)
4. Vital statistics (5)
5. Epidemiology (4)
6. Data reporting and presentation techniques (5)
7. Computerized statistical packages (5)
8. Research design/methods (such as quantitative, qualitative, evaluative, outcomes) (5)
9. Knowledge-based research techniques (such as Medline, CMS, libraries, web sites) (5)
10. National guidelines regarding human subjects' research (4)
11. Institutional review board process (IRB) (5)
12. Research protocol data management (4)
II.B. Quality Management and Performance Improvement
1. Quality assessment and management tools (such as benchmarking, ORYX, SQC) (5)
2. Utilization and resource management (4)
3. Risk Management (4)
4. Disease management process (such as case management, critical paths) (4)
5. Outcomes measurement (such as patient, customer satisfaction, disease-specific) (5)
III.A. Health Services Organization and Delivery
1. Organization of healthcare systems (5)
2. Components and operation of healthcare organizations including e-health delivery (5)
3. Accreditation standards (such as JCAHO, AOA, NCQA, CARF, CHAP, URAC) (5)
4. Regulatory and licensure requirements (such as COP, state health departments) (5)
III.B. Healthcare Privacy, Confidentiality, Legal and Ethical Issues
1. Legislative and legal system (4)
2. Privacy, confidentiality, security principles, policies and procedures (5)
3. Health information laws, regulations, and standards (such as HIPAA, e-health, JCAHO, state laws) (5)
4. Elements of compliance programs (5)
5. Professional and practice related ethical issues (5)
IV.A. Information Technology and Systems
1. Computer concepts (hardware components, systems architectures, operating systems and languages, and software packages and tools) (4)
2. Communications technologies (networks-LANS, WANS, VPNs; data interchange standards – NIST, HL-7) (4)
3. Internet technologies (Intranet, web-based systems, standards – SGML, XML) (4)
4. Data, information and file structures (data administration, data definitions, data dictionary, data modeling, data structures, data warehousing, database management systems) (5)
5. Data storage and retrieval (storage media, query tools/applications, data mining, report design, search engines) (5)
6. Data security (protection methods – physical, technical, managerial, risk assessment, audit and control program, contingency planning, data recovery, Internet, web-based, and e-Health security) (5)
IV.B. Applied Health Informatics
1. Leading development of health information resources and systems (4)
2. Brokering of information services (5)
3. Clinical, business and specialty systems applications (administrative, clinical decision

support systems, electronic health record and computer-based health record systems, nursing, ancillary service systems, patient numbering systems at master and enterprise levels) (5)
4. Systems development (planning, analysis and design, customization, selection/procurement, implementation, integration, support, testing and evaluation, auditing and monitoring) (5)
5. Human factors and user interface design (4)
6. Systems Life Cycle (systems analysis, design, implementation, evaluation, and maintenance) (5)
V.A. Organization and Management
1. Principles of management (5)
2. Negotiation techniques (4)
3. Communication and interpersonal skills (5)
4. Team/consensus building (5)
5. Professional development for self and staff (4)
6. Problem solving and decision making processes (5)
VI.A. Human Resources Management
1. Employment laws (4)
2. Principles of human resources management (recruitment, supervision, retention, counseling, disciplinary action) (5)
3. Workforce education and training (4)
4. Performance standards (5)
VI.B. Financial and Resource Management
1. Healthcare finance (payer mix, bond rating, investment, capitalization) (3)
2. Accounting principles (4)
3. Budget process (capital and operating) (5)
4. Cost/benefit analysis (5)
VI.C. Strategic Planning and Organizational Development
1. Strategic leadership, management and planning (4)
2. Organizational behavior (4)
3. Business building (entrepreneurialism – building your own business; entrepreneurialism – championing best practices, processes, services within your organization) (3)
4. Change management (4)
5. Organizational assessment and benchmarking (4)
VI.D. Project and Operations Management
1. Process reengineering and work redesign (4)
2. Project management (5)

<http://www.cahiim.org/resources/>

****APPENDIX D****
CONFIDENTIALITY AGREEMENT

HIM STUDENT CONFIDENTIALITY AGREEMENT

Patients are entitled to confidentiality with regard to their medical and personal information. The right to confidentiality of medical information is protected by state law and now by federal privacy regulations known as the Health Insurance Portability and Accountability Act (“HIPAA”). Those regulations specify substantial penalties for breach of patient confidentiality.

All patient medical and personal information is confidential information and must be held in strict confidence. This confidential information must not become casual conversation anywhere in or out of a hospital or clinic. Information may only be shared with health care providers, supervising faculty, hospital or clinic employees, and students involved in the care or services to the patient or involved in approved research projects who have a valid need to know the information.

Under strict circumstances, upon receipt of a properly executed medical authorization or subpoena, medical information may be released to the requesting party. Inquiries regarding the appropriateness of the authorization or subpoena should be directed to the medical records department, the Hospital’s counsel or the University’s office of the Legal Counsel at (913) 588-7281, depending upon the situation.

Hospital Information System’s user codes/passwords are confidential. Only the individual to whom the code/password is issued should know the code. No one may attempt to obtain access through the computer system to information to which he/she is not authorized to view or receive. If you are aware that another individual knows your code/password, it is your responsibility to request a new user code/password.

If a violation of this policy occurs or is suspected, immediately report this information to your supervising faculty.

Violations of this policy will result in disciplinary action up to and including termination from the program.

I, _____, acknowledge receipt of this Confidentiality Policy. I have read the policy and agree to its terms as part of my participation in all Health Information Management related activities.

Signature_____

Date received and reviewed_____

****APPENDIX E****
STUDENT CODE OF CONDUCT

HIM STUDENT CODE OF CONDUCT AGREEMENT

Each student is an important member of our HIM class community and has a responsibility to himself/herself, to the instructors, and to his/her classmates to support and contribute to the HIM program's learning community. This Code of Conduct is established to insure that all students have a clear understanding of the expectations your instructors have regarding your conduct in your KUMC HIM classes. Please review the following responsibilities and sign in the space below to indicate that you are in agreement.

It is the responsibility of each student to:

- Treat all other students, instructors, and guests with dignity and respect in face-to-face interactions and in electronic communications.
- Comply with the information technology policies of the institution.
- Comply with cheating and plagiarism policies of this institution and the HIM program. Violations may result in dismissal from the course and possibly the program.
- Participate respectfully and professionally in team collaborations and team projects.
- Participate respectfully and professionally in peer reviews.
- Be self-motivated and self-directed and exhibit the following behaviors:
 - ◆ Manage time efficiently.
 - ◆ Approach your classes with a desire to learn.
 - ◆ Assume a leadership role when necessary; voluntarily help other students when you have knowledge they do not have.
 - ◆ Develop needed technology skills.
 - ◆ Submit constructive suggestions for course improvements.
- Become familiar with and abide by all course policies and procedures found in syllabi and in any on-line course sites, including but not limited to the following:
 - ◆ Policy statements in the course syllabus
 - ◆ E-mail etiquette, policies, restrictions
 - ◆ Assignment policies, procedures
 - ◆ Software standards
 - ◆ Attendance policies
 - ◆ Disability requests and accommodations
 - ◆ Cheating and Plagiarism
 - ◆ Intellectual Property rights / Fair Use Guidelines

I, (PRINT NAME) _____, acknowledge that I have read the **HIM STUDENT CODE OF CONDUCT AGREEMENT** and agree to its terms as part of my participation in all Health Information Management related activities.

Signature _____ Date _____

****APPENDIX F****
PROOF OF NOTIFICATION

PROOF OF NOTIFICATION

My signature below denotes the following:

- I have attended the Health Information Management Department Student Orientation.
- I have read the preceding information within the *Health Information Management Student Handbook* provided by the Health Information Management Program, KUMC.
- I agree to abide by the guidelines presented within this HIM Student Handbook/document.

Student Signature

Date

Print Name

MAILING ADDRESS:

KUMC, Health Information Management Program
Mail Stop 2008, 1012 Taylor Building
3901 Rainbow Blvd.
Kansas City, KS 66160