

*Department of Health Information Management*

*2019 - 2020*

*Student Handbook*



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## CONTACT INFORMATION

### Mailing Address:

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Kansas City, KS 66160

### Campus Office Location:

2<sup>nd</sup> Floor Taylor Building

### Phone:

913-588-2423

### Departmental Email:

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[him.kumc.edu](http://him.kumc.edu)

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## MISSION STATEMENT

The KUMC Department of Health Information Management (HIM) improves lives and communities in Kansas and beyond through innovative, applied learning in partnership with our students.

## VISION STATEMENT

To lead the nation in caring, healing, teaching, and discovering through a pioneering role in health information management.

## DEPARTMENTAL VALUES

**Authenticity** – *We engage others with openness, honesty, and respect.*

**Belonging** – *We contribute well to the team dynamic, caring for our students and colleagues.*

**Collaboration** – *We are accessible to others, and we seek out opportunities to partner with students, colleagues, and the community.*

**Diversity** – *We appreciate the variety of characteristics, qualities, experiences, and ideas that enrich our department and community.*

**Exploration** – *We embrace creativity, innovation, and the opportunity to discover.*

## **FACULTY**

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## ACCREDITATION

The bachelor's degree in health information management at the University of Kansas is accredited by the [Commission on Accreditation for Health Informatics and Information Management](#), 233 N. Michigan Avenue, 21st Floor, Chicago, IL 60601-5800.

Documents relating to accreditation status are available at the CAHIIM website: [www.cahiim.org/forstudents.html](http://www.cahiim.org/forstudents.html)

Current CAHIIM curriculum requirements for baccalaureate degree programs are available at the following website: <http://www.cahiim.org/him/curriculumrequirements.html>

## STUDENT RESOURCES & SERVICES

### Library

A.R. Dykes Library, commonly referred to as *Dykes Library*, is the health science library at KUMC; on campus and online students have access to Dykes Library resources. Dykes Library is open 24 hours a day except for University recognized holidays and breaks. Please visit the Dykes Library website to learn more about its resources and services at <http://library.kumc.edu/>

### Counseling and Educational Support Services

Various support services are available to KUMC students through the Counseling and Educational Support Services department. Please visit the Counseling and Educational Support services website to learn more about resources and services available to students at <http://www.kumc.edu/student-services/counseling-and-educational-support-services.html>

### Academic Accommodation Services

KUMC is committed to equal opportunity for all students. Each academic program has Technical Standards that describe specific skills and outcomes a student must be capable of performing with or without accommodations to be successful in the program. A copy of the HIM program technical standards may be found in [Appendix A](#).

For online information about academic accommodations, please go to [www.kumc.edu/accommodations](http://www.kumc.edu/accommodations).

### Office of Student Life

The Office of Student Life engages KUMC students in opportunities on campus and in the community. Please visit the Office of Student Life website to learn more about programs, resources, and services at <http://www.kumc.edu/student-services/office-of-student-life.html>

### **After Hours Technical Support**

After hours technical support during the evenings and weekends is available to students using KU information systems and technology. Refer to your course syllabus for further information about accessing after hours technical support.

### **Computers**

Computers are available for use by HIM students on campus in the HIM laboratory classroom located in 2008 Orr-Major and in Dykes Library.

## **DEPARTMENTAL AND SCHOOL FUNCTIONS**

The HIM Department and School of Health Professions (SHP) sponsor activities throughout the year. Your assistance, when requested, is necessary to ensure the success of certain activities.

Attendance at the following activities is **required** for on campus students (and online students are encouraged, if possible, to attend the latter two on the list):

- *Student Orientation*
- *Student Award Luncheon (senior year/graduation year)*
- *School of Health Professions Recognition Ceremony (senior year/graduation year)*

Information about the above-noted activities is provided to students in advance of the activities.

## **STUDENT ORGANIZATIONS**

### **KUMC Student Engagement Opportunities**

The Beat@KUMC is a centralized resource to learn about student organizations and activities. Visit The Beat@KUMC's website at <https://kumc.campuslabs.com/engage/> to learn more.

### **Future Health Information Professionals**

The HIM student organization at KUMC is known as Future Health Information Professionals (FHIP). This organization is led by HIM students under the mentorship of HIM faculty. FHIP members facilitate a variety of social and service activities and events.

### **School of Health Professions Student Senate**

SHP Student Senate is a student organization representative of all SHP students. SHP Senate supports and facilitates student involvement and provides an effective voice in the development and application of policies regarding academics and student affairs. SHP Senate provides regular updates to Student Governing Council (SGC).

### **Student Governing Council**

The SGC is a student run governance body with representatives from all schools of the KUMC campus: Health Professions, Nursing, and Medicine.

## PROFESSIONAL ORGANIZATIONS

Opportunities exist for HIM students to attend professional meetings and/or to participate in professional development or networking activities through professional organizations of relevance in the HIM profession.

All on campus HIM program students are required to maintain student membership with the American Health Information Management Association (AHIMA). Online students already credentialed in the HIM profession must maintain active member status with AHIMA.

The following describes professional associations in which students are encouraged to participate (note: each state maintains a component state association (CSA) of AHIMA; the following states are mentioned due to their regional proximity to KUMC):

### **American Health Information Management Association (AHIMA)**

[AHIMA](#) is the national organization for the health information management profession. Please review the AHIMA website for more information.

### **Kansas Health Information Management Association (KHIMA)**

[KHIMA](#) is the CSA representing HIM professionals, including students, across the state of Kansas in legislative, ethical, professional and practice matters. Please review the KHIMA website for more information.

### **Missouri Health Information Management Association (MoHIMA)**

[MoHIMA](#) is the CSA representing HIM professionals, including students, across the state of Missouri in legislative, ethical, professional, and practice matters. Please review the MoHIMA website for more information.

### **Kansas City Health Information Management Association (KCHIMA)**

[KCHIMA](#) is an area association for HIM professionals throughout the Kansas City metropolitan area.

## OTHER STUDENT REQUIREMENTS

### **Computer Requirements**

Students are required to purchase their own laptop that *meets* requirements specified by KUMC. Please review [Appendix B](#) and [Appendix C](#) of this document for additional information.

### **Cell Phones and Electronic Devices**

For on campus courses, the appropriate use of smart phones and electronic devices is addressed in individual course syllabi, and guidelines may vary among courses.



### **Course Specific Requirements**

Faculty provides students with a syllabus for each course offered by the Department of HIM. Students are expected to abide by all expectations outlined in course syllabi.

### **Student Health Requirements**

On campus students are subject to student health requirements. Until your health requirements are complete, you will have a Student Health hold on your account which will prevent you from enrolling. Prolonged negligence in completing student health requirements results in denied technology access and incurred fees.

Specific health requirements for student participation in Professional Practice Experiences (PPEs) or internships are determined by the contractual agreement with each facility. To participate in PPEs or internships with an organization to which the student has been assigned, they must complete these health requirements **prior to** starting the assignment.

For more information about Student Health Requirements, please visit the [Student Health Services website](#).

### **RHIA Certification Exam Requirement**

All senior year HIM students are required to apply and schedule to take the Registered Health Information Administrator (RHIA) certification exam via the application for early testing available to students in CAHIIM accredited HIM degree programs; this option allows students to sit for their RHIA exam during their final semester of study and before graduation. This requirement is part of HEIM 665 Topics in HIM and **failure to complete this obligation results in an incomplete course grade and delayed graduation**. Additional information is provided to students about this process in HEIM 665 Topics in HIM.

### **Graduation Requirements**

A minimum of 120 eligible credit hours are required to graduate from this program with a Bachelor of Science in HIM. The final 30 credit hours of junior-senior (300-400 level) must be taken from the KU-HIM program, and a minimum of 45 upper division credit hours must be demonstrated on the student's transcript. Students must meet with their advisor to ensure an adequate number of credit hours are being obtained. A reporting tool called the Degree Progress Report (DPR) is also available through the myKUMC web portal. **Students are expected to monitor their progress in the program through the DPR and contact their academic advisor with questions.**

### **Smoking Ban**

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

### **International Students**

All individuals who are not citizens or lawful permanent residents of the U.S. are required to check in with the KU Medical Center Office of International Programs immediately upon

arriving at KUMC, before commencing any program of work, study, or research. For more information, please see: <http://www.kumc.edu/international-programs.html>

## **EMERGENCY AND DISASTER PREPAREDNESS INFORMATION**

### **KUMC Campus Police Department Contact Information**

To contact KUMC Police Department, dial 9-1-1 from any landline phone on campus or dial 913-588-5030 from any cell phone. It is recommended that you add KUMC Police Department as a contact in your cell phone with their number 913-588-5030. Be aware that placing a 9-1-1 call from your cell phone while on campus routes your emergency call to the Kansas City, KS, police department, who then must call our internal KUMC Police Department. This delays response times to emergencies. The KUMC Police Department can also be reached at 913-588-5030 for non-emergencies.

### **Campus Emergency Alert System**

KUMC uses a redundant system for emergency alerts to ensure that each campus member receives emergency notifications. To do this, KUMC utilizes the Alertus system, which projects emergency messages on wall beacons and computer screens, the RAVE text messaging system, as well as emails, and other social media tools. These systems allow the KUMC Police Department to communicate with the campus in real time during an emergency. Emergencies communicated through these various mediums include things such as notifications about:

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

It is important to locate the Alertus unit nearest to you in each of your classrooms and offices and to take the appropriate action should you receive any of these alerts.

KUMC **blue phones** are located throughout the campus for use in emergency and non-emergency situations. These phones are answered 24/7 by KUMC police dispatch. The following website provides information about blue phone locations:

<http://www.kumc.edu/x9529.xml?cat=176>

### **Evacuation Plans**

If enrolled in an on-campus course, please refer to your course syllabi for evacuation plans applicable to the building in which you are attending class.

### **Campus Map**

To familiarize yourself with the KUMC campus, please refer to this webpage <http://www.kumc.edu/about-us/kumc-campus-map.html>

### **Shelter-in-Place**

Shelter-in-place is a directive to seek immediate shelter indoors or stay where you are if already indoors. An order to shelter-in-place is given over the Alertus system, which conveys information on wall beacons and computer screens. If enrolled in an on-campus course, please refer to your course syllabi for details about shelter-in-place locations in the event of severe weather. If you are ordered to shelter-in-place, stay in the designated shelter area with your HIM student peers and faculty until the “all clear” signal is given, or you are otherwise notified it is safe to leave. In cases of immediate severe weather making safe passage to designated shelter areas dangerous, you should take cover in the lowest part of the building and away from glass windows, doors, or other dangerous areas.

### **Active Shooter Threats**

An active shooter threat is a dynamic situation. When faced with an active shooter or other active threat situation, determining the best course of action depends on an assessment of the situation. Options on how to proceed in an active shooter threat situation include to RUN, HIDE, or FIGHT.

To learn about responding to an active shooter, please visit the KUMC Emergency Management website: <http://www.kumc.edu/emergency-management/emergency-procedures/active-shooter--active-threat.html>

### **Gun Policy**

KUMC prohibits faculty, staff, students, and visitors from carrying weapons of any type on its Kansas City, Kansas campus. For additional information, please see the [University of Kansas Policy on Weapons, Including Firearms](#). Students who conceal carry on the Lawrence or Edwards campuses are responsible for making alternative arrangements when attending classes in Kansas City. Students can transfer a handgun from a backpack or purse to a secure location such as the trunk of their locked vehicle. Individuals who violate the weapons policy or procedures may be asked to leave campus with the weapon and may face disciplinary action under the appropriate University code of conduct.

### **Disaster Preparedness Bag and Plan**

There are three (3) copies of our plan, each is in a **red binder** labeled “*Health Information Management: Emergency Evacuation and Disaster Preparedness Plan*” (see photo on next page) in a blue Disaster Bag (see photo on next page).



The Disaster Bag includes a first aid kit and an emergency vest. The bag is in the following location:

- HIM Department Supply Room – 2015 Taylor: On a shelf near office supplies.

### **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

### **Building issues**

In the event of an emergent structural, environmental, or physical issue or threat to any campus building, please call facilities management at 913-588-7928.

## **MANAGEMENT INTERNSHIP**

### **Explanation of HEIM 680 Management Internship and HEIM 681 Management Practicum**

The HIM program culminates in a mandatory 3 credit hour, 4-week long capstone experience for the student. This internship occurs following the completion of all academic course requirements for graduating with a B.S. in HIM degree. All HIM junior and senior coursework must be completed by the student (with a grade of “C” or better) prior to participating in this experience. [Appendix F](#) provides complete information about the internship.

## **POLICIES**

The following policy statements have been approved by the Department of HIM. These policies, stated in broad terms, are designed to set parameters for expectations of students. Students must also abide by the policies set forth in the SHP Student Handbook. The SHP handbook is located here: <http://www.kumc.edu/school-of-health-professions/student-handbook.html>

### **Annual Confidentiality Agreement Policy**

Students in the HIM program are required by the School of Health Professions to sign an annual confidentiality agreement due to HIM student exposure to protected health information (PHI). A copy of this confidentiality agreement can be found in [Appendix D](#).

### **Annual Training Requirements Policy**

HIM students at KUMC are required to complete a variety of online annual compliance trainings. Information about completing these trainings is forthcoming from the following KUMC email address [Saba@kumc.edu](mailto:Saba@kumc.edu) and are anticipated as required for completion between the dates of October 1 – 29, 2019. **Failure to complete annual training modules results in a student account hold, therefore prohibiting future enrollment, as well as other sanctions such as losing access to the KUMC computer network and information systems. In addition, late work for which a student is unable to submit due to losing network access as a result of training requirements noncompliance will not be accepted.**

### **Viewing KU Health System Electronic Health Records Policy**

In some courses, on campus HIM students may view electronic health records (EHR's) in the KU Health System EHR, a system known as *Epic O2*. Access of KU Health System electronic health records is restricted to classroom use only and access must comply with the following requirements:

1. Students will not access the records in O2 Epic remotely or outside of class time without direct supervision of the faculty.
2. Access to the O2 Epic system is strictly limited to completing lab modules and classroom activities. Students are not allowed to access records other than the ones assigned by the instructor.
3. Students may not record individually identifiable data elements, and students are not permitted to keep direct links or lists of any sort which contain protected health information. Any information or notes created by the student regarding encounters reviewed must be of a nature where it is impossible to figure out who the data or information pertains to. Obvious examples of protected health information include patient name, medical record number, and home address. Less obvious examples include instances where diagnosis and procedure code numbers describe an encounter so unique that a reader might be able to determine the identity of a patient.
4. Improper use and disclosure of protected health information is not permitted.
5. Access is monitored and tracked according to hospital policy.
6. Some students have access to O2 Epic for job duties as employees. These guidelines pertain only to student use of O2 Epic. These guidelines are not intended to prohibit students from using O2 Epic in other authorized activities.

The following documents must be signed by the HIM Student before access to O2 Epic system is granted:

- HIM STUDENT CONFIDENTIALITY AGREEMENT – Student signs acknowledgment form indicating their agreement to what is outlined in [Appendix D](#) of this handbook

- The University of Kansas Hospital Authority CONFIDENTIALITY AGREEMENT/SIGNATURE ATTESTATION – Student signature obtained on this document when request for O2 access submitted

### **E-Mail Policy**

To protect student privacy and comply with federal student information privacy laws, students are expected to use their KUMC email account when emailing faculty, staff, or the department chair. Email sent from other email addresses may not receive a response. When sending email to faculty, staff, or the department chair, students should demonstrate professionalism and send emails that are appropriate in nature and scope. Email should be run through spell check and grammar check before sending. The subject line of all email should be clear regarding the content of the email and the associated course number, if applicable. The following offers examples of appropriate versus inappropriate email:

#### ***Appropriate email examples:***

- ✓ Questions about course content in which the student has general questions or requires additional explanation to understand course content.
- ✓ Requests for feedback or clarification about graded assignments.
- ✓ Notifications that student will be absent.
- ✓ Requests to identify appropriate KUMC personnel or resources to assist with personal concerns or matters.

#### ***Inappropriate email examples:***

- ✓ Redundant questions already answered within course syllabi or otherwise in course material.
- ✓ Complaints with an unprofessional tone.

### **Equal Opportunity Policy**

In accordance with the University policies, the Department of HIM 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.

### **Religious Accommodations Policy**

KUMC respects the religious diversity of its students and will make good faith efforts to provide reasonable religious accommodations for the sincerely held religious beliefs, practices or observances of its students when they conflict with University policy or procedure. Such accommodations must not fundamentally affect the University's mission or commitment to patient care or otherwise create an undue hardship. If you wish to submit a request for religious accommodations, please visit the [Equal Opportunity and Academic Compliance website for religious accommodation](#).

### **Dress Code Policy**

As a student in a professional program in a medical center setting, on campus HIM students are expected to present themselves with a clean and well-groomed appearance, including clothing that is appropriate.

Although this dress code is not rigid, dress should be appropriate. Such appearance reflects on the school and the profession as the student 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. Examples of appropriate dress on campus include:

- Non-wrinkled clothing
- Clean clothing
- Street clothes (not workout clothing)

**NOTE:** It is required that professional business attire is worn at all professional practice experience sites, in-class presentations, and fieldtrips.

### **Attendance Policy**

HIM students are expected to promptly and consistently attend all scheduled class sessions and PPEs.

Any absenteeism that exceeds three (3) class days within a course requires a meeting with the instructor, notification to the Department Chair, and may result in a reduced letter grade. An absence equals a missed class or arriving 15 minutes or later to class. Continued infringements may be referred to the Department Chair for corrective action and possible further reduction in grades.

Refer to course syllabi for individual instructor class policies and procedures as they may be more or less stringent than what is previously described. With no improvement of attendance or chronic lack of attendance in any class, the student will be considered for dismissal from the program. These decisions are made by a committee comprised of faculty and the HIM department chair. A student in jeopardy of dismissal is notified of the committee meeting and subsequently notified of the committee's decision within 5 working days from the date of the meeting.

### **Unanticipated Absence Policy**

When a student misses class because of an unanticipated event, such as illness, the student is responsible for notifying their instructors. Instructor notification should include an explanation of the absence. In the case of documented short-term absence due to illness or other unanticipated circumstance, instructors should provide reasonable effort to accommodate the student in a way that maintains the integrity of the class.

### **Unanticipated Absence Affecting Assignments and Tests Policy**

Instructors have the right to request documentation to substantiate an absence if the absence causes the student to miss an assignment, exam, or any other required work for the class affecting the course grade. If the instructor excuses the absence, the options available to make up missed work may be limited and is determined by the instructor within the limits of the course.

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.

Students are held to the expectations outlined in the HIM Student Handbook when seeking any accommodation due to absence.

In accordance with University policy, absences due to religious observance are excused (please see religious accommodation policy previously noted in this handbook).

The HIM department may allow additional absences under the following circumstances:

- A student's participation in an educational, HIM related activity ("school related activity"), and
- The student has consulted with their instructor(s) regarding anticipated excusable absences prior to participating in the school related activity.
- An absence associated with childbirth per the following KUMC childbirth accommodation policy, timelines, and forms. Students needing an accommodation due to upcoming childbirth should contact the department of Equal Opportunity and Academic Compliance at 913-588-8011.

Students who experience personal difficulties that may prevent them from complying with this policy are strongly encouraged to meet with the instructor to discuss what arrangements might be available to help with their situation.

Attendance requirements, reflected as participation requirements, for online students may differ from the requirements for on-campus students. Please refer to your course syllabi.

### **Course Assignment Policy**

The course syllabus is the academic contract between the instructor and student and outlines grading criteria and the types of assignments in the course. The course schedule provides a detailed account of course activities, including assignments and their respective due dates. All assignments are delivered via Blackboard and serve as milestones for measuring academic success and attainment of requisite knowledge, skills and experience. Course instructors will establish clear expectations for student success in the course syllabi and course schedules.

Student failure to submit graded material within the defined due dates will negatively affect the student's grade for the course. Work submitted for a grade are to be completed individually



except in situations where assignment instructions indicate the assignment is a group project or other permission has been granted by an instructor to work in groups. All due dates and times are Central Standard Time (aka Chicago time).

### **Grade Policy**

The letters A, B, C, D, F, I are used within HIM program. A student should refer to individual course syllabi regarding the possibility of I (incomplete) grades and be aware that not all faculty permit the use of incomplete grades. **Final grades of “D,” or lower, are not accepted in the HIM program, and students must receive a “C” grade or above for HIM courses to count toward graduation requirements.**

**A consistent grading scale is used throughout all the courses taught within the HIM Program. The scale is as follows:**

90% to 100% = A

80% and less than 90% = B

70% and less than 80% = C

60% and less than 70% = D

0% and less than 60% = F

Students are responsible for monitoring their grades and 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 if they feel they need support from faculty to be successful.

### **Program GPA Maintenance Policy**

While enrolled in this degree program, HIM students are required to **maintain a 3.0, or higher, program grade point average (GPA)**; this GPA calculation is based only on HEIM numbered courses required to complete a BS in HIM degree from this department. The program level GPA requirement is required for students admitted for the first time to this program in fall 2019. Current senior year students in the HIM program remain under the original requirement set forth for their class, which is that a program GPA of **2.5 or higher** must be maintained. Failure to meet GPA requirements may result in student dismissal from the HIM program.

At the end of each semester, the department chair will review the records of all students whose semester cumulative GPAs are below the above-stated requirements. 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 a 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 HIM 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 program GPA has raised to the minimum required, the student will be returned to regular status. If the GPA remains below the required minimum, the student will be considered for dismissal from the program.

### **Degree Application Policy**

Degrees are awarded to students who meet all requirements of the HIM program by the last day of final examinations of their senior year. Prospective degree candidates are required to complete an online "application for degree" form (AFD) through Enroll & Pay. This step must be taken by the student to initiate the graduation process. Not performing this task will result in the student being ineligible to graduate until the next graduation cycle.

The Registrar's office notifies students by email during the Spring semester of the deadline for submitting AFD's with the intent to graduate in May. Refer to the Academic Calendar to confirm the AFD due date at <http://www.registrar.ku.edu/calendar/>.

### **Course Retake Policy**

HIM students receiving a "D" or "F" in an HIM course may request to retake the course. Permission to retake a course is granted at the discretion of the course instructor in collaboration with input from the chair, and final approval for course retakes rests with the department chair. **Students may only retake a course one time.**

## **OTHER INFORMATION FOR STUDENTS**

### **Advising and Enrollment**

Student advising is available throughout all semesters of the HIM program and students are encouraged to meet with the program advisor.

Enrollment instructions are provided to students so that students properly enroll in Enroll and Pay each semester.

### **Course Waivers**

In some situations, HIM course requirements may be waived based on completion of comparable content in prior studies. If a student desires to use another institution's course in lieu of one in the program, they should meet with their advisor to discuss the matter. The process for initiating and reviewing a course waiver request is also the same as that for transfer of credit. Refer to Relevant KU Policies:

- <http://policy.ku.edu/admissions/transfer-coursework>

- <http://policy.ku.edu/admissions/associate-arts-degree-KU-core>

If the advisor believes it to be appropriate to consider previous coursework in lieu of coursework in the KU-HIM program, the student is responsible for furnishing the course description and syllabus from the prior course and provide rationale for their request. Not all requests of this nature are approved. If such request is approved, the student must also be able to attain sufficient credit hours to be eligible for graduation.

### **Course Evaluations**

Course evaluations are an integral part of our program accreditation requirements and internal process improvement efforts. All evaluations are completed anonymously on-line by students. Students are strongly encouraged to complete course evaluations.

### **Student Employment Schedules**

The academic endeavor must be the student's primary focus. Students enrolled in the full-time on-campus HIM program are strongly encouraged to limit their employment schedules to 20 hours per week or less. A student's successful academic performance requires two hours per scheduled classroom-hour, dedicated to non-classroom coursework. Students are **NOT** allowed to schedule employment obligations that conflict with any academic requirements of the HIM program.

### **Professional Practice Experience (PPE) Explanation**

Professional practice experiences (PPE) provide hands-on experience in, or information about, professional practice in HIM. PPE offers students a way to learn about their chosen profession, as well as apply what they have learned in class to real-world settings.

- a. Attendance at all assigned PPEs is required. Although absences are not permitted, the student must notify the PPE course instructor as soon as possible of the impending schedule conflict, and to notify the PPE site coordinator, as the facility has a list of the names of the specific students who they are expecting to visit their site.
- b. The student is responsible for his/her travel arrangements to any off-site activity. Carpooling is encouraged.
- c. Facility location and contact information will be provided for each PPE activity.

### **CONDUCT AND PROFESSIONALISM EXPECTATIONS**

HIM students are responsible for reading the following information about professionalism and conduct, to include viewing information linked to via hyperlinks. If you have questions about the information shared in this section, your questions should be directed to the Department Chair. Please also review [Appendix E](#) for additional information.

#### **Professionalism**

Professionalism is expected and HIM students must comply with professionalism standards and policies of the SHP. Please visit the [School of Health Professions Student Handbook](#) and read

the section on the topic of **Professional Conduct** within the Performance Standards and Policies section.

### **Viewing and Use of Protected Health Information in Medical Records**

Per HIM Department policy, a student who knowingly breaches a patient's rights to privacy and confidentiality by disclosing Protected Health Information (PHI) as specified by the Health Insurance Portability and Accountability Act (HIPAA) is committing academic and nonacademic misconduct. A breach may include actions such as:

- accessing electronic or paper-based health records in an area where others can view it
- printing PHI
- sharing patient information details via social networking sites such as Facebook, Twitter, Instagram, etc.
- texting or photographing excerpts from health records with a cell phone or other device

In addition to the above, it is never permissible to delete or alter PHI in medical records.

### **Academic and Non-Academic Misconduct**

Academic honesty and integrity is expected of students at all times. Your ethics in academia reflect your ethics as an HIM professional. Maturity, ethical virtues, and professionalism are necessary traits for those in the HIM profession.

HIM students must avoid actions and behaviors considered academic or non-academic misconduct as outlined in the policies of the SHP. Please visit the [School of Health Professions Student Handbook](#) and read the section on the topic of **Academic and Non-Academic Misconduct** within the Performance Standards and Policies section.

### **Actions Related to Academic and Non-Academic Misconduct**

In instances of alleged misconduct, the HIM Department Chair may impose sanctions as described in the SHP student handbook, which include warning, probation, suspension, or dismissal. The HIM Program **does not** use a progressive disciplinary approach by which a warning is required before probation, etc. Please visit the [School of Health Professions Student Handbook](#) and read the section on the topic of **Actions Related to Academic and Non-Academic Misconduct** within the Performance Standards and Policies section.

### **RESOLVING DISPUTES BETWEEN HIM STUDENTS, FACULTY, STAFF, OR PROGRAM**

The student will make a good faith effort to resolve the matter with the party involved. Should the matter not be resolved, the following steps must be taken:

#### **Brief Outline of Steps for Resolving Disputes in the HIM Program**

1. Discuss issue with immediately involved parties (if unresolved);
2. Discuss issue with HIM Department Chair (if unresolved);
  - If the issue involves the Chair, students may discuss the matter with their advisor

3. If applicable to the issue, submit letter requesting to meet with the HIM Academic Review Committee\*\* (if unresolved)
4. If applicable and issue pertains to academic or non-academic misconduct, the student should refer to their appeal rights as outlined in the SHP Student Handbook

\*\*An ad hoc Academic Review Committee may be established to provide objective review of decisions made by the Department Chair. Typically, the HIM Academic Review Committee consists of at least 2 HIM faculty and 1 faculty from another academic program at KUMC. The members are appointed on the basis that they are uninvolved and unknowledgeable of the issue under review. In the rare instance HIM faculty members unavailable to serve on this committee, faculty from other departments on campus will be selected.

### **RESOURCES AND TOOLS TO AVOID PLAGIARISM**

Resources are available to assist you in avoiding plagiarism. Please review the [KU Writing Center Guides](#) section titled “Avoiding Plagiarism”. You may also schedule an appointment with writing center staff for assistance.

HIM faculty may use a plagiarism prevention tool called “SafeAssign”. In a course using Safe Assign, your papers are submitted through KUMC’s learning management system Blackboard’s SafeAssign plagiarism prevention service. SafeAssign checks your papers for plagiarism against Internet sources, academic journal articles in library databases, the KUMC SafeAssign database, and the Global SafeAssign database, and provides your instructor with a line-by-line comparison of your text and matching text in other publications. Your instructor can use this information to determine if information is properly cited and referenced. When submitting your paper, you can choose to include your paper in the Global SafeAssign database. This option is voluntary and helps protect your work from plagiarism by other students.

### **SCHOLARSHIPS AND AWARDS**

Scholarships and awards are available from the Department of HIM and SHP. In addition, AHIMA and CSA’s of AHIMA (e.g., KHIMA, MoHIMA, ILHIMA, etc.) offer scholarships and awards to HIM students. More information and the criteria will be provided to students when such opportunities arise.

### **STUDENT VERIFICATION OF HANDBOOK AND OTHER REQUIRED AGREEMENTS**

Each student is required to complete an acknowledgement form acknowledging that he or she has received this handbook. Signing the acknowledgment form is verification from the student to the Department of HIM that they will read the handbook in its entirety and seek clarification from the Department Chair immediately should they have questions. Signature on the acknowledgement form is considered your agreement to abide by all policies, procedures, and requirements of the Department of HIM.

**\*\*APPENDIX A TECHNICAL STANDARDS\*\***

**The University of Kansas Medical Center**

**School of Health Profession  
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 Registered Health Information Administrator (RHIA) certification exam. HIM professionals work in various capacities throughout the healthcare delivery system in roles which are technical, administrative, and/or managerial in nature.

The following technical standards must be met by all students **with or without** accommodations:

1. **Observational**

HIM students must be able to learn from experiences and understand content in didactic and clinical settings. This includes, but is not limited to:

- Medical record content, to include discernment and use of clinical and administrative data displayed within the medical record
- Statistical, financial, and reimbursement data, to include utilizing spreadsheets, software, databases, and performing mathematical calculations
- Management and leadership techniques and styles
- Information systems and technology
- Clinical concepts

2. **Communication**

HIM students must be able to communicate effectively and efficiently in English, to include in electronic formats, with other students, faculty, staff, researchers, and the public.

Effective communication includes the ability to:

- understand assigned readings, lectures, and technical and professional materials
- analyze information
- present results of such analyses
- independently prepare papers and presentations

- follow instructions

Use of computers and other technology is imperative to this communication for manipulating medical records, assimilating information, producing documentation, and interpreting data.

3. **Sensorimotor**

HIM students must have gross motor, fine motor and equilibrium functions reasonably required to access information from or use the following:

- a computer, keyboard, touchscreen, or mouse
- a phone
- other office equipment (i.e., printers, scanners, copy machines, etc.)

HIM students must be able to physically manipulate medical records (i.e. turning pages, assembling, sorting, carrying, lifting, filing, etc.).

HIM students are required to travel to a variety of traditional and nontraditional facilities for professional practical experiences.

4. **Intellectual, Conceptual, Integrative, Quantitative, and Problem Solving**

HIM students must be able to make decisions, to include understanding the rationale for their decisions and how to justify decisions. This includes performing the following:

- measurements and calculations
- reasoning and comprehension
- performing and analyzing needs assessments
- synthesizing information from a variety of sources

5. **Behavioral and Social**

HIM students are expected to exhibit professional behavior and attitude during their participation in the classroom and clinical situations. This includes, but is not limited to:

- using appropriate language
- demonstrating competency in stressful situations
- accepting responsibility for one's own actions
- establishing and maintaining healthy relationships with faculty, peers, supervisors, patients, and other stakeholders
- completing tasks and assignments as required by faculty or supervisors

HIM students are expected to demonstrate professional characteristics indicative of success in the profession of health information management. This includes, but is not limited to:

- being honest and ethical
- demonstrating empathy when appropriate
- demonstrating responsibility for oneself
- working effectively in teams

NOTE: Reasonable accommodations will be considered and may be made to qualified students who disclose a disability, so long as such accommodation does not significantly alter the essential requirements of the curriculum and the training program, or significantly affect the safety of patient care. Students who disclose that they have a disability are considered for the program if they are otherwise qualified. Qualified students with a disability who wish to request accommodations should provide the appropriate documentation of disability and submit a request for accommodation to the University's Office for Academic Accommodations. Students may submit this request by contacting 913-945-7035 or [cukoko@kumc.edu](mailto:cukoko@kumc.edu).



## **\*\* APPENDIX B STUDENT TECHNOLOGY REQUIREMENTS\*\***

### **KUMC Department of Health Information Management Student Technology Requirements**

Incoming students are required to own a laptop computer for academic use. If you currently have a device you are responsible for confirming that it meets the listed requirements below. Use information provided in this appendix as a guide if you have not purchased one yet. ***Please note: Netbooks do NOT meet minimum laptop requirements.***

The KU-HIM program requires student acquired laptops to meet certain hardware and software minimum standards as indicated in the Student & Faculty Computer Minimums & Recommendations\*\* described at the following webpage: <http://www.kumc.edu/information-resources/standards-and-guidelines/purchasing-a-pc-for-work-use/recommendations-for-homestudents-computing.html>

\*\*When reviewing the hardware and software information at the above-mentioned website, HIM students are *required* to meet criteria noted in the Student Minimum/Recommended column for PC hardware or when using Apple device are *required* meet the criteria noted in the Student Recommendation Column. HIM students are *required* to meet software recommendations on the table that indicate the following users: Students, All, and HIM Student.

HIM students must also review each course syllabi for any additional software or technical supply requirements.

## **\*\* APPENDIX C COMPUTER AGREEMENT\*\***

### **KUMC Department of Health Information Management Student Computer Agreement**

As an HIM student, you are responsible for coming to class with a fully charged and working computer that meets the *minimum* laptop requirements. During and outside of class time you should be prepared to use your computer for tasks such as but not limited to:

- Accessing and downloading course documents
- Turning in assignments
- Taking notes
- Taking quizzes & exams
- Completing assignments
- Posting to discussion boards
- Accessing the internet
- Connecting to the KUMC secure network
- Accessing HIM software programs

With your computer, you will have access to KUMC's network where you will get to the internet in order to access Blackboard, the online course delivery system. The internet may be accessed through a wireless connection in all classrooms or through a hard-wired connection only in the HIM Computer Lab. The Department of HIM also has industry-specific software that you will be required to use for assignments.

- It is the student's responsibility to maintain a backup of all work. "Lost" work will not be accepted as an excuse to miss an assignment.
- It is the student's responsibility to maintain a functional laptop/tablet that meets the minimum computer requirements at all times. Failure to do so may result in a "0" for an exam or assignment.
- The University will not provide technical support for your personal laptop/tablet. It is your responsibility to maintain your system and to minimize any downtime.
- For students who use Macs, the expectations remain the same as students who use PCs.

Because owning your own laptop is a requirement of the HIM Program, the expense is eligible for financial aid (up to \$2500). Students are responsible for contacting the Financial Aid Department at (913) 588-5170 to complete the appropriate paperwork.

## **\*\*APPENDIX D CONFIDENTIALITY AGREEMENT\*\***

### **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 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. You cannot discuss this information with friends or family. 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.
- Students may not record individually identifiable data elements, and students are not permitted to keep direct links or lists of any sort which contain protected health information. Any information or notes created by the student regarding encounters reviewed must be of a nature where it is impossible to figure out who the data or information pertains to. Obvious examples of protected health information include patient name, medical record number, and home address. Less obvious examples include instances where diagnosis and procedure code numbers describe an encounter so unique that a reader might be able to determine the identity of a patient.
- Under strict circumstances, upon receipt of a properly executed medical authorization or subpoena, medical information may be released to the requesting party. A student will not receive these types of requests; however, if a situation arises in which copies of health information are being requested of a student, the student should contact their supervising faculty or Department Chair.
- Usernames and passwords assigned to you for access to hospital information systems are confidential. Only the individual to whom the username/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 username/password, it is your responsibility to request a new username/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.

## **\*\*APPENDIX E CODE OF CONDUCT AGREEMENT\*\***

### **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 Department of HIM's learning community. This Code of Conduct is established to ensure that all students have a clear understanding of the expectations your instructors have regarding your conduct in your KUMC HIM classes.*

#### **It is the responsibility of each student to:**

- Act in a professional manner by treating all students, instructors, and guests with dignity and respect in face-to-face and virtual interaction.
- Comply with KUMC information technology policies.
- Comply with academic and non-academic misconduct policies of the SHP.
- Participate respectfully and professionally in team collaborations, projects, and peer reviews.
- Be self-motivated and self-directed and strive to:
  - ◆ Manage time efficiently.
  - ◆ Approach your classes with a desire to learn.
  - ◆ Assume leadership role when necessary and voluntarily assist others when appropriate.
  - ◆ Develop necessary technical and practical 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, and restrictions
  - ◆ Assignment policies, procedures
  - ◆ Software standards
  - ◆ Attendance policies
  - ◆ Disability requests and accommodations
  - ◆ Cheating and Plagiarism
  - ◆ Intellectual Property rights / Fair Use Guidelines

**\*\*APPENDIX F INTERNSHIP AGREEMENT\*\***

**University of Kansas  
Health Information Management Program  
Internship/Practicum**

*An internship, also called a capstone experience or practicum, is required by our accrediting agency, CAHIIM, for all graduating HIM students. Hereafter the document will use the word “internship” to describe both internships and practicums. All program coursework must be successfully completed with a “C” or better prior to participating in the internship. The HIM program sets the internship timeline. This opportunity is designed to serve as a practical experience in an HIM related environment. Our hope is that you will gain an understanding of the important and responsible role that an HIM professional performs.*

*This is a mandatory, 3 credit hour internship. On campus students are expected to complete 160 contact hours and be on site every week day during normal business hours. Online professional students will work with the internship coordinator to develop individualized completion plans. You will be required to enroll in this course, complete an assigned project or series of smaller projects (given to you by your site preceptor), submit a project portfolio, and complete a final presentation at the end of this course for a grade.*

The internship is considered coursework, and the student will not receive any reimbursement for expenses or compensation for this experience. You are responsible for any and all associated expenses such as drug tests, background checks, room and board, transportation, parking, and any site onboarding fees associated with the internship. The examples of potential expenses should be considered as examples and not considered an all-inclusive listing.

Students may complete their internship anywhere in the United States. If the student wishes to complete an internship outside of the KC metro area, it is the student’s responsibility to find a location that is willing to host the student’s internship. The internship coordinator will work with the facility to complete the required affiliation agreement. Factors to consider in selecting a site should include:

- Preferred work and living location after graduation.
- Type of experience and organization that interests you.
- HIM career interests to which a certain site could provide exposure.
- Family location and housing options during the experience.

Other guidelines (and review):

- Each student is **financially** responsible for all expenses. The student will not be compensated for this academic requirement or receive any reimbursement.

- 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.
- The student will be provided information regarding the internship during their final semester.
- All classroom students are required to return to the HIM Program following the completion of their internship to present to the HIM faculty and peers about their experience. **This is mandatory.**
- 
- All online students are required to submit material as indicated by the internship coordinator, which will include a portfolio and recorded presentation to describe their experience. **This is mandatory.**
- Online students who are already working in the profession will work with the internship coordinator to identify an opportunity to complete a project(s) within their current organization in a department differing from their primary employment assignment.
- The selected internship site will not be approved until the legal contract (affiliation agreement) between the facility and the University of Kansas Medical Center has been signed by all required parties and returned to the HIM Program. If the site and the University do not come to an agreement of terms, the student will be required to select an alternate site.
- The Clinical Coordinator does not guarantee that any site requested by the student will be available to that student. However, the Coordinator will attempt to meet the needs of each individual student/request.
- Due to unforeseen circumstances, there may be a cancellation of the management internship site. Should this occur, the PPE 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.
- Students must be in good standing with all department policies.
- The grade for the management internship is based on the following three items:
  - Completion of the management internship (Mentor's evaluation)
  - Completion of an internship project(s)
  - Management Internship presentation