ALABAMA STATE UNIVERSITY

HEALTH INFORMATION

MANAGEMENT (HIM)

STUDENT HANDBOOK

2014 - 2015

Preface

The faculty of the Alabama State University (ASU) Health Information Management (HIM) program has prepared this handbook for the Health Information Management (HIM) students. It will provide the student with specific information and requirements for successfully completing the program. It should be used in conjunction with the ASU catalog, the ASU Student Handbook (The Pilot) to orient students to relevant policies and procedures and their rights and responsibilities as students. It is for informational purposes.

Alabama State University has accepted the guidelines of the Americans with Disabilities Act (ADA). The institutions will comply with provisions in section 504 and ADA (PL-101-336) 1990. These obligations are detailed in the ADA compliance statement. Consistent with this statement, the student must initiate the identification of the disability and the need request for education related accommodations. Identification of student need must be initiated prior to the first class meeting.

KEEP THIS HANDBOOK ACCESSIBLE AND REFER TO ITS CONTENTS AS NEEDED.

TABLE OF CONTENTS

APPENDICES

ASU POLICY STATEMENT

Alabama State University (ASU) is an equal opportunity employer and as such does not discriminate on the basis of race, ethnicity, national origin, age, sex, creed or color in any of its programs including, but not limited to, admission of students or employment. The university complies with Titles VI and VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 as amended. Information regarding Titles VI, VII and IX may be obtained from the director of personnel services at (334) 229-4267 and from the Vice President for Student Affairs at (334) 229-4241.

Alabama State University maintains, collects and compiles a system of information on its students in order to enhance university efficiency. However, the university fully complies with the Buckley Amendment of the Family Educational Rights and Privacy Act of 1974. Each student may, at any time, exercise his or her rights to inspect and review any and all official records, files and data directly related to him or her by initiating a request in writing with the custodian of the records desired. Disclosure of a student's Social Security number is voluntary and not mandatory except in cases of employment dictated under Alabama Code [CAD147][CAD147]509 (116)509(128C). When provided, Social Security numbers will be used to facilitate identification, particularly in cases where marriages and same surnames are involved. Students are issued ASU identification numbers. Detailed information on university policy explaining access to and release of student records is included in the student handbook. An inventory of those records is maintained by ASU offices in Montgomery; their location and cognizant officer are available in the Office of Student Affairs, 108 McGehee Hall.

Alabama State University is firmly committed to the principle of providing equal educational employment opportunities for individuals with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Our policies, programs and activities are designed to ensure that all facilities are made available to students and employees with disabilities in the most appropriate integrated setting. We are further committed to the identification and removal of any and all existing barriers that prevent disabled students and employees from enjoying any rights and privileges, advantages or opportunities enjoyed by non-handicapped persons. Questions that may arise regarding university compliance and/or requests for reasonable accommodations should be directed to the Personnel Office, Alabama State University, Montgomery, AL 36101-0271.

HEALTH INFORMATION MANAGEMENT
PROGRAM OVERVIEW/DESCRIPTION

The Health Information Management (HIM) program was first introduced at Alabama State University in the fall of 1998, and received full accreditation in July 2000.

Health Information Management blends the sciences of medicine and information technology and focuses on applied healthcare statistics, information resources, legislative rules, and quality assurance to ensure that the most up-to-date information is available to make informed decisions. Health Information professionals are key advocates for protecting the privacy and confidentiality of patient information and serve as the critical link between clinicians, patients, policy makers, and others by managing healthcare information in accordance with administrative, legal and ethical requirements. Health Information professionals are experts in the field of electronic health records, patient information, quality assessment, reimbursement, health planning, and applied research.

Alabama State University's HIM program will equip its students with information needed to succeed in the Health Information Management arena. Each student will have a solid foundation with courses in biology, medical terminology, pathophysiology, healthcare financial management, informational systems/design, quality assessment and research methodology. Each student will explore the world of healthcare, and develop entry-level competencies in the field through year-long clinical affiliations in health information management departments within healthcare facilities.

ACCREDITATION

Accreditation is a mechanism for assuring academic quality in higher education. The institution that sponsors an accredited CAHIIM program is required to have institutional accreditation by a regional or qualified institutional accreditor which must be recognized by the U.S. Department of Education and must have provisions for Title IV Eligibility. This allows that institution to provide:

- Eligibility for Federal Financial Aid.
- Ability to Transfer Credits: Accreditation provides for establishing the acceptability of credits from school to school.
- Ability to enroll in Graduate education: If your undergraduate degree was earned at an unaccredited institution you run the risk that the graduate school in which you would like to enroll will not accept your degree.

Professional programmatic accreditation means that in addition to the college or university's regional or national accreditation, programs in health information and health informatics may choose to seek CAHIIM accreditation, which is a voluntary peer review process to evaluate the program of study against CAHIIM Standards.

Graduation from a CAHIIM accredited program is necessary to be eligible for the AHIMA professional HIM certification exam. CAHIIM accredited programs are quality programs that provide professionally required knowledge and skills, and employment marketability. Graduating from a CAHIIM accredited program offers employers assurance that you have the expected professional knowledge and skills, and have experienced a curriculum that is relevant to today's electronic health record (EHR) environment.

Alabama State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges. Additionally, the Health Information Management Program is accredited by CAHIIM. For more information, please visit the CAHIIM site at: http://www.cahiim.org/accreditation/accreditation.html. Its offices are located at 233 N. Michigan Ave., Suite 2150, Chicago, IL 60601.

MISSION AND OBJECTIVES

The mission of ASU's Health Information Management (HIM) program is to assure that graduates have achieved entry-level competencies in the development, dissemination, financial, technological and administrative skills needed for entry-level positions in a health care organization.

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

1. Accurately collect, analyze and report healthcare date;

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.

HEALTH INFORMATION MANAGEMENT FACULTY/STAFF

Cheryl A. Plettenberg, EdD, RHIA, FAHIMA
Chair/Professor, Faculty Advisor
John Buskey Health Sciences Center, Room 201B
Phone: (334) 229-4616   Fax: (334) 229-5880
Email: cplettenberg@alasu.edu

Bridgette Stasher Booker, PhD, RHIA, CHTS-IM
Assistant Professor
John L. Buskey Health Sciences Center, Room 201D
Phone: (334)229-8402   Fax: (334) 229-5880
Email: bbooker@alasu.edu

Sabine Simmons, EdD, RHIA, CHPS, CPAR
Assistant Professor/Academic Coordinator of Clinical Education
John Buskey Health Sciences Center, Room 201A
Phone: (334) 229-7500   Fax: (334) 229-5880
Email: ssimmons@alasu.edu

STAFF

Mae Tullis
Senior Secretary/SHIMA Advisor
John Buskey Health Science Building, Suite 201
Phone: (334) 229-5058   Fax: (334) 229-5880
E-Mail: mtullis@alasu.edu

ACCESS TO FACULTY/STAFF

The HIM faculty is readily accessible by appointment to students for advisement and consultation. Students must make appointments to see their instructors. Class schedules and office hours are posted in the class rooms and on the office door.

The HIM department secretary is available Monday through Friday from 8:00 a.m. to 5:00 p.m. The main telephone number for the office is (334) 229-5058. Students may leave messages for faculty or request to schedule appointments.

ADMISSION POLICIES AND PROCEDURES

Students are eligible to apply for admission to the professional phase of the Health Information Management program after completion of all University core and required support courses, generally in their Junior year. Applications for admission to the HIM program include a formal interview process and take place in the Fall semester of each academic year.
Admission criteria consists of:

1. Completed university application;
2. Cumulative grade point average (GPA) of 2.5, based on a 4.0 scale;
3. Completion of any and all pre-requisites and required support courses with the minimum grade of 2.5 or 75 percent;
4. Completed HIM program application package, including departmental application form with three letters of recommendation from non-family members;
5. Students will be required to participate in an oral and written interview;
6. Application and supporting information will then be reviewed by the HIM Admission and Review Committee in the Fall semester of the sophomore year for admission into the HIM program in the junior year.

The Program anticipates notifying applicants by official letter of their admission status in December. At that time, additional information will be provided to selected applicants regarding the Alabama State University Health Information Management admission process. All selected program applicants must be admitted into the Alabama State University HIM program prior to enrolling in any Health Information Management professional courses with the exception of HIM 210, HIM 212 and HIM 310.

HIM PROGRAM RETENTION POLICY

Students must achieve a 2.5 GPA in all HIM courses each academic semester in order to be eligible for retention.

- If the cumulative GPA falls below 2.5, the student will be placed on **academic probation** by the HIM program. The student will have the following semester to regain a 2.5 GPA. If this requirement is not met, the student will be dismissed from the program.

- If a student withdraws from HIM courses, the student will not be allowed to continue within the program until the course(s) is successfully completed.

- Students who fail to achieve a 2.5 GPA or better in HIM courses may repeat **one** course, but will not be allowed to continue until the course is successfully repeated. If a 2.5 GPA or better is not obtained on the second attempt, the student will be dismissed from the program.

- If a student earns below a 2.5 GPA in a **second** HIM course, the student will not be allowed to repeat the course and will be dismissed from the program.
- Upon dismissal, if the student wishes to be readmitted to the program, they may petition the HIM Admission/Retention Committee.

   o If the dismissal was the result of not achieving a 2.5 GPA or better in the HIM courses, the student has 30 days from the receipt of the dismissal letter to submit the petition requesting re-admission to the program.

   o Re-admission to the program is contingent upon recommendation of the HIM Admission/Retention Committee. The Committee reserves the right to limit a student's unsuccessful attempts in health information management courses. The student will be formally notified of the Committee's recommendation within 30 days of the petition.

Use of Non-Academic Criteria: Progress is not solely dependent upon satisfactory completion of academic requirements. Ethical, personal, and professional conduct will be taken into consideration. However, a student who successfully completes all academic requirements but who is not recommended for HIM retention due to ethical, personal and professional misconduct will receive, in writing, from the Department Chair, the reasons for failure to advance. The student will have the right of appeal, utilizing the academic due process procedure of Alabama State University. (See Pilot, pp 79-80)

Academic Conduct: Students are expected to be honest in their academic work. Academic misconduct includes, but is not limited to, plagiarism, cheating and or giving/receiving copies of past quizzes or examinations. Instances of academic misconduct will be documented and will result in disciplinary action. Probation, suspension, or expulsion may result. Any student charged with academic misconduct is allowed the right of appeal. (See Pilot, p 80)

Professional Conduct: As a HIM professional sensitivity to the AHIMA Code of Ethics is essential. Specific behaviors which support this Code of Ethics include ensuring confidentiality of health care data and information, honesty concerning personal and academic information, and demonstration of respect for others. (See Code of Ethics)

Warning: If a faculty, staff member or clinical site supervisor observes behavior(s) or performance(s) which he/she considers inconsistent with an acceptable standard of HIM professional performance they must complete an advisement/counseling form and call a conference with the student and the ACCE. The purpose of the conference is to describe the inappropriate behavior, the implications for professional practice and determine appropriate changes. The counseling session constitutes a professional warning. The report is placed in the student's file by the ACCE and the department chair is notified.

Probation: If a student receives a second warning or receives one warning of a nature which warrants probation in the ACCE's professional judgment, the student will be placed on HIM probation. HIM probation entails the completion of specified activities and/or the ability to demonstrate appropriate change in the observed behaviors as designed in a written contract and

determined by recommendations from concerned faculty, staff clinical supervisor or ACCE. The period of time for professional probation will ordinarily be one semester, but the duration will be considered on an individual basis for each case. Each case of professional probation will be reviewed by the Department's Admission and Retention Committee.

Conduct Dismissal: A student is subject to dismissal under this policy for the following conditions:

- Fails to fulfill the HIM probationary agreement,
- Fails to demonstrate satisfactory change in behavior(s) within the agreed upon timeline, and
- Receives a third professional warning while on HIM probation

In cases of behavior of such a serious nature, such as cheating, causing or intent to cause harm to another, HIM warnings and probation may be bypassed and the student dismissed from the HIM Program.

Dismissal Procedures: The facts/reasons in support of the recommendation to dismiss a student from the HIM Program must be presented to the Department Chair. The Chair will review and consider all information, make a decision regarding the student's dismissal or continuation, and provide the student with written notification of that determination. If the determination is in favor of dismissal from the Program, the student will be allowed to:

- Review the information upon which that decision was made,
- Discuss the decision with the Chair, and
- Present an appeal to the Dean of the College of Health Sciences for reconsideration

Appeal: Appeal of the decision is taken to the Dean of the College of Health Sciences and proceeds according to school policy. (See Pilot & page 82)

HIM TRANSFER STUDENTS

Transfer students are enrolled in University College until satisfactory completion of the general education requirements are verified. All transfer students should indicate the selection of HIM as a major on the admission application form. An eligible transfer student may expect to receive equivalent semester hours of credit for college-level course work completed with a 2.5 GPA or higher at any college or university that is fully accredited by the regional accrediting association. Please refer to the General Undergraduate Catalog for more information (pp 35-36).

SCHOLARSHIPS

Information regarding Health Information Management Undergraduate Scholarships can be obtained from the Department Secretary. Students must have a cumulative GPA of 3.0/4.0 entering the HIM program in the fall of junior year. Applications not made in the fall of the junior year will not be accepted.

AHIMA's Foundation offers merit scholarships to outstanding undergraduate students pursuing degrees in health information administration and health information technology. Scholarships are awarded based on assessment of the following criteria:

- Grade point average and academic achievement,
- Volunteer and work experience,
- Commitment to the HIM profession,
- Suitability to the HIM profession,
- Quality and suitability of references provided, and
- Clarity of application

At the time of application to the AHIMA Foundation, students must be members of AHIMA and accepted for enrollment in an approved program of study. Applicants must be taking a minimum six hours per semester or eight hours per quarter in pursuit of a degree and have a cumulative GPA of 3.0/4.0.   Further information can be obtained at http://www.ahima.org.

AHIMA Foundation also offers educational loans to AHIMA members pursuing degrees in HIM or certificates in coding specialist programs affiliated with regionally accredited colleges or universities. Further information can be found at http://www.ahima.org.

FINANCIAL AID

Each applicant interested in financial aid should complete information required by the Office of Financial Aid. (See General Undergraduate Catalog pp 24-26)

HIM PORTFOLIO

The HIM Portfolio must be created by the student during the first semester of the junior year. The student is free to be creative, but at a minimum it must include:

- Letter of introduction
- Resume
- College transcripts
- Evaluation from Technical Affiliation (seniors only)
- Clinical site professional contract
- Essay (1,000 word) - "Why you chose the field of HIM?" approved by the writing lab
- A statement of where a student would like to do their affiliations and why
- Acknowledgement of professional conduct and ethical standards statement signed, and

STUDENT COURSE EVALUATION

Students evaluate the faculty each semester using the Student Course Evaluation (SCE) located in Blackboard 9.1 under "My Class Climate". Also, midterm evaluations may be administered by the HIM department to be used by the faculty to make any adjustments in the course.

A composite of the student evaluation is shared with each faculty member. Students are encouraged to complete the evaluation as a direct method of evaluating the faculty, curriculum and their progress.

CURRICULUM

The curriculum for the Health Information Management program is designed to provide students with the essentials required to compete in the labor market. The contents of all HIM courses are based upon the list of Domains, Sub-domains and Tasks approved by the American Health Information Management Association (AHIMA). (See Appendix A) The curriculum is designed in a progressive format. Courses listed in the professional phase are offered once during the academic year. It is therefore very important that students meet with their advisor to assure that courses are taken in the appropriate sequence.

The curriculum is reviewed regularly revised to comply with the AHIMA approved standards (See Appendix B for current Curriculum Plan).

ADMISSION/ RETENTION COMMITTEE

Membership is composed of HIM faculty and clinical supervisors.

Duties include:
- Review of students seeking admission to ASU HIM Program and presenting recommendations to the faculty,
- Review petitions for re-admission,
- Evaluation of policies and procedures for Admission and Retention, and
- Evaluation of student/faculty concerns related to admission and retention.

Meetings will be held as needed.

AFFILIATIONS/PROFESSIONAL PRACTICE EXPERIENCES (PPE)

The Health Information Management program has two Professional Practice Experiences (PPE). Students must complete all prerequisite didactic courses prior to enrolling in the PPEs.

The first PPE is situated in the summer term between the junior and the senior year (Semester 3), utilizing the Virtual Lab (VLAB©) to gain technical experience using HIM software widely used in the industry. AHIMA developed the Virtual Lab, which is an Internet-based, practical, and participative HIM and health information technology (HIT) work environment, in order to help bring experiential learning to the HIM academic experience. Students' access and experience state-of-the-art software like the master patient index (MPI), EHR (Cerner/Athens), encoders, electronic document management systems (EDMS), and other applications they are likely to use regularly in the working world. Lessons and activities designed specifically for the lab applications allow students to test their skills and decision-making ability without jeopardizing the privacy, security, or integrity of real medical records. Assessment questions allow the student to explore the significance of the tasks they complete as it relates to data quality and its impact on healthcare. Student activities are evaluated based on accuracy and completeness of the assigned VLAB exercises.

Technical skills pertaining to data entry, data analysis, coding, release of information, records tracking, and assignment of DRG are addressed in the Virtual Lab exercises. These activities are completed independently after orientation and demonstration with the instructor. Students rely on the instructor and AHIMA Virtual Lab technicians when software issues arise. Support is given within a 24 hour period.

Students will have their first encounter with standard processes such as identity management, identification and correction of medical records, prevention of duplicate records, and more. The Virtual Lab is essential in preparing students for their on-site experiences.

The second PPE is completed in the spring semester before graduation (Semester 5). For this PPE, students are placed in traditional and non-traditional healthcare facilities to complete 240 supervised hours of practice. The students report their hours on a time sheet that must be signed by the site supervisor. They must also keep a daily journal and link their experiences to their didactic learning. The projects and tasks that are completed are then attached. The site supervisor chooses a minimum of five projects listed in AHIMA's PPE Guide. In this phase students are assigned to either acute care or nontraditional health related environments based on their interests and site availability.

Expectations of the students, such as health requirements and drug screens and background checks, are communicated upon entry to the HIM program each year at orientation. These expectations are restated in the HIM-321: Professional Development course which is situated in the spring of the junior year (Semester 2) before the first PPE experience.

PPE structure

	PPE I	PPE II
Course Name	HIM 339	HIM 459
Activity	Virtual Lab	Assigned Projects
Placement	Independent	Assigned Healthcare Facility
Hours	192	240

Clinical affiliation sites are coordinated and contracted through the Academic Coordinator for Clinical Education (ACCE), who arranges mutually, agreed clinical dates with the available clinical site. Students should inform the ACCE at least three months prior of the potential affiliation site they would like to be assigned. For out of town affiliations, please note that the student needs to convey this information at least 6 months ahead. Final determination of placements will be decided by the ACCE and department chair.

The student is responsible for providing his/her own living arrangements and transportation to assigned affiliation sites. Students who work full-time or part-time must plan accordingly to complete the clock hours required. Alabama State University does not assume responsibility for student housing during clinical periods. It is the student's responsibility to identify and secure adequate housing.

In accordance with AHIMA guidelines, the following Operational Policy must be made known to all concerned in order to avoid practices in which students are substituted for regular health information staff. This policy also governs students participating in professional practice affiliations in facilities where they are employed.

> *"Students may not take the responsibility or the place of 'qualified' staff in the field of study. However, students may be permitted to perform procedures after demonstrating proficiency, with careful supervision. Students may be employed in the clinical facility outside regular education hours provided the work is limited so that it does not interfere with regular academic responsibilities. The work must be non-compulsory, paid and subject to employee regulations."*

During the clinical affiliation(s), students may be required to submit to a physical examination or have evidence of appropriate immunization, TB test, drug test and/or background check *__at the student's expense__*. Students will be informed if the facility requires them to submit appropriate health information prior to being assigned. For more information, contact Dr. Simmons ACCE at (334) 229-7500 or ssimmons@alasu.edu.

LIABILITY INSURANCE FOR PROFESSIONAL AFFILIATIONS

Students in the professional phase of the program must pay a liability insurance fee which is required before a student is allowed to begin an affiliation. ***Failure to pay insurance fee will prohibit the student from participating in the professional affiliations***.

ADDITIONAL FEES AND COSTS

Students must be prepared to purchase their books. The books are used throughout the length of the course and beyond. It is strongly recommended that students do not sell the textbooks they acquire during the HIM program; they will be used for their national boards.

A syllabus is given at the beginning of each semester which details the textbooks.

Students are required to join AHIMA as a student member. Membership entitles the student to discounted registration at educational meetings; discounted fees for the credentialing exam; a subscription to the Journal of AHIMA, and opportunities for networking with other HIM professionals. Membership applications will be provided by the HIM department secretary.

PROFESSIONALISM

Health Information Management students are expected to represent ASU, in a positive and professional manner.

Appropriate professional attire is expected of students enrolled at their affiliations. Excessive makeup, extreme clothing, large jewelry, and long unrestrained hair are not appropriate. Students are expected to be neat, clean and alert while participating in university programs and activities.

ETHICS

A copy of the AHIMA Code of Ethics is included in this handbook (Appendix D). Students are expected to read and adhere to these ethics during their academic and professional career.

CONFIDENTIAL INFORMATION

Students may have access to various health or related information during affiliations. All information gained relating to patients, physicians, or private facility business is considered confidential. Disclosure of such information is cause for immediate dismissal from the HIM program.

EMPLOYMENT

Students may find it necessary to work while attending ASU; however, students must attend the required academic HIM classes and complete the affiliations. Each student must thoroughly examine his/her unique situation and determine the most appropriate course of action with regard to employment and school. Students may discuss concerns with the ACCE and/or department chair or their advisor.

STUDENT HEALTH

It is the responsibility of the student to maintain an optimal level of health care. (See Pilot, p 28)

DRUG/ALCOHOL POLICY
(See Pilot, p 61)
GRIEVANCE PROCEDURE
(See Pilot, pp 73-74)

POLICY REGARDING INVOLUNTARY WITHDRAWAL
OF STUDENT FROM
HEALTH INFORMATION MANAGEMENT COURSES

Students may be dismissed from the health information management program for the following reasons:
- Non-prescribed use of drugs or the use of alcohol while in class or professional practice affiliation,
- Conviction of a felony,
- Judicially declared incompetent,
- Excessive absence from class or affiliation (see Alabama State University catalog or course syllabus), and/or
- Demonstration of professional misconduct.

GRADUATION

To apply for graduation, students must file an official application for graduation at the beginning of the academic term in which they will finish the required courses. University Commencements are offered at the end of the spring and fall semesters. Students in the Health Information Management program will complete all coursework in the spring semester. To qualify for graduation, candidates must clear all academic deficiencies prior to the commencement date.

Applications for graduation are available for undergraduates in the HIM Department. The deadline date for applications will be listed in the University Calendar and posted on the ASU website. The current graduation application fee is $100.00 and is due with the application.

Students who file for graduation for a specific commencement and do not graduate, for any reason, must re-file for the next commencement by the deadline specified, including payment of another application fee.

HIM COMPUTER LAB

The Health Information Management Computer Laboratory is located on the second floor of the John Buskey Building - Room 203A/B and in Room 204. Students can access the computer lab during those hours that classes/meetings are not scheduled. The computer laboratory is always locked and the student pass code must be keyed for entry. <u>Never leave the lab unattended with the door open or unlocked.</u> **The pass code should be safeguarded and should not be given out to any students.**

Supply needs or problems with the computers or printers should be reported immediately by using the forms provided in the computer labs. They should be turned into the HIM department Secretary for processing.

FOOD AND DRINKS ARE NOT ALLOWED in the **COMPUTER LABORATORY.** Students violating this rule will be refused computer privileges and be required to complete their assignments elsewhere.

CELL PHONES/PAGERS

While in class, it is **required** that all cellular phones and pagers be **turned off.**

TELEPHONES

Telephones in the office reception area, faculty offices, are for **faculty use only.** If you need to make an emergency phone call check with the HIM secretary, otherwise there are no phones.

COMMUNICATION PROTOCOL

Students must maintain a current address and phone listing with the HIM department. Changes in address and/or phone should be reported immediately, both to the Admissions office as well as to the HIM department.

STUDENT ORGANIZATION

SHIMA

The purpose of the Student Health Information Management Association (SHIMA) is to promote the welfare of the students in the HIM program, act as liaison between the students and faculty, and engage in activities to promote the general welfare of the profession and the university.

SHIMA's mission is to promote educational and social interaction among students in health information management, provide an opportunity for involvement in community service, and to promote the HIM profession. This is done by encouraging members to apply their knowledge to various institutions and affiliations, and to share their knowledge and experience with classmates, the University community, and the surrounding areas. Our mission is also to provide students opportunities for professional and leadership development, service, and networking with other students, faculty, and professionals.

Additionally, SHIIMA provides students with a better understanding of the role/responsibility of the health information specialists by instilling a sense of leadership and dedication to their future career as Health Information Management professionals.

The goals of SHIMA include:

- Participate in local, state and national professional association meetings;
- Develop networks with HIM professionals in the area; and
- Sponsoring activities to raise funds and heighten awareness of the HIM profession in the community.

The Mission and Constitution for SHIMA are attached. (See Appendix E)

PROFESSIONAL ASSOCIATIONS

The American Health Information Management Association (AHIMA) is the community of professionals engaged in health information management, providing support to members and strengthening the industry and profession.

AHIMA

- Provides career, professional development and practice resources
- Sets standards for education and certification
- Advocates public policy that advances HIM practice
- Facilitates member communication
- Promotes the contributions of its members

AHIMA values:

- A code of ethical health information management practices
- The public's right to private and high-quality health information
- The celebration and promotion of diversity

AHIMA Vision

A world in which the public values the contribution of health information management professionals and the American Health Information Management Association, in the advancement of health through quality information.

Students are required to join AHIMA as a student member. Membership applications are available in the Department of Health Information Management. Membership entitles the student to discounted or free registration at educational meetings; discounted fees for the credentialing exam; a subscription to the Journal of AHIMA, our professional journal; and opportunities for networking with other HIM professionals.

AHIMA's website is www.ahima.org.

ALABAMA HEALTH INFORMATION MANAGEMENT (AAHIM)

The Alabama Association of Health Information Management (AAHIM) is the state professional association. AAHIM is affiliated with AHIMA. Membership into AAHIM is automatic once becoming a member of AHIMA. AAHIM sponsors an annual meeting in June. Students are encouraged to attend national, state and local Montgomery Area Council professional association meetings.

AAHIM's website is www.aahim.org

THE UNIVERSITY LIBRARY AND LEARNING RESOURCES CENTER

The university provides library facilities and services to its faculty, students, staff and other library clientele through a centrally located library that houses multimedia learning resources and related services. Located in the Levi Watkins Learning Center, the five-story structure faces the academic mall of the campus and includes the main library, the Curriculum Materials Center, the Center for the Study of Civil Rights and African-American Culture, Special Collections, University Archives, and the Educational Media Center.

The library, which is designed to allow access to open stacks on all floors, holds more than 425,000 volumes of printed materials, including books and bound periodicals, a growing collection of microform and media materials, electronic information sources and numerous other multimedia instructional technologies. The library subscribes to over 21,000 serials that include

local, national and international newspapers and journals in a variety of formats. The library's holdings reflect the mission and curriculum of the university, including the university's historical emphasis on education and its more recent addition of doctoral level programs. The Public Services staff conducts tours and lectures on library use and information literacy. Computer workstations for scholarly research are available to customers in the library and in the library's Computer Laboratory. The Curriculum Materials Center is located on the second floor of the library and contains multimedia instructional materials supporting teacher education.

The Library houses the National Center for the Study of Civil Rights and African- American Culture, which serves as a clearinghouse for preservation and dissemination of information concerning Montgomery, Alabama's pivotal role in the shaping and development of the modern civil rights movement. The Center fosters research, teaching and learning as an outgrowth of several special collections. These special collections include the Ollie L. Brown African-American Heritage Collection, a compilation of multimedia materials representing the contributions of African-Americans in society, and the University Archives. Of worthy note are the civil rights collections of E.D. Nixon, known as the father of the Montgomery Bus Boycott, and the Montgomery Improvement Association.

The Educational Media Center, located on the fifth floor of the library, provides faculty and students with instructional materials and equipment. Other services provided by the Center are circulation of media equipment, graphics services and audio/video production. A multimedia classroom with computer workstations, located on this floor, supports the University's distance learning programs and library instruction.

The facilities and services of the library are available to all students, faculty,   and staff and, on a selective basis, to all members of the community. The library holds memberships in the American Library Association, the Southeastern Library Network (SOLINET), the Montgomery Higher Education Consortium, the Network of Alabama Academic Libraries (NAAL), and the HBCU Library Alliance. As part of the NAAL and SOLINET consortium, the ASU library has a priority cooperative agreement for interlibrary loan services with other colleges and universities throughout the state and is a participant in resource sharing internationally.

APPENDIX A – DOMAINS, SUBDOMAINS, AND TASKS

Domain 1: Data Content, Structure & Standards (Information Governance)

Subdomain 1.A. Classification Systems
1.a.1. Evaluate, implement, and manage electronic application/systems for clinical classification and coding
1.a.2. Identify the functions and relationships between healthcare classification systems
1.a.3. Map terminologies, vocabularies and classification systems
1.a.4. Evaluate the accuracy of diagnostic and procedural coding

Subdomain 1.B. Health Content and Documentation
1.b.1. Verify that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings and discharge status
1.b.2. Compile organization-wide health record documentation guidelines
1.b.3. Interpret health standards

Subdomain 1.C. Data Governance
1.c.1. Format data to satisfy integration needs
1.c.2. Construct and maintain the standardization of data dictionaries to meet the needs of the enterprise
1.c.3. Demonstrate compliance with internal and external data dictionary requirements
1.c.4. Advocate information operability and information exchange

Subdomain 1.D. Data Management
1.d.1. Analyze information needs of customers across the healthcare continuum
1.d.2. Evaluate health information systems and data storage design
1.d.3. Manage clinical indices/databases/registries
1.d.4. Apply knowledge of data base architecture and design to meet organizational needs
1.d.5. Evaluate data from varying sources to create meaningful presentations

Subdomain 1.E. Secondary Data Sources
1.e.1. Validate data from secondary sources to include in the patient's record, including personal health records

Domain 2: Information Protection: Access, Disclosure, Archival, Privacy & Security

Subdomain 2.A. Health Law
2.a.1. Identify laws and regulations applicable to healthcare
2.a.2. Analyze legal concepts and principles to the practice of HIM

Subdomain 2.B. Data Privacy, Confidentiality & Security

2.b.1. Analyze privacy, security and confidentiality policies and procedures for internal and external use and exchange of health information

2.b.2. Recommend elements included in the design of audit trails and data quality monitoring programs

2.b.3. Collaborate in the design and implementation of risk assessment, contingency planning and data recovery processes

2.b.4. Analyze the security and privacy implications of mobile health technologies

2.b.5. Develop educational programs for employees in privacy, security and confidentiality

Subdomain 2.C. Release of Information

2.c.1. Create policies and procedures to manage access and disclosure of personal information

2.c.2. Protect electronic health information through confidentiality and security measures, policies and procedures

Domain 3:   Informatics, Data Analytics and Data Use

Subdomain 3.A. Health Information Technologies

3.a.1. Utilize technology for data collection, storage, analysis and reporting of information

3.a.2. Assess systems capabilities to meet regulatory requirements

3.a.3. Recommend device selection based on workflow, ergonomic and human factors

3.a.4. Take part in the development networks, including intranet and internet applications

3.a.5. Evaluate system architecture, database design, data warehousing

3.a.6. Create the electronic structure of health data to meet a variety of end user needs

Subdomain 3.B. Information Management Strategic Planning

3.b.1. Take part in the development of information management plans that support the organization's current and future strategy and goals

3.b.2. Take part in the planning, design, selection, implementation, integration, testing, evaluation, and support of health information technologies

Subdomain 3.C.   Analytics and Decision Support

3.c.1. Apply analytical results to facilitate decision-making

3.c.2. Apply data extraction methodologies

3.c.3. Recommend organizational action based on knowledge obtained from data exploration and mining

3.c.4. Analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare

3.c.5. Apply knowledge of database querying and data exploration and mining techniques to facilitate information retrieval

3.c.6. Evaluate administrative reports using appropriate software

Subdomain 3.D. Health Care Statistics

3.d.1. Interpret inferential statistics

3.d.2. Analyze statistical data for decision making

Subdomain 3.E. Research Methods
3.e.1. Apply principles of research and clinical literature evaluation to improve outcomes
3.e.2. Plan adherence to the Institutional Review Board (IRB) processes and policies

Subdomain 3.F. Consumer Informatics
3.f.1. Educate consumers on patient-centered health information technologies

Subdomain 3.G. Health Information Exchange
3.g.1. Collaborate in the development of operational policies and procedures for health information exchange
3.g.2. Conduct system testing to ensure data integrity and quality health information management
3.g.3. Differentiate between various models for health information exchange

Subdomain 3.H. Information Integrity and Data Quality
3.h.1. Discover threats to data integrity and validity
3.h.2. Implement policies and procedures to ensure data integrity internal and external
3.h.3. Apply quality management tools
3.h.4. Perform quality assessment including quality management, data quality, and identification of best practices for health information systems
3.h.5. Model policy initiatives that influence data integrity

Domain 4: Revenue Management

Subdomain 4.A. Revenue Cycle and Reimbursement
4.a.1. Manage the use of clinical data required by various payment and reimbursement systems
4.a.2. Take part in selection and development of applications and processes for chargemaster and claims management
4.a.3. Apply principles of healthcare finance for revenue management
4.a.4. Implement processes for revenue cycle management and reporting

Domain 5: Compliance

Subdomain 5.A. Regulatory
5.a.1. Appraise current laws and standards related to health information initiatives
5.a.2. Determine processes for compliance with current laws and standards related to health information initiatives and revenue cycle

Subdomain 5.B. Coding
5.b.1. Construct and maintain processes, policies, and procedures to ensure the accuracy of coded data based on established guidelines
5.b.2. Manage coding audits
5.b.3. Identify severity of illness and its impact on healthcare payment systems

Subdomain 5.C. Fraud Surveillance
5.c.1.   Determine policies and procedures to monitor abuse or fraudulent trends

Subdomain 5.D. Clinical Documentation Improvement
5.d.1.   Implement provider querying techniques to resolve coding discrepancies
5.d.2.   Create methods to manage Present on Admission (POA), Hospital Acquired Conditions (HACs) and other CDI components

Domain 6:   Leadership

Subdomain 6.A. Leadership Roles
6.a.1.   Take part in effective negotiating and use influencing skills
6.a.2.   Discover personal leadership style using contemporary leadership theory and principles
6.a.3.   Take part in effective communication through project reports, business reports and professional communications
6.a.4.   Apply personnel management skills
6.a.5.   Take part in enterprise-wide committees
6.a.6.   Build effective teams

Subdomain 6.B. Change Management
6.b.1.   Interpret concepts of change management theories, technique, and leadership

Subdomain 6.C. Work Design and Process Improvement
6.c.1.   Analyze workflow processes and responsibilities to meet organization needs
6.c.2.   Construct performance management measures
6.c.3.   Demonstrate workflow concepts

Subdomain 6.D. Human Resources Management
6.d.1.   Management of human resources to facilitate staff recruitment, retention and supervision
6.d.2.   Ensure compliance with employment laws
6.d.3.   Create and implement staff orientation and training programs
6.d.4.   Benchmark staff performance data incorporating labor analytics
6.d.5.   Evaluate staffing levels and productivity, and provide feedback to staff regarding performance

Subdomain 6.E. Training and Development
6.e.1.   Evaluate initial and on-going training programs

Subdomain 6.F. Strategic and Organizational Management
6.f.1.   Identify departmental and organizational survey readiness for accreditation, licensing and/or certification processes
6.f.2.   Implement a departmental strategic plan
6.f.3.   Apply general principles of management in the administration of health information services

6.f.4. Evaluate how healthcare policymaking both directly and indirectly impacts the national and global healthcare delivery systems
6.f.5. Identify the different types of organizations, services, and personnel and their interrelationships across the health care delivery system
6.f.6. Collaborate in the development and implementation of information governance initiatives
6.f.7. Facilitate the use of enterprise-wide information assets to support organizational strategies and objectives

Subdomain 6.G. Financial Management
6.g.1. Evaluate capital, operating and/or project budgets using basic accounting principles
6.g.2. Perform cost-benefit analysis for resource planning and allocation
6.g.3. Evaluate the stages of the procurement process

Subdomain 6.H. Ethics
6.h.1. Comply with ethical standards of practice
6.h.2. Evaluate the culture of a department
6.h.3. Assess how cultural issues affect health, healthcare quality, cost and HIM
6.h.4. Create programs and policies that support a culture of diversity

Subdomain 6.I. Project Management
6.i.1. Take part in system selection processes
6.i.2. Recommend clinical, administrative and specialty service applications
6.i.3. Apply project management techniques to ensure efficient workflow and appropriate outcomes
6.i.4. Facilitate project management by integrating work efforts

Subdomain 6.J. Vendor/Control Management
6.j.1. Evaluate vendor contracts
6.j.2. Develop negotiation skills in the process of system selection

Subdomain 6.K. Enterprise Information Management
6.k.1. Manage information as a key strategic resource and mission tool

SUPPORTING BODY OF KNOWLEDGE

1. Pathophysiology and Pharmacology
2. Anatomy and Physiology
3. Medical Terminology
4. Computer Concepts and Applications
5. Statistics

APPENDIX B –PROFESSIONAL PHASE CURRICULUM PLAN

FALL -- JUNIOR YEAR

HIM 305	Intro to Healthcare Statistics	2 hrs
HIM 310	The Study of Diseases	4 hrs
HIM 312	Development of Healthcare Information Technology	3 hrs
HIM 314	Current Trends in Healthcare Delivery Systems	3 hrs
ENG 328	Technical & Professional Writing	3 hrs
		15 hrs

SPRING - JUNIOR YEAR

HIM 321	Professional Development Seminar I	3 hrs
HIM 325	Applied Research	3 hrs
HIM 328	Coding	3 hrs
HIM 452	Application & Analysis of EHR	3 hrs
HIM 453	Financial Management	3 hrs
		15 hrs

SUMMER - Between   **JUNIOR / SENIOR Year**

HIM 339	Technical Affiliation	6 hrs

FALL -- SENIOR YEAR

HIM 440	Management Capstone	4 hrs
HIM 424	Legal Aspects of Healthcare	4 hrs
HIM 442	Systems Analysis & Design	4 hrs
HIM 446	Quality Evaluation	3 hrs
		15 hrs

SPRING - SENIOR YEAR

HIM 457	RHIA Preparation Seminar	3 hrs
HIM 459	Administrative Affiliation	9 hrs
		12 hrs

TOTAL HOURS: 128

APPENDIX C -COURSE DESCRIPTIONS
HEALTH INFORMATION MANAGEMENT (HIM)

HIM 210. LANGUAGE OF MEDICINE (3): A study of the language of medicine with emphasis on body systems, prefixes, suffixes, root terms, pronunciation and spelling. Emphasis will be placed on clinical procedures, diseases, laboratory tests, and abbreviations for each system. Terms related to oncology, radiology, nuclear medicine, pharmacology, psychiatry, systemic disorders and autopsy procedures will also be discussed.

HIM 211. INTRODUCTION TO HEALTH INFORMATION MANAGEMENT (4): Uses and content of the health record: JCAHO requirements: forms design, indices and index equipment; health care registers, filing and numbering systems, record assembly, healthcare data sets, vocabulary standards, primary, and secondary records. Includes three hours lecture and one-hour lab. Prerequisite: enrollment in the Health Information Management Program.

HIM 310. THE STUDY OF DISEASES (4): A study of the nature, cause, treatment and management of pathologic disease processes, reinforcement of ICD-9-CM coding concepts by body system. General review of pharmacology, including types of drugs, classes and their action, medication forms, mode of administration and toxicity symptoms will also be discussed, as well as diagnostics tests and procedures. Prerequisites: BIO 319 and HIM 300 and enrollment in the Health Information Management program.

HIM 312. DEVELOPMENT OF HEALTHCARE INFORMATION TECHNOLOGY (3): Topics in electronic data processing methodology and equipment; applications of computers in health record processing, storage, retrieval and record linkage, systems security. Prerequisites: CIS 205.

HIM 314. CURRENT TRENDS IN HEALTHCARE DELIVERY SYSTEMS (3): Orientation to health information profession and to health care facilities. History and classification of organizations within the healthcare delivery system and the functional roles of individual departments and external pressures are examined. Various types of healthcare organizations are covered. Professional ethics and legal aspects are discussed with particular reference to treatment and documentation.

HIM 321. PROFESSIONAL DEVELOPMENT SEMINAR I (3): Continuation of Health Information Management 311. Record analysis and abstracting; incomplete chart control; word processing and service contracts, file management; record management and microfilming, aspects of the computer based patient record, optical disk storage, medical linguistics, decision making processes, data validity and integrity, healthcare information models, extra-enterprise healthcare information. Includes three hours lecture and one-hour lab. Prerequisites: HIM 311 and enrollment in the Health Information Management Program.

HIM 424. LEGAL ASPECTS OF HEALTHCARE (4): A study of accreditation, certification and licensure standards applicable to health records and documentation requirements in health care facilities relative to Medicare/Medicaid, JCAHO, AOA, and state regulations. Prerequisite: HIM 314.

HIM 325. APPLIED RESEARCH (3): Health care statistics including data display. Collection, evaluation and interpretation of health care data will be covered; explores measures of central tendency, frequency distributions, presentation and graphing of representative health care data. Statistical data applications are geared to the health care setting. Prerequisite: SOC 361 or PSY 306.

HIM 328. CODING (3): Introduction to nomenclatures and classification systems with an emphasis on the ICD-9-CM coding system. Other selected systems also discussed. Instruction and techniques of manual and computerized coding of diagnosis and procedures will be covered. Various types of governmental and private payment and reimbursement systems will be discussed. Includes three hours lecture and one-hour lab. Prerequisites: HIM 210, 212 and 310.

HIM 339. TECHNICAL PROFESSIONAL AFFILIATION (6): Orientation to health information management practice via assignments in affiliated institutions health information departments. Prerequisites: HIM 311 and 321 and instructor approval.

HIM 440. MANAGEMENT CAPSTONE (4): Principles of management with emphasis on theory and leadership styles, the functions of planning, organizing, actuating, and controlling as applied to effective operation of healthcare organizations. Emphasis on personnel management including hiring, discipline, union relations, in-service education, and productivity measurement. Students develop and present an in-service program. Prerequisite: Completion of all junior level HIM courses.

HIM 442. SYSTEMS ANALYSIS & DESIGN (4): Fundamentals and tools of systems analysis. Students participate in a systems analysis project for directed practice experience. Focus on health care computer applications and facilities design and layout. Prerequisites: CIS 205, HIM 312 and completion of all junior level HIM courses.

HIM 446. QUALITY EVALUATION AND MANAGEMENT (3): Examination of processes, internal and external to an organization, which measures, evaluates and improves the quality efficiency and effectiveness of health care. Prerequisite: HIM 314 and completion of all junior level HIM courses.

HIM 452. APPLICATION/ANALYSIS OF THE ELECTRONIC HEALTH RECORD (3): Covers fundamental concepts and health information applications of modern data communications technology. Topics include data communication hardware, media and software, data transmission codes and protocols, planning, designing and using communication networks.
Prerequisites: CIS 205, HIM 312 and 442, and completion of all junior level HIM courses.

HIM 453. FINANCIAL MANAGEMENT (3): Basic accounting and financial principles including introduction to health care reimbursement, investment, productivity measurement, cost accounting, and departmental budgeting. Prerequisites: ACT 214, HIM 325 and completion of all junior level HIM courses.

HIM 457. RHIA PREPARATION SEMINAR (3): A discussion of professional practice, clinical experience issues and expectations; explores potential methods of identifying and resolving specific issues that may be encountered during clinical affiliations. Also addresses resume preparation, interviewing skills and professional competency issues. Prerequisites: HIM 339 and completion of all junior level HIM courses.

HIM 459. ADMINISTRATIVE AFFILIATION (9): Supervised management activities in an affiliated health care facility allowing the student to develop insight, understanding and skill in health information practices, procedures and administration. Prerequisite: HIM 339 and instructor approval.

AHIMA CODE OF ETHICS

Preamble

The health information management professional abides by a set of ethical principles developed to safeguard the public and to contribute within the scope of the profession to quality and efficiency in health care. This Code of Ethics, adopted by the members of the American Health Information Management Association, defines the standards of behavior which promote ethical conduct.

I   The Health Information Management Professional demonstrates behavior that reflects integrity, supports objectivity, and fosters trust in professional activities.

II   The Health Information Management Professional respects the dignity of each human being.

III   The Health Information Management Professional strives to improve personal competence and quality of services.

IV   The Health Information Management Professional represents truthfully and accurately professional credentials, education and experience.

V   The Health Information Management Professional refuses to participate in illegal or unethical acts and also refuses to conceal the illegal, incompetent, or unethical acts of others.

VI   The Health Information Management Professional protects the confidentiality of primary and secondary health records as mandated by law, professional standards, and the employer's policies.

VII   The Health Information Management Professional promotes to others the tenets of confidentiality.

VIII   The Health Information Management Professional adheres to pertinent laws and regulations while advocating changes which serve the best interest of the public.

IX   The Health Information Management Professional encourages appropriate use of health record information and advocates policies and systems that advance the management of health records and health information.

X   The Health Information Management Professional recognizes and supports the Association's mission.

SHIMA Mission and Constitution
Student Health Information Management Association (SHIMA)

MISSION STATEMENT

Our mission is to promote education and social interaction among students in health information management, provide an opportunity for involvement in community service, and to promote the HIM profession. This is also done by encouraging members to apply their knowledge to various institutions and affiliations and to share their knowledge and experience with classmates and the Alabama State University community and the surrounding areas. Our mission is also to provide students opportunities for professional and leadership development, service, and networking with other students, faculty, and professionals.

PURPOSE

The purpose of the Health Information Management Student Association is to promote the welfare of the students in the HIM program, act as liaison between the students and faculty, and engage in activities to promote the general welfare of the profession and the university.

What SHIMA does for you!

SHIMA provides opportunities for ASU students to learn about their community, their friends, and themselves. These programs bring together members of our community to learn, debate, challenge each other & ourselves in an atmosphere of mutual respect & engagement with important HIM issues facing us today. Meetings are held monthly and officers are elected from among the membership. Various activities throughout the year provide opportunity for both social and professional development. Service learning: learning opportunities complementing, enhancing & enriching students' academic experience at the university through real world application. SHIMA offers educational experiences, networking opportunities, and a chance to build leadership skills - ALL WHILE HAVING FUN!

SHIMA Activities

Suggested and Past Volunteer Activities

- Heart walk, Diabetes walk, Multiple Sclerosis walk
- Christmas Bell Ringing with Salvation Army
- Health Information Professionals Week
- Adopt-a-Family for Thanksgiving
- Community Clean-ups
- Father Purcell's Children's Home Participation
- CCN Health Fair Participation
- Blood Drive (SL to also promote privacy and security during April)

Suggested and Past Educational Activities

- American Health Information Management Association annual convention
- Local and State HIM meetings
- HIM week display and information session
- HIM week Ice Cream Social
- Information Sessions
- Health Facility Volunteering
- Distinguished Visiting Professor Series: Professors/Representatives from other HIM programs are invited to share what they are doing
- Attendance at other organizations meetings to gain perspective on how other associations conduct their meetings
- HIM Movie day/night: Set up a movie in the computer lab for everyone to enjoy. Light refreshments (popcorn and soda) given either before or after the movie. The movie should be health related and can be discussed in a variety of HIM classes
- Guest speakers discuss their profession and job opportunities with SHIMA members monthly or bimonthly during the Fall and Spring semesters. Students learn networking skills on professional and social levels while learning about potential careers in the HIM profession.
- **SERVICE LEARNING ACTIVITES MANDATORY 50%-75% PARTICIAPTION**

Past and Suggested Future Fundraising Activities

- Doughnut Sales
- Spaghetti Dinners (pre-ordered)
- Carnation and bear Sales
- Valentine's Day Raffle (Basket)
- Christmas Raffle (Basket)
- Car Washes
- Candy Bar Sales
- SHIMA Sweatshirt/Tee-Shirt/Jacket Sales
- "Saying" Sheets (take up donations)

STUDENT HEALTH INFORMATION MANAGEMENT ASSOCIATION CONSTITUTION

Revised 2015

ARTICLE I

Title
Alabama State University

Student Health Information Management Association

ARTICLE II
Objectives

To promote the Health Information Management Program and Profession.

To provide students interested in Health Information Management with an opportunity to meet and become acquainted with others who share their interests.

To encourage the ethical and professional development which brings into practice the skills and values set forth in the Health Information Management Programs.

To foster a sense of service to the campus and community by encouraging participation in events and projects that benefit these groups.

ARTICLE III
Membership

Membership shall be automatic to students currently enrolled in the professional courses and be open to all students who are in the pre-professional phases of the Health Information Management Program.

ARTICLE IV
Officers and Advisors

Section 1. Officers shall consist of President, President-elect, Secretary, Treasurer, Historian, Parliamentarian, and Fundraiser Chairperson, and hereafter, these officers will be referred to as the Executive Board.

Section 2. Duties of each office are as follows:

A. **President**
   1. Is the official representative of the Student Health Information Management Association
   2. Plan and preside at meetings
   3. See to the completion of paperwork required by the University and faculty advisors
   4. Attend meetings of the President's Council
   5. Act as liaison with other clubs and the University
   6. Coordinate the activities of the Executive Board
   7. Establish ad hoc committees to fulfill the functions of the club
B. **President-elect**
   1. Shall serve as the aide to the President and shall assume the duties of the President in the absence of the President or in the inability of the President to act
   2. Serve as the chairperson of the Service Committee
   3. Report activities of the Service Committee to the Executive Board and the members of the club
C. **Secretary**
   1. Keep and post minutes of all meetings
   2. Correspondence for the association, such as thank-you notes, flyers and invitations
   3. Keep a roll of the membership and track the participation of members.
D. **Treasurer**
   1. Keep books for all accounts
   2. Conduct the financial affairs of the club as reviewed by the faculty advisors
   3. Serve as the chairperson for the Budget Committee
   4. Report activities of the Budget Committee to the Executive Board and the members of the club
E. **Historian**
   1. Maintain scrapbook of pictures and newspaper clippings
   2. Promote the history of the club
   3. Serve as chairperson of the Fellowship Committee
   4. Report activities of the Fellowship Committee to the Executive Board and the members of the club
F. **Fundraising Chairperson**
   1. Serve as chairperson of the Fundraising Committee
   2. Report activities of the Fundraising Committee to the Executive Board and the members of the association
G. **Parliamentarian**
   1. Ensures that all meeting are conducted by Robert's Rule of Order or in a formal fashion as deemed fit by the faculty advisors
   2. Serve as chairperson of the Promotions Committee
   3. Report activities of the Promotions Committee to the Executive Board and the members of the association.

Section 3. Advisors to the club shall be the Program Director and at least one Health Information Management (HIM) faculty member. HIM faculty members may rotate at their discretion.

ARTICLE V
Committees

A. **Promotion Committee**
  1. Promote the Health Information Management profession and its activities throughout the year. This includes having publications submitted to the Hornet Tribune, the AAHIM newsletter and other newspapers.
  2. Be responsible changing and updating the HIM bulletin board located in Computer Lab 203.
  3. Forward information to the ASU's public information office for inclusion in hometown newspapers
B. **Fellowship Committee**
  1. Present ideas for social events for SHIMA and other HIM major students
  2. Plan and coordinate the activities
C. **Service Committee**
  1. Plan and coordinate Community Projects, specifically the HIM week information session, Blood Drives, CCN Health Fairs, Adopt-a-family and other projects
  2. Work with the faculty advisors in coordinating certain service learning activities that are mandatory for all HIM Professional level students
D. **Fundraising Committee**
  1. Recommend fundraising activities to the club
  2. Coordinate all activities involving fundraising which would pertain to the details of location, workers, and dates

ARTICLE V
Elections

Elections shall be held during September of each year with those elected taking office at the next regular meeting.

Officers will be elected by a majority of those voting; a quorum being present (51% of eligible voting membership shall constitute a quorum.)

Eligible voting membership for the elections shall consist of all due paying Student Health Information Management Association members.

Candidates for office must have at least a 2.50 accumulative grade point average.

Candidates must submit a formal position statement, in writing, as to why they would like to hold the offices for which they have applied.

In the event the President cannot fulfill his/her duties or otherwise vacates or resigns the position, the President-elect shall automatically assume the Presidency for the remainder of the term. If

the Vice President is unable to assume this position, the Executive Board may appoint one of the Executive Board members. A special election may follow to replace another Executive Board member if necessary.

An officer may be removed from office by a two-thirds vote of the entire active membership of the club. The association shall consider the dismissal of an officer only after they have held a hearing to determine whether just cause for dismissal exists, and have afforded the officer in question, the opportunity to respond. A faculty/staff advisor to the association shall chair the hearing session. In the event any officer should be removed from office, he/she shall be so notified in writing by a member of the Executive Board.

ARTICLE VII
Dues

All SHIMA members are required to pay annual dues before receiving association benefits or voting privileges.

At the first General or Executive Board meeting of the school year, the Executive Board will establish the dollar amount of dues not to exceed $10 per semester. ($20 per academic year)

ARTICLE VIII
Meetings

Regular meetings of the club and the Executive Board shall be held once a month. The President reserves the right to call a special meeting at his/her discretion.

ARTICLE IX
Parliamentary Authority

The Student Health Information Management Association shall use as its parliamentary procedure guide in all business meetings, "Robert's Rules of Parliamentary Order".

ARTICLE X
Method of Amending the Constitution

An amendment must be submitted in writing and read either at a regular or a special meeting. At the next regular meeting, the Constitution may be amended by a two-thirds (2/3) vote of those voting, a quorum being present.

_____

SHIMA President Signature   Date

_____

Advisor Signature   Date

ALABAMA STATE UNIVERSITY
COLLEGE OF HEALTH SCIENCES
DEPARTMENT OF HEALTH INFORMATION MANAGEMENT
2015

STUDENT HANDBOOK

My signature below confirms that:

I have received a copy of the Handbook.

I understand that it is my responsibility to be familiar with the contents.

I understand that the Handbook contains information about policies, procedures and guidelines for the Department of Health Information Management.

I understand that I am responsible for adhering to these policies as stated.

_____   _____
Student Signature   Chair or Advisor Signature   Date

_____
Print Name

_____
Date

NOTE: Please return the signed copy to:

Suite 201
John L. Buskey Health Sciences Center
Department of Health Information Management