

**Bachelor of Science Degree  
Health Information Management Program**

**2007-2008 STUDENT GUIDE  
For On-line and  
On-campus Students**

**DEPARTMENT OF HEALTH SERVICES ADMINISTRATION  
SCHOOL OF HEALTH PROFESSIONS  
UNIVERSITY OF ALABAMA AT BIRMINGHAM  
BIRMINGHAM, ALABAMA**

Revised 10/07

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## FACULTY AND STAFF

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## OVERVIEW OF PROGRAM

Organizationally, the BSHIM program is located in the Department of Health Services Administration, School of Health Professions. Other programs and operational units are shown on the department organizational chart. Physical facilities for the program are located in the Susan Mott Webb Nutrition Sciences Building, 1675 University Boulevard. Classes and most laboratory experiences are conducted in the Webb Building or in the adjacent Learning Resource Center and the Health Professions Building. Medical Center and campus maps are available at [http://www.uab.edu/Campus\\_map/](http://www.uab.edu/Campus_map/)

On-line courses are accessed on WebCT Vista at <http://www.uab.edu/academiccourses>

<b>HSA Department Organization – Academic Units</b>
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Department Chair --- Gerald Glandon, PhD

PhD Administration- Health Services --- Director, Robert Hernandez, PhD

MS Health Services Admin. ---- Director, Stephen O’Conner, PhD

MS Health Informatics --- Interim Director, Gerald Glandon, PhD

BS Health Information Management ---- Director, Ms. Kay Clements, RHIA, CCS

BS in Health Sciences ---- Director, Donna Slovensky, PhD

Executive MSHA Program ---- Stephen O’Conner, PhD

Center for Health Services Continuing Education

## BSHIM PROGRAM CURRICULUM

The Health Information Management Program, formerly the Medical Record Administrator (MRA) Program was organized in July 1972 as part of the School of Community and Allied Health Resources (now the School of Health Professions). The Board of Trustees for the University of Alabama System accepted the degree name change of the MRA program to the B.S. in Health Information Management on February 28, 1994.

Program accreditation was granted on March 23, 1975, by the Committee on Allied Health Education and Accreditation (CAHEA) of the American Medical Association (AMA) in collaboration with the American Health Information Management Association (AHIMA), and has maintained accreditation to date. The HIM program currently is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). On-line courses were introduced in Fall, 2000.

The first class of BSHIM students graduated in June of 1974 – a beginning class of two. Since that time more than 350 students have graduated to take a variety of positions throughout the state of Alabama, across the nation, and around the world.

## **MISSION AND GOALS**

The mission of the Health Information Management Program is to improve health information resources management by acquiring, developing, and disseminating knowledge about the financial, administrative, and clinical data/information required to plan, deliver, and evaluate health systems. Through this effort graduates are prepared for employment in entry level HIM positions in health care organizations. In addition to educating students in the theory and practical applications of health information management, the faculty is a resource for research and continuing education for health information management professionals.

The HIM Program goals are:

1. To fulfill the missions of the University of Alabama at Birmingham and the School of Health Professions.
2. To assure that graduates are competent to fill entry level positions in Health Information Management and will successfully pass the certification examination for the Registered Health Information Administrator.
3. To assure that graduates will demonstrate communication skills essential to working successfully in health information management.
4. To provide assistance in job placement/relocation for graduates and credentialed professionals throughout the State of Alabama and the United States.
5. To offer opportunities for students to complete course requirements through innovative teaching methods and part-time scheduling.
6. To offer opportunities for international students to complete requirements for the HIM program.
7. To develop a variety of strong HIM clinical affiliations.
8. To serve the state and regional health care community by conducting HIM education programs and providing consulting services as requested.
9. To encourage participation in faculty development activities.

**UAB CORE CURRICULUM REQUIREMENTS- 60 HOURS****HOURS****AREA I. WRITTEN COMPOSITION-6 SEM. HRS.**

English Composition (EH 101,102) 6

**AREA II. HUMANITIES & FINE ARTS-12 SEM. HRS.**

Public Speaking (CM101) 3

\*Literature 3

\*Elective 3

Fine Arts Elective 3

**AREA III. NATURAL SCIENCE & MATHEMATICS-11 SEM. HRS.**

Pre-calculus with Algebra (MA 105) or

Finite Mathematics (MA 110) 3

Electives from approved Area III science courses 8

**AREA IV. SOCIAL & BEHAVIORAL SCIENCES-12 SEM. HRS.**

General Psychology (PY 101) 3

\*History 3

\*Electives 6

**AREA V. PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES-19-23 SEM. HRS.**

Principles of Accounting (AC 200) 3

Statistics (AHS 360, QM 214, MA 180 OR PY 214) 3

Human Anatomy/Physiology (HIM 318 OR  
BY 115 & 116) 4-8

Microcomputer Applications (AHS 320) 3

Health Care Systems (AHS330) 3

Law for HCP (AHS 318) 3

(Courses in parenthesis are UAB course numbers.)

\*A 6 semester hour sequence either in literature or in history is required; if a second literature is chosen, it will apply as 3 of the elective hours in Area II Humanities and Fine Arts; if a second history is chosen, it will apply as 3 of the elective hours in Area IV History, Social, and Behavioral Sciences.

**HIM PROGRAM CURRICULUM**

The sequencing of courses in the HIM Program provides for foundational material to be offered first, with courses scheduled in the following semesters containing material based on theoretical information previously presented. For example, courses in human anatomy, human physiology, and HIM 405/410 Clinical Information I and II are the foundational information for HIM 440 ICD 9-CM Coding and HIM 460 Coding/Classification Systems. All courses are on-line except for those indicated by an asterisk.

## HIM CURRICULUM - 62 HOURS

The typical, full-time HIM course sequence, with the name of the course instructor, is listed below.

	HOURS	INSTRUCTOR
<b>FALL: 13 Semester Hours</b>		
AHS 405 Human Resources Mgt. in HCO	4	Paustian
HIM 405 Clinical Information I	3	Ray
HIM 415 Introduction to HIM	3	Clements
HIM 416 Health Data Concepts	3	Cauley
<b>SPRING: 13 Semester Hours</b>		
AHS 435 Survey of Clin./Admin. Info. Systems	3	Garrie
HIM 410 Clinical Information II	3	Ray
HIM 440 ICD-9-CM Coding	4	Clements
AHS 416 Financial Mgt. in Health Care Org	3	Staff
<b>Summer: 11 Semester Hours</b>		
HIM 425 Epidemiology/Applied Statistics in HCO	3	Houser
AHS 403 Op. Mgt. in Health Care Org.	4	Paustian
HIM 460 Coding and Classification Systems	3	Clements
*HIM 430 Clinical Experience I	1	Staff
<b>Fall: 13 Semester Hours</b>		
HIM 455 Reimbursement/Reg Requirements for HIM	3	Clements
HIM 450 Clinical Research Methods	3	Houser
HIM 470 Data Management	3	Wilson
HIM 465 Clin. Eval. & Outcomes Research	3	Spath
*HIM 431 Clinical Experience II	1	Staff
<b>Spring: 12 Semester Hours</b>		
HIM 443 Information Resource Mgt.	3	Staff
HIM 480 Internship	6	Staff
*HIM 481 Issues/Trends in HIM Seminar	3	Staff

**Total hours for degree: 122 semester hours**

## HIM CURRICULUM OUTCOMES AND COMPETENCIES

The HIM program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). To maintain accreditation, the Program must adhere to the Standards and Guidelines for an Accredited Educational Program for the Health Information Administrator. These Standards outline the necessary items for accreditation.

In 1997, the AHIMA required accredited programs to adopt a model curriculum as part of the Standards. This curriculum was developed from work groups composed of interested individuals from the HIM profession. **See Appendix A for the Him Baccalaureate Degree Knowledge Cluster Content and Competency Levels (2005), which is the foundation for curriculum development in maintaining accreditation.**

Approximately every two years, the Council on Certification of the American Health Information Management Association (AHIMA) undertakes a job analysis study of the membership, stratified to reflect the entry-level practitioners from the last two years as well as some sample of more experienced practitioners. From this job analysis study, the Council on Certification develops the cognitive domains, subdomains, and tasks that will serve as the template for construction of the credentialing examinations. These domains, subdomains, and tasks are also provided to HIM programs for use in the development and updating of the curriculum, as they identify the current entry-level competencies required of graduates. The current edition of the cognitive domains, subdomains, & tasks are essential in curriculum development for measuring entry level competence of graduates. **See Appendix B for the AHIMA Domains, Subdomains, and Tasks.**

## **ACADEMIC AND OPERATIONAL POLICIES**

On-Line and On-Campus Students

### **1.0 CONDUCT**

The faculty expect acceptable academic achievement and mature professional behavior from every student enrolled in the BSHIM program. Complaints of unprofessional behavior that cannot be resolved by the individuals involved will be addressed in a conference between the student, program director, instructor, and/or program faculty or authorized committee. A meeting of these parties will be scheduled by the instructor or program director to decide whether there is reasonable cause to take any disciplinary action. The student will be notified of the time and place for the meeting by letter. Student grievances and appeals procedures are published in the *UAB Catalog of Undergraduate Programs*. Additional information about the appeals process is available from the judicial officer, Room 101, Hill University Center. Acceptable behavior includes, but is not necessarily limited to, the following statements.

The student shall demonstrate:

#### 1.1 Integrity in all program assignments.

- 1.1.1 Maintain at least a grade of "C" in all professional courses; see 2.0 Scholastic Requirements.
- 1.1.2 Recognize and report unethical conduct in formal or professional practice experience courses to the Program Director.
- 1.1.3 Treat knowledge concerning patients obtained in the professional practice experience setting as confidential; failure to do so will result in automatic dismissal from the program; see 4.0 Professional Practice Experience Affiliation.
- 1.1.4 Although participation in group projects and teamwork is a common requirement in the HIM curriculum, individual assignments (i.e.,

examinations, homework, take-home tests, etc.) are to be completed by the individual student without assistance from classmates, colleagues, or other persons.

Course instructors will designate specific assignments as group projects and others as individual assignments. Students shall refrain from giving or receiving unauthorized assistance in individual assignments. If you are unclear about requirements for any assignment, contact the course instructor or the program director.

1.1.5 Cheating on any examination will result in a failing grade.

1.1.6 **Plagiarism Policy:** Plagiarism is academic misconduct, that may result in dismissal from the School of Health Professions, and the University (see DIRECTION or SHP Grievance procedures for Violations of Academic Standards). Plagiarism results in a grade of Zero on the plagiarized assignment and may result in disciplinary action. All papers submitted for any course may be reviewed using the online plagiarism monitoring software, Turnitin.com. **See Appendix C for UAB and Program Honor Codes.**

1.2 Dependability in program assignments.

1.2.1 Complete all assignments in a timely manner. Students enrolled in on-line courses are not exempted from assignment due dates.

1.2.2 Submit assignments in an accurate and orderly fashion. All papers must be word processed, printed legibly, and presented in a professional manner. Instructors will provide students with written report evaluations.

1.3 Responsibility for own actions in didactic and professional practice experience courses.

1.3.1 Accept constructive criticism and improve performance.

1.3.2 Refrain from personal habits that distract from or disrupt didactic and/or professional practice experience courses.

## 2.0 SCHOLASTIC REQUIREMENTS

The faculty expect high scholastic achievement. Students are expected to perform well in didactic classes and to provide quality health care service during professional practice experiences in health care facilities.

2.1 Program of Study: Since many of the courses are prerequisites to other courses, students may not take courses out of sequence without

permission from the program director. The program of study is prescribed and is published in the program brochures and this guide. These courses will include one or more of the following formats: lecture, laboratory, professional practice experience assignments, seminar, and on line. Both written and oral reports are required in each class as appropriate. All written reports must follow APA format as specified in the course syllabus. Grading criteria for written reports and oral presentations will be provided by the instructor.

2.2 Curriculum Progression: The minimum level of achievement for progression to the next course in sequential courses is at the "C" level. A student whose status during the academic term drops below a "C" in any course will be counseled by the appropriate member of the faculty. A student making the grade of "D" in any professional course may be dismissed from the program and a student making the grade of "F" in any professional course shall be automatically dismissed from the program. Any HIM student who has not maintained a GPA of 2.5 after completing AHS 318, AHS 320 and AHS 330 will not be permitted to register for additional AHS courses. See the current *UAB Catalog* and *School of Health Professions Catalog* for additional policies related to scholastic requirements.

2.3 Grading: Faculty in each course are responsible for grading assignments, papers, exams and projects. In each course in the professional curriculum, the instructor will announce the grading criteria and publish it in the course syllabus.

### 3.0 ACADEMIC ISSUES

3.1 Academic Regulations – Students are expected to read and comply with all academic regulations as published in the *UAB Catalog*, *SHP Catalog*, and the *UAB Class Schedule*. In particular, students should note the following policies:

- 3.1.1 English Placement Tests – Students must meet the minimum requirements of the English Department in order to register for EH 101. ACT/SAT scores and/or placement scores are used to determine eligibility. Testing times are published in the *UAB Class Schedule*. Read the section on “Do I need to take a placement test?” if you are unsure.
- 3.1.2 Math Placement Tests – Students are required to take a placement test to enroll in MA 102, 105, 106, 109, 110 or 141. Testing times are published in the *UAB Class Schedule*. Read the section on “Do I need to take a placement test?” if you are unsure.
- 3.1.3 Adding and Dropping Classes –You can add or drop courses at no charge before classes begin. These schedule changes can be made

by Web, phone or in person. However, starting with the first day of regular classes, all registration transactions must be made in person. Generally, students will not be charged tuition and fees for classes officially dropped prior to the published drop deadline each term. All tuition and fee payments may be refunded for the credit hours and fees associated with each class dropped before or during this period. The deadline for dropping classes without incurring charges is published each term on BlazerNET.

Students who completely withdraw from school on or after the first day of the term will be charged a \$30.00 withdrawal fee.

Any credit balance resulting from a change in course load prior to the last day to add/drop without paying full tuition will be distributed in accordance with the Order of Return of Title IV Funds Policy as stated below.

- 3.2 Beginning Fall semester 2007, UAB will have an on-line course evaluation system called IDEA. Students will be asked to complete course evaluations on-line. Instructions for evaluation of courses are sent to students via email.

#### **4.0 PROFESSIONAL PRACTICE / INTERNSHIP ASSIGNMENTS**

Students are provided with supervised "real world" learning experiences to apply professional knowledge and job skills in health care organizations. While in these organizations, students will have access to patient records and other sensitive information. All students are expected to adhere to confidentiality policies and procedures as published in the health care organization.

HIM students are required to review and discuss the American Health Information Management Association (AHIMA) Code of Ethics that provides definitive and binding standards of conduct. The faculty of the Program interprets the *AHIMA Code of Ethics* for the student's conduct in the professional practice experience setting as outlined on the AHIMA web site at [www.ahima.org](http://www.ahima.org)

- 4.1 If a student is absent during a professional practice experience assignment, they must notify both the program director and the supervisor of the professional practice experience affiliation. It is the student's responsibility to arrange with the professional practice experience supervisor the date and time to complete assignments missed due to an unavoidable absence. The missed time must be made up before the student is assigned a final professional practice experience course grade and before the beginning of the next quarter.
- 4.2 Students are responsible for transportation to professional practice experience sites.

- 4.3 Students are responsible for meals and lodging expenses incurred during professional practice experiences and internships.
- 4.4 Internship and professional practice experience sites will be selected and assigned to the student at the discretion of the faculty.
- 4.5 Address employees and other individuals by their title (Dr., Mr., Ms.) until requested to do otherwise.
- 4.6 Smoking is prohibited in all public buildings except in areas that are designated "smoking permitted." This policy applies to all professional practice experience sites. Smoking is prohibited throughout UAB buildings at all times.
- 4.7 Some clinical facilities require that the School of Health Professions provide proof that students attending their clinical sites have been tested for specific drugs prior to beginning the clinical experience. The HIM program director will assist students in finding out if they need drug testing prior to going to a clinical facility and supply information to the student regarding testing. Some facilities may require drug testing to be completed at the facility. Students attending sites that require prior drug testing can have the test performed by The Workplace.
- 4.8 Criminal Background Checks (CBC) are rapidly becoming a requirement for participation in clinical education activities. Healthcare facilities require a CBC to ensure the safety of patients and to limit liability. The HIM program director will assist students in finding out if they need a CBC prior to going to a clinical facility and supply information to the student.

## 5.0 ALTERNATIVE CREDIT POLICIES

Courses in the professional curriculum for BSHIM are designed around competencies or skills expected of an entry-level practitioner in specific areas of professional competence identified by AHIMA. Some students may have achieved competence in defined areas equivalent to specific courses through experiential learning or previous related coursework. These students may petition to demonstrate mastery of learning objectives and skills taught in the course(s) through written and skills testing or through documented evidence of learning in a written portfolio. Additional information about alternative credit can be found at <http://www.app.uab.edu/altcredit.html>

- 5.1 Credit by Examination – Students who have previously mastered knowledge and skills taught in a course may petition to earn credit for the course by examination. **See Appendix D for form and policies.**

5.2 Credit by Portfolio – Students who have mastered course objectives through experiential learning or through other means, such as military courses, may petition for credit through evidence of learning documented in a portfolio. Students should contact the UAB Office of Academic Programs and Policy for information. **See Appendix D for form and policies.**

5.2.1 If a course consists of lecture and laboratory and/or clinical components, students should address all components in developing a portfolio. A student may petition for credit for any or all components of a course, or use other mechanisms to earn credit for those components not included in the portfolio; i.e., credit by examination, independent study, or traditional classroom experience. A minimum grade of “C” (or Pass) must be earned in all components before credit is awarded for the course.

5.2.2 Credit will be posted on the student’s transcript using the relevant course numbers and titles, but credit will be awarded as “Pass or Fail” only.

5.2.3 HIM 480, Management Internship and HIM 481, Issues Seminar are not open to petition for credit for prior learning.

## **ON-CAMPUS STUDENTS ONLY**

### **1.0 CLASS ATTENDANCE**

1.1 Students are expected to be prompt and regular in attendance at all on campus class meetings i.e., lectures, laboratories, examinations, field trips, and professional practice assignments. Full preparation and participation is required for all classes. This policy is necessary because assignments for credit are often done in groups. Students are not to request earlier or later dates/times for testing unless absolutely necessary. Students who incur an excessive number of absences are subject to academic penalty.

1.2 Because of the nature of professional instruction, it is difficult to make up work that is missed. If serious circumstances, such as illness, make absence unavoidable, the STUDENT is responsible for making arrangements to re-schedule any missed test(s) within one week after the original examination date. Scheduled examinations may be taken on an alternate date only if appropriate arrangements were made, i.e., the student discussed the situation with the faculty member concerned prior to the absence or the student called in prior to the time of the examination. The student must obtain a signed statement from a physician and submit it to the instructor. Make-up exams will be conducted at the discretion of the instructor involved.

1.3 Unexcused absences from assigned tests and final examinations should not occur. Absences will be evaluated on an individual basis. Unexcused

absences earn a zero for that test or final examination unless otherwise specified by the instructor.

## **2.0 DRESS**

- 2.1 Neat, casual dress is acceptable for class; shorts and abbreviated tops are not acceptable.
- 2.2 When participating in professional practice experiences, students are expected to appear in suitable business attire. Students must adhere to the dress code of the health care organization.
- 2.3 When going on field trips, students will be expected to appear in suitable business attire.

## **3.0 REFERENCE MATERIAL AND TELEPHONE USAGE**

- 3.1 Students should turn off cell phones when attending class.
- 3.2 No reference books, journals, audiovisuals, lab equipment or other instructional materials may be removed without the knowledge of the faculty or staff. Some materials may be checked out but must be returned within five (5) days to avoid incurring a penalty.

## **ON-LINE STUDENTS ONLY**

### **1.0 COURSE COMMUNICATION**

- 1.1 Students taking on line courses are expected to communicate with the instructor by email and/or the course bulletin board on a regular basis.
- 1.2 Students are not to request earlier or later dates/times for testing unless absolutely necessary. Students who fail to participate in on-line course activities are subject to academic penalty.
- 1.3 Because of the nature of professional instruction, it is difficult to make up work that is missed. If serious circumstances, such as illness, make absence unavoidable, the STUDENT is responsible for making arrangements to re-schedule any missed test(s) within one week after the original examination date. Scheduled examinations may be taken on an alternate date only if appropriate arrangements were made, i.e., the student discussed the situation with the faculty member concerned prior to the absence or the student called in prior to the time of the examination. The student must obtain a signed statement from a physician and submit it to the instructor. Make-up exams will be conducted at the discretion of the instructor involved.

- 1.4 Unexcused absences from assigned tests and final examinations should not occur. Absences will be evaluated on an individual basis. Unexcused absences earn a zero for that test or final examination unless otherwise specified by the instructor.
- 1.5 Students with communication problems in a course should contact the HIM program director for resolutions.

## 2.0 ON-LINE COURSE POLICIES

- 2.1 Students should review the WebCT Vista orientation for students prior to beginning their first online course at <http://www.uab.edu/academiccourses>
- 2.2 Students are responsible for maintaining current virus scan software on their personal computers. Files should be scanned before uploading onto the WebCT Vista course site or sent as e-mail attachments. Files containing a virus will be deleted to protect the integrity of the system. NO CREDIT WILL BE GIVEN FOR ASSIGNMENTS THAT CANNOT BE EVALUATED DUE TO PRESENCE OF A VIRUS.
- 2.3 Student names must be included on each paper document and within the text file of all documents submitted via e-mail. Students should keep a backup copy of all files transmitted to the instructor and all papers submitted in hard copy until final course grades have been recorded.
- 2.4 Students registering for the online sections of courses must have access to a personal computer with the following functionality:
- Internet access and browser - version 5 or higher of Internet Explorer or Netscape Navigator [NOTE: Students using AOL for Internet access may experience problems with certain functions in Web-CT Vista.]
  - Personal e-mail service
  - MS Office 2007 – Word, Excel, PowerPoint, Access (this can be purchased from the UAB bookstore at a reduced rate)
  - Adobe Acrobat Reader
  - RealPlayer

For more information and links regarding software requirements, see <http://www.uab.edu/academiccourses> and click student information. Also go to the BSHIM program homepage at [www.uab.edu/him](http://www.uab.edu/him)

- 2.5 Students who experience technological problems while accessing course materials should contact Pam Paustian at (205) 975-9376; cell phone at (205) 790-5616 (students outside of the Birmingham Metro area must use the 205 area code) or by e-mail at [Paustian@uab.edu](mailto:Paustian@uab.edu).

Solutions to common problems and other helpful information are available via the “Help with WebCT Vista” icon present in all courses.

- 2.6 To access a course(s), students should go to <http://www.uab.edu/academiccourses>, and then login to MyWebCT Vista. All courses to which you have been given access should be listed. **User IDs** and initial **passwords** are established with the UAB alias (Blazer ID). Check “Login Help” for assistance in establishing a Blazer ID. Students having trouble logging in, OR who do not have the proper courses listed, should contact Pam Paustian at (205) 975-9376; cell phone at (205) 790-5616 (students outside of the Birmingham Metro area must use the 205 area code) or by e-mail at [Paustian@uab.edu](mailto:Paustian@uab.edu)
- 2.7 Each student registered in an online section of a course should review the course syllabus and assignments, and send a private e-mail to the instructor at the beginning of classes. The e-mail should contain contact information such as work or home telephone number(s), fax number, and personal e-mail (outside Web-CT Vista). Other relevant information may be included. If any personal or work activities conflict with requirements on the course calendar, please inform the instructor ASAP.
- 2.8 At a minimum, students should monitor the bulletin board and private e-mail on the course site at least once per week. In order to be successful in the course, students are advised to access the course website 3-4 times weekly to complete assignments in a timely manner.
- 2.9 Some instructors require that students select a proctor for testing. **See Appendix E for the Proctor Form.** This form should be completed and submitted at the beginning of the semester. Relatives will not be approved as proctors. The HIM program director reserves the right to approve any proctor submitted by the student.
- 2.10 Some courses will offer on-line testing. It is important that students are aware of the times and requirements for taking an online test.

## PROFESSIONAL AND STUDENT ORGANIZATIONS

### AHIMA

The American Health Information Management Association (AHIMA) is the national professional society dedicated to the promotion of the art and science of health information management. This organization was founded in 1928 as the American Association of Medical Record Librarians. In 1969 the name of the organization was changed to the American Medical Record Association. The present name was adopted

in October 1991. The national offices of AHIMA are located at 233 North Michigan Avenue, Suite 2150, Chicago, Illinois, 60601-5519; telephone: 312-233-1129; Web address: <http://www.ahima.org>. AHIMA's professional journal, *Journal of AHIMA*, is published monthly.

*Student membership in AHIMA is strongly recommended.* The Student membership fee is \$35 per year. A student member enjoys all the benefits of AHIMA membership, including Communities of Practice, the *Journal of AHIMA*, certification opportunities, e-learning, and more...all either FREE with membership, or at attractive discounts. Special benefits for student members: AHIMA Mentor Program, Student Community of Practice and Student Connection e-news. Students can join via the Internet through the AHIMA home page at <http://www.ahima.org>.

The Alabama Association of Health Information Management (AAHIM) is a component organization of AHIMA. While AHIMA holds its annual meeting in the fall, the AAHIM meets in May of each year. All students are encouraged to attend the state meeting.

Alabama has several state regional associations. Students are invited to join the Birmingham Regional Health Information Management Association for an annual fee. The regional association meets bi-monthly at local area hospitals. On-line students living outside of Alabama should contact the component State Association for information about local HIM meetings.

### **SHP Student Association**

This association was formed for the purpose of self-government, to promote a clear and continuous exchange of ideas and opinions among the students, the faculty, the administration, and the community, and to assume the fullest responsibility and power of self-government consistent with the constitution and laws of the state of Alabama and the policies of the administration of this University, including any policies hereinafter established. Membership in this organization includes all students enrolled in SHP.

The Senate of the SHP Student Association consists of representatives elected from each of the programs at SHP, to be represented as follows:

Number of Students in Program	Number of Representatives
15	1
15-29	2
30 or more	3

Election of representatives is held on or before the first Monday of October of each academic year. Representatives are elected for one-year terms and no representative may serve more than three consecutive years.

### **Student HIM Association**

The Student HIM Association is open to any HIM or pre-HIM student. The organization offers students an opportunity to meet other individuals enrolled in the programs as well as provide students with a variety of educational and extra-curricular activities. All

students are encouraged to participate in club activities; however, membership in the club is strictly optional. For more information regarding the Student Health Information Management Association contact the faculty sponsor.

## **AWARDS AND HONORARY SOCIETIES**

### **ALPHA ETA SOCIETY**

The Alpha Eta Society/UAB Chapter of Allied Health Professional National Honor Society recognizes students registered in the final term of a baccalaureate or graduate program of the School of Health Professions who have a cumulative grade point average of at least 3.0 (4.0 scale). The students must be in the upper 10 percent of their chosen fields of study. Nominations are generally solicited in spring and summer terms of each year.

### **AAHIM OUTSTANDING STUDENT AWARD**

This award recognizes students from accredited HIM/HIT programs in Alabama for scholarship, leadership and service. Students are selected by the Alabama Association of Health Information Management from nominations submitted by the program director. Determination of this award is by application to the Board of Directors, the Alabama Association of Health Information Management with the award presented at the annual meeting.

### **DEAN'S LEADERSHIP AND SERVICE AWARD**

The Dean's Leadership and Service Award is presented by the Dean of SHP to up to three outstanding SHP students for scholarship, leadership and service to SHP and UAB. This award is given in the summer for students graduating in June or December of that year. Students are nominated by program faculty.

### **OMICRON DELTA KAPPA**

Omicron Delta Kappa (ODK) is a national honor society that recognizes baccalaureate and graduate students who have demonstrated leadership in extracurricular activities of service to UAB and the community; students must have a minimum GPA of 3.0 and have been enrolled in UAB for at least three quarters. Candidates are nominated by active faculty and student ODK members. Selection is made in October and April of each year.

### **PHI KAPPA PHI**

Phi Kappa Phi is a national honor society that recognizes superior scholarship in academic disciplines. Seniors must rank in the upper 5 percent of their class and have attended UAB for at least one year; juniors must rank in the upper 30 percent of their class. Nominations are generally submitted in the spring of each year.

### **WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGES**

Who's Who Among Students in American Universities and Colleges is a national organization whose membership is open to outstanding college students who are junior, senior or graduate students. General criteria include outstanding scholarship,

leadership and service to the school and community. Nominations are generally submitted in the spring of each year.

## **SHP STUDENT SERVICES**

### **Financial Assistance: UAB School of Health Professions Scholarships, Awards & Loan Funds**

**Deans Merit Scholarship** – These scholarships are used to recruit or retain outstanding students enrolled in SHP academic programs. Selection is based upon academic achievement, including but not limited to, grade point average and standardized test scores. Selection of awardees is made by each SHP academic program.

**Deans Diversity Scholarship** – These scholarships are used to recruit or retain students from under-represented groups who will enhance the diversity of SHP academic programs, and consequently the diversity of the health professions workforce. Recipients must meet the University's definition of under-represented groups. Selection of awardees is made by each SHP baccalaureate and master's degree program.

**Alumni Merit Scholarship** -- The Alumni Merit Scholarship has been established by the UAB National Alumni Society. Scholarship recipients are selected by the SHP Scholarship Committee based on nominations of the SHP Programs.

**SHP Scholarship** – These scholarships are funded through a combination of allocated budget monies from the Dean and proceeds from the SHP Endowed Scholarship, which was established in 1988 through gifts from faculty, staff and friends of the School. These scholarships are used to recruit or retain students who will enhance the diversity of SHP programs or who have outstanding academic credentials including but not limited to grade point average and standardized test scores. Selection of awardees is made by the SHP Scholarship Committee; applications are submitted by SHP program directors on behalf of qualified students. The number and amount of awards are left to the discretion of the Scholarship Committee based upon available funds.

**Lettie Pate Whitehead Foundation Scholarship** – These scholarships are made possible by an annual grant from the Lettie Pate Whitehead Foundation, based in Atlanta, Georgia. The Whitehead family was the first to secure an exclusive contract to bottle and sell Coca-Cola throughout most of the United States. Applicants must be young women from the Southeastern states who are pursuing an undergraduate education in one of the SHP baccalaureate programs and who demonstrate a financial need. Selection is made by the SHP Office of Student Services. For more information contact Student Services at (205) 934-5963 or by email at [bharris@uab.edu](mailto:bharris@uab.edu).

**Ethel M. and Jessie D. Smith Endowed Nursing and Allied Health Scholarship** – This endowment provides scholarships for both the School of Health Professions and School of Nursing. SHP applicants must be admitted to or enrolled in a SHP baccalaureate program and be a resident of the state of Alabama at the time of enrollment. Selection is made by the SHP Office of Student Services. Selection is made

by the SHP Office of Student Services. For more information contact Student Services at (205) 934-5963 or by email at [bharris@uab.edu](mailto:bharris@uab.edu).

**SHP Student Government Association (SGA) Scholarship** – Initiated in 1998, the SHP SGA funds five annual scholarship awards (3 undergraduate; 2 graduate) from student activity fee income that is allocated to the SGA. Applicants must be full-time enrolled students in good standing in an undergraduate or graduate SHP program. For more information contact Student Services at (205) 975-2925 or by email at [mradden@uab.edu](mailto:mradden@uab.edu).

**Matthew F. McNulty, Jr., Health Services Emergency Loan** – Students enrolled in the professional phase of programs in the School of Health Professions are eligible to apply for this low-interest loan. The fund was originally established by the University Hospital Auxiliary, and its purpose is to provide support for students needing emergency assistance. The amount of the loan will depend upon the student's needs. Inquiries should be directed to the Office of Student Services: (205) 934-5963 or [bharris@uab.edu](mailto:bharris@uab.edu).

**The following are recognition awards given annually by the School:**

**Cecile Clardy Satterfield Award for Humanism in Health Care** – Recognizes an outstanding student for humanitarianism, professionalism and commitment to health care.

**Charles Brooks Award for Creativity** – Recognizes an outstanding student for creative accomplishments that complement academic activities.

**Alfred W. Sangster Award for Outstanding International Student** – Recognizes an outstanding international student for academic and non-academic accomplishments.

**Deans Leadership Award** – Recognizes outstanding leadership and service to SHP, UAB and the community.

## **SHP DEPARTMENTAL SCHOLARSHIPS AND ENDOWED AWARDS**

The following scholarships and awards are given by individual departments and programs in addition to those listed above that are funded for each program by the Dean's Office. Inquiries should be directed to the individual program that awards the fund.

Academic departments in the School of Health Professions may sometimes award additional departmentally-funded scholarships at the discretion of the department chair based upon the availability of funds.

## **UAB FINANCIAL AID**

A variety of financial aid programs are available for SHP students through the UAB Office of Student Financial Aid. These include, but are not limited to, the Pell Basic Educational Grant, Supplemental Educational Opportunity Grant, and National Direct Student Assistant Grant. An application and further information can be obtained from:

UAB Office of Student Financial Aid; 260 Hill University Center; 1400 University Boulevard; Birmingham, Alabama 35294-1150; Telephone: (205) 934-5317 or 1-800-421-8743. Web site: <http://main.uab.edu/sites/apply/financial-aid>

## **GRADUATION**

Application for graduation can be made electronically on BlazerNet under "student resources" and should be completed at least six (6) months before course work is completed. A graduation fee is billed after the application for degree is filed. Graduates are encouraged to participate in the graduation exercises for the University of Alabama at Birmingham, which are held in June and December. Date, time, and location are announced on BlazerNet.

Upon successful completion of the BSHIM program curriculum, graduates earn a Bachelor of Science degree with a major in Health Information Management.

Students who hold a baccalaureate degree prior to program admission may complete professional curriculum requirements and earn a second baccalaureate degree and/or certificate in HIM.

## **CERTIFICATION**

Upon receipt of the Bachelor of Science degree or Certificate in Health Information Management, the student is eligible to apply to take the certification examination given by the American Health Information Management Association. Successful candidates earn the professional credential of Registered Health Information Administrator (RHIA). The examination is given online and can be taken anytime after graduation. Application to take the examination is available at [www.ahima.org](http://www.ahima.org). There is a member fee and a non-member fee. AHIMA Student members pay a reduced fee.

## REGISTRATION AND FEES

Students register at the beginning of each semester (time, date and location announced on BlazerNet). Payment of fees at time of registration is not required. Fees may be paid by mail or in person within four weeks after registration at the Cashier's Office, Hill University Center, third floor, 1400 University Boulevard, University of Alabama at Birmingham, UAB Station, Birmingham, Alabama, 35294-1150. Telephone: (205) 934-3570. Payment must be received by the date outlined in the class schedule whether paid in person or by mail. After this deadline, your debt to UAB is considered in default and UAB reserves the right to take immediate action to collect the debt. Failure to receive a statement does not alter the student's responsibility to remit payment by the deadline. Information on the amount owed by each student is available at the Cashier's Office. All or part of fees may be paid by credit card at the Cashier's Office.

No transcripts will be issued for students who have outstanding debts or fines with any school, department, or library of the University.

## HEALTH SERVICES

Participation in the UAB Student Health Service program is mandatory for students enrolled in the following School of Health Professions programs: cytotechnology, clinical nutrition, dietetic internship, medical technology, nuclear medicine technology, nurse anesthesia, occupational therapy, physical therapy, radiation therapy, radiography, respiratory therapy, and surgical physician assistant.

Participation is **optional** for students in the following programs: administration/health services, BS in Health Sciences, Health Administration, **Health Information Management**, Health Informatics, and Nutrition Sciences (PhD); waiver forms must be completed at the beginning of enrollment by those who elect not to participate.

Students who elect to participate are required to pay the Student Health Fee every semester and are eligible for outpatient services. A full range of outpatient (non-hospital) services is provided including all laboratory and x-ray services. The Student Health Services physician arranges any necessary referrals for specialized treatment. Such consultations by specialists occasionally necessitate additional fees that must be paid by the student. See the Medical Center Student Health Services handbook or contact the Student Health Services Office for more information.

**See Appendix F for UAB Immunization Policies.**

## BOOKSTORES

See Appendix G for textbook listing.

The **UAB Blazer Bookstore** is located on the first level of Hill University Center, 1400 University Boulevard. All required textbooks and other school supplies, as well as cards and gift items, may be purchased here. The phone number 934-4686. Textbooks may be purchased online from the UAB Bookstore at <http://www.uab.edu/bookstore>. If you have any problems accessing the bookstore to place your order, contact Daryl R. Bishop at (205) 934-8208; fax: (205) 934-0394. Textbooks will be shipped within 3-5 days of order with no shipping charge. Overnight shipping charges must be paid in advance. Students using this option should check for textbook availability two weeks before the term starts to ensure receiving textbooks before the first day of class. Email address: [blazerbookstore@uab.edu](mailto:blazerbookstore@uab.edu)

**Snoozy's Bookstore** is located at 1137 11<sup>th</sup> Avenue South. Snoozy's Bookstore is open Monday through Friday, 8:00 a.m.-6:00 p.m. and Saturdays, 10:00 a.m. – 4:00 p.m. Snoozy's phone number is (205) 328-2665. Snoozy's web address is [www.snoozysbookstore.com](http://www.snoozysbookstore.com).

**Other textbook order information:** In addition to ordering books from the UAB Bookstore and Snoozy's Bookstore, consider ordering books from the publisher or one of the following suppliers:

<http://www.amazon.com>

<http://www.barnesandnoble.com>

<http://half.com>

<http://www.cheapesttextbooks.com>

The ISBN numbers have been included on the textbook list, Appendix G for ordering information. If you are a student member of the American Health Information Management Association you can order those books from the publisher (AHIMA) at the member price.

## LIBRARIES

**Lister Hill Library of the Health Sciences**, 1700 University Boulevard, houses the library collections of the Medical Center. The Library serves the Schools of Dentistry, Medicine, Nursing, Optometry, and Health Related Professions, and the health personnel in the Medical Center. This facility incorporates the latest features of library design and contains sufficient space to accommodate 160,000 volumes.

Normal Hours of Operation for Lister Hill Library are Monday-Thursday 7:00 am–11: pm; Friday 7:00 am–7:00 pm; Saturday 9:30 am-6:00 pm and Sunday 12:00 noon-10:00 pm.

Hours can vary by semester so when in doubt call either:

Circulation Desk at 205-934-3306 or Information Desk at 205-934-2230

A Partial Listing of on-line resources include:

- CINAHL—articles in nursing and allied health
- Web of Science---articles in medicine/science and citation searching
- List of online Journals ---A to Z list of electronic journals
- Online books search---Find online books

For a complete list of online resources, see the LHL “Databases & Resources” web page at <http://www.uab.edu/lister> Remote access to resources that require a subscription is limited to current students. To use these resources remotely, log in with your Blazer ID and password when prompted. Resources can be accessed from links on the home page or through the library catalog.

**The Mervyn H. Sterne Library** houses a collection of over one million items selected to support current teaching and research. In addition to books and subscriptions of more than 2,500 periodicals, the collection consists of microforms, films, recordings, and slides. The main collection is housed at 917 South Thirteenth Street. This facility has seating space for about 1,100 users. Reference services are provided by subject specialists. In addition, Educational Technology Services, located in the adjacent School of Education Building, house student computer labs, listening stations for the use of language tapes, music and spoken recordings, and other audio materials. Preview rooms are available as well. A current validated university identification card is required by all students, staff and faculty. Library hours vary by semester. Go to <http://www.mhsl.uab.edu/> for library hours and calendar.

## COMPUTER FACILITIES

**School of Health Professions Building**, Room 421 - Available for individual student use when classes are not scheduled. Contact the HIM program at [kclement@uab.edu](mailto:kclement@uab.edu) for a personal entry code to the room.

**Learning Resource Center**, University Boulevard adjacent to the Webb Building and School of Nursing - Available for individual student use. Telephone: 934-6064.

**Lister Hill Library**, first floor - Available for individual student use. Staffed hours: same as regular library hours. Telephone: 934-2230.

## APPENDIX A

### HIM BACCALAUREATE DEGREE KNOWLEDGE CLUSTER CONTENT and COMPETENCY LEVELS (2005)

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#### Health Data Structure, Content, and Standards

- Structure and use of health information (individual, comparative, aggregate)(5)
- Health information media (paper, electronic/computer-based; e-health-personal, web-based) (5)
- Type and content of health record (paper, electronic, computer-based, e-health-personal, web based) (5)
- Data quality assessment and integrity (5)
- Secondary data sources (registries and indexes; databases – such as MEDPAR, NPDB, HCUP) (4)
- Healthcare data sets (such as OASIS, HEDIS, DEEDS, UHDDS, UACDS, NEDSS, NMMFS) (4)
- Health information archival systems (5)
- National Healthcare Information Infrastructure (NHII)(5)
- Data collection tools (such as forms; computer input screens; other health record documentation tools) (5)

#### Healthcare Information Requirements and Standards

- Standards and regulations for documentation (such as JCAHO, CARF, COP, AAAHC, AOA) (5)
- Health information standards (such as HIPAA, ANSI, ASTM, LOINC, UMLS, MESH, Arden Syntax, HL-7) (5)

#### Clinical Classification Systems

- Healthcare taxonomies, clinical vocabularies, terminologies/nomenclatures (such as ICD-9-CM, ICD-10, CPT, SNOMED-CT, DSM-IV)(4)
- Severity of illness systems (4)

#### Biomedical Sciences

- Anatomy(3)
- Physiology(3)
- Medical Terminology(5)
- Pathophysiology(4)
- Pharmacotherapy(4)

#### Reimbursement Methodologies

- Clinical data and reimbursement management (5)
- Compliance strategies and reporting (e.g. National Correct Coding Initiative) (4)
- Charge-master management (4)
- Casemix management (4)
- Audit process such as compliance and reimbursement (5)

- Payment systems (such as PPS, DRGs, APCs, RBRVS, RUGs)(4)
- Commercial, managed care and federal insurance plans(4)

### **Healthcare Statistics, Biomedical Research and Quality Management- Healthcare Statistics and Research**

- Statistical analysis on healthcare data (5)
- Descriptive statistics (such as means, standard deviations, frequencies, ranges, percentiles) (5)
- Inferential statistics (such as t-tests, ANOVAs, regression analysis, statistical process control, reliability, validity) (5)
- Vital statistics (5)
- Epidemiology (4)
- Data reporting and presentation techniques (5)
- Computerized statistical packages (5)
- Research design/methods (such as quantitative, qualitative, evaluative, outcomes) (5)
- Knowledge-based research techniques (such as Medline, CMS, libraries, web sites)(5)
- National guidelines regarding human subjects' research (4)
- Institutional review board process (5)
- Research protocol data management (4)

### **Quality Management and Performance Improvement**

- Quality assessment and management tools (such as benchmarking, ORYX, SQC) (5)
- Utilization and resource management (4)
- Risk Management (4)
- Disease management process (such as case management, critical paths) (4)
- Outcomes measurement (such as patient, customer satisfaction, disease specific) (5)

### **Health Services Organization and Delivery**

- Organization of healthcare systems (5)
- Components and operation of healthcare organizations including e-health delivery (5)
- Accreditation standards (such as JCAHO, AOA, NCQA, CARF, CHAP, URAC) (5)
- Regulatory and licensure requirements (such as COP, state health departments)(5)

### **Healthcare Privacy, Confidentiality, Legal and Ethical Issues**

- Legislative and legal system (4)
- Privacy, confidentiality, security principles, policies and procedures (5)

- Health information laws, regulations, and standards (such as HIPAA, e-health, JCAHO, state laws) (5)
- Elements of compliance programs (5)
- Professional and practice related ethical issues (5)

### **Information Technology & Systems**

- Computer concepts (hardware components, systems architectures, operating systems and languages, and software packages and tools) (4)
- Communications technologies (networks—LANS, WANS, VPNs; data interchange standards—NIST, HL-7) (4)
- Internet technologies (Intranet, web-based systems, standards – SGML, XML) (4)
- Data, information and file structures (data administration, data definitions, data dictionary, data modeling, data structures, data warehousing, database management systems) (5)
- Data storage and retrieval (storage media, query tools/applications, data mining, report design, search engines)(5)
- 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)

### **Applied Health Informatics**

- Leading development of health information resources and systems (4)
- Brokering of information services (5)
- 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)
- Systems development (planning, analysis and design, customization, selection/procurement, implementation, integration, support, testing and evaluation, auditing and monitoring)(5)
- Human factors and user interface design (4)
- Systems Life Cycle (systems analysis, design, implementation, evaluation, and maintenance)

### **Organization and Management**

- Principles of management (5)
- Negotiation techniques (4)
- Communication and interpersonal skills (5)
- Team/consensus building (5)
- Professional development for self and staff (4)
- Problem solving and decision making processes (5)

### **Human Resources Management**

- Employment laws (4)

- Principles of human resources management (recruitment, supervision, retention, counseling, disciplinary action) (5)
- Workforce education and training (4)
- Performance standards (5)

### **Financial and Resource Management**

- Healthcare finance (payer mix, bond rating, investment, capitalization) (3)
- Accounting principles (4)
- Budget process (capital and operating ) (5)
- Cost/benefit analysis (5)

### **Strategic Planning and Organizational Development**

- Strategic leadership, management and planning (4)
- Organizational behavior (4)
- Business building (entrepreneurialism – building your own business; intrapreneurialism – championing best practices, processes, services within your organization) (3)
- Change management (4)
- Organizational assessment and benchmarking (4)

### **Project and Operations Management**

- Process reengineering and work redesign (4)
- Project management (5)

<b>Competency Levels</b>	
1 = Awareness	Introductory recall and recognition
2 = Literacy	Knowledge of framework and content
3 = Concept	Comprehension, translation, extrapolation and interpretation of meaning
4 = Detailed Understanding	Appropriate application of knowledge in a structured or controlled context
5 = Skilled Use	Application using analysis, synthesis, and evaluation in new situations

## APPENDIX B

# 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 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 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 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.

**4/20/2004 Education Strategy Committee**

## APPENDIX C UAB Honor Code

### Academic Conduct

All UAB students are expected to be familiar with the UAB Academic Honor Code as well as any honor codes that are specific to their schools or disciplines. The code represents a commitment to integrity in the academic community and a respect for an individual's educational endeavors:

**I have read and, by choosing to become a member of the UAB academic community, accept the UAB Academic Honor Code. I understand that violation of this code will result in penalties as severe as expulsion from the university. I promise and confirm that I will not, at any time and under any circumstances, involve myself with abetting, cheating, plagiarism, fabrication, or misrepresentation while enrolled as a student at the University of Alabama at Birmingham.**

### The UAB Academic Honor Code

The University of Alabama at Birmingham expects all members of its academic community to function according to the highest ethical and professional standards. Students, faculty, and the administration of the institution must be involved to ensure this quality of academic conduct. Academic misconduct undermines the purpose of education. Such behavior is a serious violation of the trust that must exist among faculty and students for a university to nurture intellectual growth and development. Academic misconduct can generally be defined as all acts of dishonesty in an academic or related matter. Academic dishonesty includes, but is not limited to, the following categories of behavior:

**ABETTING** is helping another student commit an act of academic dishonesty. Allowing someone to copy your quiz answers or use your work as their own are examples of abetting.

**CHEATING** is the unauthorized use or attempted use of unauthorized materials, information, study aids, the work of others, or computer-related information.

**PLAGIARISM** means claiming as your own the ideas, words, data, computer programs, creative compositions, artwork, etc., done by someone else. Examples include improper citation of referenced works, the use of commercially available scholarly papers, failure to cite sources, or copying another person's ideas.

**FABRICATION** means presenting falsified data, citations, or quotations as genuine.

**MISREPRESENTATION** is falsification, alteration, or the misstatement of the contents of documents, academic work, or other materials related to academic matters, including work substantially done for one class as work done for another without receiving prior approval from the instructor.

Violations of the UAB Academic Honor Code are punishable by a range of penalties, from receiving a failing grade on an assignment to an F in the course to dismissal. Any course grade of F for academic misconduct supersedes any other grade or notation for that class. Withdrawal from a course while a possible violation of the Academic Honor Code is under

review will not preclude the assignment of a course grade that appropriately reflects the student's performance prior to withdrawal.

### **Procedure for Suspected Violation**

In the event of a suspected violation of the Academic Honor Code, UAB follows this procedure:

1. Upon reaching the conclusion that academic dishonesty may have occurred and that action is warranted, the instructor should inform the student of the charge as soon as possible. The student has the right to hear the instructor's reasons for making the charge, to inspect all relevant evidence in the instructor's possession, and to respond to the charge. Based on the student's response and all the evidence, the instructor will determine if a penalty is appropriate. If a penalty is deemed appropriate, the instructor will inform the student of the action to be taken. If the student is not in agreement with the findings or the penalty, the instructor will provide the student with a written statement of the action taken and the basis for it. A copy of this letter will be sent to the chair of the department.
2. Within two weeks of this notification of a judgment of academic dishonesty, the student may appeal the instructor's decision by letter to the chair of the department or his/her designated representative. The chair, acting expeditiously, should take testimony from the student, the instructor, and all appropriate witnesses and make a decision. If the chair reverses the finding of academic misconduct, the instructor must reexamine the work in question and assign credit without prejudice. In the event that the chair is the instructor in the course, the dean will replace the chair in the appeal process.
3. In cases where a grade of F is assigned in the course and the student has utilized the appeal process described above (in section 2), the student has two weeks to appeal the decision by letter to the dean of the school responsible for the course. The dean should acknowledge receipt of the student's appeal and inform the student of the course of action within 10 working days of the date the appeal is received in the dean's office. At the dean's discretion, an advisory panel may be appointed to study the appeal and make a recommendation to the dean. However, it is the responsibility and prerogative of the dean alone to make, in a timely manner, the final decision. The decision of the dean is final.
4. In cases where the final decision concerning an academic misconduct charge is an F for the course, a letter to this effect will be sent to the Office of the Associate Provost for Undergraduate Programs and be kept on file. The course repeat policy will not apply to course grades resulting from instances of academic misconduct. In these cases, the grades of F received will be computed in the UAB grade point average.

A student who has received the grade of F for two instances of academic misconduct will be expelled from the university. Under certain circumstances, a student may be expelled on the first offense. The student will be duly informed of the pending expulsion and will be provided the opportunity to be heard. The student has two weeks after notification to request in writing a hearing with the associate provost for undergraduate programs. Students expelled for academic misconduct will have that noted on their transcripts.

In addition, students should consult the policies of the school/program in which they are enrolled to determine school/program guidelines and penalties regarding academic misconduct and suspension for academic misconduct. Schools that suspend a student on

the first offense may post this offense on the student's UAB academic record.

A student suspended from a UAB school for academic misconduct will have a hold placed on his/her registration and will not be permitted to enroll in another UAB school without that school's permission. Some UAB programs have policies preventing enrollment of students with past academic misconduct offenses.

# Appendix D

## Credit by Examination and Credit by Portfolio Forms

### Student Application CREDIT BY EXAMINATION

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*I am requesting credit by examination in the course noted below. I understand the review is dependent upon the agreement of the school and the department to prepare an examination for alternative credit in the course indicated. Registration for alternative credit is processed through the Office of Academic Programs and Policy (see below).*

**(Please note, a separate application is required for each course requested.)**

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**Last Name                      First Name                      M. I.                      Student Identification Number**

*I am requesting an examination for credit in the following course:*

<b>PREFIX &amp; NUMBER</b>	<b>COURSE TITLE</b>	<b>CREDIT HOURS</b>	<b>TERM/YEAR</b>

*I understand that if my request is accepted, I will be responsible for payment of the designated fees according to University policy as approved for the term credit is approved.*

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**Student's Signature**

**Date**

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#### **Approval of Advisor:**

*I have reviewed the above request and confirm the student may satisfy specific requirements for a major in \_\_\_\_\_ with the requested credit by examination. (Note: Alternative credit is assigned as "Pass" only. If a requirement includes a minimum grade, this should be indicated on the comments section below as it will not be evident on the transcript.)*

**Comments**

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**Academic Advisor's Signature**

**Date**

Please return completed document to: **Academic Programs and Policy**  
**1400 University Boulevard**  
**Birmingham AL 35294-1150**  
**460 HUC-1150 (phone: 205-934-9560)**

**DO NOT FAX**

Student Application  
CREDIT BY PORTFOLIO

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*I would like to request review for credit by portfolio in the following course. I understand the review is dependent upon the agreement of the school and the department to review the portfolio for alternative credit in the course I indicate.*

**(Please note, a separate application is required for each course requested.)**

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**Last Name                      First Name                      M. I.                      Student Identification Number**

*I am asking to have a portfolio reviewed for credit in the following course:*

<b>PREFIX &amp; NUMBER</b>	<b>COURSE TITLE</b>	<b>CREDIT HOURS</b>	<b>TERM/YEAR</b>

*I understand that if my request is accepted, I will be responsible for payment of the designated fees according to University policy as approved for the relevant term. Registration for alternative credit is processed through the Office of Academic Programs and Policy (see below).*

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**Student's Signature**

**Date**

*I have reviewed the above request and confirm the student may satisfy specific requirements for a major in \_\_\_\_\_ with credit by portfolio. (Note: Alternative credit is assigned as "Pass" only. If a requirement includes a minimum grade, this should be indicated as it will not be evident on the transcript.)*

**Comments**

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**Academic Advisor's Signature**

**Date**

Please return completed document to: **Academic Programs and Policy**  
**1400 University Boulevard**  
**Birmingham AL 35294-1150**  
**460 HUC-1150 (phone: 934-5503)**

**DO NOT FAX**

Instructions to Students for Application for  
**Credit by Examination or Credit by Portfolio**

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- Credit by Examination (CBE) and Credit by Portfolio (CBP) are considered alternative credit at UAB. No more than 45 semester hours of alternative credit may be applied toward a degree. Only **enrolled, degree-seeking students may apply** to receive CBE or CBP.
- A student should submit an application for CBE or CBP to the Academic Programs and Policy (APP) office; 460 Hill University Center. Applications are available from your academic advisor. The application must be signed by your academic advisor to ensure that the credit will be applicable to your degree program. In the application you acknowledge your responsibility for payment of the charges.
- The fee for CBE and CBP is based on the current rate of tuition according to your level (graduate/undergraduate) and residency status. The fee for CBE and for CBP is the full rate of tuition per hour of credit requested.
- Applications for CBE or CBP are sent to the chair of the department in which the course is taught. If alternative credit is appropriate for the course requested, the responsibility for preparing the examination or reviewing the portfolio is assigned to a member of the faculty. The APP office will notify you promptly whether or not the application is approved and if approved tell you how to proceed.
- Approved applications are submitted to the Cashier's Office for charges to be posted to your account. Fees for CBE and CBP are charged to your account only after you are approved for alternative credit. You will receive a copy of the approval to present to the appropriate faculty member. It is important that you clear your account promptly to avoid late charges or registration holds.
- You have 16 weeks from the time of approval to complete the work. The date required for completion will be indicated on the approval form. If an extension is necessary, it must be requested by the faculty member responsible for the credit. Such an extension may be up to a maximum of 16 additional weeks.
- Only grades of "Pass" will be posted on your transcript. If you do not do satisfactory work you will not be given a failing grade; however, fees will not be refunded.
- Credit will be posted to your transcript for the term the credit was approved. All credit for CBE and CBP will be designated as alternative credit.
- **Questions should be directed to the Academic Programs & Policy Office, (205) 934-9560 or e-mail [rhmcfadden@uab.edu](mailto:rhmcfadden@uab.edu).**

## APPENDIX E

### PROCTOR FORM FOR TESTING

STUDENT SECTION		
<p>Complete the information below and have your prospective proctor complete the proctor sections which follow. Once completed, submit this form to the HIM Program, School of Health Professions, Webb Bldg. 604, Birmingham, AL 35294-3361. Please refer to the Student Guide for complete information and policies on the proctoring of examinations.</p>		
Student's Name	Social Security Number	E-mail
Complete mailing address		
Phone numbers: Day	Evening	Student ID:
IMPORTANT INFORMATION FOR PROSPECTIVE PROCTORS		
<p>The student indicated on this form has requested that you serve as a proctor/monitor, as they complete examinations required in their curriculum. The examination length will vary by course. At the conclusion of the examination, you will need to complete the proctor form enclosed with the examination, seal both documents in the return envelope, and place your signature across the seal of the envelope. The student is responsible for returning the completed exam to the program office. If you agree to serve as a proctor, please complete the following information. Your signature on this form is only used to match with any future exams you may be asked to proctor. If you have any questions please contact the HIM program at 205/934-5173. Thank you for your willingness to serve as a proctor to help our students obtain their educational objectives.</p>		
PROSPECTIVE PROCTOR		
Name	Employer	Signature
Complete Mailing Address		
Phone number:	Fax	E-mail address
How do you know the student?		

APPROVED:

YES \_\_\_\_\_ NO \_\_\_\_\_

PROGRAM DIRECTOR'S SIGNATURE:

DATE:

# APPENDIX F

## University of Alabama at Birmingham

### IMMUNIZATION POLICY

December 4, 2000

(Replaces policy dated June 21, 1991)

#### Introduction

The American College Health Association recommends that students be immunized against certain diseases. Therefore, UAB hereby establishes this policy on immunization.

For purposes of this policy, immunization against Rubeola (Red Measles) includes an initial vaccine plus a second dose of vaccine (see below).

#### Policy Statement--First-time Entering UAB Students

Beginning with the Fall Term 1991, all first-time entering students born on or after January 1, 1957, who enroll in credit courses on UAB's main campus must show proof of immunization against Rubeola (Red Measles). (*Two doses are required for proof of previous immunization: Dose 1 must have been given at 12 months after birth or later, and Dose 2 must have been given after 1980.*) Enrolling students must show proof of these immunizations with either an official certificate of immunization, a photocopy of an immunization certificate, or written documentation from their physicians. If the person has never been immunized, two injections of the vaccine at least one month apart are required.

#### Policy Statement--International Students, International Scholars, and Students Enrolled in Health-related Schools

Because of the lack of immunization requirements in many foreign countries, all UAB international students and international scholars currently are required, and will continue to be required, to be immunized against Tetanus, Diphtheria, and Rubeola (Red Measles). Furthermore, all international students and international scholars must show proof of a non-reactive Tuberculin Skin Test (or successful treatment) within one year prior to enrollment. In lieu of being re-immunized, such individuals may present proof of having had such immunizations. If they do not have such proof or have not been immunized, they must be immunized against these diseases prior to attending, enrolling, or participating in campus academic, research, or clinical programs and activities.

Because of the nature of their work, students engaged in health professional training programs could have a higher risk of contracting Rubeola, Rubella, Mumps, Tetanus, and Diphtheria. Therefore, all UAB students in the Joint Health Sciences programs and in the Schools of Medicine, Dentistry, Optometry, Public Health, Nursing, and Health Related Professions currently are required, and will continue to be required, to be immunized against Tetanus, Diphtheria, Mumps, Rubeola (Red Measles), and Rubella.

Furthermore, all students enrolled in health-related schools must have had a Tuberculin Skin Test with negative results (or successful treatment) prior to matriculation, and it is recommended that they have a Tuberculin Skin Test at least once per year. In lieu of being re-immunized, such individuals may present proof of having had such immunizations. Proof must be either official medical documentation or certificates of immunization or positive titer. If students do not have such proof or have not been immunized, they must be immunized against these diseases prior to being admitted, attending, enrolling, or participating in campus academic, research, or clinical programs and activities.

The UAB Student Health Service will provide such immunizations on a fee-for-service basis for any student who needs to meet his or her immunization requirements. Students may choose to fulfill these requirements at the Jefferson County Health Department or with a private physician.

Individual health-related schools may impose additional immunization requirements (such as Varicella, Hepatitis B, or other vaccines) for their students.

### **Exceptions**

Exceptions to this policy will be made only for those students who can document medical or religious contraindications to the vaccine. Such documentation must be submitted to the appropriate admissions or registration office as indicated in the procedures to implement this policy.

### **Implementation**

The Provost (in conjunction with the Vice President/Dean, School of Medicine and the Assistant Vice President for Enrollment Services and University Registrar) is responsible for procedures to implement this policy for students in the Joint Health Sciences programs and in the Schools of Medicine, Dentistry, Optometry, Public Health, Nursing, and Health Related Professions.

The Vice President for Student Affairs (in conjunction with the Assistant Vice President for Enrollment Services and University Registrar and the Associate Vice President for Enrollment Management) is responsible for procedures to implement this policy for all other UAB students.

The Office of International Scholar and Student Services is responsible for procedures to implement this policy for international students and international scholars.

#### **NOTE RE: ONLINE STUDENTS:**

**All SHP professional students, including online students, need tuberculosis, MMR and tetanus immunizations. Pre-SHP students only need the MMR. Online students follow the same requirements as residential students. Proof of immunizations is required. [E-mail notice from Dr. Claire Peel, 4/11/02]**

## APPENDIX G

### BSHIM Textbook List

Course Number and Title	Text Title / Author	Publisher/ISBN #
HIM 318 Survey of Anatomy and Physiology	<i>Anatomy &amp; Physiology /Thibodeau, 6<sup>th</sup> edition</i>	Elsiever/0-323-03718-6
AHS 318 Law For Health Care Professionals	<i>Legal Aspect of Health Care Administration, 10th Ed., Pozgar</i>	Jones&Bartlett/0763739278
AHS 320 Microcomputer Applications	<i>A Guide to Microsoft Office 2007 Professional. Presley, Brown, Malfas, &amp; Grassman.</i>	Lawrenceville Press
AHS 330 Health Care Systems	<i>Introduction to Healthcare/Yesalis</i>	ProCopy/Contact UAB Bookstore
AHS 403 Operations Management in HCOs	<i>Service Management: Operations, Strategy, and Information Technology, 5th ed, Fitzsimmons and Fitzsimmons</i>	Irwin/McGraw Hill 0-07-298230-6
AHS 405 Human Resources Management in HCOs	<i>Human Resource Management in Health Care: Principles And Practice/Fallon</i>	Jones&Bartlett/0763735310
AHS 416 Financial Management in HCOs	<i>Healthcare Finance: An Introduction to Accounting and Financial Management/Gapenski</i>	Health Adm. Press 1-56793-232-0
AHS 435 Survey of Clinical & Admin. Info Systems	<i>Managing Health Care Information Systems/Wager</i>	Jossey-Bass 0-7879-7468-4
HIM 405/410 Clinical Information I and II	The Language of Medicine, 8 <sup>th</sup> Edition; Chabner	W.B. Saunders/1416034927
HIM 415 Introduction to HIM	Health Information: Management of a Strategic Resource, 3 <sup>rd</sup> edition and Study Manual; Abdelhak	W. B. Saunders Textbook/0721686478 Workbook/0721686753
HIM 416 Health Data Concepts	Health Information: Management of a Strategic Resource, 3 <sup>rd</sup> edition and Study Manual; Abdelhak	W. B. Saunders (see HIM 415)
	Information Management: compliance guide to the Joint Commission Standards	HCPRO/1578396751
HIM 425 Epidemiology/Applied Stats in HCO	Epidemiology/Gordis, 3 <sup>rd</sup> edition Calculating and Reporting Healthcare Statistics/Horton, 2 <sup>nd</sup> edition	W.B. Saunders/1416025308 AHIMA/1584264668
HIM 430 Clinical/Seminar I	HIM Professional Practice Handbook	Program faculty
HIM 431 Clinical/Seminar II	HIM Professional Practice Handbook	Program faculty
HIM 440 ICD-9-CM Coding	2007 ICD-9-CM coding handbook without answers 2007 ICD-9-CM Expert for Hospitals Vols. 1,2,3 (Spiral); Ingenix	AHA/1556483384 Ingenix/ 1-563379154
HIM 443 Information Resource Management	Health Information: Management of a Strategic Resource, 3 <sup>rd</sup> edition. And Study Guide; Abdelhak	W. B. Saunders, (See HIM 415)
HIM 450, Clinical Research Methods	Practical Research: Planning/Design/Leedy, 8 <sup>th</sup> edition	Prentice-Hall/0-13110895-6
HIM 455 Case Mix & Reimburse Mgt	Principles of Healthcare Reimbursement (Hardcover)/Layman	AHIMA/158426070X
HIM 458 Clinical Terminologies	Healthcare Code Sets, Clinical Terminologies/classification Systems/ Giannagelo, 1 <sup>st</sup> edition	AHIMA/1584260696
HIM 460 Coding/Classification Systems	2007 Basic CPT/HCPCS Coding (without answers); Gail Smith CPT 2007 Professional (Spiral)	AHIMA/1-584261765 AMA/1-579474217
HIM 465 Clinical Evaluation/Outcomes Research	Fundamentals of Healthcare Quality Mgmt, 2 <sup>nd</sup> Edition; 2005; Spath	Brown-Spath & Associates/ 1929955154
HIM 470 Data Management	Electronic Health Records/Amatayakul	AHIMA/1-58426-1676
HIM 480 Internship	Internship Handbook	Program faculty
HIM 481 Issues/Trends in HIM Seminar	<i>Journal of AHIMA</i> Prep Guide for RHIA/RHIT Exam/Schnering, 2007	AHIMA Delmar