



**Health Information
Management**

Student
Handbook

2016-
2017

HEALTH INFORMATION MANAGEMENT PROGRAM

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INTRODUCTION

Welcome to University of Detroit Mercy Undergraduate Program of Health Information Management (HIM). This *Student Handbook* is intended to be used as a reference for questions regarding policy, procedure or any other matters related to the HIM program. It should be referred to on an ongoing basis as questions arise. In addition to the policies in this handbook, students are expected to adhere to all policies in the:

UDM Student Handbook

<http://www.udmercy.edu/slo/office/handbook/index.htm>

Current Undergraduate Catalog

<http://www.udmercy.edu/catalog/>

College of Health Professions Honor Code

<http://healthprofessions.udmercy.edu/about/policies/HonorCode/index.htm>

Program Address

Health Information Management
College of Health Professions
University of Detroit Mercy
4001 W McNichols Rd.
Detroit MI 48221-3038

Administration

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Health Information Management
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Policy on Policy Development and Change

Revisions of existing policy may be made at any time to correct misspellings, or for simple clarification of wording or expression. Changes that are substantive will go through an approval process.

UDM History, Mission and Vision

History

<http://www.udmercy.edu/mission/university/history>

The University mission evolved from the educational traditions of its sponsors, the Society of Jesus and the Sisters of Mercy. These Catholic traditions emphasized concern for the dignity of the person and for the common good of the world community. The Society of Jesus (Jesuits) founded the University of Detroit in 1877. The Sisters of Mercy, Province of Detroit, founded Mercy College of Detroit in 1941. Together these religious congregations created a partnership in higher education to establish the University of Detroit Mercy in 1990. Each religious congregation brings its spirit to the mission of the University. The spirit includes commitment to quality education, the service of faith, promotion of justice, and compassionate service to persons in need.

Mission

<http://www.udmercy.edu/mission>

The University of Detroit Mercy, a Catholic university in the Jesuit and Mercy traditions, exists to provide excellent, student-centered undergraduate and graduate education in an urban context. A UDM education seeks to integrate the intellectual, spiritual, ethical and social development of students.

Vision

The University of Detroit Mercy will be recognized as a premier private university in the Great Lakes region, distinguished by graduates who lead and serve in their communities.

College of Health Professions Mission, Vision and Guiding Principles

<http://healthprofessions.udmercy.edu/about/mission>

Mission

The College of Health Professions, in the Mercy and Jesuit traditions, prepares professionals to lead individuals, families, and communities to optimal health and well-being.

Vision

The College of Health Professions is an Urban Center of academic excellence that prepares graduates to lead and serve the complex health care needs of our local and global communities and will be recognized for leadership and innovation in higher education.

Guiding Principles

These are our underlying values which exemplify living our mission and moving toward our vision:

- Passion for Excellence and Lifelong Learning
- Valuing the unique contributions of each member of the CHP
- Integrity and Ethics
- Social Justice and Needs of the Underserved
- Accountability to the Community
- Responsiveness to the State of Practice, and the Foundational Sciences

HIM Program Mission and Philosophy

Our Mission

The mission of the Health Information Management (HIM) bachelor's of science degree program upholds Mercy and Jesuit traditions and prepares students for employment in various health information related areas. It further promotes a focus on values and ethics by educating students in the fundamental concepts, knowledge, skills and management of healthcare information.

Our Vision

The Health Information Management (HIM) program will be recognized as a premier urban program of academic excellence and will be considered a source of well-prepared graduates for HIM and other leadership positions.

Our Philosophy

Consistent with Mercy and Jesuit traditions, faculty of the Health Information Management (HIM) program promote a values-based education to foster the spiritual, intellectual, social, and psychological growth of the learner. The faculty is committed to faith based social justice especially for vulnerable populations.

The HIM faculty believes education is a dynamic, interactional process that involves changes in perception, thinking, feeling, and action. Education is the process of acquiring new knowledge, skills, attitudes, and values to meet the challenges of the contemporary world and the communities we serve. Building on Mercy and Jesuit traditions, the faculty is committed to creating a learning community of discourse and service, utilizing pedagogy that encourages ongoing reflection on our human experience. Faculty and students work together to further the social, political, economic and spiritual well-being of the human community. In that regard, the program strives to attract learners that are characterized by a diversity of cultural, racial, and ethnic backgrounds, and socioeconomic status. The HIM program actively recruits and values faculty and students who reflect this diversity. Partnerships in the community are developed and utilized to provide students with experiences of diversity in administrative settings.

The HIM faculty strives to promote a sense of altruism, confidence and autonomy with accountability and a commitment to lifelong learning and professional competency. The Bachelor of Science is the foundation for health information professionals. To meet the complex, multifaceted role of the health information professional, education must integrate a strong liberal arts foundation with core competencies of clinical, information technology, leadership and management.

The HIM curriculum incorporates the disciplines of

- Medicine
- Management
- Finance
- Information technology
- Law

Specifically, the HIM faculty embraces the following foci as the driving forces in the development of professional health information managers:

- Social justice within a community and global health context
- Theory and evidence-based practice
- Ethical decision making
- Professional role and leadership development

Faculty-student relationships are foundational for the student's self and professional development. These relationships are based on open, honest, interactions, which empower students and faculty to become partners in education. HIM faculty is committed to the complementary and interdependent roles of administrative education, research, and practice. The ultimate goals of these administrative components are the development of knowledge in management, administration, and leadership. Administration recognizes and supports these faculty roles as the basis for faculty development and organizational growth.

The Health Information Management (HIM) B.S. degree program is offered jointly by the College of Health Professions (CHP) and the College of Liberal Arts & Education (CLAE) Computer & Information Systems Department.

Accreditation

The baccalaureate degree Health Information Management (HIM) Program is in Candidacy Status, pending accreditation review by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

University of Detroit Mercy is accredited by the Higher Learning Commission (HLC), an independent organization that accredits higher education institutions.

The **Higher Learning Commission (HLC)** is an independent corporation and one of two commission members of the North Central Association of Colleges and Schools (NCA), which is one of six regional institutional accreditors in the United States. The Higher Learning Commission accredits degree-granting post-secondary educational institutions in the North Central region.

Last Reaffirmation of Accreditation: 2006-2007

Next Reaffirmation of Accreditation: 2016-2017

Non-Discrimination

The HIM Program does not discriminate based on race, age, creed, gender, sexual orientation, color, national origin, marital status, religion, or any other factor prohibited by law. This applies to all aspects of its operations.

COLLEGE OF HEALTH PROFESSIONS POLICIES AND PROCEDURES

Honor Code

<http://healthprofessions.udmercy.edu/about/policies/HonorCode>

Students in the College of Health Professions at University of Detroit Mercy are expected to exhibit behaviors that epitomize academic, professional and personal integrity. They are committed to the traditions of the Sisters of Mercy and the Society of Jesus that emphasize values, respect for others, and academic excellence. Adherence to such high standards is necessary to ensure quality in education and clinical care in all College of Health Professions programs. A student's acceptance into a program of the College of Health Professions is conditional upon signing an affirmation of the Honor Code.

Academic Integrity

It is the responsibility of a student in the College of Health Professions to complete all coursework and fulfill all course objectives ethically and appropriately. Students in the College of Health Professions will maintain the highest standards of integrity and academic honesty, adhering not only to the Honor Code but also to any other professional requirements and provisions of their respective programs. Refer to the University of Detroit Mercy Academic Conduct Policy and your department handbook for further discussion and definition of academic misconduct and integrity.

Cheating by acts of commission or omission is not acceptable behavior for a student in the College of Health Professions. Misrepresentation in academic work includes but is not limited to:

- Submitting the same paper in more than one course without the explicit permission of the appropriate instructor.
- Any form of plagiarism, especially failure to acknowledge ideas or language taken from others, and submitting work prepared by others.
- Submitting scientific research that misrepresents the way in which the work was completed.
- Collaborating with others on projects expressly intended to be completed individually.
- Copying, transmitting or sharing examination materials without authorization of the instructor.
- Acquiring any materials that may provide an unfair advantage over fellow students.

Professional Integrity

Behavior and performance are essential aspects of the educational process for students in the College of Health Professions. It is the student's responsibility to complete clinical and internship assignments and meet coursework objectives ethically and appropriately. Students must place the welfare of their patients as their highest priority in the clinical educational setting and deliver quality care in the clinical setting while maintaining the highest level of integrity and professional demeanor.

Unprofessional behavior in clinical and internship settings includes but is not limited to:

- Using clinical or internship site facilities or resources in an unauthorized way, including the theft of materials obtained from such sites.
- Violating the confidentiality of patients and their families.
- Jeopardizing the health and safety of clinical or internship site staff, students or patients by acts of omission or commission.
- Participating in behaviors that may obstruct, disrupt or interfere with student learning or clinical care.
- Failure to arrive for clinical or internship placements on time or arrival at such sites unprepared either mentally or physically.
- Falsifying or fabricating clinical results, research, or findings for personal gain.
- Misrepresentations of oneself as anyone other than a student.
- Engaging in any form of harassment.

Personal Integrity

Students in the College of Health Professions are responsible for behaving ethically and appropriately with tolerance and compassion and to be personally accountable for their behaviors on campus, at clinical and internship sites, on-line, and in any other related setting.

Unacceptable personal behavior includes but is not limited to the following:

- Engaging in any form of harassment;
- Discriminating against others for reasons of race, ethnicity, religion, socio-economic status, gender or sexual orientation;
- Using illicit drugs or alcohol during school or clinical hours, or in a manner that would impair performance at the university or clinical site;
- Failure to report violations of the honor code;
- Knowingly bringing false complaints against fellow students;
- Intentionally causing damage to university or clinical site property or resources;
- Tampering with documents, falsifying records or misrepresentation of critical data to university, clinical, or internship site personnel.

Having read the above statement of the College of Health Professions Honor Code, I affirm that I have understood and agree with its provisions and will conduct myself in a manner that upholds the highest values of this institution and my intended profession. I pledge to be responsible for fostering a climate of academic trustworthiness and integrity. I will behave in an ethical, honest and accountable manner and will report any violations of the Honor Code that come to my attention.

Student (Print Name)

Date

Student Signature

College of Health Professions Honor Council Procedures

Charge of the Honor Council

The function of the CHP Honor Council is as follows:

- To develop a keener understanding of such concepts as personal and professional honor and integrity within the student body of the CHP
- To identify and sponsor activities and events for the students and faculty of the CHP that promotes such understanding
- To ensure that all CHP programs disseminate the Honor Code to all incoming students and obtain their students' support of the Code's provisions
- To monitor and annually review the processes, policies, and procedures of the Honor Council and draft and submit to the CHP faculty for approval any necessary revisions
- To hear and investigate allegations of dishonorable conduct within the CHP and make recommendations to the Dean and/or Program/Department Chairs and/or the Academic Progression Committee

Membership

Faculty representation on the Council will consist of a total of three faculty members from the CHP. One of these three faculty members will be a faculty representative from the MSON-Grand Rapids faculty. All faculty members will be appointed by the Dean of the CHP and will serve a two-year term. Student representation will consist of representatives from each CHP program, as identified by the following:

- Health Services Administration (2 students)
- McAuley School of Nursing-Grand Rapids (1 student)
- McAuley School of Nursing-Detroit (3 students)
- Nurse Anesthesia (2 students)
- Physician Assistant (2 students)

Student membership will consist of a total of 10 CHP students, all of whom are appointed by the Dean to serve a two-year term. Both faculty and students will serve staggered terms, such that approximately one-half of the total membership changes with each academic year.

Complaints/Allegations

Complaints or allegations of unprofessional or dishonorable conduct on the part of a student in a CHP program may be made directly to any or all members of the Honor Council. Complaints can be made in person, in writing, or via e-mail.

Regardless of the communication methods employed, within seven business days of making a complaint a complainant must come, in person, before a quorum of the Honor Council to answer questions regarding the complaint. A quorum will consist of a simple majority of Council members, with at least one of these being a faculty representative.

After completion of this initial meeting with the complainant, the Honor Council will vote as to whether or not the complaint constitutes an appropriate issue for the Honor Council to pursue. A decision will be reached by a simple majority vote. The outcome of this vote will either be to initiate a fuller investigation of the allegation, to refer the complainant to a more appropriate venue, or to decide that the complaint does not warrant further action.

A decision to further investigate the allegation will include, but not be limited to, an interview with the student or students against whom the complaint is made, as well as interviews with any advisor, faculty member, student, university staff member, or staff from any partner organizations. Within 30 days of receiving the initial complaint, a quorum of the Honor Council must meet to vote on the Council's final decision and recommendations. At this point, the Council will decide that no further action is indicated or that some manner of sanction against the student or students is indicated.

The Honor Council acts as a recommending body only. Recommendations of sanction may include anything from a verbal counseling to the dismissal of the student from their CHP program. Recommendations of the Honor Council are made directly to the Program or Department Chair and the Dean of the College of Health Professions. All proceedings of the Honor Council are to be kept in strict confidence. The Chair and/or the Dean may share Honor Council recommendations with the faculty involved, when necessary. Violations of the confidentiality rights of students and faculty within the CHP would constitute unprofessional and dishonorable conduct on the part of the individual or individuals making the disclosure.

Academic Appeals Policy & Procedure

<http://healthprofessions.udmercy.edu/catalog.udmercy.edu/graduate2015-2016/colleges/chp/CHPAppealsPolicyAY2015-16.pdf>

Academic Misconduct

UDM Academic Integrity Policy

All students in the University assume an obligation to conduct themselves in a manner compatible with the rights and responsibilities outlined in University of Detroit Mercy *Student Handbook*. <http://www.udmercy.edu/slo/office/handbook>

Sanctions for violations of these policies are also outlined in the *Student Handbook*. Students are also subject to the policies, rules and regulations of the colleges/schools in which they are enrolled or taking classes. All academic grievances are handled by the Office of the Dean in the individual college/school.

Academic Dishonesty

As members of an academic community engaged in the pursuit of truth and with a special concern for values, students are expected to conform to high standards of honesty and integrity in their academic work. The fundamental assumption under which the University operates is that work submitted by a student is a product of his or her own efforts. Following are some examples of academic dishonesty:

- **Plagiarism.** Among the most serious academic offenses, plagiarism is submitting the words or style of another author or source without acknowledgement or formal documentation. Plagiarism is occurring when specific phrases or entire passages, whether a sentence, paragraph, or longer excerpt, are incorporated into one's own writing without quotation marks or documentation. One also plagiarizes by paraphrasing the work of another that is retaining another writer's ideas and structure without documentation. Students are advised to always set off another writer's exact words by quotation marks, with appropriate references. Students avoid plagiarism by concentrating on their own words and ideas and by fully crediting others' work and ideas when they find their way into the writing. Whenever in doubt, cite the source. Students who purchase essays from other students or agencies or who copy from one another or from prohibited sources commit the most serious type of academic dishonesty. The consequences of plagiarism, or any act of academic dishonesty, may range from failure in a course to dismissal from the University.
- **Cheating on examinations.** This includes using materials such as books and/or notes when not authorized by the instructor, copying from someone else's paper, helping someone else copy work, substituting another's work as one's own, theft of exam copies, or other forms of misconduct on exams.
- **Falsifying records** or providing misinformation in documentation of internship hours and experiences or in one's credentials.
- **Unauthorized collaboration** on assignments and unauthorized access to and use of computer programs, including modifying computer files created by others and representing that work as one's own.
- **Presenting work completed for a course taken in the past**, or work currently being completed for another course may not be submitted for a current course unless permission is given to do so.
- **Theft** of another student's course material, notes or other data or the interference with another student's academic pursuits.

Disciplinary Sanctions

Suspected academic misconduct (e.g., plagiarism, cheating on exam, falsifying records, unauthorized collaboration, presenter, theft) is subject to disciplinary sanctions. Reports of such behavior may be initiated by faculty, staff, students or agency personnel and forwarded to the Program Chair. No grade is given until reviewed by the Program Chair and faculty. Review of academic misconduct violations will be conducted by the Program Chair and faculty.

- Step 1** The appropriate Program Chair will meet with the person initiating the report of suspected academic misconduct. The faculty and the Program Chair will investigate the allegation.
- Step 2** The Program Chair then will meet with the student to identify the problem or cause for concern and to review the policy in the *HIM Student Handbook*.
- Step 3** If this is a graded assignment, no grade shall be assigned.
- Step 4** The student's work in question will be forwarded to the HIM faculty not teaching the course with accompanying documentation from faculty who taught the course.
- Step 5** Faculty teaching the course will meet with the other HIM faculty to review the suspected violation.
- Step 6** The student will meet with the faculty and/or Chair.
- Step 7** The recommendation from the faculty and Chair will be correlated to meet the degree of the offense but could range from a "0" for the assignment, to failure in a course or to dismissal. Other recommendations could include community service, an additional paper, etc.

Students may repeat the course once and must earn a passing grade. A student may only appear before the Chair and HIM faculty one time for an offense of plagiarism. Any further allegation of such will lead to dismissal.

The consequences of plagiarism, or any act of academic dishonesty, depending on severity, may range from failure in a course to dismissal from the University.

If no violation is found, all records and documentation shall be destroyed and information regarding the matter may not be entered or placed in either the student or the respondent file. If a violation is found, all records and documentation shall be placed in the respective file.

Drug Screening Policy and Procedure

<http://healthprofessions.udmercy.edu/about/policies/pdf/DrugScreeningPolicyAndProcedure2015.pdf>

Criminal Background Check Policy and Procedure

<http://healthprofessions.udmercy.edu/about/policies/pdf/CriminalBackgroundCheckPolicyAndProcedure2015.pdf>

Fingerprinting Policy

Effective 6/1/2016

The Michigan State Police Criminal History Section has determined they can no longer supply fingerprint based criminal history information to non-governmental agencies. The College of Health Professions (CHP), McAuley School of Nursing (MSON) are non-governmental agencies, therefore, are not eligible for access to fingerprint based criminal background checks/results. Individual agencies may require fingerprinting or additional requirements which the student would be responsible for compliance.

Sexual Harassment Prevention Policy

http://www.udmercy.edu/hr/current-employees/sexual-harassment/pdf/UDM%20Sexual_Harassment_Policy.pdf

Link will provide the full Sexual Harassment Policy Statement.

It is the policy of the University of Detroit Mercy to maintain an educational and working environment that stresses the dignity of all individuals. Sexual harassment, therefore, will not be tolerated at the University in any context, by any of its students, faculty, employees, independent contractors, vendors, visitors and others who do business with the University.

This policy statement affirms the University's commitment to:

- Educate, train and counsel all members of the University community about the harm caused by incidents of sexual harassment
- Maintain an environment free from hostility and harassing behaviors
- Affirm the ethical obligation of each member of the University community to foster a learning and working environment free from sexual coercion, intimidation, and exploitation
- Encourage and address good faith complaints of sexual harassment in a manner that takes prompt corrective action and protects individuals from retaliation
- Establish and maintain multiple procedures for resolving complaints of sexual harassment
- Protect the confidentiality of all aspects of sexual harassment investigations

Sexual harassment constitutes a form of sex discrimination which is illegal under Michigan Compiled Laws Annotated 37.2101 - 37.2210, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972. In addition to any sanctions that may be imposed by the University of Detroit Mercy as a result of this policy, individuals who sexually harass others may be held personally liable to their victims and subject to additional sanctions.

Professional and Ethical Conduct Policy and Procedures

The HIM program has established standards for determining the professional and ethical conduct of students. All students enrolled in this program are expected to adhere to a standard of behavior consistent with the high standards of their profession.

Compliance with all institutional rules and regulations, city, state and federal law is expected.

Student conduct includes the following considerations:

- **Concern for the welfare of patients** (real or simulated) as evidenced by a thoughtful and professional attitude in obtaining information and primary or secondary data from patients and/or patient medical records.
- **Concern for the rights of others**, shown by: dealing with class peers, professional and staff personnel, and with all other members of the health team in a considerate manner and with a spirit of cooperation; respectful of all people despite differences encountered in a classroom setting or a professional capacity regardless of race, religion, gender, sexual orientation or disability; assuming an appropriate and equitable share of duties among peers.
- **Responsibility to duty**, which involves: effectively undertaking duties with enthusiasm and persevering until complete. If this is not possible, or student will be late or absent, student must notify responsible persons with an explanation.
- **Trustworthiness**; being truthful and intellectually honest in communication with others; acceptance of responsibility for meeting multiple demands by establishing proper priorities and by completing work; discerning accurately when supervision or advice is needed before acting; maintaining confidentiality of information concerning patients.
- **Professional demeanor**, which means: neat and clean appearance in attire that is acceptable as professional; maintaining equilibrium under pressures of fatigue, professional stress, or personal problems; avoidance of the effects of alcohol or of drugs and following the internship site's tobacco use policies.

It is not possible to enumerate all forms of inappropriate behavior.

The following, however, are examples of behavior, which would constitute a violation of professional standards:

- Harassment, harm, abuse, damage, or theft to or of any person or property including copying of copyrighted materials and software on University of Detroit Mercy grounds or property owned by any hospital/clinic, affiliated institution/organization, or individual to which the student may be assigned.
- Entering or using internship site facilities without authorization or disrupting teaching, administrative, or employee functions of the internship site.
- Falsifying internship hours, internship records, or internship experiences.
- Contacting agency personnel outside of the internship learning experience without authorization.
- Conviction of a felony.

- Participating in academic or internship endeavors of University of Detroit Mercy or its affiliated institutions while under the influence of alcohol, a controlled substance, or illicit drugs or unlawful use, possession, or distribution of illegal drugs and alcohol.
- Placing a patient in needless jeopardy or unethical disclosure of privileged information.
- Behavior or grooming which elicits a lack of respect and confidence from faculty or colleagues.
- Abusive or disrespectful conduct toward members of the faculty, administrative or professional staff, employees, students, patients, or visitors to University of Detroit Mercy and/or its affiliated internship sites.

Professional Disciplinary Sanctions

Students who fail to meet the standards specified in the program policy on attendance, professional decorum, clinical conduct, academic misconduct or dishonesty or professional ethics are subject to sanctions including, but are not limited to, warning, reprimand, probation and dismissal. The Chair of HIM will adjudicate all matters involving dismissal for professional misconduct.

Warning

A warning is a written letter to a student for misconduct that is found to be isolated, promptly correctable, and does not violate a specific program, University policy or jurisdictional law. A warning may be issued by any faculty member, or any representative of University of Detroit Mercy. Warnings are reported to the Program Chair for informational purposes. Temporary entry is made into the student record and made permanent if further action is required. Warning letter(s) is/are removed upon successful completion of education.

Reprimand

A reprimand is a written letter to a student for misconduct that is found to be more serious than the above, but is still felt to be isolated, promptly correctable, and does not violate a specific program, University policy or jurisdictional law. Reprimand may be issued by any faculty member through the Chair. Reprimands are reported to the Dean of the College of Health Professions for informational purposes. A copy is placed in the student's record.

Probation

In a more serious breach of professional standards, a student may be placed on (professional) disciplinary probation. The Office of the Chair will decide provisions included in probation, such as the duration and conditions of the probation on a case by case basis. Such provisions may include a requirement that the student obtain medical (including psychiatric) consultation and treatment, or other requirements that will remedy the misconduct and prevent its recurrence. Examples of such requirements may include community service or University service.

Students may or may not be allowed to continue classes while on probation, and may not be allowed to continue in the internship. Student on professional disciplinary probation will be required to meet with the faculty member, advisor or HIM administrative personnel as outlined in the probation contract. Failure to comply with any part of the probation contract, including regularly scheduled meetings, may result in the student being dismissed from the HIM program. Likewise, repeated professional disciplinary probation can result in dismissal as described below.

Dismissal

Dismissal is a permanent separation from the program. Dismissal may be imposed with or without the right to reapply for admission to University of Detroit Mercy at a later date. A student may be immediately dismissed for a serious breach of conduct or: Two (2) successive or three (3) aggregate terms of professional probation. The dismissal from the program will be noted on the student’s transcript.

Consultation

When medical or psychiatric consultation is required or recommended, all parties will respect patient/provider confidentiality. However, documentation of enrollment and/or completion may be required as a condition for reinstatement.

Grading Policies

Grading Scale

%	GRADE
100-95	A
94-91	A-
90-88	B+
87-84	B
83-81	B-
80-78	C+
77-75	C
74-72	C-
71-69	D+
68-65	D
64-0	F

Course Grading

Successful completion of all HIM courses (HIM, HSA, BIO, CIS, STA) is dependent upon achievement of a minimum of C. The internship stands as an independent course separate from the theory/didactic courses and students receive separate grades for the internship. These grades are calculated into the cumulative GPA. A letter grade is awarded based on achievement of the course objectives.

Incomplete Grade

A student may request an incomplete grade from the faculty if there is a legitimate reason acceptable to the instructor; the student is progressing satisfactorily in the course and has completed at least 50% of the course work. The faculty and student agree on the time limit for completion of the course and sign the appropriate form. Requirements must be completed no later than the sixth week of the following semester. Failure to meet the stated requirements will result in an automatic grade of I/F. A student will be withdrawn from the course if the 'I' grade from the previous semester is not completed at the end of week one.

Withdrawal

Students who officially withdraw from a class after the 100% refund period and before 75% of the course has taken place will receive a grade of W. Students cannot withdraw from any course after 75% of that course has taken place. This date is calculated based on the published beginning and ending date for the course. A student in the HIM program who needs to withdraw needs written approval of the advisor for the withdrawal. Permission for a student to withdraw after 75% of the course has taken place will be granted only for serious reasons. If a student is unable to complete any of his/her classes and is physically unable to come to file the Change of Registration, a letter to this effect should be sent by the student to the HIM Program Chair prior to the withdrawal deadline.

Forced Withdrawal

In some cases a "Change of Registration" may be initiated by the HIM Administration to remove a student from a course. This action is taken at the discretion of the Program Chair after consultation with faculty any time the safety or well-being of that student, client, other students, or agency personnel is in jeopardy. The action will also be instituted if the student has failed to follow the procedures, regulations, prerequisites, or requirements of the College or when the student has gained registration in a class by misrepresentation (refer to Academic Advising section).

Tuition and Fees

The tuition and fee schedule for the University is distributed at registration and is available in Student Services and through the College Office. Course fees vary per course. Included in course fees are liability insurance, equipment and technology services.

Petition for Tuition Refund

The University permits a student to apply for a tuition refund in the event of unusual circumstances preventing timely withdrawal from a course. The student must initiate and complete the "Petition for Refund Form" (Registrar). It is the student's responsibility to provide any documentation needed. The student may request support from the Office of the Dean for the petition. The student will be notified of the decision for refund reimbursement after review by the Variance Committee.

Academic Appeals Policy & Procedure

View the full College of Health Professions Academic Appeals Policy & Procedure at <http://healthprofessions.udmercy.edu/catalog.udmercy.edu/graduate2015-2016/colleges/chp/CHPAppealsPolicyAY2015-16.pdf>

Guest Application

http://www.udmercy.edu/registrar/forms/pdf/mi_undergrad%20guest_app.pdf

Students planning to enroll in courses at another college or university must complete a Michigan Guest Application form to be approved by the HIM Program Chair or HIM Academic Coordinator prior to enrollment. Guest Application approval will be granted to currently matriculated students under the following circumstances:

- 1) The course is not offered by the University of Detroit Mercy and/or the inability to take the course that term would interfere with the student's progress in the program.
- 2) The University of Detroit Mercy course is scheduled in conflict with an HIM course offering.
- 3) The student is NOT in the last 30 hours of the program.

The application is to be submitted to the Academic Affairs Coordinator, HIM Program Chair or HIM Academic Coordinator. **Students may not bring in a form and wait for signature. Forms will be ready for pick up after 24 hours.**

Evaluation of Faculty

In recognition of UDM's ongoing commitment to excellence in education, it is essential that all students complete course evaluations at the end of each term.

UDM provides a secure, anonymous and easy to use resource for submitting faculty/course evaluations via the University online course evaluation process <https://jackson.udmercy.edu/surveys/>. The results of these evaluations are shared with each faculty member.

Students' comments and ratings are summarized and compiled for use by the program in such a way that confidentiality and freedom of expression of each student is preserved. Compiled, typewritten comments and ratings will be reviewed by program administration and shared with the faculty members, plus any appropriate committees.

Complaints Against the Program

At any time during the regular academic year, a student with a complaint regarding course content, presentation of content, conduct of students, or conduct of faculty in the classroom is to directly address that complaint with the instructor teaching the course. If, after having done so, the student believes that his/her concerns have not been adequately addressed, the student may pursue these concerns according to the following sequence:

- Review with the Course Director
- Review with the Program Chair
- Review with the Dean, College of Health Professions

The complaint process is to be followed in sequential order. Complaints not following sequential order may be referred back to the appropriate faculty member or administrator.

Academic Advising

The HIM program recognizes that the need for guidance continues throughout the learning process. Faculty and academic advisors are available for students in the program. Academic advising in the HIM program is a shared responsibility among students, advisors and faculty members. The shared responsibilities of students and advisors can be more specifically stated as:

Student Responsibilities

- Identify advising and registration dates in the *Schedule of Classes*
- Identify your faculty advisor
- View course schedule at www.udmercy.edu/classschedule
- Schedule an appointment with your advisor as early as possible and come **prepared** for advisement
- Maintain throughout the program an advising portfolio containing a copy of your program plan, grade reports, and other related information. Students are expected to bring their advising portfolio when meeting with their faculty advisor
- Plan registration according to the appropriate curriculum plan with adherence to listed course pre and co-requisites
- Consult with your advisor concerning course selection and program requirements.
- Register online after appointment with advisor
- Inform advisor of any changes or need for change in registration or issues concerning academic status
- Consult with your advisor regarding academic concerns or any issue that might influence academic performance and progress

NOTE: ONLY ASSIGNED ADVISORS OR THE PROGRAM CHAIR MAY APPROVE AND SIGN STUDENT REGISTRATION/ADD-DROP FORMS.

The alteration of an approved registration form by a student without the authorization or knowledge of the advisor will be regarded as academic dishonesty and may subject the student to academic sanctions up to and including the forced withdrawal of the student from a program of courses and other disciplinary sanctions identified in the academic conduct policy.

Graduation

Application

http://www.udmercy.edu/registrar/forms/pdf/Banner_app_for_graduation3.pdf

Early during the semester in which you plan to complete your degree requirements, you need to complete an **Application for Graduation**. Summer graduates need to complete the application in the semester before they graduate in order to be eligible to participate in Commencement. Due dates are published in the Schedule of Classes or the Academic Calendar.

The **application** is also available in your College/School office or the Office of the Registrar. This application must be approved before you are considered a candidate for graduation and is a requirement before your degree can be certified.

Applications received after the deadline may result in denial to participate in the Commencement ceremony and/or delay in the date of graduation.

Senior Residency Rule

Candidates for the bachelor's degree are to complete the last 30 credit hours of their program at University of Detroit Mercy. Any exception to this rule must be petitioned in writing to the Student Affairs Committee.

Quality Point Average

Candidates for a bachelor's degree must maintain a cumulative grade point average of 2.0 quality points.

Family Educational Rights and Privacy Act Information (FERPA)

<http://www.udmercy.edu/registrar/ferpa>

Link will provide the full FERPA Policy Statement.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

At UDM, the Registrar coordinates the inspection and review procedures for student records which include admissions, personal, academic and financial files as well as cooperative education and placement records.

No one outside the institution may have access to, nor will the institution disclose any information from, students' educational records without the written consent of the student, *except*: to personnel within the institution, to officials of other institutions in which the student seeks to enroll, to persons or organizations providing student financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order or subpoena; and to persons in an emergency in order to protect the health or safety of students or other persons.

Disability Support Services

<http://www.udmercy.edu/uas/disability-support>

Link will provide information about Disability Support Services.

The mission of Disability Support Services, which is part of the Student Success Center, is to assist in creating an accessible community where student with disabilities have an equal opportunity to fully participate in all aspects of the educational environment. Because of our belief in the dignity of each person, and through compliance with Section 504 of the Rehabilitation Act of 1973 and the ADA Amendments Act of 2008, we strive to promote students' independence and to ensure recognition of their abilities, not disabilities.

Disability support services are available to currently enrolled students who have a documented disability that substantially limits them in one or more major life activities. Individuals eligible for services include, but are not limited to, the following types of disabilities: mobility, orthopedic, hearing, visual, learning, and attentional.

If you require accommodations based on a disability, you should request services in advance of your first semester at UDM or as early as possible thereafter. In general, in order to be considered reasonable, requests for accommodations should allow enough time for the DSS process to be completed, and for appropriate arrangements to be made.

To Request Accommodations Contact:

Emilie Wetherington
Director of the SSC/Disability Support Services
Student Success Center
McNichols Campus Library, 3rd Floor
(313) 578-0310
gallegem@udmercy.edu

Student Health Insurance

It is strongly recommended that all students carry health insurance coverage for the duration of the program experience. Health insurance for students is available for purchase. Information regarding the UDM student insurance plan is available at <http://www.collegiateinsuranceresources.com/sip/index.asp?assnID=840>.

Limited services are available through the Student Health Service. Students are responsible for any health care costs. The University assumes no responsibility for the medical care of a student. www.udmercy.edu/slo/wellness/healthcenter/

STUDENTS ARE RESPONSIBLE FOR ALL HEALTH CARE COSTS (INCLUDING EMERGENCY CARE) THAT MAY BE INCURRED DURING THEIR ENROLLMENT IN THE HIM PROGRAM.

Liability Insurance

UDM supplies coverage which applies to all students.

COURSE POLICIES AND PROCEDURES

Online Procedures

Knowledge.udmercy.edu (also known as Blackboard)

- **Login**
 - Enter the address <http://knowledge.udmercy.edu> in the Location/Address field in your browser
 - Click the **Login to Knowledge** on the left of the screen
 - Enter your Username (firstname.lastname - all lowercase) and Password (Student ID) in the appropriate fields
 - Click **Login**

- **Enrolling in Courses**
 - Enrollment will now be based on the Registrar's Office records. There will be no open course site enrollment. Additional users may be added to a course site by instructor request only
 - Enrollment in Knowledge course sites will be done in batches according to the following schedule:
 - 15 days before the first day of classes
 - 1 day before the first day of classes
 - Each weekday from the first day of class through the 10th day of class

Browser Compatibility

- Blackboard works best with recent versions of Netscape and Microsoft Internet Explorer. If connecting to the Internet via AOL, you may encounter errors using the AOL browser. AOL users should connect to the Internet as usual then open either Netscape or Microsoft Internet Explorer.

For further assistance, contact IDS at 313-578-0580

University of Detroit Mercy Library

Students are encouraged to utilize the library facilities at the University. A variety of text, journal, and online database references are available. See the Research Portal <http://research.udmercy.edu> for databases and instructions for accessing library and online resources.

Internet Access

Internet access is available at the University in several labs, including a lab in the basement of the CHP Building. The University provides student email accounts <http://students.udmercy.edu>, list-servers, web browsing, and a variety of productivity and other applications to all current students.

Class Attendance, Absences and Tardiness

Student Absence Policy

The University recognizes the importance of class attendance by all students. When athletic schedules and schedules for other UDM-sponsored activities are constructed, class absences must be taken into consideration and should be kept at a minimum.

It is the responsibility of the student involved in UDM-sponsored activities to inform instructors well in advance (or as soon as the student knows) when classes must be missed, and to complete any assignments due during the absence, in accordance with the instructor's written policy in the syllabus for the course. The student and instructor are encouraged to work out some reasonable accommodation regarding course requirements, if classes are to be missed. In the case of student athletes, the student is expected to present the instructor with a schedule of competitions, from the athletic department, during the first week of class.

HIM Attendance Policy

Students are expected to attend all classes (i.e., lecture, seminar, internships). Internship absences are an individual responsibility and should be seriously considered when establishing priorities of time. Anticipated absences should be discussed with the preceptor prior to the time of the absence.

Assignments (Written or Oral)

- All assignments must be completed and submitted on the day they are due. Arrangements for an extension of time for an assignment must be made before the date the assignment is due and will be given only for serious reasons.
- For late assignments, the faculty have the option to:
- Maintain the required due date or time of the assignment
- Change the required due date or time of the assignment
- Change the assignment
- Lower the grade of late assignments
- Refuse to accept the late assignment and assign a failing grade

- The original paper and a copy of all reference materials must be submitted for written assignments. The original is to be duplicated, as the paper may not be returned to the student
- All written assignments must follow American Psychological Association (APA) format

Recording Devices

Recording devices may only be used in the classroom (theory and practicum) with permission of the faculty.

Cell Phones/Pagers

Students carrying cell phones and/or pagers must place these devices on “silent” when in any classroom or internship setting. Students should respond to cell phones and pagers only in emergency situations.

Examinations

Examination Process

- Assigned seating may be used for examinations
- Examination dates, times, and locations may be changed at the sole decision of the instructor
- Faculty proctors may be present for all examinations. Additional proctors may be used based on the conditions of the examination and the availability of faculty
- Students may bring only writing implements and other authorized materials to their seat. Any materials not authorized by the course faculty, book bags, etc., must be placed in a location designated by the course faculty
- Answers will be written only on the examination itself or on other materials as designated by the course faculty
- A student discovered cheating in any manner on an examination is liable for disciplinary action as described in this *HIM Student Handbook* under “Academic Dishonesty”. Students may be requested to produce valid identification at any time while in the examination room. Failure to produce such identification when requested will result in the examination grade being withheld until identification is verified

Examination Dates

- All examinations are to be taken at the scheduled dates, times and locations
- Make-up exams for those unable to write an exam on the scheduled day will be scheduled only on approval of the program director and/or the instructor. It is expected that the student contact the instructor prior to missing an examination due to some extraordinary circumstance
- It will be the sole decision of the faculty member as to whether or not the student will be allowed to make up an examination. Factors which faculty will evaluate to determine eligibility for makeup include the reason for the absence, and notification of the absence prior to the scheduled examination time according to policy
- Make-up exams may not contain the same items or be in the same format as the original exam. Faculty also has the prerogative to establish a maximum attainable grade for the missed examination

- Make-up exams will be done at the date, time and location determined by the faculty member, and in most cases, will be completed by no later than the next regularly scheduled class day

Internship Policies

Site Assignment

Students are assigned to Internship sites by the Program Chair before the internship begins. Students may have to drive to a site outside of their geographic area. The manager/supervisor (site preceptor) located at the internship site will contact the intern to work out a schedule together.

Required Hours

The student is responsible for completing 168 hours for the internship. This will include HIM competencies and projects. Internship hours, unless agreed to by student, preceptor and Program Chair, should be completed in one semester.

Professional Grooming and Attire

Students are expected to exercise good judgment in their grooming, hygiene and personal appearance. They are expected to dress in a professional manner which conforms to the established dress code in their internship. Contact the HIM Program Chair or HIM Academic Coordinator if there are any questions regarding appropriate grooming and attire for an internship.

Student Internship Evaluation

Evaluation of student performance is an ongoing collaborative process. Students and faculty are expected to communicate frequently regarding completing the objectives. An evaluation form is completed by the preceptor following the internship experience. The student is required to complete an evaluation of the internship experience. The Program Chair will review the results with the student post-internship.

Student Internship Absence

Tardiness and absences from the internship site are unacceptable except in an emergency situation. Should an absence or tardiness be unavoidable, the student should notify the preceptor at least one hour prior to the scheduled session. Failure to report an impending absence is considered **lack of** accountability and may be reflected in the internship evaluation. In the event of an internship absence, the student must make up all missed contact hours, unless agreed to by student, preceptor and Program Chair.

Accidents or Unusual Events

Any accident or unusual circumstance in which students have become involved during their internship experience must be reported to their preceptor.

Confidentiality of Medical Record and Health History Information (HIPAA)

All data gathered about the patient and his/her illness, including all items within a patient's medical history, is privileged information.

- Students should not discuss or present a patient's records in a manner or situation which would violate the confidential nature of that record.
- Charts or contents, e.g., lab reports, etc., are not to be removed from the internship site.

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 mandates Federal privacy protection for individually identifiable health information. Standards have been set for health care providers who transmit health care transactions electronically. While at the internship site, most of the health care providers and administrators you will come in contact with will be under the HIPAA guidelines and requirements.

Inappropriate Use of Social Media in Internship Settings

In addition to the University Social Media policy, students in internships are expected to follow all internship site policies regarding the use of technology. This includes all tools, computers, online platforms or software. All HIM students should keep the following in mind:

- Site computers cannot be used for any personal business.
- All personal communication including cell phone calls and texting must occur outside the internship site.
- Students should never post or discuss any information about patients, families or clinical agencies on social media platforms.
- No pictures of patients, families, staff or units may be posted on any social media platform or anywhere.

UNIVERSITY SOCIAL MEDIA POLICY

http://www.udmercy.edu/mpa/ecug/social_media/policy/index.htm

Social media tools, which facilitate both one-to-many communications and presumably private communications, have grown to become a significant part of how people interact via Internet. Because social media are widely used as promotional tools, personal postings on public media sites can sometimes blur the line between the individual and the institutional voice. This policy provides guidance for members of the University community to protect both their personal reputations and the public image of the institution.

There are substantial differences between individuals representing themselves on public social media sites, individuals representing the University on public social media sites, and individuals using University-hosted social media. This policy is not intended to regulate how individuals conduct themselves in their personal social media actions and interactions. However, it is clear that even a single instance of improper or ill-considered use can do long-term damage to one's reputation, career and to the University. Furthermore, although not intended, never forget as faculty, staff, or an administrator you may always be perceived as a representative of the University. It is therefore in the

best interest of the University and all members of the University Community to provide its employees and students with a roadmap for safe, smart use of social media.

The University has a significant investment in University-owned public social media pages and personal sites on University-hosted services, as content on these pages and sites reflects directly on the institution and how it is seen by the general public. Therefore, this policy regarding posting content must be strictly adhered to in these contexts.

While this document will provide more specific guidelines to help navigate particular interactions, all these spring from a set of basic principles:

1. Be respectful.
2. Assume anything you post is public, regardless of privacy settings.
3. Assume anything you post is permanent.

Social Media Policy Guidelines

http://www.udmercy.edu/mpa/ecug/social_media/policy/index_print.htm

UDM students and employees are personally responsible for any content they post on Twitter, blogs, wikis, or other social media venues. In light of this comment...

Be aware of liability

You are legally responsible for what you post. Take care not to infringe on copyright, defame or libel others, or otherwise violate the law when posting.

Respect copyright

The University supports and respects the intellectual property rights of copyright holders. Content posted on the internet must conform to copyright law. Contact the UDM Libraries for help posting copyright-compliant content.

Respect confidentiality

Any number of laws and policies (such as HIPAA and FERPA) may affect the confidentiality of information. Be aware of and conform to these laws, as well as broader institutional policies regarding confidentiality of information and good ethical judgment, when posting to social media sites.

Respect privacy

Do not discuss situations involving named or identifiable individuals without their consent. Do not post images, audio, or video of individuals without their consent.

Appropriate use of University logos & branding

University logos and branding should only be used on pages maintained by the University.

University of Detroit Mercy has established guidelines for the appropriate use of University logos and branding. Please refer to the UDM Identity Standards page http://www.udmercy.edu/mpa/id-style/id_standards/index.htm when using University branding.

Be transparent

UDM students and employees should feel free to identify themselves as such when posting to social media sites. The association of a University email address with a social media account does not imply University endorsement of content. An individual must make it clear when they are expressing the opinions of the institution. Add a disclaimer if comments *may appear* to be coming from the University. Employees should be in coordination with their supervisor prior to initiating a social media account on behalf of their origination (unit/college).

Be a valued member of the community

When participating in an online community, content of postings should benefit the community as a whole. Consider the nature of the community and the expectations of its members when contributing. Do not use membership purely as a means of promoting yourself or your organization. Do not use the name of the University to endorse products, causes, political parties, or candidates.

Do no harm

Postings, both in content and in substance, must not harm either the University network or the social networks themselves. Do not overload these networks with content that is repetitive, promotional, or will otherwise devalue the service for the rest of the community.

Be respectful of others

Keep a cool head when discussing and debating online. Be passionate on matters about which you are passionate, but always be constructive, exercise discretion, and be respectful of those with whom you disagree.

No stalking, flaming, or bullying

Abusive language, behavior, and content are not appropriate in any context. Do not insult, attack, threaten, or otherwise harass others. Remember that how a message is intended is less important than how it is perceived. If another individual indicates they find behavior threatening, cease this behavior immediately.

Think before posting

Nothing posted on the internet is truly private. Anything put online can easily be shared and re-shared, and archiving systems preserve even content that has been deleted. As a result, content posted privately now may appear in search results for many years to come. Post only content you are comfortable sharing with the general public, including current and future employers.

Maintain your social media pages

When a site or page provides space for the community to interact, usually through comments or other feedback systems, it is important to keep these spaces free of spam and abusive content. Postings in these spaces should be edited to ensure there are no liability issues (e.g., removing links to content that violates copyright or breaks confidentiality rules), but should not be edited because their content is disagreeable.

Inappropriate Use of Social Media in Internship Settings

In addition to the University Social Media policy, students in internships are expected to follow all agency policies regarding the use of technology. This includes all tools, computers, online platforms or software. All HIM students should keep the following in mind:

- Agency computers cannot be used for any personal business
- All personal communication including cell phone calls and texting must occur outside the agency arena.
- Students should never post or discuss any information about patients, families or clinical agencies on social media platforms
- No pictures of patients, families, staff or units may be posted on any social media platform.

An incidence of the violation of this policy will result in disciplinary action from the Office of the Dean. Students may be administratively dismissed from the HIM program or prevented from continuing in an agency internship.

STUDENT AFFAIRS AND INFORMATION

University Organizations

http://www.udmercy.edu/slo/clubs/registered_orgs

Students may compete in the classroom, but graduates are called upon to collaborate in their careers. Students seek the freedom of individuality, but try to avoid isolation through associations and relationships. At the University, student organizations are an important factor in the total educational process. Student organizations bring together people with similar interests and at the same time challenge them to accept each other's differences. Organizations:

- Encourage members to expand friendships and develop new relationships
- Encourage students to spend more leisure time growing and learning
- Help students develop skills of leadership and collaboration
- Free students to have dreams larger than themselves, and to have a collective base of talents to bring some of those dreams into reality

University Student Handbook

<http://www.udmercy.edu/slo/office/handbook>

The *Student Handbook* contains non-academic policies and procedures. If you have any questions or need clarification on any of the published policies, please contact the Student Affairs Office (McNichols, Student Center 101), 313.993.1028.

The following information and policies are published at this site:

- Sexual Misconduct Policy
- Information about campus
- The academic calendar
- An A-to-Z guide of UDM services and programs
- Computing information
- UDM's student policies
- A campus directory
- Information about attractions around town

The Institute for Leadership and Service

<http://www.udmercy.edu/institute>

Community service is viewed as an important activity at University of Detroit Mercy and can be accomplished in a variety of ways. The Institute for Leadership and Service works as an agent to get people, primarily students, involved in the University, as well as the surrounding community. Through community service, students see different ways of life due to economics, religions, culture, family values and traditions. They then learn to understand, accept, cherish, and respect these differences, to see similarities and how to work together in a global community.

University Ministry

<http://www.udmercy.edu/ministry>

University Ministry exists to enhance the spiritual, emotional and community life of the University. Services scheduled throughout the year are: retreats, prayer services, reflections and discussion sessions. University Ministry is available to counsel students in spiritual distress and offer a listening ear for student issues.

Student Center 106, 313.993.1560

Student Success Center

<http://www.udmercy.edu/uas/index.htm>

Student Success Center provides a variety of academic support services such as the following:

- Free tutoring for freshman level and some upper division courses
- Supplemental Instruction (SI) groups for math and science
- Placement testing
- Experiential learning assessment
- Study Table for UDM athletes in the Learning Center
- Disability support services including, but not limited to, note-takers, enlarged text, test proctoring, alternative testing site, assistance with accessible facilities and readings on tape for students with special needs
- Reference materials including writing style guides, dictionaries, textbooks, etc.

313.993.1143, fax 313.578.0342

Monday - Friday 8:30am-8:30pm, Saturday 10am-3pm

Counseling Services

<http://www.udmercy.edu/slo/wellness/counseling/confidentiality/index.htm>

Personal Counseling

University Counselors offer counseling without cost for students and faculty.

View common concerns at <http://www.udmercy.edu/slo/wellness/counseling/common-concerns/index.htm> and to schedule an appointment.

UDM Psychology Clinic

<http://liberalarts.udmercy.edu/programs/depts/psychology/clinic/index.htm>

The University of Detroit Mercy Psychology Clinic is sponsored by the University of Detroit Mercy. It has been providing psychological services to students, staff and community members for over 35 years. Children, adolescents and adults from the entire metropolitan area are eligible to receive services.

Call 313.578.0570 to make an appointment.

<http://www.udmercy.edu/slo/wellness/counseling/appointments/index.htm>

Communication

An important skill required by professional administrators is the ability to communicate with clients and colleagues. To contribute to a positive educational environment in the Health Information Management program, students, faculty, staff, and administrators need to be able to communicate clearly. Whether you are suggesting an alternative curriculum approach to a faculty committee, discussing your academic achievement in a course, or reviewing your program of studies with a faculty advisor, the communication process needs to convey messages accurately. Effective communication has a positive influence on our educational community. In order to foster communication in the HIM program, the following have been established:

Faculty Office Hours

Full-time faculty members are available to students on an appointment basis. Specific times of availability are posted on a faculty member's door.

Adjunct faculty members generally schedule their office hours in conjunction with the courses they are teaching.

Faculty Mailboxes

College staff is available from 8:30 AM to 5:00 PM, Monday through Friday, to accept messages or materials for faculty (Summer Hours - 8:30 AM to 4:30 PM). Do **NOT** slide assignments under a faculty office door.

Dean and Program Chair Office Hours

The Dean and Program Chair are available to meet with students by appointment.

Appointments can be scheduled by calling the following numbers:

Dean - 313.993.1208

Program Chair - 313.578.0411

CURRICULUM

HIM Curriculum

The HIM program can be completed through full or part-time enrollment.

Transfer applicants to the HIM program must have a minimum overall cumulative GPA of 2.0.

HEALTH INFORMATION MANAGEMENT PROGRAM EXAMPLE
University of Detroit Mercy Academic Year 2016-2017

Freshman				Sophomore			
Fall 15 credits		Winter 15 credits		Fall 18 Credits		Winter 15 Credits	
BIO 2300 Principles of Human Anatomy and Physiology I (Lab not required)	3 cr.	BIO 2320 Principles of Human Anatomy and Physiology II (Lab not required)	3 cr.	HIM 2600 Management of Vital Health Data and Statistics	3 cr.	CIS 4505 Project Management	3 cr.
ENL 1310 Academic Writing*	3 cr.	CST 1010 Fundamentals of Speech	3 cr.	HIM 3100 Pathophysiology for Health Professionals	3 cr.	HIM 2800 Pharmacology for Health Professionals	3 cr.
HSA 3010 Overview of Health Care Systems	3 cr.	HIM 2050 Medical Terminology	3 cr.	ETH 3580 Health Care Ethics	3 cr.	HSA 3100 Health Care Law & Regulations	3 cr.
MTH 1010 Algebra or MTH 1020 +1030+1040*	3 cr.	PHL 1000 Intro to Philosophy	3 cr.	CIS 4060 Software Requirements and Design	3 cr.	OB4B any 2000-level RELS or CAS course	3 cr.
CIS 1000 Intro to Computers	3 cr.	HIM 1090 Information Systems for Health Professionals	3 cr.	OB4C any PHL, RELS or CAS course	3 cr.	OB5A History Course	3 cr.
				OB3A Social Science course	3 cr.		
Junior				Senior			
Fall 16 credits		Winter 18 Credits		Fall 15 Credits		Winter 14 credits	
HIM 3800 Healthcare Accreditation and Compliance	3 cr.	HIM 3700 ICD Classification Systems	3 cr.	HIM 4200 Healthcare Quality Improvement & Outcomes	3 cr.	HIM 4900 Health Information Management Internship**	3 cr.
HIM 3650 Healthcare Reimbursement and CPT Classification Systems	3 cr.	HSA 3585 Health Services Org Management	3 cr.	HSA 4700 Evidence Based Research for HSA and HIM (STA 2250 pre-requisite)	3 cr.	HIM 4600 Leadership and Strategic Planning for Health Professionals	3 cr.
CIS 4850 Information Assurance	3 cr.	STA 2250 Statistics	3 cr.	OB5B Literature course	3 cr.	Elective	3 cr.
OB5C Aesthetic Course	3 cr.	CIS 4560 Database Design	3 cr.	OB5D Comparative course	3 cr.	Elective	3 cr.
HSA 3000 Accounting for Health Care Professions (HSA 4925 co-requisite)	3 cr.	HSA 4650 Health Services Financial Management (HSA 3000 pre-requisite)	3 cr.	OB6B Contemporary Social Problems	3 cr.	Elective	2 cr.
HSA 4925 Synthesis of Management Applications (HSA 3000 co-requisite)	3 cr.	Elective	3 cr.				

Total Credit Hours = 126 The last 30 credits prior to graduation must be taken at UDM

*These courses require a placement test

**Senior year internship is 3 credits; the student will spend 168 contact hours during the internship experience

Revised 4-18-2016