



THE UNIVERSITY OF
TOLEDO
1872

COLLEGE OF HEALTH and HUMAN SERVICES

**BACCALAUREATE DEGREE in HEALTH
INFORMATION ADMINISTRATION**

STUDENT HANDBOOK

INTRODUCTION

Welcome to the University of Toledo Health Information Administration (HIA) program. The HIA program is housed within the School of Population of the College of Health and Human Services.

The University of Toledo offers two options for students interested in becoming credentialed Health Information Professionals: a 4-year Baccalaureate of Science (BS) degree in Health Information Administration (HIA) and a 2+2 BS degree in HIA, which are both offered entirely on-line in a Distance Learning format. Students with a baccalaureate degree who apply for the BS in the HIA program will earn a second BS degree in the HIA program. Upon completion of the Baccalaureate program, students are eligible to sit for the national certification examination of the American Health Information Administration Association (AHIMA) to become Registered Health Information Administrators (RHIA). We also offer a Baccalaureate program in Health Care Administration for those Information Managers who may wish to further their careers by becoming Hospital Administrators.

This handbook will serve to help you navigate the HIA program policies and procedures. Please read it thoroughly and save it for future reference.

Please feel free to contact me with any questions.

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HEALTH INFORMATION ADMINISTRATION FACULTY

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ACCREDITATION

The Health Information Administration (HIA) program at The University of Toledo is accredited by the American Health Information Administration Association's (AHIMA) Commission on Accreditation of Health Informatics and Information Management (CAHIIM) Education. Graduates from the HIA programs are entitled to sit for the AHIMA's national certification examination to become Registered Health Information Administrators (RHIA's).

Upon graduation, you will be required to complete a Student Satisfaction Survey. Your employer or Professional Practice Experience supervisor will be asked to complete a survey, as well. This information is critical to the success of the HIA program, as well as our continued accreditation.

The University of Toledo is regionally accredited by the North Central Association (NCA) and is authorized to offer degrees online.

MISSION AND VISION STATEMENTS

HIA Mission Statement

The mission of the Health Information Administration program is to provide, in collaboration with our students, community, and industry, an excellent Health Information Administration program that will meet the growing demand for professionals in the healthcare field.

HIA Vision Statement

The vision of the Health Information Administration program is to offer a seamless educational pathway for traditional and non-traditional students to earn credit in lower and upper-division courses, gain professional practice experience, and achieve a baccalaureate degree in HIA, which will allow them to sit for the American Health Information Administration Association's national certification and become Registered Health Information Administrators. Also, graduates are encouraged to pursue higher education through acceptance into a Master's degree program in an area related to their interests.

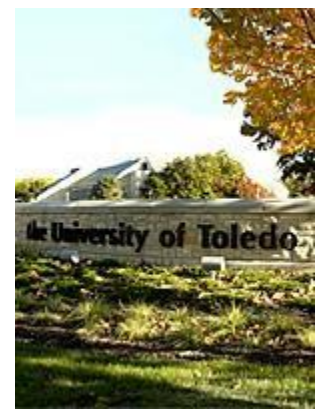
College of Health and Human Services Mission Statement

The Mission of the College of Health and Human Services is making the world healthier by preparing outstanding professionals through education, research, practice, and community engagement.

The University of Toledo Mission Statement

The mission of The University of Toledo is to improve the human condition; to advance knowledge through excellence in learning, discovery, and engagement; and to serve as a diverse, student-centered public metropolitan research university.

The core values are:



- I. **Compassion, Professionalism, and Respect:** Treat every individual with kindness, dignity, and care; consider the thoughts and ideas of others inside and outside of the University with a strong commitment to exemplary personal and institutional altruism, accountability, integrity, and honor;
- II. **Discovery, Learning, and Communication:** Vigorously pursue and widely share new knowledge; expand the understanding of existing knowledge; develop the knowledge, skills, and competencies of students, faculty, staff, and the community while promoting a culture of lifelong learning;
- III. **Diversity, Integrity, and Teamwork:** Create an environment that values and fosters diversity; earn the trust and commitment of colleagues, and the communities served; provide a collaborative and supportive work environment, based upon stewardship and advocacy, that adheres to the highest ethical standard;
- IV. **Engagement, Outreach, and Service:** Provide services that meet students' and regional needs and, where possible, exceed expectations; be a global resource and the partner of choice for education, individual development, and health care, as well as a center of excellence for cultural, athletic and other events;
- V. **Excellence, Focus and Innovation:** Strive, individually and collectively, to achieve the highest level of focus, quality, and pride in all endeavors; continuously improve operations; engage in reflective planning and innovative risk-taking in an environment of academic freedom and responsibility; and
- VI. **Wellness, Healing, and Safety:** Promote the physical and mental well-being and safety of others, including students, faculty, and staff; provide the highest levels of health promotion, disease prevention, treatment, and healing possible for those in need within the community and around the world.

The University of Toledo Vision Statement

The University of Toledo is a transformative force for the world. As such, the university will become a thriving student-centered, community-engaged, comprehensive research. Its strong liberal arts core and multiple nationally ranked professional colleges and distinguished by exceptional science and technology strength.

PROFESSIONAL CONDUCT AND CODE OF ETHICS

As a Health Information Administration (HIA) student, you have the responsibility to:

- Maintain a professional attitude in class (during distance learning emails, discussion board, chat room meetings) and healthcare facilities and adhere to prescribed medical ethics. Each student's attitude, appearance, and conduct is viewed as a reflection of the Health Information Administration program's professionalism and the University of Toledo. For these reasons, students will present the highest professional conduct standards at all times, whether in person or online.

- Actively participate within distance learning courses and follow the established course deadlines for assignment submission and testing opportunities, including submitting files in the approved HIA format.
- Maintain a UTAD account with an active email to receive HIA updates and notices.
- Request further information concerning anything you do not understand. HIA faculty are concerned with your welfare; however, problems cannot be addressed if faculty are not aware they exist.
- Actively participate in the development and attainment of educational goals. Student initiative and participation in all distance learning and PPE activities is expected.
- Inform the program faculty of any health-related issues that may interfere with the successful completion of the program.
- Adhere to all the policies issued by the university (i.e., weather emergencies, alcohol and drug abuse, grievances, sexual harassment, etc.). Policies are located in the main UT Student Handbook.
- Treat faculty professionally and with respect in written and oral communications. (Treat faculty as you would your boss at your job.)
- Complete requested surveys during the last semester before graduation.

Students who fail to follow this code of Professional Conduct will be referred to the University of Toledo Student Conduct Office.

AHIMA CODE OF ETHICS 2011 Ethical Principles

Ethical Principles: The following ethical principles are based on the American Health Information Administration Association's core values and apply to all AHIMA members and certificants.

A Health Information Administration professional shall:

1. Advocate, uphold, and defend the individual's right to privacy and the doctrine of confidentiality in the use and disclosure of information.
2. Put service and the health and welfare of persons before self-interest and conduct oneself in the profession's practice to bring honor to oneself, their peers, and the Health Information Administration profession.
3. Preserve, protect, and secure personal health information in any form or medium and hold in the highest regards health information and other information of a confidential nature obtained in an official capacity, taking into account the applicable statutes and regulations.

4. Refuse to participate in or conceal unethical practices or procedures and report such practices.
5. Advance Health Information Administration knowledge and practice through continuing education, research, publications, and presentations.
6. Recruit and mentor students, peers, and colleagues to develop and strengthen the professional workforce.
7. Represent the profession to the public in a positive manner.
8. Perform honorably Health Information Administration association responsibilities, either appointed or elected and preserve the confidentiality of any privileged information made known in any official capacity.
9. State truthfully and accurately one's credentials, professional education, and experiences.
10. Facilitate interdisciplinary collaboration in situations supporting health information practice.
11. Respect the inherent dignity and worth of every person.

Revised & adopted by the AHIMA House of Delegates – October 2, 2011

GENERAL INFORMATION

Health Information Management (HIM) is the umbrella term, which includes Health Information Technicians (HIT) and Health Information Administrators (HIA). There are differences between technicians and administrators in a job description, educational preparation, and job opportunities.

A Registered Health Information Administrator (RHIA) credential requires a Bachelor of Science degree (4-year) and successful performance on the RHIA certification exam. RHIAs are skilled in the collection, interpretation, and analysis of patient data. Additionally, RHIAs receive the training necessary to assume managerial positions related to these functions. RHIAs interact with all levels of an organization that utilize patient data in a decision-making and daily operations, i.e., clinical, financial, and administrative areas.

A Registered Health Information Technician (RHIT) credential requires an associate degree (2-year) and successful performance on the RHIT certification exam. RHIT's are health information technicians who ensure the quality of medical records by verifying their completeness, accuracy, and proper entry into computer systems. They may also use computer applications to assemble and analyze patient data to improve patient care or control costs.

HIM professionals enjoy broad job opportunities and options for professional growth. Based on skills, education, and interests, some position descriptors are provided below:

Bachelor Degree:

- HIM Department Director
- HIM System Manager
- Project Manager
- Chief Privacy and Security
- Officer
- HIT College Instructor
- Consultant

Associate Degree:

- Health Data Analyst
- Insurance Claims Analyst
- Records Technician Specialist
- Clinical Coding Specialist
- Physician Practice Manager
- Patient Information Coordinator

SCHOLARSHIP INFORMATION

Scholarship information is available through financial aid, a link on the UT Homepage under Current Students--Student Services--Financial Aid. Distance and eLearning enrolled, and prospective students are eligible for a variety of scholarships. Scholarships are available for Transfer, Adult, and Direct from High School Students. Many scholarships have specific criteria, so read the details closely. If you are interested and contemplate applying, make sure you note the scholarship's deadline.

If funds are available, a College of Health And Human Services Health Information Administration Dean's Scholarship will be awarded to the student(s) with the highest GPA and the greatest need.

DISTANCE LEARNING (DL)

Students are expected to participate in all DL courses in a professional and courteous manner. Participation in HIA distance learning (DL) is essential to success in learning. A tutorial is available to assist in learning on-line. ***You must complete the Blackboard Video tutorial before or during your first DL class at <https://blackboard.utdl.edu/webapps/portal/frameset.jsp>***

The program director expects all HIA students to read the DL Homepage's information and utilize the DL Homepage to answer their basic DL questions. Also, students are required to schedule their own calendars using the dates provided in their online courses. Students will enter dates for reading assignments, assignment dropbox activities, testing dates, etc. A global calendar is available from the Blackboard home page, whereby students can assess their workload for the semester.

Students should utilize the Learning Ventures Help Desk at <http://www.utoledo.edu/dl/> to locate information on troubleshooting, connectivity, hours of operation, etc. For additional questions or concerns, contact the DL Office toll-free at 1.866.886.5336 or locally at 419-530-8835.

You are responsible for budgeting your time to complete the coursework in each of your DL classes. If you are unable to meet deadlines, you will need to contact your

Instructor. Late assignments are NOT accepted. **Make-up tests are not considered a right. Each Instructor will determine if make-ups are permitted and under what circumstances this will occur; advanced arrangements are required.**

Instructors will provide updated materials throughout the semester, typical of what they might do in a traditional classroom. Please be sure to read, review, and save current articles related to HIA coursework.

HIA students are **advised to keep their textbooks** and course materials as resources throughout the program to prepare for taking the RHIA exam.

HEALTH PROFESSIONS ADVISING

The College of Health and Human Services (CHHS) Advising Office assists students and addresses students' concerns.

New UT students may encounter an *advising hold* on their account. The hold will prevent registration until the reason for the hold is satisfied. A hold may indicate that the advising office does not have a signed Plan of Study. A Plan of Study is the official record as a student in CHHS. This signature on the Plan of Study can be sent by fax or regular postal mail. The student signature on the Plan of Study informs the student of his/her responsibility in meeting all graduation requirements. Students are given a copy of this signed document. **Students are required to follow the Plan of Study as the HIA program follows a logical progression by building on previous courses completed. Failure to follow the plan may delay graduation.**

In addition to course requirements, students must be familiar with other information (i.e., meeting core requirements, completing the required number of upper-level hours, registration can occur, deadlines for add/drop, and withdrawal). This information is covered in the initial appointment with the new student. Students should take the opportunity to address any other questions during this initial meeting.

Addressing issues (i.e., reviewing the Plan of Study, signing Plan of Study, determining the availability of courses, removing an advising hold, etc.) is the Student Services Office and the advising staff's responsibility.

Students are encouraged to develop/create a course-scheduling table. One is provided in the appendix for student use. Failure to plan may delay graduation dates, so please plan accordingly.

DROP/ADD – INCOMPLETE

The University of Toledo posts the academic calendar on the UT Website. Students should highlight the Drop/Add dates and the Last Day to Withdraw in their academic schedules or planners (calendars). The UT sets the dates, and students should make a note of these dates for the future.

An Incomplete may be utilized in hardship or emergency situations at the discretion of the Instructor. The student must be in communication with the Instructor and the Program Director. A plan for completion of course work must be agreed upon by the

Instructor. If the student fails to complete the work during the following semester, the Incomplete automatically becomes an F.

WITHDRAWAL POLICY

Any student who withdraws from the Health Information Administration Program for any reason must make an appointment with the Program Director or designate for an exit interview and must complete a withdrawal questionnaire. The interview must occur within four weeks of withdrawal to be considered for future readmission.

If a student desires to take one semester off for personal reasons, it is not considered a withdrawal and not an issue if they return the following semester. A more extended leave from the program requires students to initiate the readmission process.

DISMISSAL POLICY

Any student who fails any two HIA courses will be dismissed from the program for two semesters.

Students dismissed from the program for academic reasons may request reinstatement and be interviewed by the Program Director and School Chairperson.

POLICY FOR READMISSION TO THE HIA PROGRAM

If students have not been enrolled in the College of Health and Human Services for two (2) or more semesters, applying for readmission to the college is necessary.

A student readmitted following academic dismissal will be acted upon by a part-time and full-time HIA faculty vote. Once the student is readmitted, failure in either theory, lab, or Professional Practice Experience (PPE) will constitute dismissal from the HIA program.

Readmission is dependent on several factors. A critical issue is the availability of PPE site space. While every effort will be made to accommodate the student requesting admission, no guarantees can be made.

The following criteria will be applied when the faculty members consider a student for a readmission vote:

- A student who is dismissed for academic dishonesty will not be considered for readmission. See the UT Student Handbook.
- Suppose a student has been out of the program for two years (4 academic semesters) and wishes to re-enter the HIA program. In that case, he/she must be reevaluated by the Program Director, who will assess previously taken courses to determine if all course content is current and relevant at the time of readmission.
- Consideration for readmission into the HIA program and consideration for readmission will be given to students with a 2.7 or greater GPA.

REPRIMAND POLICY

Purpose

To maintain the integrity and professionalism of the Bachelor of Science Degree in Health Information Administration Program.

Policy

1. The Student Code of Conduct contained within the University of Toledo Student Handbook has the HIA Program's rules and policies concerning student behavior.
2. In addition to the University rules, the HIA program has rules governing behavior. These rules, when violated, are grounds for reprimand. These additional rules include, but are not limited to the following:
 - a. Inappropriate dress;
 - b. Tardiness or absenteeism;
 - c. Failure to maintain academic program requirements;
 - d. Inappropriate behavior in traditional or distance learning courses;
 - e. Breaching confidentiality;
 - f. Unprofessional behavior at PPE sites.

Procedure:

1. The HIA faculty will reprimand students consistent with this section. With documentation, such reprimands will be progressive through the following steps beginning with the step listed below appropriate for the situation.
 - a. Oral reprimands by the Instructor (s). Progress Report if desired.
 - b. Written reprimand by the Instructor (s). Progress Report.
 - c. Placed on warning may continue in class, but improvement must be seen.
(Behavioral Contract required)
 - d. Suspension from HIA program
 - e. Appeal process
 - f. Dismissal from the HIA program
2. At any reprimand step, except with an oral reprimand, written communication will state the behavior's nature as inappropriate, the behavior expected, and the consequences of further misbehavior.
3. Certain behaviors may be deemed so severe that a suspension and dismissal may occur as these include, but are not limited to, the following:
 - a. They are endangering the safety of others.
 - b. Falsification of records.
 - c. Inappropriate use of controlled substances and/or alcohol.

GRADUATION

To receive a degree as a Bachelor of Science in Health Information Administration, the student must follow the university's requirements. To avoid problems and deficiencies

with completing all graduation requirements, **the student should request a formal Senior Evaluation at the beginning of the Junior year.** This request can be made through the CHHS Student Services Office.

Upon graduation, you will be required to complete a CAHIIM Student Satisfaction Survey. Your employer or Professional Practice Experience supervisor will be asked to complete a survey, as well. This information is critical to the success of the HIA program, as well as our continued accreditation.

Graduation Application

Graduation is not automatic even though all course requirements are met. **Each student must formally apply for the Bachelor of Science Degree.** The application must be made in the Office of Student Records, Room 1200, Rocket Hall. Students should know application deadlines. They are posted throughout the college and are found in each semester schedule book. If a student fails to graduate at the end of the semester for which application was made, a new application will be required.

Degree Audit

Although students can perform a degree audit on Web for Students, a formal degree audit will be performed following the graduation application's receipt. If the degree audit identifies any irregularity with the student's completion of courses in the HIA Program of Study, in that case, those irregularities will need to be corrected before a definitive graduation date can be assigned. In such a case, the student should contact the notification letter's sender or the Director of Student Services.

PROFESSIONAL PRACTICE EXPERIENCE

The Professional Practice Experience (PPE) provides hands-on learning in a health care setting. It involves the practice of tasks and functions related to hospital/healthcare facilities under a practitioner's supervision. The facility Site Director will supervise students. This provides an opportunity to better understand and correlate theory and actual performance. The PPE is an integral part of the senior year.

Students may not assume the responsibility or take the place of qualified staff. However, after demonstrating proficiency, students may be permitted to undertake certain defined activities with appropriate supervision and direction. Students may be employed in the field of study outside regular educational hours, provided the work does not interfere with regular academic responsibilities. The work must be noncompulsory, paid, and subject to standard employee policies.

Students are required to review the Health Insurance Portability and Accessibility Act (HIPAA) PowerPoint presentation and take the skills test before each PPE. Attention is focused on confidentiality, privacy, and security in handling all personal health information (PHI). The PPE site director should provide the students with an orientation to HIPAA and its importance to the healthcare facility.

Students are to conduct themselves ethically and professionally and abide by the confidentiality rules when dealing with medical and non-medical information.

For students to register for HIM 4940 PPE, the course instructor's permission must be obtained. The Instructor does not enter permits until eight weeks into the current

semester. Students who qualify will have no problem gaining access to either of the PPE courses. The *permission* will disallow ineligible students from registering for either class.

HIM 3240 and HIM 3940 should be taken before the spring and summer PPE offerings. HIM 3940 Healthcare Content & Record Management course contains a series of simulations and onsite visits to acute, ambulatory, and other related health care organizations and agencies. The HIA program at UT has access to the AHIMA eHIM Virtual Lab, which will be used for HIM 3940 to provide equal access to all HIA students. The simulations include six (6) HIA activities supervised under the direction of the course instructor. Also, the AHIMA Virtual Lab will be utilized during HIM simulations.

PPE is project-oriented, and students will complete a project and annotated PowerPoint presentation or project portfolio (bound document) related to the project process and outcome.

PPE Content

A syllabus and additional material are provided for HIM 4940 PPE, a four-credit hour class. 1 Credit hour for one class hour per week per semester equals 15 hours and three credit hours for experience/research x 5 hours for each credit hour times 15 weeks in the semester = 225 hours. Total UT and Site PPE hours = 240. The total of 240 hours includes four parts: (1) class time [Journals or Discussion Board], (2) onsite/virtual work and requirements, (3) research, and (4) assessments. Each portion of the PPE is weighted toward the course grade.

PPE Requirements

It is the student's primary responsibility to gain as much experience as is possible during PPE. To accomplish this, the student must remain alert and interested. Students must possess the desire to participate in all duties assigned to them. Students should ask questions and seek answers through reading or discussion with the professional staff. It is only through the continued performance of tasks and the willingness and desire to seek and apply the knowledge that the student will experience learning outcomes from the PPE. HIM 4940 emphasizes the educational and experimental aspects of professional practice in HIA.

During PPE, students will be evaluated on their ability to integrate theory with practice, the performance of skills, professional attitudes, and appearance. Students are responsible for documenting their PPE time and activities. Students are governed by all policies and procedures of the PPE site. At the conclusion of the PPE, an exit interview and evaluations are completed. The site director will assess the student, and the student will assess the professional practice experienced at the site.

Items of Importance

- A student currently or previously employed in a health care setting **MUST** consider PPE sites outside their present work experience to broaden their scope of practice. Suppose the student is in the degree completion program and already holds a managerial position within a healthcare facility. In that case, he/she will be required to document the responsibilities that align with the PPE assignments. A healthcare employee may utilize either current facility when the PPE Site Director provides assurances that employed individuals will work on supervisory

and managerial activities outside their current job description. The Program Director and Instructor work closely with all Site Directors and PPE students to monitor and assist with the professional practice experience.

- All health-related forms relevant to the PPE should be completed and on file with the HIA program director before the beginning of the PPE experience.
- The student is required to provide his/her own transportation and all costs involved in the performance of PPE duties.
- The PPE is a learning experience utilizing a hands-on approach. It should not be viewed or interpreted as a method for increasing a professional practice site's workforce. AHIMA's Fair Practices are followed on PPE assignments. Students may not be substituted for regular staff. Students may not take the responsibility or place of qualified staff. However, after demonstrating proficiency, students may be permitted to perform procedures with appropriate supervision.
- The student must abide by the dress code of the PPE site. Where none is available, the student must be attired in business casual or business professional. Student attire at the PPE site must be clean, neat, and present a professional appearance.

Personal Appearance

The public gains impressions of the college and medical facility from contact with their students and employees. It is vital to be courteous and efficient. Displaying neatness and good taste in your dress and manner demonstrates a professional appearance, which generates poise and self-confidence.

Since personal appearance is regarded as an essential aspect of the student's overall clinical education process, the following specific regulations are to be observed:

- Reasonable conservative style, hair should clear the back of the jacket collar. Long hair must be pulled off the collar.
- Nails of conservative length and artificial nails must be functional and inconspicuous. Visible body piercing and/or tattoos are discouraged.
- A watch is required. Small styles of earrings will be permitted. Jewelry worn on PPEs must be tasteful and not offensive.
- It is suggested that you wear clean, comfortable shoes.
- Colognes and perfumes must be worn in moderation.
- The judgment of the clinical site manager will prevail.

Deviation from the above guidelines may result in a warning or dismissal from PPE Site for the day. This lost PPE time will be considered unexcused and will affect the student's grade.

Students are required to wear their University of Toledo Identification Card, which identifies them as a student. If the PPE site requires students to wear lab coats, they are responsible for purchasing and complying with the institution's requirements.

Students must park only in the areas designated for student use by the PPE site. All costs incurred as a result of parking are the responsibility of the student.

If required, a physical examination, vaccinations reports must be submitted to the site supervisor (see forms provided by the college) before an onsite PPE placement.

PPE Site Rights and Privileges

The PPE Site will have the right to:

1. Refuse educational access to University faculty and/or students who do not meet the hospital standards and policies for health, safety, performance, or ethical behavior.
2. Resolve any problem situation in favor of the healthcare institution's welfare and restrict the student to an observer role until the problem is resolved.

Any student dismissed from the PPE site will be required to appear at a formal hearing for any reason. The Health Professions Chair and the Program Director, and other interested University personnel will determine if the student will be allowed to continue in the PPE.

PPE Site Placement Information

To be placed at an onsite PPE, you will need to complete the following before the actual site work:

1. Completed Health Form Packet (a sample health packet is included in this handbook).
2. Appointments for the physical and laboratory tests can be made through The University Health Service. (Costs will vary depending on the immunity status, but will approximate \$350.00; however, students may also consult their primary physician.)
3. All UT students must be covered under some form of health care plan/medical insurance. Student Health Services can provide applications to the student for group Health Insurance coverage. If a student does not have health care coverage, the University of Toledo will not assume the responsibility of providing coverage in the event of injury, illness, or disability. Any medical treatment required will be at the student's expense.
4. Malpractice insurance is provided when your tuition fees are paid in full.
5. Laboratory jacket: If the PPE site required a laboratory jacket, students are responsible for obtaining one. Please plan.
6. Nametag: Students UT Identification Tags will be used for name tags unless the facility chooses to provide students with a badge during their PPE.
7. When classes at The University of Toledo are canceled, PPEs scheduled for that day are canceled.

PPE Site Tardiness/Absence Policy

Tardiness will not be tolerated. When an emergency occurs, the student must immediately contact the PPE Site Director and the Program Director informing them of their situation. If the student has three (3) or more unexcused tardiness incidents, the PPE will be terminated, and the student will receive an unsatisfactory grade (D)

for the class. In concert with the PPE Site Director, the Program Director will determine whether or not tardiness is excused.

FORMS

List of Required Forms Needed for Submission before On-site Acute Care PPEs It is recommended that all students complete the above to ensure an opportunity to complete a PPE at an acute care facility.

History and Physical

Must be completed and returned to the program director before the beginning of PPE

Health Statement

Must be completed and returned to the program director before the beginning of PPE

Waiver and Acknowledgement

Must be completed and returned to the program director before the beginning of PPE

Hepatitis B Declination

This form is used when the site facility does not require hepatitis B

Confidentiality Agreement

Must be completed and returned to the program director before the beginning of PPE

Behavioral Contract

Must be completed and returned to the program director before the beginning of PPE

Failure to submit the completed required forms at the beginning of HIM 4940 will result in the student's loss of privilege to complete the PPE course requirements onsite.

Additional forms used for issues arising on PPEs

The following forms document "attention to" and "corrective action" relating to student issues while on PPE site visits.

Tardiness Report

- Completed to document tardiness issues **Progress Report**
- Completed to document student problems while at the PPE site

Breach of Professional Behavior

- Completed to document student behavioral problems while at the PPE site

6. **TETANUS AND DIPHTHERIA** - Date vaccination is given (within past 10 years) _____

7. **CPR – (AHA) Health Care Provider with AED Expiration Date:** _____
(Please attach a copy of both sides of the CPR card)

ALL FORMS MUST BE FULLY COMPLETED AND SIGNED BY THE HEALTH CARE PROVIDER. ALL LAB RESULTS MUST BE ATTACHED & DATED.

_____ Signature of Health Care Provider

Date

THE UNIVERSITY OF TOLEDO
COLLEGE OF HEALTH and HUMAN SERVICES
Health Information Administration Program

Health Statement Form for School/agency use - NOT to be submitted to the clinical site

It is required for all faculty and students/affiliates scheduled for professional practice clinical experience.

A new signed statement must be filed annually.

Faculty or Student/Affiliate Name School or Institution Academic Year

I find the individual named above fit for duty and free from communicable disease.

MD or DO Signature Date

Place Physician Address Stamp Below:

THE UNIVERSITY OF TOLEDO
COLLEGE OF HEALTH and HUMAN SERVICES
HEALTH INFORMATION ADMINISTRATION PROGRAM

Hepatitis B Vaccine Declination Form

I, _____ (print name), decline at this time to receive the Hepatitis B vaccine as requested by the University of Toledo Health Information Administration Program.

Due to my occupational exposure to blood or other potentially infectious materials, I understand that I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with the hepatitis B vaccine. However, I decline the hepatitis B vaccination at this time. By declining this vaccine, I understand that I continue to be at risk of acquiring hepatitis B, a serious disease. If I continue to have occupational exposure to blood or other potentially infectious materials in the future, I wish to be vaccinated with the hepatitis B vaccine. In that case, I can receive the vaccination series.

Student Signature _____

Date _____

Student Name (printed) _____

Countersign Signature _____

Date _____

Countersign Name (printed) _____

THE UNIVERSITY OF TOLEDO
COLLEGE OF HEALTH and HUMAN SERVICES
HEALTH INFORMATION ADMINISTRATION PROGRAM

WAIVER AND ACKNOWLEDGMENT

The undersigned, in consideration of his/her participation in the professional practice experience component of the Health Information Administration Program, does hereby waive, release and forever discharge The University of Toledo and assigned clinical agency and their respective directors/trustees, officers, agents, servants and employees, from any claims, demands or causes of action for loss, cost, injury or damage arising from or out of his/her participation therein.

IN WITNESS WHEREOF, I have set my hand at Toledo, Ohio, this _____ day of _____, 20__.

Witness' Signature

Student's Signature

Print Witness' Name

Print Student's Name

THE UNIVERSITY OF TOLEDO
COLLEGE OF HEALTH and HUMAN SERVICES
HEALTH INFORMATION ADMINISTRATION PROGRAM
STUDENT CONFIDENTIALITY AGREEMENT

As a Health Information Administration student, I understand that certain information I have access contains confidential patient and management information.

When completing the Program of Study in UT's HIA program, I will contact actual patient records. These patient records may be used in the classroom or online and in the professional practice setting. The identity of the patient health information used in any of these settings will be altered to conceal the patients' identity and personal information; however, records in the professional setting will be original documents.

Patient information confidentiality is of the highest priority, and I realize that all patient information must be kept confidential. I understand that any releases of patient information may be subject to disciplinary action, as well as a civil or criminal action.

Unauthorized Disclosure of Medical Information

As a student in the UT's HIA program, I understand that I will be reviewing actual patient charts through classroom and professional practice experiences. I fully realize that any patient information that may become known to me in the course of my training is confidential and privileged and that any unauthorized disclosure of this information will be grounds for immediate dismissal from the HIA program. Disclosure may also be grounds for legal action brought by parties who deem a disclosure derogatory.

Unauthorized Removal of Patient Records

One of the primary functions of the HIA professional is safeguarding of the information in the medical record. I understand that during the course of my training, I may be using actual patient records and that these records and other pertinent registers, indexes, etc. will never be removed from the room from which they are being used, nor will I duplicate them in any way for removal or other purposes. Failure to abide by this policy may result in my immediate dismissal from the HIA program. It may also be ground for legal action brought by parties who deem any disclosure derogatory.

Health Insurance Portability and Accountability Act (HIPAA) Training

As a UT's HIA program student, I have received training in the Health Insurance Portability and Accountability Act. I will abide by the rules and regulations of HIPAA.

With reference to this information, I agree to the following:

1. To abide by all institution policies and protocols, laws and regulations relating to the confidentiality of patient records;
2. To refrain from discussing patient information's identity or content with anyone other than the director and health care team members.

3. To use patient information solely for the purpose of performing my professional practice experience;
4. To refrain from duplicating medical records or printing personal health information for anything other than that expected during my PPE;
5. To continue the confidentiality of all patient information after the termination of my student clinical placements and to refrain from accessing patient medical records after the termination of my education; and
6. To permit this Confidentiality Agreement to be kept as part of my student file.

I understand that my signature constitutes acceptance of the terms of this Agreement. I understand that any violation of this Agreement during my PPE placements will result in disciplinary action up to and including termination of my PPE placement. I further understand that any violation of this Agreement could result in legal action taken against me.

STUDENT:

Print Name	Phone Number
Signature	Date

WITNESS:

Print Name	Phone Number
Signature	Date

THE UNIVERSITY OF TOLEDO
COLLEGE OF HEALTH and HUMAN SERVICES
HEALTH INFORMATION ADMINISTRATION PROGRAM

Behavioral Contract Agreement

The University of Toledo's Student Code of Conduct contained within the Student Handbook covers students' behavior in the classroom, laboratory, and healthcare settings. Also, the HIA Program has some additional professional behaviors that are necessary for progression in the program. Failure to adhere to the Student Code of Conduct and display professional behavior is grounds for a reprimand or discipline.

Specific Professional Behaviors Required in the HIA Program

1. Appropriate dress for PPE as outlined in the Student Handbook
2. Adherence to PPE Tardiness/Absence Policy along with those that govern classroom and PPE.
3. Maintain academic program requirements
4. Maintain confidentiality of private and health information of clients served
5. Maintain professional behavior

I have read and understood the Student Code of Conduct outlined in the University of Toledo Student Handbook and have read and understood professional behavior requirements as an HIA Student in the Student Handbook.

Student Signature

Date

Site Supervisor Signature

Date

HEALTH INFORMATION ADMINISTRATION PROGRAM

PROFESSIONAL PRACTICE EXPERIENCE TARDINESS/ABSENCE FORM

For a student to receive an excused absence for missed PPE time, this form must be signed by the PPE Site Director and kept with the student file by the Program Director.

Student's Name _____

Student's Signature _____

Date of Absence/Tardiness _____

Number of Hours Missed _____

Reason for
Absence: _____

Facility: _____

Did the student call in their absence on time? Yes No

Name of individual contacted to report absence _____

Is this considered an excused absence? Yes No

Date/Hours of Make-up Time _____

Site Supervisor: _____

Printed Name

Signature

Date

THE UNIVERSITY OF TOLEDO
COLLEGE OF HEALTH and HUMAN SERVICES
HEALTH INFORMATION ADMINISTRATION PROGRAM

PROGRESS REPORT

NAME:

COURSE

CONCERN(S):

DESCRIPTION AND DOCUMENTATION: (BY INSTRUCTOR/STAFF):

STUDENT RESPONSIBILITIES: (BY INSTRUCTOR/STAFF):

CONSEQUENCES: (BY INSTRUCTOR/STAFF):

I HAVE READ AND UNDERSTAND THE CONTENTS OF THIS PROGRESS REPORT.

Student Signature

Date

Instructor/Staff Signature

Date

Instructor/Staff Signature

Date

Witness

Date

THE UNIVERSITY OF TOLEDO
COLLEGE OF HEALTH and HUMAN SERVICES
HEALTH INFORMATION ADMINISTRATION PROGRAM
BREACH OF PROFESSIONAL BEHAVIOR

Student Name: _____

Involving the following days:

I understand that I am being reprimanded for the following reasons listed below. (List infractions)

Progress evaluation may take place at any time, as deemed appropriate.

The consequences of the evaluation are as follows:

- a. Improvement was seen, off warning status.
- b. Some improvements being seen. May continue with the new stipulation outlined in the second contract.
- c. Immediate expulsion from the HIA Program

Student	Date
Instructional Staff	Date
Instructional Staff	Date
Witness	Date

ATTACHMENTS

HIA PROGRAM OF STUDY

HIA PLAN OF STUDY		
HIA	FALL SEMESTER	SPRING SEMESTER
FIRST YEAR	HHS 1000 Orientation 1	CMPT 1420 Data Management Syst. Applications 2
	BUAD 1020 Micro-computer Applications <u>or</u> 3	BMGT 1540 Organizational Behavior <u>or</u>
	CMPT 1100 MS Office Applications	BUAD 2030 Executive Comm. Essentials 3
	EXSC 1560 Fundamentals of A & P I 3	BMGT 2020 Human Resource Development 3
	EXSC 1460 Fundamentals of Human A & P Lab 1	MATH 2600 Introduction to Statistics 3
	ENGL 1110 College Composition I 3	BUAD 2020 Info Tech Management 3
	Humanities Core Elective 3	
	Total 14 hours	Total 14 hours
SOPHOMORE YEAR	HIM 2230 HC Documentation Requirements 3	HIM 2210 Med Linguistics in Ancillary Services 3
	HIM 2260 Legal Issues in HIM 2	HIM 2320 Ambulatory Clinical Classification 4
	HIM 2300 HC Res, Payers, & Consumer 3	Systems and Services
	ENGL2950 Science -Technical Report Writing <u>or</u>	ACTG 2310 Financial Mgmt. for Health Care 3
	ENGL 2960 Professional & Business Writing 3	INFS 3250 Business Data Analysis and Reporting 3
	EXSC 2580 Human Pathophysiology 3	Social Science and Multicultural Core Elective 3
	Total 14 hours	Total 16 hours
JUNIOR YEAR	HIM 2310 Acute Care Clinical Classification 4	HIM 3240 Health Info Admin Practices 4
	Systems and Services	COMM 2840 Interpersonal Communication 3
	HIM 2350 Reimbursement Methodologies 2	Upper-division Program Support Course 3
	HIM 3940 Healthcare Content & Record Mgmt. 4	UT Core Elective 3
	Natural Science Core Elective 3	Social Science Core Elective 3
	Multicultural and UT Core Elective 3	
	Total 16 hours	Total 16 hours
SENIOR YEAR	HIM 4210 Healthcare Stats, Registry, Research 4	HIM 4910 Integrative Capstone Experience 4
	HIM 4230 Compliance & Ethical Issues in HC 3	HIM 4940 Professional Practice 4
	HIM 4300 Perf. Improve. & Quality Outcomes 3	HIM 4500 Health Care Informatics 4
	Upper-division Program Support Course 3	General elective 2
	UT Core elective 3	
	Total 16 hours	Total 14 hours
<p>Total 120 hours for HIA undergraduates Students must complete at least 64 hours at the 2000 course level or above. 32 hours must be at the 3000, 4000-course level. For Admissions information, contact Mitchell Perez at mitchell.perez@utoledo.edu (419-530-2137). After Admission—Students must schedule a phone appointment with the advisor, Heather Tessler, at Heather.Tessler@utoledo.edu (419-530-4624).</p>		

COURSE DESCRIPTIONS

YEAR 1 – FALL SEMESTER

HHS 1000 Health and Human Services/College Orientation

[1 Credit Hour]

Acquaints the new student with the services, policies, procedures, and layout of the university, college, and department. Establishes relationships between new students, full-time professors, and peer mentors during this time of adjustment. It must be taken in the first semester of enrollment. Co-requisite: must be taken in the first semester of enrollment.

HIA Curricular Content:	Mandatory for new UT students
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BUAD 1020 Micro Comp Application

[3 Credit Hours]

The course provides an overview of the role of microcomputers and information systems in business applications. It provides good training in word processing and spreadsheets for problem-solving. Co-requisite: BUAD 1010

HIA Curricular Content:	Information Technology
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-OR-

CMPT 1100 Computer Information Applications

[3 Credit Hours]

Concepts and techniques on the application of computers to the solution of business computer information systems. Students will have hands-on experience in word processing, spreadsheet, and database on microcomputers.

HIA Curricular Content:	Information Technology
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**ENGL 1100 or ENGL1110 College Composition*

ENGL 1100 – Composition 1 with Workshop

[5 Credit Hours]

Basic explanatory and persuasive writing; emphasis on fundamental processes of the invention, drafting, revision, and editing. Placement through examination or portfolio evaluation. Students receive a grade of C or better enroll in Composition II; those who receive No Credit enroll in Composition I. From Introductory Writing, Composition I, and Composition II, no more than 6 hours apply toward graduation.

HIA Curricular Content:	Undergrad Core Curriculum – Skills Area
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ENGL 1110 – College Composition I

[3 Credit Hours]

Explanatory and persuasive writing; instruction and practice in generating, focusing, developing, and presenting ideas in ways consistent with one's subject, purposes, and

intended audience. Placement through examination or portfolio evaluation or completion of English 1100 with a grade of NC. (ESL students must have completed 1020 with a grade of Pass. Students with ESL may be required to take 1120 as a co-requisite.) From Introductory Writing Composition I and Composition II, no more than 6 hours apply toward graduation.

HIA Curricular Content:	Undergrad Core Curriculum – Skills Area
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EXSC 1560 Fundamentals of Anatomy and Physiology I – Natural Science Requirement

[3 Credit Hours]

A one-semester course of human anatomy and physiology fundamentals, including cell, tissue, integument, skeletal, muscular, nervous, senses, endocrine, blood, cardiovascular, respiratory, digestive, urinary, and reproductive systems.

HIA Curricular Content:	Biomedical Sciences – Competency Area – Natural Science
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EXSC 1460 Fundamentals of Human Anatomy & Physiology Lab- [1 Credit Hour]

A one-semester lab course of human anatomy and physiology fundamentals, including selected cell, tissue, integument, skeletal, muscular, nervous, senses, endocrine, blood, cardiovascular, respiratory, digestive, urinary, and reproductive systems.

HIA Curricular Content:	Biomedical Sciences -Competency Area Natural Science
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MULTICULTURAL CORE-Requirement

[3 Credit Hours]

The student to choose a multicultural elective from the University Undergraduate Core Curriculum.

HIA Curricular Content:	Undergrad Core Curriculum - Competency Area – Multicultural Elective
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YEAR 1 – SPRING SEMESTER

CMPT 14120 Data Management System Applications [2 Credit Hours]

Hands-on analysis of access to solving workplace problems emphasizes the entering, updating, manipulating, storing, and retrieving of information.

HIA Curricular Content:	Undergrad Core Curriculum – Skills Area
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BMGT 1540 Organizational Behavior

[3 Credit Hours]

This course will address the impact of individual and group behavior on organizations. Topics covered include downsizing, stakeholder management, network organizations, participative management approaches, and the quality movement.

HIA Curricular Content:	Health Information Services Management
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OR

BUAD 2030 Executive Comm. Essentials

[3 Credit Hours]

The skills-based course equips the student to network with business professionals effectively, make oral presentations alone and in teams, lead meetings, and write for a business audience. Prerequisite: Sophomore standing.

HIA Curricular Content:	Health Information Services Management
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BMGT 2020 Human Resource Development

[3 Credit Hours]

Explore the functions of Human Resource development that focus on training and employee development, emphasizing improving the quality of work life.

HIA Curricular Content:	Health Information Services Management
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MATH 2600 Introduction to Statistics

[3 Credit Hours]

An introduction to descriptive and inferential statistical methods, including point and interval estimation, hypothesis testing, and regression. No credit allowed if taken after MATH 3610 or 4680; credit not allowed for both MATH 2600 and 2630. The course is not applicable toward the undergraduate Mathematics major requirements. Prerequisite: MATH 0980, 1180, or equivalent.

HIA Curricular Content:	Health Information Services Management Quantitative Methods and Research
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SOCIAL SCIENCE CORE-Requirement

[3 Credit Hours]

The student to choose a social science elective from the University Undergraduate Core Curriculum.

HIA Curricular Content:	Undergrad Core Curriculum - Competency Area - Social Science Elective
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NATURAL SCIENCE ELECTIVE-Requirement

[3 Credit Hours]

The student to choose a natural science elective from the University Undergraduate Core Curriculum.

HIA Curricular Content:	Undergrad Core Curriculum – Competency Area – Natural Science Elective
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YEAR 2 – FALL SEMESTER

HIM 2230 Healthcare Documentation Requirements

[3 Credit Hours]

Inpatient and ambulatory healthcare data requirements will be identified and analyzed, including collection, analysis, and implementation. Form design and screen design will be developed and reviewed.

HIA Curricular Content:	Health Data Content and Structure
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HIM 2260 Legal Issues in Health Information Management

[2 Credit Hours]

Overview of the US legal system, identification of medicolegal topics, and related health information management. Hardcopy and electronic health record legal issues are examined in detail.

HIA Curricular Content:	Health Delivery System
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HIM 2300 Healthcare Resources, Payers, & Consumers

[3 Credit Hours]

An introduction to healthcare delivery systems. Subject matter covers the professionals who comprise the healthcare team members and their roles in meeting the standards of regulatory agencies and organizations governing healthcare facilities. The responsibility of data collection, data quality, and data access/retention will be reviewed, and the importance of technology in health information will be examined for its effect on healthcare financing.

HIA Curricular Content:	Healthcare Information Requirements and Standards Healthcare Delivery System
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ENGL 2950 Science & Technical Report Writing or ENGL 2960 Organizational Report Writing – **English Requirement*

ENGL 2950 Science & Technical Report Writing

[3 Credit Hours]

Instruction and practice in writing informational and analytical reports to varied audiences in medical, scientific, or technical fields. Prerequisite: ENGL 1110

HIA Curricular Content:	Health Information Services Management
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ENGL 2960 Professional and Business Writing
[3 Credit Hours]

Instruction and practice in report writing within an organizational context. Emphasis on the analytical report based on research. Prerequisite: ENGL 1100 or 1110

HIA Curricular Content:	Health Information Services Management
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EXSC 2580 Human Pathophysiology in Health Care
[3 Credit Hours]

Topics include the cellular perspective and fluid environment, genetic disorders, and organ systems' pathophysiology, concentrating on cardiovascular, respiratory, and renal-urinary, endocrine, gastrointestinal, and nervous. Prerequisite: KINE 2560

HIA Curricular Content:	Biomedical Sciences
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ECON 1200 Principles of Micro Economics – **Social Science Requirement** [3 Credit Hours]

Theories of consumer behavior; determination of input and output prices and quantities in factor and product markets; analysis of international trade and policy; applications include labor markets and income distribution.

HIA Curricular Content:	Undergrad Core Curriculum – Competency Area – Social Sciences
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YEAR 2 – SPRING SEMESTER

HIM 2210 Medical Linguistics in Ancillary Care.
[3 Credit Hours]

Expanded medical linguistics utilized in coding, classification systems, and ancillary services, especially surgery, medical imaging, anesthesiology, medical tests, and laboratory procedures. Linguistics of pharmacology, pathophysiology, and infectious/parasitic diseases are analyzed.

HIA Curricular Content:	Biomedical Sciences
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ACTG 2310 Financial Mgmt. for Healthcare
[3 Credit Hours]

Cost accounting has become an essential part of health care management. The spread of managed care has heightened this need. Traditional cost courses focus primarily on manufacturing. This course provides thorough coverage of the essentials of cost accounting from a health care perspective.

HIA Curricular Content:	Organization and Management
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INF 3250 Business Data Analysis

[3 Credit Hours]

This course is designed to acquaint students with the application and use of integrated software. The course will provide students with hands-on experience in data analysis and manipulation, macro recording and editing, and other advanced features and functions of popular business software packages. Students will gain skills in computer-based report writing and data visualization techniques.

Prerequisites: BUAD 3050

HIA Curricular Content:	Organization and Management
	Health Information Services Management

COMM 3880 Professional Business Communication

[3 Credit Hours]

Developing advanced oral and written organizational communication skills. Practice in various types of business communication formats, preparing reports, persuasive messages, and memos.

HIA Curricular Content:	Organization and Management
	Health Information Services Management

SOCIAL SCIENCE Core- Requirement

[3 Credit Hours]

The student to choose a multicultural elective from the University Undergraduate Core Curriculum.

HIA Curricular Content:	Undergrad Core Curriculum – Competency Area - Multicultural Studies
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YEAR 3 – FALL SEMESTER

HIM 2310 Acute Care Classification Systems and Services

[4 Credit Hours – 2 lecture/2 lab]

Principles of coding disease conditions and procedures using the International Classification of Diseases, 10th Revision, Clinical Modification (ICD-10-CM), and 10th Revision Procedure Classification System (ICD-10-PCS). Manual and computerized methods will be utilized to assign codes following Official Coding Guidelines required for reporting data.

HIA Curricular Content:	Health Data Content and Structure
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HIM 2350 Reimbursement Methodologies

[2 Credit Hours]

MS-DRGs, APCs, RBRVS, and other reimbursement methods used by federal, state, and private insurance carriers are identified and reviewed. Compliance issues, including

coding, billing, and chargemaster accuracy, are identified and reviewed. Case-mix and its implications for providing and improving healthcare quality will also be discussed.

HIA Curricular Content:	Health Care Delivery Systems
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HIM 3940 Healthcare Content & Record Management
[4 Credit Hours]

Generalized health information administrative duties regarding staffing, managing, record release, storage, and retrieval, coding, abstracting, utilization management, quality improvement, and computer applications in health information practice. Offered in a Virtual Laboratory setting.

HIA Curricular Content:	Incorporates all of the information contained in the clusters.
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HUMANITIES/FINE ARTS Core- Requirement

[3 Credit Hours]

The student to choose a humanities/fine arts elective from the University Undergraduate Core Curriculum.

HIA Curricular Content:	Undergrad Core Curriculum – Competency Area – Humanities/Fine Arts
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MULTICULTURAL Core- Requirement

[3 Credit Hours]

See UT General Catalog for choices

HIA Curricular Content:	Undergrad Core Curriculum – Competency Area – Multicultural Studies
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YEAR 3 – SPRING SEMESTER

HIM 2320 Ambulatory Clinical Classification Systems and Services

[4 Credit Hours- 2 lecture/2 lab]

Principles of coding with the HCPCS classification system. Practice in the assignment of codes using both computerized and manual methods.

Prerequisites: HIM 2210, KINE 1560, and KINE 1460

HIA Curricular Content:	Health Data Content and Structure
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HIM 3240 Health Information Administration Practices

[4 Credit Hours]

Management theory and principles related to Health Information Administration in the acute and non-acute care environments are examined. Business techniques beneficial to health information administrators are identified and analyzed. Management theory and principles related to the administration of healthcare service organizations are

examined. Focus on strategic planning, accreditation/licensure, marketing, and institutional issues.

HIA Curricular Content:	Organization and Management Health Information Services Management
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INFS 3050 Information Technology Management

[3 Credit Hours]

The role of computers and information systems in business decision-making will be carefully examined. The student is expected to develop computer-based applications for business decision-making and problem-solving through state-of-the-art software, including advanced spreadsheets, databases, and web design tools. Prerequisite: Computing proficiency; Junior standing

HIA Curricular Content:	Information Technology
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INFS 3250 Software Application in Business

[3 Credit Hours]

This course is designed to acquaint students with integrating software to business decisions, report writing, and presentations. Students will gain hands-on experience with popular business software packages. Prerequisite: ISOM 1020; Junior.

HIA Curricular Content:	Information Technology
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HUMANITIES/FINE ARTS Core- Requirement

[3 Credit Hours]

The student to choose a humanities/fine arts elective from the University Undergraduate Core Curriculum.

HIA Curricular Content:	Undergrad Core Curriculum – Competency Area – Humanities/Fine Arts
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NATURAL SCIENCE Core- Requirement

[3 Credit Hours]

See UT General Catalog for choices

HIA Curricular Content:	Undergrad Core Curriculum – Competency Area – Multicultural Studies
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YEAR 4 – FALL SEMESTER

HIM 4210 Healthcare Statistics, Registries, and Research

[4 Credit Hours 2 lecture/2 lab]

The theory of healthcare statistics will be reviewed, and students will apply the practical application of statistical methods using in healthcare to produce reports. Surveillance

mechanisms, including database management, used in registries to track various disease processes or injuries, will be investigated and researched.

HIA Curricular Content:	Health Data Content and Structures Quantitative Methods and Research Biomedical Research Support
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HIM 4230 Compliance and Ethical Issues in Health Care

[3 Credit Hours]

This course presents an overview of the compliance and ethical issues facing the health care industry. The importance of corporate compliance programs and standards policies and procedures healthcare organizations should have in place to ensure compliance with government-funded programs will be the focus of the course. "Senior standing status required."

HIA Curricular Content:	Compliance and Ethics
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HIM 4300 Performance. Improvement & Quality Outcomes

[3 Credit Hours]

Purpose and philosophy of quality assessment and system design. Selection/application of tools for data collection, analysis, and problem resolution. Incorporates requirements of the Joint Commission on the Accreditation of Healthcare Organizations.

HIA Curricular Content:	Clinical Quality Assessment and Performance Improvement
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Elective XXXX General: Upper Division 3000/4000

[3 Credit Hours each] student's choice.

HIA Curricular Content:	Varies with choice of elective taken.
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YEAR 4 – SPRING SEMESTER

HIM 4910 Integrative Capstone Experience

[4 Credit Hours]

The course consists of demonstrating proficiencies and competencies in Health Information Administration (HIA) core courses and an extensive examination of the cognitive levels required to pass the RHIA and become a significant healthcare information supervisor.

HIA Curricular Content:	Covers all knowledge clusters.
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HIM 4940 Professional Practice Experience

[4 Credit Hours]

Specialized administrative assignment within Health Information Administration in a facility, agency, or organization. Students submit a major project for the site and members of the related HIM community of practice.

HIA Curricular Content:	Incorporates all of the information contained in the clusters.
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HIM 4500 Healthcare Informatics

[4 Credit Hours]

Case study approach to applications and evaluations of healthcare-related information systems. Includes different information systems used in health care organizations. Basic systems concepts and interrelation between departments and the entire organization.

HIA Curricular Content:	Information Technology
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NATURAL SCIENCE Core- Requirement

[3 Credit Hours]

See UT General Catalog for choices

HIA Curricular Content:	Undergrad Core Curriculum – Competency Area – Multicultural Studies
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Elective XXXX General: Upper Division 3000/4000

[3 Credit Hours each] student's choice.

HIA Curricular Content:	Varies with choice of elective taken.
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**THE UNIVERSITY OF TOLEDO COLLEGE OF HEALTH and HUMAN SERVICES
HEALTH INFORMATION ADMINISTRATION PROGRAM**

ACKNOWLEDGMENT OF UNDERSTANDING

Below is the acknowledgment of the understanding of the HIA program's policies at The University of Toledo.

I have read and understood the information provided in the Health Information Administration Handbook. I agree to abide by any policies and procedures. Further, I understand that failure to do so may have consequences, including dismissal from the Health Information Administration program at The University of Toledo.

Name (please print) _____

UT Rocket Number _____

Signature _____

Date _____

INSTRUCTIONS:

Remove this page, complete the required entries, and return the form by mail to:

Nilgün Sezginış, MPH, RHIA, CCS-P
The University of Toledo
COLLEGE OF HEALTH and HUMAN SERVICES
School of Population Health
Health Information Administration
Mail Stop 119
Toledo, OH 43606