



East Carolina University

**College of Allied Health Sciences
Department of Health Services and Information
Management**

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

Student Manual

Dean's Welcome

Dear HSIM Student,

As Dean of the College of Allied Health Sciences at East Carolina University, I welcome you and congratulate you on an excellent choice of major. With a 50-year history, our college remains the largest university provider of allied health professionals for the state of North Carolina. The professionals we educate represent the fastest-growing sector of the healthcare workforce. These include dietitians, audiologists, physician assistants, medical technologists, speech-language pathologists, physical and occupational therapists, clinical and rehabilitation counselors and, of course, those with a rewarding career in health services management or health information management.

The faculty in the Department of Health Services and Information Management have diverse backgrounds and areas of expertise. But what they all share is talent, commitment, professionalism, and exceptional scholarship. Like you, they are all dedicated to the improvement of healthcare delivery, and improving quality of life, especially for those in our underserved communities. Our mission is to inspire positive change, transform healthcare, promote wellness, and reduce health disparities to “support a thriving future for eastern North Carolina and beyond.” In accordance with that crucial mission, our B.S. degree programs in Health Information Management and in Health Services Management offer comprehensive curricula that provide our graduates with the knowledge and skills necessary for successful graduate study or to immediately begin a transformative career within the healthcare industry.

I am proud to represent the students, faculty, and staff who make the College of Allied Health Sciences so vital and important. I'm sure that you will appreciate sharing our mission and passion for health services management and health information management. As your dean, please feel free to see me. I'd welcome the opportunity to hear from you.

Sincerely,

A handwritten signature in blue ink, reading "Robert F. Orlikoff". The signature is fluid and cursive, with the first name "Robert" being the most prominent.

Robert F. Orlikoff, Ph.D.
Professor and Dean, College of Allied Health Sciences
East Carolina University

Chair's Welcome

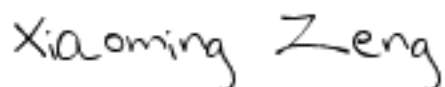
On behalf of the Department of Health Services and Information Management, I welcome you to the Bachelor of Science in Health Information Management program. This program is the only 4 year CAHIIM accredited program in the state of North Carolina that prepare students for the RHIA credentialing exam.

We are proud of our department and its integral contribution to the overall missions of East Carolina University and Health Sciences Division, and College of Allied Health Sciences.

The core of the missions of the department is management in health care, whether it is general health services management or management of one of the most valuable assets in health care — information. The changes in health care are challenging all professions in health care, especially the management to work hard for better solutions. The escalated cost of health care, fast advent in technologies, transition to value based payment system, emphasis on population health, and advocate for health care quality, force us to think differently to prepare for and adapt to these changes. We want our students well prepared for the challenging health care setting as leaders in health care management, health informatics, and health information management.

The activities in teaching, research and services are conducted in alignment with ECU missions in student success, public service, and regional transformation. At the undergraduate level, we offer the BS in Health Services Management and BS in Health Information Management programs. At the graduate level, we offer the MS in Health Informatics and Information Management program for future leaders in this exciting field. Our MS HIIM program is also CAHIIM accredited. We also offer four certificate programs — Health Information Management, Health Informatics, Health Care Administration, Health Care Management (MBA) — for students and professionals who are interested in gaining knowledge and skills in the specific field. It is worth highlighting that all our courses are offered with an online option to increase student access. To enforce their teaching and contribute to the knowledge base, our faculty also engage in exciting research activities including leadership, data analytics, quality management, consumer health informatics, health coding quality, online education and EHR implementation. Services is the culture of the department. Our faculty and students serve the university and community at all levels to contribute to the organization and the society.

We are so excited to have you in our BS in HIM program and I look forward to seeing (in person or virtually) you in class.

A handwritten signature in black ink that reads "Xiaoming Zeng". The signature is written in a cursive, slightly slanted style.

Dr. Xiaoming Zeng
Professor and Chair
Health Services and Information Management

**Program of Health Information Management
Student Handbook**

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Part I - INTRODUCTION

HISTORICAL BACKGROUND

In 1969, the Department of Medical Record Administration was organized to offer a baccalaureate degree program in medical record administration. The academic program accepted its first student in 1970. Since that time, more than 500 students have completed degree requirements and have graduated with a Bachelor of Science degree. In 1993, the degree program was renamed Health Information Management. In 2002, the department was enlarged to offer another related academic degree and, consequently, was renamed the Department of Health Services and Information Management. In 2013, the Bachelor's Program in Health Information Management stopped admitting students to allow resources to focus on the creation of the Master's Degree in Health Informatics and Information Management Program. The Bachelor's Program was revived in 2017, and is the sole CAHIIM accredited 4-year program in Health Information Management in North Carolina.

BS in Health Information Management Program

The BS in Health Information Management (HIM) emphasizes the development of skills for managing health information and the systems that collect, store, retrieve, disseminate, and communicate said information to support organizational operations and clinical and business decision making. The curriculum is designed to help students develop the knowledge and tools necessary to become effective and efficient leaders in HIM. The HIM program is 126 semester hours, and will be offered both on campus and through distance education. Upon completion of the program, graduates will be eligible to sit for the [Registered Health Information Administrator \(RHIA\)](#) credentialing examination offered by the [American Health Information Management Association \(AHIMA\)](#).

What is Health Information Management?

HIM professionals work across a vast array of roles from analytical to project management to healthcare system management and governance roles. Learn more about the fast-growing, versatile field of the HIM profession at: <http://www.ahima.org/about/him-awareness/him?tabid=abouthim>.

Health information management improves the quality of health care by ensuring that the best information is available to make any health care decision. Health information management professionals manage health care data and information resources. The profession encompasses services in planning, collecting, aggregating, analyzing, and disseminating, individual patient and aggregate clinical data. It serves the health care industry including: patient care organizations, payors, research and policy agencies, and other health care-related industries ([Zeng, Reynolds and Sharpe, 2009](#)).

Health information management is a dynamic career with many diverse job opportunities. At the heart of the profession's information responsibilities are health records. The health information professional orchestrates the collection of many kinds of documentation from a variety of sources, monitors the integrity of the information, and ensures appropriate access to the individual record.

Program Goals

The goal of the BS in HIM program is to prepare students with the knowledge, skills, and characteristics needed to successfully earn the Health Information Management (HIM) credential, the [Registered Health Information Administrator](#) (RHIA).

Accreditation

The baccalaureate degree program in HIM is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).



Upon completion of the professional HIM curriculum, graduates will be prepared to:

1. Accurately collect, analyze and report healthcare data;
2. Apply healthcare statistics and research to comprehensive health information analysis, including quality assessment and performance improvement;
3. Apply legal and ethical standards to healthcare information requirements and standards;
4. Demonstrate appropriate application of health information technology and systems to professional practice; and,
5. Apply principles of organization and management to human resources and health information services decision making

The mission of the BS in HIM is to produce leaders in the discipline of Health Information Management who can transform and evaluate data to improve patient outcomes, support the consumer, advance healthcare delivery, and improve patient care.

Consider this degree if you have one of the following goals:

- As a student who wants to be eligible to sit for the RHIA exam;
- As a traditional student, you want a job as a manager in health care;
- As a working, credentialed practitioner with an associate degree, you want to advance into managerial roles; or
- As a candidate for a master's program in Allied Health, you want to meet the pre-requisites for the master's and also earn a baccalaureate degree with a job future.

Roles and Activities of HIM Professionals

Many of the day-to-day activities of health information managers relate to their administrative and managerial responsibilities. These responsibilities include:

- designing, implementing, and maintaining automated and manual health information systems;
- determining health information policies;
- developing the departmental budget;
- hiring, supervising, and evaluating employees;
- providing in-service education;
- serving on organizational committees; and
- assisting with research

Specifically, the individual holding a baccalaureate degree in Health Information Management possesses the expertise to develop, implement and/or manage healthcare data collection and reporting systems to assure the quality, integrity, availability and preservation of healthcare data, while also assuring patient safety, privacy, confidentiality and security of health information. In an e-health environment, these processes and systems are needed to support authorized users and decision makers.

Roles for Baccalaureate Graduates:

- Business Process Engineer
- Clinical Data Analyst
- Clinical Documentation Specialist
- Clinical Research Associate
- Compliance Officer
- Coding Manager
- Consultant
- Data Quality Manager
- Data Sets, Nomenclature, and Classification Standards Developer
- Educator
- Health Data Information Coordinator
- Health Information Department Manager/Director
- Health Information System Designer
- Integrity Program Auditor
- Medical Office Administrator
- Privacy or Security Officer
- Project Manager
- Quality Improvement Manager
- Reimbursement Manager
- Revenue Cycle Manager
- Software Developer
- Software Trainer

Career and Self-Assessment Tools

[AHIMA's Career Map](#) features in-depth information about the many career options for HIM professionals, and includes updated salary study results, job data, and self-assessments to measure if you are ready for a new role.

[Self-assessment](#) can help you gauge your skills and knowledge to see if you would be a good fit for certain HI roles. Assess your level of preparedness by reviewing the core skills required for a position and compare them to your experience by answering a series of questions. Use the self-assessments to strategically plan your future: identify if you are ready to transition in your career, or if you will need more education and/or experience to accomplish your goals.

Economic Outlook

Health Informatics and Information Management (HIIM) is a fast-growing field in the health care industry. It is a program that combines clinical knowledge with information technology, business management, law, and finance. Because of this, degree-holders can choose from a range of job domains across the healthcare industry. If you are considering this program, an exciting career awaits you in the future as the demand for professionals in this field is expected to rise soon. In fact, the United States' Bureau of Labor Statistics forecasts that jobs related to this degree will rise by 20 percent between 2008 and 2016.

References: [What Can You Do with a Degree in Health Informatics and Information Management?](#)

Mission Statement

Our mission is to prepare future health information management professionals for the challenges faced tomorrow through didactic and professional education. To accomplish this, we will:

1. Equip our students with mastery of the tools for health data and information management that include clinical documentation improvement, classification systems, information governance, informatics, quality assessment, and research methods;
2. Instill leadership and professionalism into the students through curricular and extracurricular activities; and,
3. Facilitate student opportunities to participate in practicum in health information management to prepare for real-world employability.

Part II – ACADEMIC PROGRAM

Health Information Management - Course of Study

Fall Semester Freshman Year			Spring Semester Freshman Year		
Number	Title	s.h.	Number	Title	s.h.
BIOL 1050/1051	General Biology/Lab	3, 1	MATH 1065	College Algebra	3
ENGL 1100	Composition	3		Hum/Fine Art	3
HLTH 1000	Health in Modern Society	2	HSMA 2000	Professional Roles & Environments in Health Care	3
MIS 2223	Intro to Computers	3		Elective	3
	Social Science	3		Elective	3
		15			15
Fall Semester Sophomore Year			Spring Semester Sophomore Year		
Number	Title	s.h.	Number	Title	s.h.
BIOL 2130/2131	Human Physiology & Anatomy/Lab	4, 1	ENGL 2201	Writing about the Disciplines: Health Sciences	3
ECON 2113	Principles of Microeconomics or other Social Science Choice	3		Hum/Fine Art	3
BIOS 1500	Introduction to Biostatistics	3		Social Science	3
HIMA 3000	Medical Terminology	3	KINE 1000	Lifetime Physical Activity & Fitness	1
	Hum/Fine Art	3		Electives	6
		17			16
Fall Semester Junior Year			Spring Semester Junior Year		
Number	Title	s.h.	Number	Title	s.h.
HSMA 3115	Human Diseases	3	HIMA 4030	Quality Management in Health Care	3
HIMA 3120	Health Care Delivery Systems	3	HSMA 3020	Health Care Payment Systems	3
HSMA 3025	Professional Ethical Codes & Law in Health Care	3	HSMA 3040	Managing the Health of Populations	3
HSMA 3030	Written Communication and Documentation (WI)	4	HSMA 3045	Health Data Management	3
HSMA 3050	Leadership in Health Care	3			
		16			12
Summer					
HSMA 4055	Health Care Finance & Accounting	3	**HIMA 4138	Health Data Structures <small>*offered in summer 11 wk ; taken during summer btwn jr and sr years</small>	3
Fall Semester Senior Year			Spring Semester Senior Year		
Number	Title	s.h.	Number	Title	s.h.
HIMA 4075	Applied Health Services Research (WI)	3	HSMA 4050	Human Resource Management for Health Care Organizations	3
HSMA 4010	Health Information Management	3	HIMA 4145	Classification Systems in Health Care	3
HIMA 4170	Privacy and Security in Health Information Systems	3	HSMA 4905	Allied Health Management Experience	5
HIMA 4153	Management of a Health Information Services Department	3		HIMA Approved Elective	3
HIMA 4160	Concepts in Health Information Technology	3			14
		15			

**Summer semester

Students also have the option of pursuing a double major in Health Information Management and Health Services Management.

Admission and Selection

In order to be considered for admission to the Health Information Management BS program, students will have successfully completed at least 33 hours of the foundations curriculum courses and prerequisite courses prior to entering the program. Majors must earn a minimum grade of C in all core, cognate and foundations curriculum courses.

A minimum grade of C is required in the following prerequisite courses:

BIOL 2130, 2131. Survey of Human Physiology and Anatomy and Lab

BIOS 1500. Introduction to Biostatistics

HIMA 3000. Medical Terminology for Health Professionals

HSMA 2000. Professional Roles and Environments in Health Care

MATH 1065. College Algebra (beginning in 2018, this course must be completed prior to applying to the program)

MIS 2223. Introduction to Computers

Recommended: ECON 2113. Principles of Microeconomics

For accepted majors who have not completed HIMA 3000, these courses must be taken online in summer session I prior to entrance into the program in the fall.

Applicants must have a minimum cumulative grade point average of 2.5. The admission process is competitive; it is to the candidate's advantage to have a higher GPA. Further information on admission procedures can be found [here](#).

Transfer students: please have all official transcripts sent to ECU Admissions. Do not send transcripts to the College of Allied Health Sciences.

Submit the completed APPLICATION by February 1 for fall semester admissions.

Program Policy on Credit by Examination

Students currently or formerly enrolled in the university may obtain credit by examination for a course in which they have had no class attendance or semester standing provided the course has been determined by the offering department or school to be an appropriate class for credit without attendance. Permission to take the examination must be obtained in advance from the college dean, school director, or departmental chairperson in which the course is offered and must be approved by the Office of the Registrar. Examinations are not permitted in courses in which a

student has previously been enrolled as a regular student or as an auditor. (No person is allowed to attend class or receive class instruction without being properly registered either for credit or for audit.) Distance education students may be required to come to campus to take the examination. The applicant must pay to the university cashier in advance of the examination a fee of \$10 per semester hour; this fee is not refundable. The petition, receipted by the university cashier, must be shown to the instructor conducting the examination. The instructor administers and reports the results of the examination to the Office of the Registrar within one week of the date of approval. Credits earned under this regulation are recorded with the grade achieved on the examination.

Undergraduate form: <http://www.ecu.edu/cs-acad/registrar/upload/PERMIT-FOR-CREDIT-BY-EXAMINATION-4.pdf>

Writing Intensive Requirement

Students must fulfill the writing across the curriculum requirement of East Carolina University prior to graduation. Each student must complete a minimum of 12 s.h. of writing intensive courses. Faculty members have designed the program's curriculum to meet this requirement. The appropriate faculty committee has approved the following courses as writing intensive: ENGL 1100, ENGL 1200, HIMA 4075, HIMA 4153, and HSMA 3030.

Grading System

ECU's undergraduate programs operate on a plus-minus grading scale. The required minimum passing grade for all classes is "C". Students who receive a grade of "F" for a course will be required to retake the course, and may put their academic standing at risk. The Grading Scale and Progression Requirements can be found on page 15 of this [link](#).

Repetition of Classes

Students who receive a passing grade of "A", "B" or "C" shall not be permitted to retake a course, and the grade shall remain on their record and apply towards their cumulative GPA. Students who fail a course (grade of "F") shall be required to retake the course if its completion is a requirement for graduation or completion of the program.

Continuous Enrollment and Readmission

A student's record become inactive if that student does not enroll for the semester for which they received admission. Likewise, failure to enroll for any fall or spring semester will inactivate the student's record. Whenever a student's record become inactive, the student must apply for readmission to reactivate their records. Further information, as well as the official policy on Leave of Absence and Readmission can be found at the [Absence and Readmission Policy](#).

ECU Career Services

ECU Career Services offers all students (undergraduate, graduate and certificate program) career counseling and other services to prepare them for their careers post-graduation. These services include resume and cover-letter writing workshops, salary and job-offer negotiation assistance and career fairs with some of the largest companies in Eastern North Carolina.

Career Services also offers many services to distance education students, such as CareerNET, an online job and internship database for all ECU students and alumni. InterviewSTREAM allows students to practice online interviews, and even record their own mock interviews to share with others for review.

More information on ECU Career Services and the services they provide can be found [here](#).

Computer Requirements

ECU has three preferred vendors of laptops who rate highest in customer satisfaction: Dell, Lenovo and Apple. The ECU Dowdy Student Stores offer a wide selection of laptops from these manufacturers. More information can be found [here](#). The department recommends that students purchase a laptop with at least the following specs:

- Windows 7 or higher
- Intel Core™ i5™ (2.5 GHz)
- 8 GB RAM
- 500 GB HD
- Symantec Endpoint (required – available from ECU)

Most online classes will require students to check their student email daily, and to check the Blackboard online learning system at least every 2-3 days. A standard web browser is required for these activities (Google Chrome, Apple Safari, Mozilla Firefox or Internet Explorer). Students using Windows based laptops/desktops should have computers running Windows 7 or newer operating system, while students using Mac computers should be running a newer version of Mac OS X.

Many classes will require work to be performed in word processing, spreadsheet or other applications. ECU has an agreement with Microsoft that allows students to download Microsoft Office and Windows free of charge. Much of the software required for coursework can also be accessed using the [Virtual Computing Lab](#).

Some classes require online presentations (via [Media Site](#)) or online group meetings (via [Saba Meeting](#)). A headset is recommended to isolate the spoken word from ambient noise that is picked up via the built-in microphone of a computer, and a webcam or built in camera can also be used for videoconferencing.

Some software is only available for computers running the Windows operating system. These applications can be accessed and run remotely via the [Virtual Computing Lab](#). Students with Apple computers running Mac OS X or Linux computers running a variant of Linux can also access these applications by installing a Windows operating system virtual machine through a host application such as [VMWare Fusion](#), [Parallels](#), or [Apple Boot Camp](#).

Additional Recommended Basic Computer Literacy Skills

Students are expected to be comfortable and capable in performing the following skills:

- Basic computer skills, including logging on and off, restarting, and file management skills including opening, closing and saving of files
- Basic use of computers and peripheral devices, including mice, keyboards, external hard drives, USB flash/thumb drives
- Use of email, including addressing, forwarding, reply and reply all, attachments and use of appropriate communication etiquette
- Basic word processing, spreadsheet, database and desktop presentation applications
- Webcam and computer microphone or headset for recording of required class presentation projects
- Web searches using Google as well as specialized literature searches using online library and other resources
- Ability to locate, download and install software packages and updates from both university file repositories as well as third party software developer websites
- Ability to learn the use of statistical analysis packages (Excel, R SAS), computer programming integrated development environments (IDEs – Dr. Java, Eclipse, Oxygen), data mining and visualization tools (Weka, Tableau) and database management systems (DBMS – Access, PostgreSQL)

Computer Lab

The department maintains a state of the art computer lab equipped with 25 laptops available for student use Monday through Friday when the lab is not being used for instruction. Additional computer labs are located in Laupus Library and throughout the campus.

Student Health

* Online/Distance students or students taking four credit hours or less are exempt from the immunization requirements outlined below.

All new students must complete the report of medical history form, which includes a record of required immunizations. This medical history is required before the first day of classes. Students will not be allowed to attend classes if an up-to-date record of immunizations is not on file with the Student Health Service.

The medical history form along with further information on Student Health Services can be found at [Student Health Services](#).

Health Insurance

* Online/Distance students are not required to enroll in or waive ECU offered health insurance or provide proof of health insurance coverage. Online/Distance students may purchase student health insurance through the university if desired, but are not required to do so.

Students enrolled in on-campus classes are required to have health insurance. On-campus students who are covered by an existing health plan can waive out of the university supplied health plan by providing proof of existing coverage. On-campus students who do not waive out and provide proof of existing coverage will be automatically billed for the required health insurance offered by ECU.

To waive or enroll in ECU offered health insurance, visit [StudentBlue for ECU](#), or contact Student Health Services at 252.328.6841.

Allied Health Management Experience (HSMA 4905) - Capstone

GENERAL INFORMATION

This course provides opportunities for both the campus and DE student to learn more about the administrative responsibilities of the health information manager. Based on academic considerations, faculty members will make the final determination of assigned activities.

All activities required in the program are educational and students are not substituted for paid staff.

However, after demonstrating proficiency, students may be permitted to undertake certain defined activities with appropriate supervision and direction ([CAHIIM HIM 2012 Baccalaureate Standards, Section V.28](#)).

Students may incur expenses during the professional practice experiences and the capstone. These expenses are the students' responsibility. Examples of expenses are:

- * Housing: Students are responsible for locating housing and all associated costs. The course instructor maintains files with limited information about potential housing.
- * Travel: Students are responsible for all travel costs.
- * Parking: Students are responsible for all costs incurred for parking.
- * Meals: Students are responsible for costs incurred for meals.

Site Requirements for Allied Health Management Experience

Specific site requirements will vary between sites. Each student's preceptor will notify the student of the specific requirements for the site. These requirements can include:

Annual Health Exam. Students that complete the capstone experience face-to-face must present evidence of good health prior at the beginning of fall semester of the senior year. Evidence includes

- * a general physical exam;
- * negative tuberculin skin test (two PPDs timed one to three weeks apart; or chest x-ray if test is positive); and
- * immunizations per North Carolina state law.

Prior to arrival on campus or at the very beginning of fall semester, senior students should have their physical exam and PPD tests and obtain a report of their immunization status. Physical exams may be performed by the physician of the student's choice. Student Health Services furnishes health forms for students who choose to use the Student Health Services.

This health requirement is a contractual stipulation of the professional practice sites. Individual sites may impose additional medical requirements. Faculty members will inform the students of these additional requirements as needed.

Professional Liability Insurance. Professional liability insurance is required for each student and is provided by way of the blanket liability policy carried by the School. This insurance is renewed annually. *This insurance is essential because many professional practice sites will not accept a student for training who does not have liability insurance.* Faculty members provide information about the premium and its deadline in fall semester each year.

Blood-Borne Pathogen Training. Many professional practice sites require, as a contractual stipulation, that students have training in blood-borne pathogens prior to their capstone professional practice experience. The faculty members will arrange this training. Attendance is mandatory.

Criminal Background Check. All sites that are accredited by the Joint Commission on the Accreditation of Healthcare Organizations require students to have a criminal background check. To allow the greatest flexibility in assignment of students to sites, all students must have a criminal background check (January) the semester HSMA 4905 is scheduled. Each student, with the assistance of a representative in the College of Allied Health Sciences, will complete this requirement.

Drug Screening. Drug screening is mandatory at some organizations. East Carolina University and the Health Services and Information Management Department are not responsible for reviewing drug screens, ordering them, or paying for them. A student, who cannot finish the course work of the professional curricula because of the results of a drug screen, will not graduate. Neither East Carolina University nor the Health Services and Information Management Department will be held liable for the student's failure to graduate or failure to meet eligibility to sit for the national registration examination because of the results of a drug screen.

Other. Sites may add other stipulations.

Mandatory Training for Health Insurance Portability and Accountability Act (HIPAA) of 1996

Training on the policies and procedures to protect the privacy of health information is federally mandated under the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Students must complete this training prior to going to professional practice experiences and the capstone. ECU provides a tutorial to deliver this training. The link will be provided along with other requirements for HSMA 4905.

Students may access the training program as many times as they want. At the end of the training, students take a quiz. Students may not return to the training program after they begin the quiz. At the end of the quiz, students obtain their score. A score of 70 or higher is required as proof of completion, students should print the score page, complete the requested information, and return the completed form to the HSMA 4905 instructor.

Disability Support

East Carolina University seeks to comply fully with the [Americans with Disabilities Act \(ADA\)](#). Students requesting accommodations based on a disability must be registered with the [Department for Disability Support Services](#) located in Slay 138 (252) 737-1016. The policies and procedures of the Department for Disability Support Services also cover requests for accommodations for a professional practice experience and for the capstone. The program of Health Information Management requires at least one semester advance notice to identify appropriate practice sites and to arrange accommodations.

Appeals

Policies and procedures for appeals are available in the [Undergraduate Catalog](#).

Progress Towards Graduation

Application for graduation must be completed online through [Pirate Port](#) at least one semester prior to completing the requirements of the degree as stated by the [Undergraduate Catalog](#).

Students should:

- Consult with your advisor to ensure that the degree requirements on your [Degree Works](#) audit are complete or will be completed by the term you wish to graduate.
- Before you apply to graduate online, you must make sure that your degree information (including minors, concentrations and/or certificates) is correct. Check your transcript to verify the programs in which you are enrolled. If there is an error, contact your advisor to get your degree information corrected.

- Please apply to graduate for the term in which ALL degree requirements will be completed. The term in which you graduate may be different than the term in which you plan to participate in commencement.
- Complete the application for graduation online through [Pirate Port](#) for each program from which you plan to graduate.
- Check your [Degree Works](#) audit or [Pirate Port](#) for holds. Holds will delay the mailing of the diploma and release of transcripts.

Commission on Accreditation for Health Information Management Education (CAHIIM) Standards for Health Information Baccalaureate Degree

The curriculum of the HIM program follows the competencies outlined in the [CAHIIM 2014 HIM Baccalaureate Degree Curriculum Requirements](#).

AHIMA Registered Health Information Administrator (RHIA) Exam

Students in their last semester of the HIM program are eligible to apply to sit for the RHIA exam offered by AHIMA. Further information on the RHIA exam, requirements and benefits can be found on [AHIMA's website](#).

PART III – FINANCIAL INFORMATION

1. Tuition, Fees, Meals, and Room: These expenses are paid directly to the University. See the [Undergraduate Catalog for additional information](#).
2. Clothing: A dress code has been established for professional settings in conjunction with the professional practice sites.
3. Textbooks and Supplies: Textbooks and supplies may be purchased through the [East Carolina University Dowdy Student Store](#).
4. Transportation and Parking: Transportation to and from professional practice experiences, field trips, workshops, and the capstone must be arranged by the student. Costs for both transportation and parking are the student’s responsibility. Students should consider coordinating their transportation.

Parking at the Health Sciences Campus is by permit only. Permits can be purchased from the [Parking and Transportation Office](#). A limited number of short-term parking spots are available on a first-come, first-served basis.

5. Housing (Capstone): Housing is the student’s responsibility. Students are responsible for both arranging and paying for their own housing.
6. Meals (HSMA 4905): The costs of meals are the students’ responsibility.
7. Professional Dues (approximately \$49.00 per year): Payable to [the American Health Information Management Association \(AHIMA\)](#). Student Resources:

Mentor Match	HIM Body of Knowledge
Career Map	Subscription to E-Newsletters
Career Prep Workbook	Engage Communities
Career Prep Webinars	Component State Association Membership
Virtual Career Fair	Students at Convention
Career Assist Job Bank	Volunteer Groups
AHIMA Foundation Apprenticeship Program	Savings
Journal of AHIMA – Digital Edition	

8. Student Association Dues (approximately \$10.00 per year – optional): Interested students are eligible to join [the Student Health Informatics and Information Management Association \(SHIIMA - \\$10 annual fee\)](#) and [the Future Health Care Executives](#) (\$20 annual fee).
9. Criminal background check, immunization, drug screening, TB test and flu shot verifications are exclusively tracked by Castle Branch (approximately \$103). Students will be provided all necessary information on the background check prior to commencement of their capstone experience.



Withdrawal and Refunds of Tuition and Fees

Policies and procedures for withdrawal and for refunds of tuition and fees are available [here](#) and in the [Undergraduate Catalog](#).

PART IV - ACADEMIC INTEGRITY AND ETHICS

ECU's Policy on Academic Integrity

Ethical conduct is required per ECU's Code of Conduct and Academic Integrity Policies. [The Office of Student Rights and Responsibilities](#) maintains all current academic rights and responsibilities.

The Department of Health Services and Information Management takes ECU's academic integrity policies very seriously, and will actively pursue all academic integrity violations. Violations of the department's academic integrity principles include:

- Cheating: unauthorized aid or assistance or the giving or receiving of unfair advantage on any form of academic work.
- Plagiarism: copying the language, structure, ideas and/or thoughts of another and adopting the same as one's own original work.
- Falsification/Fabrication: the statement of any untruth, either spoken or written, regarding any circumstances related to academic work. This includes any untrue statements made with regard to a suspected academic integrity violation.
- Multiple submission: the submission of substantial portions of the same academic work for credit more than once without authorization from the faculty member who receives the later submission.
- Violation assistance: knowingly helping or attempting to help someone else in an act that constitutes an academic integrity violation.
- Violation attempts: attempting any act that, if completed, would constitute an academic integrity violation as defined herein. This means that an unsuccessful attempt to commit any of the abovementioned academic integrity violations will be treated the same as a successful violation.

The department follows a strict "two strikes, you're out" policy for academic integrity violations.

All tests administered in department classes must be taken either in-class, at an approved UNC proctoring location, or with a student-selected proctor (minister, high school principal, etc.) who has undergone the proctor approval process through the department.

[Further information on ECU's academic integrity policies.](#)

STUDENT CODE OF ETHICS for the HIM Program

As stated in the *Undergraduate Catalog*, academic integrity is expected of every East Carolina University student. Academic integrity and ethical responsibilities extend beyond the University to include activities that take place at assigned sites during professional practice experiences. As future health information management professionals, students should abide by both the Code of Ethics of the American Health Information Management Association and the policy on academic integrity of the University. These ethical principles define standards of behavior that promote ethical conduct for students in health information management.

Faculty members and site supervisors expect students to demonstrate a standard of conduct that will enhance their development as professionals both on the campus and during their professional practice experiences. Students must adhere to the standards of AHIMA's Code of Ethics and the Student Code of Ethics.

I, _____, as a student in Health Information Management, will apply the following code of ethics to my actions both on campus and during my professional practice experiences. This code will apply to both my professional and my personal attitudes and conduct. As a *professional*, I will:

1. Assume a professional manner in attire and conduct.
2. Establish a rapport with faculty members, site supervisors, administrators, physicians, and other facility personnel.
3. Hold in confidence all information of a sensitive nature acquired on campus or on site.
4. Hold in confidence all information relating to patients, clients, or residents.
5. Be willing to accept personal responsibility for assigned work and outcomes.

As an ethical person, I will: (a) demonstrate behavior that reflects the highest degree of honesty and integrity, (b) strive to improve personal competence, and (c) maintain a positive attitude during all educational activities both on campus and during my professional practice experiences.

Signature of Student

Date

Sign and return to the HIM program director no later than the Friday following Labor Day.

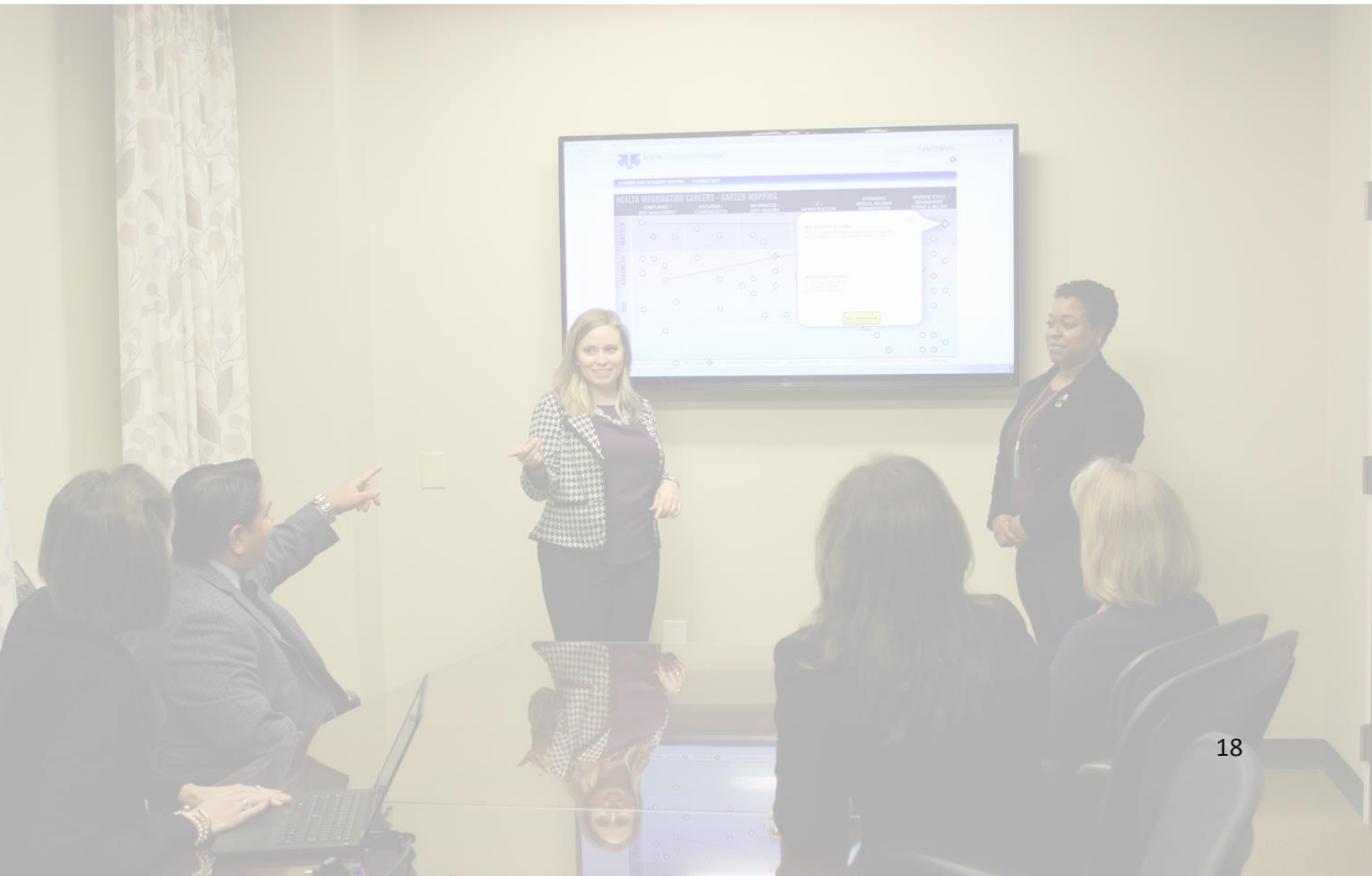
American Health Information Management Association Code of Ethics 2011

The ethical principles in the AHIMA Code of Ethics are based on the organization's core values and apply to all health information management professionals.

The Code of Ethics serves seven purposes:

- Promotes high standards of HIM practice.
- Identifies core values on which the HIM mission is based.
- Summarizes broad ethical principles that reflect the profession's core values.
- Establishes a set of ethical principles to be used to guide decision-making and actions.
- Establishes a framework for professional behavior and responsibilities when professional obligations conflict or ethical uncertainties arise.
- Provides ethical principles by which the general public can hold the HIM professional accountable.
- Mentors practitioners new to the field to HIM's mission, values, and ethical principles.

Further information on the AHIMA Code of Ethics can be found [here](#).



PART V – ACADEMIC REGULATIONS

Attendance and Participation Policy

[University Policy \(see Undergraduate Catalog, Class Attendance\)](#)

Students are expected to attend all lecture, laboratory sessions and field experiences and participate in course assignments/activities as described in the course syllabus. Absences are counted from the first class meeting, and absences because of late registration will not be automatically excused. The student is held accountable for the work covered in each class meeting.

EACH INSTRUCTOR SHALL DETERMINE THE CLASS ATTENDANCE POLICY THAT IS FELT TO BE BEST FOR THE PARTICULAR COURSE. This policy, along with other course requirements, will be presented to the class, preferably in writing, at the beginning of the semester.

Instructors are expected to recognize and honor University excused absences.

Personal illness, death of an immediate family member, and student participation in religious holidays are considered excused absences.

Program Policy on Absences and Tardiness

1. The Undergraduate Catalog in the section on Academic Regulations promulgates the university policy on class attendance.
2. Face-to-face sessions and face-to-face departmental orientations may be necessary. Sufficient advanced notice will be provided.
3. Students in professional programs shall attend all scheduled classes, on-line experiences, on-site experiences, and field trips.
4. Students shall notify their respective instructor(s) prior to an absence. With no exceptions, students who cannot contact the instructor during regular hours shall leave a message on the instructor's voice-mail or e-mail.
5. Students shall submit to the instructor(s) justification for an absence after returning to their respective classes.
6. Students are responsible for all class work missed, regardless of the reason for the absence. It is the students' responsibility to obtain all information, such as announcements, schedule changes, class notes, handouts, outlines, posted notices, etc. distributed during the missed class session. Students are responsible for any exercises, projects, etc. assigned or due on that date.

7. Instructors shall define the policy and procedures for make-up quizzes and exams in their respective courses. Students should also reference the section on the “Grading System” for policies related to absences during intermediate tests and quizzes.
8. Students shall report to the Office of Undergraduate Advising and Academic Support extended absences due to illness or other circumstances beyond their control.

Academic Standing

Students who fail to remain in good academic standing (cumulative GPA of 2.0) once they have a total of 9 credit hours attempted will receive a warning after the first semester in which their GPA fails to meet the 2.0 threshold. If the student fails to raise their cumulative GPA above 2.0 for a second semester, the student will be placed on probation. If the student fails to raise their GPA above 2.0 for a third semester, the student will be suspended for one semester.

Further information on Academic Standing can be found at [this link](#).

Course and Term Withdrawal

Students who do not wish to continue a course for which they are registered are permitted to withdraw from the course. Withdrawals must be requested before 60% of the regularly scheduled class meetings. Students are permitted to withdraw from a maximum number of courses equivalent to 16 semester hours.

Further information on Course Withdrawal can be found at [this link](#).

A student may apply to withdraw from the university without receiving grades for courses in which he or she is enrolled. This withdrawal must be initiated within the first 60% of scheduled class meetings. Please note: term withdrawal courses are not allocated to the 16 semester hour limit on course withdrawals.

Further information on Term Withdrawal can be found at [this link](#).

Dress Code

Professional attire is expected during professional activities.

Students in the Health Information Management Program represent not only themselves, but also the program, the department, the College of Allied Health Sciences, and East Carolina University. Accordingly, the faculty members in the HIM Program, in conjunction with the site preceptors, established guidelines for professional attire. Students shall adhere to the dress code when they

are in a professional setting. Examples of professional settings include: on-site experiences, seminars, student presentations, and events with guest speakers.

Communication

All University-related communications from instructors will be addressed to students' University email accounts. This includes all course-related communications from instructors, university-wide announcements or emergency notifications, undergraduate assistantship or other employment opportunities, etc. Students must monitor their ECU e-mail accounts for program and university announcements.

Substance Abuse Policy

The highest standards of personal and professional conduct must be maintained by faculty, staff, and students. Illegal or abuse use of alcohol and other drugs by members of the University community adversely affects the mission of the University and are prohibited. Further information can be found in [ECU's Substance Abuse Policy](#).

Email Etiquette

Students are expected to practice email etiquette in all communications through their University email. Some recommendations for proper email etiquette can be found [here](#).

Part VI – PROFESSIONAL ASSOCIATIONS

AMERICAN HEALTH INFORMATION MANAGEMENT ASSOCIATION (<http://www.ahima.org>)

Students enrolled full time in the program are eligible for student membership in the American Health Information Management Association. Student membership in AHIMA is critical because it allows access to AHIMA's Communities of Practice and, thus, to AHIMA's on-line library holdings.

Students submit their student membership dues to the American Health Information Management Association. Applications are available on-line at <http://www.ahima.org> and in the departmental office. If students apply on-line, AHIMA will have the application processed within 48 hours. If students provide an e-mail address when they apply, they are notified as soon as the application is processed. If students apply through the mail, they need to allow enough time for the application to get to Chicago, for the check to be deposited in the bank, and for AHIMA staff members to process the application. Again, if students provide an e-mail address, they are notified they day they are entered. Access to Communities of Practice is immediate upon processing.

NORTH CAROLINA HEALTH INFORMATION MANAGEMENT ASSOCIATION

(<http://www.nchima.org/>)

Students enrolled full time in the program also are eligible for student membership in the North Carolina Health Information Management Association. AHIMA's student membership dues include the state dues.

COASTAL CAROLINA REGION: HEALTH INFORMATION MANAGEMENT ASSOCIATION

The local association is the Coastal Carolina Region. The dues for the local association are not included in the student membership dues. Annual dues cover registration fees for all regional meetings and for refreshments. The student membership dues are \$1.00. Students are encouraged to attend local association meetings for professional development and networking opportunities. Local association meetings are quarterly in September, December, February, and April. Meeting sites rotate around the region.

STUDENT HEALTH INFORMATION MANAGEMENT ASSOCIATION (SHIMA)

The Student Health Information Management Association is the official campus organization representing the health information management majors. Any student who has been accepted as a major is eligible for membership. Meetings are held at regular intervals throughout the year. The faculty members encourage students to attend these meetings and to participate in Association activities.

BENEFITS OF PROFESSIONAL MEMBERSHIP

The faculty members encourage students to join the Association in order to receive the benefits of professional memberships. Student members will receive the publications of these associations. AHIMA publishes the *Journal of the American Health Information Management Association* monthly. As previously noted, student membership in AHIMA allows access to AHIMA's on-line library holdings. NCHIMA publishes *Footprints* quarterly.

Part VII – ADVISORY COMMITTEE

Advisory Committee

Health Information Management Program
College of Allied Health Sciences

Purpose

The Advisory Committee exists to partner with the Health Information Management Program in the College of Allied Health Sciences at East Carolina University. Together, the Committee and the Program build relationships among students, faculty members, alumni, vendors, personnel at sites of professional practice experiences, employers, and other stakeholders in the community of interest.

Membership

The Committee comprises alumni, employers, leaders in the field, vendors, students, and supervisors at sites of professional practice experiences.

Role

Members of the Advisory Committee will be active in:

- * advising how the School can strengthen relations with the community of practice and with external constituencies.
- * providing a bridge from the academic program to the industry.
- * offering input about the curriculum including its content and emphases and about the learning environment
- * making suggestions for goals and standards
- * assisting the educational institution in its public relations program by recruiting students
- * aiding in the development of suitable sites for professional practice experiences
- * helping to assure that the program has the understanding and support of the HIM and healthcare community
- * participating in program review and accreditation activities.

**Part VIII – ACKNOWLEDGEMENT of Reading and Comprehension of Student Handbook
(For Submission)**

**EAST CAROLINA UNIVERSITY
HEALTH INFORMATION MANAGEMENT PROGRAM**

I, _____, have read and understand the contents of the Student Handbook of the Health Information Management Program.

Student's Signature

Date

Sign and return to the HIM program director no later than the Friday following Labor Day.

**Part VIII – ACKNOWLEDGEMENT of Reading and Comprehension of Student Handbook
(Student Copy)**

**EAST CAROLINA UNIVERSITY
HEALTH INFORMATION MANAGEMENT PROGRAM**

I, _____, have read and understand the contents of the Student Handbook of the Health Information Management Program.

Student's Signature

Date