Student Handbook

Health Administrative Services

Institutional Certificate
Health Care Coding & Classification
HIM Post-Baccalaureate Certificate

Associate of Applied Science Degree
Health Information Technology

Bachelor's Degrees in Health Administrative Services
Emphasis areas:
Health Information Management
Health Services Administration
Long-Term Care

Bachelor's Degree in Public Health

For more information, contact:

Weber State University
Health Administrative Services
3959 Stadium Way
Ogden, Utah 84408-3911
(801) 626-7242

Revised March, 2019

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FOREWORD

Welcome to the Health Administrative Services Department. We look forward to working with you throughout your educational experience at Weber State University. All HAS/HIM faculty are committed to providing you with quality education to prepare you for the exciting and ever changing world of health care.

To gain the most from your academic experience, we encourage you to take an active role in your education by participating in class, volunteering, and learning all you can. Work closely with your Advisor to make sure you are taking the right courses and are on-track for graduation.

It is recommended you join ACHE, American College of Healthcare Executives (HAS students), MGMA, Medical Group Management Association, UHE, Utah Healthcare Executives, UPHA, Utah Public Health Association (Public Health students), or AHIMA, American Health Information Management Association (HIT/HIM students) as a Student member. For a relatively small fee you will receive professional journals, attend local meetings and have the opportunity to network and meet professionals in your field.

We encourage you to become familiar with the contents of this handbook. The first eleven pages of the handbook are policies and procedures that apply to all majors/minors in the department. After that, specifics of each major are presented in detail according to the Table of Contents.

Good luck to you on your journey.

HAS Office Phone Number: 801.626.7242

ADMISSION PROCESS:

Campus-Based
Students interested in the HAS Programs should fulfill appropriate program pre-requisites, then complete the College of Health Professions application and pay the $25.00 application fee. At this time an educational contract with an advisor will be developed.

Distance Education
Students must complete the Weber State University Application for Admission ($30), fulfill appropriate program pre-requisites with transfer or Weber work and then complete the College of Health Professions application ($25). An advisor will develop an educational contract and send it to the student. Follow-up advising can be done via mail, Internet, or telephone.

EQUAL OPPORTUNITY:

It is the policy of Weber State University to provide Equal Opportunity in all its programs and activities in compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Utah Anti-Discrimination Act.

Accordingly, all Weber State University sponsored programs and activities will be open to all students or candidates for admission without regard to race, color, ethnic background, national origin, religion, creed, age, lack of American citizenship, disability, veteran status, sexual orientation or preference, or gender. Any student requiring accommodations or services due to a disability must contact Services for Students with Disabilities (SSD) in room 181 of the Student Service Center. SSD can also arrange to provide course materials (including syllabi) in alternative formats if necessary.

STUDENT HEALTH POLICY:

The institution does not require submission of satisfactory health status reports on students in non-clinical disciplines. Where there is no danger of adverse outcomes for either the student, fellow providers, or patients, completion of program requirements in the face of health issues should be the student's decision after appropriate advisement with faculty. If students do have relevant health issues, they are encouraged to discuss them with a faculty member.

REGISTRATION:

To register for classes, students must register online at www.weber.edu/registration. It is the student's responsibility to complete the registration process.

Students are advised to review catalog descriptions of courses and to complete all prerequisites prior to enrolling for a course. It is recommended that students follow the recommended course sequence for their emphasis or degree. Please contact your advisor for a copy of this sequencing, or download the degree map from the Weber website. If this is not followed, scheduling conflicts may arise. Students cannot expect instructors to make special arrangements because times of certain classes conflict.

STUDENT RESPONSIBILY:

Students are strongly encouraged to keep in contact with their Advisor. This ensures they are taking the correct classes and staying on track for graduation.

Students who have work and family responsibilities should recognize the time factor involved in those responsibilities and adjust their school schedule accordingly. The requirements of class work cannot be decreased to accommodate out of class responsibilities

Students are encouraged to consult with their instructors when they feel they are having problems meeting program goals, objectives, or academic requirements.

CORE KNOWLEDGE AND SKILLS

Students should complete Weber State University general education core requirements before admission to the HAS/HIM programs. Students will be expected to be proficient in the knowledge and skills learned in those core courses. These include math, written and oral communication, literature research and paper writing, presentations, and computer skills. HAS/HIM instructors will assume proficiency in these areas and will not reteach core skills in their courses.

ACADEMIC STANDARDS AND GRADING/CHEATING POLICY

Academic Standards for Health Administrative Services (HAS)

(Applies to all of the emphasis areas: Health Services Administration, Long-Term Care, Health Promotion, Health Information Management; Health Information Technology, and Health Care Coding.

Students must earn a grade of "C" or better in required courses and electives listed in the Weber State University Catalog for all HAS emphasis areas, Health Information Technology, and Health Care Coding (a grade of "C-" is not acceptable), in addition to a minimum cumulative GPA of 2.75 (Weber work only).

Students who fail to achieve a grade of "C" or better in a required or elective course will be placed on departmental probation until that course is successfully repeated. Students on probation for more than one year may not be allowed to remain in the program and may no longer be permitted to take HAS/HIM courses.

Students who fail a required or elective course may repeat the course once. If after one repeat the student fails to achieve a grade of "C" or better, that student will not be allowed to remain in the HAS program and will no longer be permitted to take HAS /HIM courses.

Cheating and other collaboration on course work that has not been assigned as a group project will be dealt with using the WSU policy from the Student Code handbook (**see http://www.weber.edu/ppm/Policies/6-22_StudentCode.html**). This includes uploading, posting, or sharing any course materials, assignment, quiz, or exam to any online website. Grades in HAS/HIM classes are assigned on the basis of successful completion of class projects as well as examinations.

Students taking HAS/HIM classes are subject to cheating policies, codes, definitions, and sanctions established by Weber State University (ppm 6-22), by the Dr. Ezekiel R. Dumke College of Health Professions, by other departments, and by the Health Administrative Services

Program. Specific sanctions that typically apply to cheating are listed below.

1. Warning. A warning will be issued if the incident cannot be verified beyond a reasonable doubt. A warning is an oral or written notice to a student that his or her conduct may be in violation of WSU rules and regulations and that the continuation of such conduct or actions may result in further disciplinary action.

2. Grade reduction. At the discretion of the course instructor, students found to be cheating will receive a reduction by one full letter grade of the student's grade for the course (for example, A- to B-, B to C, etc.) if the student has previously committed no verifiable acts of cheating.

3. Failure of course. At the discretion of the instructor, a failing grade for the course will be implemented if the student has previously participated in at least one verifiable act of cheating.

Incidents of cheating may be reported to programs within the Dumke College of Health Professions.

Grading Scale for all HAS/HIM classes:
94 - 100%	=	A
90 - 93%	=	A-
88 – 89%	=	B+
83 – 87%	=	B
80 - 82%	=	B-
78 - 79%	=	C+
73 - 77%	=	C
70 - 72%	=	C-
68 - 69%	=	D+
63 - 67%	=	D
60 - 62%	=	D-
Below 60%	=	E

The department chair and the instructors of the HAS program will only discuss grade disputes and other problems with the student involved (not spouse, parent, guardian, etc.).

Students wishing to appeal admission denials, probation, or other decisions should refer to the "Students Rights and Responsibilities" handbook or contact the Student Affairs Office.

DRUG/ALCOHOLPOLICY   Any incidence of alcohol or illegal drug use or impairment in any clinical, internship, or professional practice experience site will not be tolerated by the Health Administrative Services Department. Use of alcohol or illegal drugs on these sites may result in immediate removal from any of the HAS, HIM, HIT or Health Care Coding programs.

CRIMINAL BACKGROUND CHECKS, DRUG SCREENINGS, AND PROOF OF IMMUNIZATIONS   If you have a record of convicted criminal actions, it may affect your ability to complete the Health Information Technology, Health Information Management, Health Administrative Services and Long-Term Care Programs. At the time of application to the following programs: Health Information Technology, Health Information

Management, Health Administrative Services, and Long-Term Care Administration, all students must complete a background check that goes back a minimum of 7 years. Master of Healthcare Administration and Health Promotion majors may need to complete a background check prior to their clinical experience, field work, or internship if the location where this clinical experience, field work, or internship requires this process. **Students will be required to use the HAS department process for completing this background check and all students will be required to use our process**. Please see the information on how to complete your background check below. The department committee will review the background check for consideration of the following:

- The time, nature and number of convictions;
- How the conviction bears upon the duties of the student during internship, clinical, or professional practice experiences; and
- Successful efforts towards rehabilitation.
- If the conviction is of a sexual or violent nature, or involved drugs, the individual would not be eligible to complete our program or be sent to an internship, clinical, or professional practice experience.

If a background check reveals a history of convicted criminal actions or the drug screen reveals the presence of a non-prescribed controlled substance, the student will not be able to complete the program and will not be entitled to any refunds of tuition dollars or other fees.

SELF-REPORTING BY CURRENT STUDENTS: If a current student is charged with or convicted of a felony or serious misdemeanor, she or he must report such information to his or her program director or the HAS Department Chair within 72 hours of the occurrence, or before that student returns to school after incarceration. If a charge or conviction is reported to any program faculty or staff, the faculty or staff member shall immediately report the information to the Department Chair and sends to the department committee for consideration. Failure of a student to self-report or the misreporting of a charge or conviction shall be grounds for disciplinary action and removal from the program. This section is operational as of the effective date of the policy and applies to all students who are charged or convicted of a charge on or after that date. This section does not apply where students were charged or convicted prior to application for employment, except where disclosure was required by prior policy in place at the time.

Additionally, all applicants will be required to submit to mandatory drug screening prior to placement in professional practice experience or internship sites. This drug screen needs to be performed within 1 month of starting the internship, clinical, or professional practice experience activities. Students in the Health Information Management program will be required to do the mandatory drug screen prior to enrollment in HIM 2861 and a second drug screen prior to enrolling in HAS 4860. A failed drug screen includes:

- The presence of illegal drugs without Medical Review Officer provided by the HAS department contractor,
- The presence of prescription drugs and/or metabolites for which the tested individual does not have current prescription, or a diluted, tampered, or questionable urine sample.

A student with a failed drug screen will be asked to withdraw from their academic program for a period of one (1) year. After this one year time frame the student may repeat their drug screen and if clear, they will be able to complete their internship, clinical, or professional practice experience.

Additionally, applicants will also be required to provide proof of immunizations or proof of immunity for the following: 2-step TST aka PPD, Hepatitis B series or waiver, TDaP, MMR 1, MMR 2, Combination Flu, Varicella vaccine or proof of varicella.

All of these items will be at the students cost.

Weber State University's Health Administrative Services Department has selected CastleBranch as an approved provider of background checks, drug tests, and/or immunization tracking services for students.

CastleBranch, one of the top 10 background screening and compliance tracking solutions companies in the nation, provides organizations of all sizes with industry leading employment screening products and services.

With a wide array of background screening, drug testing and compliance management solutions for your entire workforce, we have what you need to make safe and informed hiring decisions.

An industry leader, we remain at the forefront of technology as we continually offer new products and services that make a difference in people's lives.

As an accredited member of the National Association of Professional Background Screeners (NAPBS), CastleBranch is held to the highest standards in the industry - less than five percent of screening providers hold this accreditation.

To begin this process please go to http://portal.castlebranch.com/WG17

DUE PROCESS POLICY   The purpose of due process is to afford students all rights guaranteed to citizens by the constitution and laws of the United States and the State of Utah. Students are obliged to obey these laws as well as rules and regulations of Weber State University and the recognized standards of the program and profession for which they are training.

Problems between a student and the college generally are in the areas of academics or misconduct.

Students should refer to the Weber State University Student's Rights and Responsibilities in the Student Code no. 6-22 (www.weber.edu/ppm/Policies/6-22StudentCode.html) when confronted with concerns about their rights and due process procedure.

The policies referred to above provide students the opportunity to appeal decisions concerning misconduct or academic performance.

Students are encouraged to consult with their instructors when they feel they are having problems meeting program goals, objectives, or academic requirements.

IMPORTANT CONTACT INFORMATION

Admissions Office	
Campus	801-626-6743
College of Health Professions	801-626-6136
Affirmative Action/Equal Opportunity	801.626.6239
Career Services	801-626-6393
Disabilities, Services for Students	801.626.6413
Distance Learning Office	1-800-848-7770 ext 6600
Distance Learning Secretary	801-626-6771/6600
Financial Aid	801-626-7569
Parking	801-626-6533
Records Office	801-626-6757/6751
Registration Office	801-626-6100
Services for Multicultural Students	801-626-7330
Services for Students with Disabilities	801-626-6413
Services for Women Students	801-626-6090
Student Health Center	801-626-6459
Student Support Services	801-626-7009
Testing Center	
Student Services	801-626-6803
College of Health Professions	801-626-7290
Davis Center	801-395-3495/3532
Lampros	801-626-6645
Online Testing Support	801-626-6477
West Center (Roy)	801-689-4007
Union Center	801-626-7945
Morgan	801.829.3136
Test Proctor Information	http://continue.weber.edu/ wsuonline/testing.aspx
Veteran's Affairs	801-626-6039/6040
Wildcard Office	801-626-6367/7700

Institutional Certificate in Health Care Coding and Classification

PROGRAM This 27-credit-hour certificate program consists of 10 courses that develop your ability to use the International Classification of Diseases, version 10 (ICD-10-CM) and the ICD-10-PCS procedure classification, both of the U.S. Department of Health and Human Services and the Common Procedural Terminology (CPT) of the American Medical Association. The program also develops expertise for both outpatient/office practice and acute-care inpatient levels of proficiency. You can use and apply both coding schemes in the systems of reimbursement for healthcare services. The curriculum prepares you to take the Certified Coding Associate (CCA) examination.

EMPLOYMENT Qualified coders are in great demand at all levels of the healthcare system to provide coded clinical data for reimbursement and research purposes. As more and more healthcare organizations and companies become established in rural areas of Utah, the job market in healthcare coding is steadily increasing. Many coders now work from home. Weber State University is recognized as the leader in the state of Utah in the education of healthcare coders.

The certificate qualifies you for the following jobs:
Inpatient Hospital Coder
Outpatient Hospital Coder
Physician Office Coder
Surgical Center Coder
Home Health Care Coder
Nursing Facility Coder

ADMISSION Coding Certificate Program students must take and complete the two pre-requisite courses: HTHS 1101 Medical Terminology and HTHS 1110 Integrated Anatomy and Physiology I with a grade of C or better, and then apply to Weber State University http://www.weber.edu/Admissions/apply.html. Students interested in the Coding Certificate Program fulfill appropriate program pre-requisites with transfer or Weber work, develop an educational contract with an Advisor, apply to the program at   www.weber.edu/him/apply-cert.html and pay the $25.00 College of Health Professions application fee.

RECOMMENDED COURSE SEQUENCE

Pre-requisites

HTHS 1101*	Medical Terminology	**2**
HTHS 1110*	Integrated Anatomy & Physiology I or a course in Human Anatomy	**4**

First Semester

HTHS 1111*	Integrated Anatomy & Physiology II or a course in Human Physiology	**4**
HTHS 2330	Classification Systems Topics & Reimbursement	**2**

Second Semester

HTHS 2230	Introduction to Pathophysiology	**3**
HIM 2300	Diagnosis Coding	**3**

Third Semester

HIM 2320	Ambulatory & Physician Office Coding	**3**
HIM 2240	Introduction to Pharmacology	**3**
HIM 2410	ICD-10-PCS Coding	**2**
HIM 2863	Professional Practice Experience in Coding	**1**

Students are advised to review catalog course descriptions and to complete all prerequisites prior to enrolling for a course.

INTRODUCTION: The Utah State Board of Regents approved the development of a Medical Record Technology (MRT) program for the College of Health Professions in 1985 based upon evidence of a demonstrated need and strong support for the program by the Utah Hospital Association, Intermountain Health Care and the Utah Health Information Management Association. In 2000, the name of the program was changed to Health Information Technology to reflect a change in the name of the professional credential and an increasing prominence of computer-based information technologies in the discipline.

The mission of the Health Information Technology (HIT) Program at Weber State University is to prepare students to become practicing health information technicians with state-of-the-art technical and data management skills in the health care field. The program's mission is consistent with the broader mission of the College of Health Professions, which is to provide excellence in education for our students, support for our faculty, resources for our healthcare partners, and partnerships with our local and global communities.

The goals of the Health Information Technology Program are:

- To provide a pool of qualified students with entry-level knowledge and skills defined by AHIMA for Health Information Administrators.

- Faculty will demonstrate current HIT knowledge and skills as teaching expertise and professional role models.

- To build strong alliances in a diverse HIT community of interest.

- To recruit/retain qualified students in the HIT program.

HIT PROGRAM: Health Information Technicians perform the essential functions of maintaining health data and records in acute, long-term, and ambulatory health care settings. Opportunities also exist in related health care settings, e.g., insurance companies, medical clinics, computer software vendors, and health maintenance organizations. These functions include, but are not limited to: the coding of diseases and operations; maintaining statistics; releasing medical information appropriately; using computer applications; and supervising employees.

In addition to classroom and laboratory course work, students spend two semesters participating in a supervised professional practice experience in community-based health information settings or through the WSU Virtual Lab.

PROFESSIONAL CREDENTIAL: Successful completion of the HIT two-year program leads to an Associate of Applied Science degree. The HIT program is accredited by the Commission on Accreditation of Health Informatics and Information Management Education, allowing graduates to sit for the national registration exam. Students passing this national examination may use the professional designation of Registered Health Information Technician (RHIT).

EMPLOYMENT: With the aging of the population and the subsequent increase in the number and need for health care facilities, the demand for trained health information professionals has increased. Employment opportunities are abundant and are expected to increase.

RELATED CAREERS: Persons receiving HIT training may continue their education in our HIM four-year management-oriented BS degree program. The emphasis on medical science classes in the curriculum would give the student a background for other allied health professions and technical specializations. Many opportunities exist in other departments of health care facilities, e.g., Tumor Registries, Utilization Review, Quality Management, Utah Department of Health, etc.

ADMISSION PROCESS: Students must complete the pre-requisites with a grade of C, or better, have a GPA of 2.5 or better before applying to the HIT Program. The student submits the application (available at www.weber.edu/him/apply-cert.html at the "How to Apply" link) to the College of Health Professions and pay the $25.00 fee.

Distance students not located on the Wasatch Front in consultation with program faculty, are responsible to locate a suitable PPE site. As part of this responsibility before you register for HIM 2861, or HIM 2862 to have a completed and signed mentor agreement with the facility where you plan to do your professional practice experience (see page 16 of this manual). If the facility involved does not want to use the agreement generated by Weber State University, you will need to plan on a 2-3 month process to get an agreement completed. We must have two original copies of the document sent to our office for appropriate WSU administrative signatures, and then we will send one of those copies back to the facility administrator. See pages 16-19 for a copy of the agreement you will need to get signed by the administrator of the facility where you do your PPE experience.

GRADUATION REQUIREMENTS: **Health Information Technology Program**
Associate of Applied Science Degree

GENERAL	A minimum of 64-66 credit hours. Twenty (20) hours of General Education courses, including at least one course in each of the following three areas: Creative Arts/Humanities (CA/HU), Physical/Life Science (PS/LS), and Social Science (SS). In addition, English 1010 (3), 2010 (3), and Math 1030 (3) or HTHS 1108 (5) are required.
SPECIFIC REQUIREMENTS:	Medical Terminology: HTHS 1101 (2) Integrated Anatomy & Physiology: HTHS 1110 (4) and HTHS 1111 (4), **OR**: ZOOL 2100 (4), and ZOOL 2200 (4). HIT courses: HIM 2000 (3), 2250 (3), 2300 (3), 2320 (3), 2330 (2), 2410 (2) 2500 (3), 2861 (2), 2862 (2), 2863 (1), 3000 (3), and HIM 3300 (3). Support courses: HTHS 2230 (3), and 2240 (3); HAS 3000 (3); NTM 1700 (3) **OR** NTM 1701, 1702, 1703
SPECIAL REQUIREMENTS:	Students are advised to review catalog descriptions of courses and to complete all prerequisites prior to enrolling for a course. Students are encouraged to keep in close contact their Advisor. Students wishing to appeal negative admissions, probation, or other decisions should refer to the "Students Rights and Responsibilities" handbook at http://www.weber.edu/ppm/Policies/6-22_StudentCode.html or contact the Student Affairs Office.
PROFESSIONAL PRACTICE EXPERIENCE	Assignments to professional practice experience sites are made by the HIT Program faculty at health facilities that are affiliated with WSU. Students will be supervised by qualified medical record personnel (RHIT, RHIA). Students may not be assigned to a facility where they are employed (except by departmental approval) and are not to substitute for paid employees of the facility. **NOTE: PPE assignments and hours will be required during the regular work-week.** The student is responsible for transportation expenses and other related costs during the PPE. The student is accountable to his/her assigned PPE preceptor during the experience and is responsible for performing duties as assigned. Two semesters of PPE are required in order to graduate from the Program. <u>Arrangement of onsite Professional Practice Experience the student's work schedule is the student's responsibility, not the Program Faculty.</u> **For distance students outside the Wasatch Front area** contact the administrative assistant Kristi Andersen at kristiandersen@weber.edu or program faculty for a copy of this Mentoring/affiliation agreement.

AMERICAN HEALTH INFORMATION MANAGEMENT ASSOCIATION
233 N Michigan Avenue, 21st Floor
Chicago, Illinois 60601-5809

CODE OF ETHICS

Preamble

The ethical obligations of the health information management (HIM) professional include the safeguarding of privacy and security of health information; disclosure of health information; development, use, and maintenance of health information systems and health information; and ensuring the accessibility and integrity of health information.

Healthcare consumers are increasingly concerned about security and the potential loss of privacy and the inability to control how their personal health information is used and disclosed. Core health information issues include what information should be collected; how the information should be handled, who should have access to the information, under what conditions the information should be disclosed, how the information is retained and when it is no longer needed, and how is it disposed of in a confidential manner. All of the core health information issues are performed in compliance with state and federal regulations, and employer policies and procedures.

Ethical obligations are central to the professional's responsibility, regardless of the employment site or the method of collection, storage, and security of health information. In addition, sensitive information (e.g., genetic, adoption, drug, alcohol, sexual, health, and behavioral information) requires special attention to prevent misuse. In the world of business and interactions with consumers, expertise in the protection of the information is required.

Ethical Principles: The following ethical principles are based on the core values of the American Health Information Management Association and apply to all AHIMA members and certificants. Guidelines included for each ethical principle are a non-inclusive list of behaviors and situations that can help to clarify the principle. They are not meant to be a comprehensive list of all situations that can occur.

I.   Advocate, uphold and defend the individual's right to privacy and the doctrine of confidentiality in the use and disclosure of information.

II. Put service and the health and welfare of persons before self-interest and conduct themselves in the practice of the profession so as to bring honor to themselves, their peers, and to the health information management profession.

III. Preserve, protect, and secure personal health information in any form or medium and hold in the highest regard the health information and other information of a confidential nature obtained in an official capacity, taking into account the applicable statutes and regulations.

IV. Refuse to participate in or conceal unethical practices or procedures and report such practices.

V.   Advance health information management knowledge and practice through continuing education, research, publications, and presentations.

VI. Recruit and mentor students, staff, peers and colleagues to develop and strengthen professional workforce.

VII. Represent the profession accurately to the public in a positive manner.

VIII.   Perform honorably health information management association responsibilities, either appointed or elected, and preserve the confidentiality of any privileged information made known in any official capacity.

IX.   State truthfully and accurately their credentials, professional education, and experiences.

X.   Facilitate interdisciplinary collaboration in situations supporting health information practice.

XI.   Respect the inherent dignity and worth of every person.

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

AHIMA MISSION:

AHIMA leads the health informatics and information management community to advance professional practice and standards.

AHIMA CORE VALUES:

Quality: Demonstrated by an abiding commitment to innovation, relevance and continuous improvement in programs, products and services.

Integrity: Demonstrated by openness in decision-making, honesty in communication and activity, and ethical practices that command trust and support collaboration.

Respect: Demonstrated by appreciation of the value of differing perspectives, enjoyable experiences, courteous interaction, and celebration of achievements that advance our common cause.

Leadership: Demonstrated by visionary thinking, decisions responsive to membership and mission, and accountability for actions and outcomes.

Health Information Management

INTRODUCTION:

The Utah State Board of Regents approved the development of a Health Information Management (HIM) program for the College of Health Professions in 1993 based upon evidence of a demonstrated need and strong support for the program by the Utah Hospital Association and the Utah Health Information Management Association.

The goals of the Health Information Management Program are:

Maintain a health information management and technology curriculum that represents a standard of excellence for the discipline yet remains sensitive to the needs of its students and its communities of interest.

Maintain a faculty with requisite academic and professional credentials who enhance learning excellence, stimulate scholarly effort, and encourage service to and involvement in the program's communities of interest.

Maintain curriculum content and student development at a level which achieves results above the national average on credentialing examinations.

Develop program graduates who are technically and managerially prepared to contribute in a wide diversity of information management roles to the healthcare industry and the health information management profession.

PROFESSIONAL CREDENTIAL:

Successful completion of the Health Information Management program leads to a Bachelor of Science degree in Health Administrative Services: Health Information Management emphasis. The HIM program is accredited by the Commission on Accreditation of Health Informatics and Information Management Education, allowing graduates to sit for the national registration exam. Students passing this national examination may use the professional designation of Registered Health Information Administrator (RHIA).

EMPLOYMENT:

With aging of the population and the subsequent increase in the number and need for health care facilities, and the emphasis on technology and accountability, the demand for trained health information management professionals has increased. Employment opportunities are abundant and are expected to increase.

ADMISSION PROCESS:

Students interested in the HIM Program who have already successfully completed an associate HIM degree must fulfill all pre-requisite coursework in the Health Information Technology program and then develop an educational contract with the their Advisor, Health Information Management Programs in the Health Administrative Services Department. Transfer students will have their official transcripts evaluated to ascertain courses from the Health Information Technology program that may still be needed. Students transferring in with an Associate degree are considered general education complete. Transfer students with an Associate of Applied Science must meet the WSU general education requirements.

All students interested in the HIM Program who have not completed the RHIT credential must take the two program pre-requisites HTHS 1101 Medical Terminology and HTHS 1110 Integrated Human Anatomy & Physiology 1, complete the required and support courses for the Health Information Technology program and then, commence the required and support courses for the Health Information Management program.

Program Applications can be filled out electronically at: www.weber.edu/him/apply-cert.html at the "How to Apply" link.

DEGREE EARNED: **Bachelor in Health Administrative Services with an emphasis in Health Information Management**

HEALTH INFORMATION

Students are advised to review catalog descriptions of courses and to complete all prerequisites prior to enrolling for a course. Students are advised to contact their Advisor to ensure the correct courses are taken and graduation is on-track.

MANAGEMENT:

A comprehensive review with the involvement of self-study (interdepartmental and interdisciplinary) committee occurs during accreditation renewals and during WSU Program Review Process. Student evaluation of classes will be utilized in these reviews.

PROFESSIONAL PRACTICE EXPERIENCE:

Students who are eligible for graduation will participate in a professional practice experience or internship. Assignments to sites are made in discussion with the Program Faculty to meet the students overall professional objectives. Qualified personnel or faculty will supervise students. Students are not to substitute for paid employees of the organization to which they are assigned.

The student is responsible for transportation expenses and other related costs during the professional practice experience. The student is accountable to his/her assigned clinical instructor or faculty during the practicum and is responsible for performing duties as assigned.

Arrangement of PPE hours in relation to the student's work schedule is the student's responsibility, not the Program Faculty.

Health Administrative Services

INTRODUCTION:

The Health Administrative Services Program (HAS) provides an opportunity for health practitioners, students in the health disciplines, and others to prepare themselves for healthcare management, healthcare information, and health promotion roles in both traditional and nontraditional health care settings. In addition, many students use the program to prepare themselves for graduate studies in health administration and other related disciplines. The program is uniquely structured to help practicing health professionals build upon their two-year professional degree or credential while at the same time accommodating the more traditional four-year student. The HAS program was developed to better prepare health practitioners and others to take advantage of the challenges and opportunities facing them as members of the nation's health care team.

Study Emphases:
Health Services Administration is designed to provide health care practitioners and others with the skills and competencies to function as supervisors and managers in health care settings. In the changing health care environment, new and challenging demands are placed on health care personnel to expand their conventional roles to include increased administrative responsibilities. The HAS curriculum provides a working foundation in management and interpersonal skills, while at the same time introducing the student to the health care delivery system and its many and varied issues and challenges. Graduates are not only better prepared to assume increased management responsibilities, but to do so with a better understanding of the complex system in which they work.

Long-Term Care Administration prepares students to function as administrators in nursing homes and other long-term care facilities. The curriculum is designed to provide students with a foundation in management principles and human relations, introduce them to the long-term care field, and give them operational experience in nursing home management. To function as an administrator in long-term care, one must be licensed. For licensure, most states require the completion of a bachelor's degree in health administration or a related area, an extensive administrative internship, and the successful passing of an examination offered by the National Board of Examiners for Nursing Home Administrators.

The goals of the Health Administrative Services Program are:

To develop and maintain a curriculum that represents the cutting edge of knowledge for the field, and is also sensitive to the needs of students and the health field that they serve. This mandates the need for constant curriculum monitoring and modification as deemed appropriate.

To provide a service-learning environment for students that supports their acquisition of knowledge, stimulates individual creativity, and creates the realization that learning is a life-long process.

To prepare students to meet their goals of attending graduate school or entering the workforce as they graduate from the HAS program.

To teach students essential health management theory, provide students with opportunities for critical thinking and problem solving, and assist students in understanding key issues facing the health industry.

To provide experiences in and out of the classroom for the professional development of students.

To provide students with supervised practicum and internship experiences.

To assist students, through established relationships with the industry and graduate programs, in entering the field of health care or moving on to a graduate education.

HAS PROGRAM: The mission of the Dumke College of Health Professions Department of Health Administrative Services is to provide the best education and opportunities to prepare students to pursue graduate studies or employment, the best support of faculty, and the best relationships with its healthcare partners and community..

Our Health Services Administration and Long-Term Care Administration emphases have been granted certification by the Association of University Programs in Health Administration (AUPHA). Membership in AUPHA is criteria-based and indicates that the programs have met the exacting standards of this national organization.

EMPLOYMENT: With rapid advancements in medical science and technology as well as aging of the population and the subsequent increase in the number and need for health care services, the demand for trained health administration professionals has increased. Employment opportunities are abundant and are expected to increase.

Occupations
The HAS programs are designed to provide health care practitioners and others with the skills and competencies to function as supervisors and managers in health care settings. The HAS curriculum provides a working foundation in management and interpersonal skills, while at the same time introducing students to the health care delivery system and its many and varied issues and challenges. Graduates are not only better prepared to assume increased management responsibilities, but to do so with a better understanding of the complex system in which they work. More jobs are available nationwide in long-term care and health administrative services than there are students to fill them.

PROFESSIONAL CREDENTIAL: The State of Utah, and many other states, requires individuals to be licensed in order to manage a skilled nursing facility. A licensed long-term care administrator has a distinct advantage over other individuals when it comes to finding the best long-term care management jobs. In Utah, individuals are required to complete a 1,000-hour internship or administrator in training program (AIT) prior to take the licensing exam. The internship is coordinated

through WSU's long-term care program; however, the exam is administered by the state. Students will be responsible to prepare and sit for the exam.

INTERNSHIP

Students who are eligible for graduation must participate in a professional practice experience or internship. Normally, the length will be 200 hours for HAS and the LTC degree. (The National Administrator Boards, NAB, requires an additional 800 hours for the licensure requirements for Long-Term Care Administrators, post-graduation). To be eligible for an internship, students must have completed all or nearly all of the courses required by the program to include HAS 3240 and HAS 3750. Students are encouraged to secure their own internship and preceptor through guidance from the instructor. Students should develop their own networking opportunities and leverage those relationships to secure the best possible internship site location. Students should meet with the course instructor a few months prior to seeking an internship to discuss site locations and ensure the location and preceptor are available. Students who already have substantial health care management experience may qualify for a shorter internship based on approval from the Program Director and instructor.

DEGREE EARNED:

Bachelor in Health Administrative Services
With an emphasis in:
Health Services Administration
OR
Long-Term Care Administration

Public Health

INTRODUCTION: The Utah State Board of Regents approved the Bachelor of Science in Public Health program in January of 2017. With an increased focus on public health and population health nationally, there is a need for educated and skilled public health workers. Many local and state public health agencies are seeking accreditation from the Public Health Accreditation board. One of the requirements for this accreditation is to ensure the education and skill level of current and future works. The Bachelor of Science in Public Health program will help agencies to meet this requirement.

PROFESSIONAL CREDENTAIL: There is only one professional credential related to general public health. The credential is the CPH (Certified in Public Health) offered by the National Board of Public Health Examiners. Eligibility for this certification includes either a graduate degree from an accredited public health program or a bachelor's degree and five subsequent years of public health experience. The Bachelor of Science in Public Health degree alone will not qualify students for this credential, but will get them started to meet the qualification requirements.

Employment: The Bachelor of Science in Public Health program will prepare graduates to take on entry-level jobs in epidemiology and public health administration at local and state departments of health. Assessments in recent years have shown that there is a growing lack of qualified workers to fill entry-level positions in the public health workforce at both state and local levels. Graduates from this program will be in a great position to meet this need and improve health on both a local and state level.

Specific Requirements: Program prerequisites include: HTHS 1110 & 1111 Integrated Human Anatomy & Physiology (8) or ZOOL 2100 Human Anatomy (3) & ZOOL 2200 Human Physiology (3); HLTH 1030 Healthy Lifestyles (3); and MICRO 1113 Intro to Microbiology (3).

Program requirements include: HAS 3000 (3), 3020 (3), 3150 (3), 3230 (3), 3240 (3), 3260 (3), 3700 (3), 4320 (3), 4400 (3), 4500 (3), 4700 (3), 4860 (3); HIM 3200 (3), 3210 (3), 3500 (3), 3550 (3); MICRO 3012 or 3502 (2); HTHS 2230 (3), HTHS 3000 (3); ACTG 2010 (3); and six credits of an elective: AT 1300 (3), AT 2300 (3), AT 3600 (3), HLTH 1110 (3), HLTH 3160 (3), HLTH 3400 (3), HLTH 3500 (3), HTHS 1101 (3), or HAS 4620 (3).

Admissions Process: Students must complete the pre-requisites with a grade of C, or better, have a GPA of 2.7 or better before applying to the Public Health Program. The student submits the application (available at www.weber.edu/him/apply-cert.html at the "How to Apply" link) to the College of Health Professions and pay the $25.00 fee.

Internship: Each student in the program must complete an internship prior to graduation. This professional practice experience will consist of 150 hours spent working on a public health focused project or program with either a public health agency such as the local or state department of health or a community health organization. The purpose of this internship is to allow

students the opportunity to integrate, synthesize, and apply the knowledge and skills they have learned throughout the program. The internship is intended to benefit not only the student, but also the community.

Degree Earned: Bachelor of Science in Public Health (BSPH)