

Student Handbook

HEALTH INFORMATION MANAGEMENT PROGRAM

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Introduction

Welcome to University of Detroit Mercy (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:

Detroit Mercy Student Handbook

http://www.udmercy.edu/life/policies/index.php

Detroit Mercy Current Undergraduate Catalog

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

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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Policy Development and Change

Revisions 6

College of Health Professions

http://healthprofessions.udmercy.edu/about/index.php

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

The mission of the Health Information Management (HIM) 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.

Vision

The Health Information Management (HIM) program will be recognized as a premier

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

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).

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

Academic Appeals

https://healthprofessions.udmercy.edu/about/pph.php

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.

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

Criminal Background Check, Drug Screening and Finger Printing

Drug Screening

https://healthprofessions.udmercy.edu/_files/pdf/Drug_Screening_Policy_Procedure.pdf

Criminal Background Check

https://healthprofessions.udmercy.edu/_files/pdf/Criminal_Background_Check_Policy_Procedure.pdf

Fingerprinting

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

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

Honor Code

https://healthprofessions.udmercy.edu/about/pph.php

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. S4687285.17 Tr

Honor Council

Charge

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

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.

Warning

Detroit Mercy Policies and Procedures

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 will be forwarded to the HIM faculty not teaching the course with accompanying documentation from faculty who taught the course.
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the respondent file. If a violation is found, all records and documentation shall be placed in the respective file.

Evaluation of Faculty

In recognition of Detroit Mercy essential that all students complete course evaluations at the end of each term.

Detroit Mercy 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

Services for Students with Disabilities

https://www.udmercy.edu/current-students/support-services/disability.php Link will provide information about services for students with disabilities.

The mission of Disability Support Services is to assist in creating an accessible community where student with disabilities have an equal opportunity to fully participate

The University experience includes learning to make wise choices. The decision-making process can be a challenge and an opportunity for students, faculty and staff. At the University of Detroit Mercy, choices are framed by an ethical and moral commitment to honesty, to the dignity of the individual and to responsibility to others. This policy addresses Sexual Misconduct. It provides inf prevention, education and resources related to dealing with sexual misconduct. Once made aware of potential sexual misconduct, this policy addresses how the University will proceed consistent with its institutional policies and values, its legal obligations under Title IX and other applicable state and federal laws. There is a separate policy and protocol for reporting alleged Sexual Harassment that can be found at http://www.udmercy.edu/hr/current-employees/sexual-harrassment/index.htm#policy.

Sexual Misconduct is unwanted conduct of a sexual nature that constitutes sexual harassment, sexual assault, relationship violence (including domestic violence and dating violence) or stalking, and includes related acts of retaliation.

Social Media Policy

https://www.udmercy.edu/faculty-staff/mpa/social-media.php

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-

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

Detroit Mercy 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 Detroit Mercy Libraries for help posting copyright-compliant content.

Respect confidentiality

Student Complaint Policy & Resolution Center

http://udmercy.edu/about/consumer-info/complaint-policy.php

Link will provide the full Student Complaint Policy & Resolution Center Statement.

Consistent with its mission, **University of Detroit Mercy** (Detroit Mercy) welcomes feedback from students about our policies, programs and services in an effort to promote a successful learning environment. To that end, Detroit Mercy is committed to providing prompt and fair resolution of all student complaints. We are accountable to our students, constituents and accrediting agency to provide a process by which students may lodge complaints in a nonthreatening manner, free from retaliation of any kind whatsoever.

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 Detroit Mercy student insurance plan is availa

Course Policies and Procedures

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

Cell Phones/Pagers

Students carrying cell phones and/or in any classroom or internship setting. Students should respond to cell phones and pagers only in emergency situations.

Class Absence and Attendance

Absence

The University recognizes the importance of class attendance by all students. When athletic schedules and schedules for other Detroit Mercy-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 Detroit Mercy-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 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.

Attendance

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 prioo8a, the studen schc0Snme t

Examinations

Process

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

University Organizations

http://www.udmercy.edu/life/groups/index.php

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

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

Curriculum (HIM)

The HIM program can be completed through full or part-time enrollment. Transfer applicants to the HIM program