

Department of Health Information Management

Graduate Student Handbook 2025 – 2026



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Contact Information

For the Department of HIM's mailing address, email address, and phone number, please visit this [webpage](#). The HIM faculty/staff office suite is located on the 5th floor of Wescoe.

Departmental Faculty and Staff

Please visit our [website](#) to learn about the faculty and staff of this department.

Mission Statement

We improve lives and communities through partnership with our students and innovation in all we do.

Vision Statement

To be a leading research university that lifts one another and advances the state, the nation, and the world.

Departmental Values

Integrity	We expect professionalism from our faculty, staff and students, and all aspects of our work are underscored by ethical conduct.
Respect	We value and embrace the variety of characteristics, qualities, experiences, and ideas that contribute to well-being and belonging and that enrich our department and community.
Innovation	We embrace creativity, exploration, life-long learning, and the opportunity to discover with open, future-focused minds.
Stewardship	We use our time, talents, and resources responsibly to best serve others and our profession.
Excellence	We deliver quality in all we do, in collaboration with our students, colleagues and the communities we serve.

Professional Ethics

Students and faculty of this program are expected to uphold professional ethics. The AMIA Code of Professional and Ethical Conduct outlines ethical obligations of health informatics professionals and is found at this [link](#).

Graduate Academic Programs

The Department of HIM offers the following graduate academic programs:

- Master of Science in Health Informatics
- Graduate Certificate in Health Informatics
- BSHIM + MSHI Joint Accelerated Dual Degree
- MSHI + PharmD Dual Degree

To learn more about our graduate health informatics offering, please visit this [webpage](#).

Accreditation of the Master of Science in Health Informatics and Graduate Certificate in Health Informatics

KU's master's degree program in health informatics is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) and meets the standards set by the American Medical Informatics Association® (AMIA®). The health informatics accreditor of the University of Kansas is the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The college's accreditation for the master's degree in health informatics has been reaffirmed through 2030. All inquiries about the program's accreditation status should be directed by mail to CAHIIM, 200 East Randolph Street, Suite 5100, Chicago, IL, 60601; by phone at (312) 235-3255; or by email at info@cahiim.org.



Student Resources & Services

Library

A.R. Dykes Library, *Dykes Library*, is the health science library at KUMC. Please visit the [Dykes Library website](#) to learn more.

Counseling and Educational Support Services

Please visit the [Counseling and Educational Support services website](#) to learn about resources and services available to students.

Technical Standards for Students in the Master of Science in Health Informatics and Graduate Certificate in Health Informatics Programs

Technical Standards describing skills and outcomes a student must be capable of performing with or without accommodations to be successful in the MS in health informatics and graduate certificate in health informatics programs. A copy of these Health informatics program technical standards is found in [Appendix A](#).

Office of Student Life

Please visit the [Office of Student Life website](#) to learn more about programs, resources, and services.

Technical Support

Technical support is available to students using KU information systems and technology. Refer to your course syllabus for further information.

Professional Organizations

Health informatics students should familiarize themselves with professional associations related to the professional discipline of health informatics. AMIA is the primary professional organization associated with health informatics. In addition, health informatics professionals may benefit from programs,

services, memberships, etc. through HIMSS and AHIMA. To learn more about these associations, please visit their websites:

[American Medical Informatics Association \(AMIA\)](#)

[American Health Information Management Association \(AHIMA\)](#)

[Health Information and Management Systems Society](#)

Student Policies

The following policy statements establish parameters and expectations of students.

KUMC Office of Graduate Studies Policies and Regulations

All KUMC graduate students are subject to policies and regulations set forth by the KUMC Office of Graduate Studies. These policies and regulations are published annually in the KU Academic Catalog. To view the current policies and regulations, please visit this [webpage](#).

SHP Student Handbook

All graduate students enrolled in programs in the KU School of Health Professions (SHP) are subject to policies outlined in the SHP Student Handbook found online [here](#).

Annual Confidentiality Agreement Policy

A copy of this confidentiality agreement is found in [Appendix B](#).

Annual Training Requirements Policy

Students complete mandatory online annual compliance trainings. Information about these trainings is sent to KUMC email addresses from Saba@kumc.edu and must be completed by deadlines indicated by the University. *Failure to complete these trainings 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. Late work which a student is unable to submit due to losing network access because of training noncompliance is not accepted.*

E-Mail Policy

To protect student privacy and comply with federal student information privacy laws, students must use their KUMC/KU email account when emailing faculty, staff, or the department chair. Email sent from other email addresses may not receive a response. When sending email, students should demonstrate professionalism and send emails appropriate in nature and scope. 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 requires additional explanation to understand course content.
- Requests for feedback or clarification about assignments.
- Notifications of absenteeism.
- 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, course material, policies, or other provided resources.
- Complaints with an unprofessional tone.

Equal Opportunity/Title IX Policy

KUMC is committed to eliminating and preventing discrimination or harassment based on race, religion, color, ethnicity, sex, disability, national origin, ancestry, age, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression, genetic information, or retaliation. Resources for students as well as instructions for filing a complaint are found at the [Equal Opportunity and Academic Compliance website](#).

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](#).

Participation Policy

Online degree programs require engagement, time management, and focused autonomy on the part of students. A student who is identified by faculty as chronically late with assignment submissions, non-participatory in online discussions or other peer review/project work, and/or nonresponsive to faculty will be addressed initially in the confines of individual courses by faculty. Ongoing and unresolved issues related to lacking participation and engagement will be escalated to the Department Chair.

Unanticipated Absence Policy

Absence in an online course includes examples such as not logging into the learning management system for extended periods of time coupled with late or missing work and/or no communication.

When a student is absent due to an unanticipated event, such as illness, the student is responsible for notifying their instructors with 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. Instructors may request documentation to substantiate absences which cause the student to miss an assignment, exam, or other required work for a class affecting their course grade. If the instructor excuses the absence, options available to make up missed work and exams may be limited and are determined by the instructor within the limits of the course. If an absence is unexcused, an instructor reserves the right to not allow a make-up opportunity for assignments and tests. Students are held to the expectations outlined in the Student Handbook when seeking any accommodation due to absence; students should also refer to individual course syllabi for information about absences.

In accordance with University policy, absences due to religious observance are excused when approved/indicated by the department that reviews these requests (see religious accommodation policy)

previously noted in this handbook). Students should not seek religious accommodations from the HIM department, department chair, or faculty, and must use the designated process per the policy.

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

- A student's participation in an educational, 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.
- Medical needs or hospitalizations, of self or immediate family.

Students who experience personal difficulties that may prevent them from complying with this policy should meet with the instructor to discuss possible arrangements for 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 and respective due dates. All assignments are delivered via a University provided learning management system and serve as milestones for measuring academic success and attainment of requisite knowledge, skills, and experience. Course instructors establish clear expectations for student success in the course syllabi and course schedules.

Student failure to submit graded material by defined due dates negatively affects the student's grade for the course. Assignments 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).

Other Student Requirements and Notices

Computer Requirements

Online students are responsible for supplying their own computing device, such as a laptop or desktop PC. Relying on a tablet or iPad is insufficient for successful participation and engagement in online courses.

Course Specific Requirements

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

International Students

International students must meet various requirements as set forth by the Office of International Programs, as required prior to starting classes. Please visit this [website](#) for more information.

Other Information for Students

Advising and Enrollment

Student advising is provided throughout all semesters of the health informatics program, and students are encouraged to meet with their advisor.

Enrollment instructions are provided to students prior to each semester. These instructions contain course-specific information needed to enroll via the Enroll & Pay system.

Course Evaluations

Course evaluations are integral to 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.

Conduct and Professionalism Expectations

Students are responsible for reading the following information about professionalism and conduct, to include viewing information linked to via hyperlinks. Please also review [Appendix C](#) for additional information.

Professionalism

Students in this program must comply with professionalism standards and policies of the SHP. Please visit the [School of Health Professions Student Handbook](#) and read the section on Professional Conduct.

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, but is not limited to:

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

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

Avoiding Plagiarism

Plagiarism is using or closely imitating the language and thoughts of another author without authorization, by not crediting the original author, or by representing another author's work as one's own. **This includes use of content generated by artificial intelligence algorithms without identifying this content as A.I. generated.** Plagiarism will not be tolerated and is subject to sanctions up to and including dismissal from the program. Student papers or assignments may be submitted to Turnitin, SafeAssign, or comparable programs/technology for detection of plagiarism.

Plagiarism is prohibited and resources are available to assist you in avoiding plagiarism. Please review the [KU Writing Center Guides](#). You may also schedule an appointment with KUMC writing center staff for assistance or refer to their online resources [here](#).

Academic and Non-Academic Misconduct

Academic honesty and integrity are expected. 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.

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. The health informatics 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 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 are taken:

Brief Outline of Steps for Resolving Disputes in the Health informatics 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 review decisions made by the Department Chair. Typically, the 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 are unavailable to serve on this committee, faculty from other departments on campus will be selected.

Emergency and Disaster Preparedness Information

KUMC Campus Police Department and Public Safety

Please view the public safety [website](#) to learn more about safety, resources, forms, etc. .

Campus Map

To familiarize yourself with the KUMC campus, please refer to this [webpage](#).

Emergency Communications

KUMC uses a variety of communication tools and applications regarding campus emergencies. Please visit the [Emergency Communications website](#) to learn more and ensure that you are set up to receive emergency text notifications.

Student Verification of Handbook and Other Required Agreements

Students are responsible for reading all information contained in this handbook. Any student with questions should contact the Department Chair in writing via KUMC email by September 1st if you began the program in the fall or by February 1st if you began the program in the spring, with any questions or concerns. It is assumed that you have read and understand this handbook in its entirety unless you contact the Department Chair in writing via KUMC email by September 1st or February 1st, dependent on your semester of admission. Annually, after your initial semester of admission to the program, it is assumed by September 1st that you read and understand this handbook unless you have otherwise contacted the Department Chair in writing via KUMC email.

Appendix A: Technical Standards

The University of Kansas Medical Center
School of Health Professions
Department of Health Information Management
Graduate Program Technical Standards

The Master of Science in Health Informatics degree and Graduate Certificate signify that the holder is prepared for entry into the practice of applied health informatics. Therefore, it follows that graduates must have the knowledge and skills necessary to function in a broad range of situations. The following abilities and expectations must be met by all students **with or without accommodations** admitted to the program.

1. **Observation:** Students must be able to observe: lectures, demonstrations, online written and recorded audio/visual material, online meetings, and research and practice situations. Observation necessitates the functional use of the senses of vision and hearing.
2. **Communication:** Applicants also must be able to communicate effectively and efficiently in English with other students, faculty, staff and mentors/preceptors. Communication includes not only speech, but also listening, reading, and writing. Effective communication includes the ability to comprehend conversation, presentations, assigned readings, and the ability to present information verbally and in writing.
3. **Motor:** A student must have sufficient motor function to attend classes, prepare assignments, use a computer keyboard, and make public presentations if required. Course requirements will also include field work in a variety of health organizations.
4. **Intellectual, conceptual, integrative, quantitative, and problem-solving abilities:** An applicant must be able to understand and learn factual information from readings and didactic presentations, gather information independently, analyze and synthesize learned material, and apply that information. In addition, an applicant must possess the ability to understand and work with measurements, carry out calculations and engage in reasoning, analysis and synthesis based on the calculations. An applicant must be able to draw on all these abilities to be an effective problem solver.
5. **Behavioral and social attributes:** Integrity, reliability, self-direction, motivation, and the ability to work with diverse groups are qualities necessary for effective preparation for and practice in this field. A student must have the emotional health required for the full use of his or her intellectual ability, exercise of sound judgment, and timely completion of all responsibilities attendant to the completion of academic responsibilities.

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.

Appendix B: Confidentiality Agreement

KUMC Department of Health Information Management

Student Confidentiality Agreement

Patients are entitled to confidentiality of their health and personal information. The right to confidentiality of health 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. The following summarizes student obligations to health information confidentiality:

- All patient health and personal information are confidential 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 or classroom assignments who have a valid need to know the information.
- Students must 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.
- Students will not copy, print, share, or otherwise release protected health information viewed during Health informatics program courses, if a course utilizes PHI.
- Usernames and passwords assigned to you for access to information systems are confidential. Only the individual to whom the username/password is issued should know the login credentials. No one may attempt to obtain access through any computer network or information system to obtain 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 C: Code of Conduct Agreement

KUMC Department of Health Information Management

Health Informatics Student Code of Conduct Agreement

Each student is an important member of our campus community and has a responsibility to themselves, faculty and staff, and to classmates to support and contribute to the Department of HIM's learning community. This Code of Conduct is established to ensure all students have a clear understanding of the expectations your instructors have regarding your conduct in your KUMC health informatics classes.

It is the responsibility of each student to:

- Demonstrate respect for others by treating all students, instructors, and guests with dignity and respect in all interactions.
- Comply with any and all KUMC student-facing policies as set forth by the Department of HIM, KU SHP, KUMC, and/or KU.
- Participate respectfully and professionally in team collaborations, projects, and peer reviews.
- Be self-motivated and self-directed and:
 - Manage time efficiently
 - Approach classes with a desire to learn
 - Assume leadership roles 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 program-level and course-level policies and procedures found in syllabi, course materials, student handbooks, and other materials provided to students in this program.