

Student Handbook

BS in Health Information Management

Department of Health Services Administration and Policy



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Mission

- To educate undergraduate and graduate students in Health Information Management and Health Informatics
- To engage in activity that contributes to HIM and HI best practices
- To provide service to the university and the health care professional community

Departmental Goals

- Educate students to become leaders in the health information management and health informatics professions
- Provide educational programs in Health Information Management and Health Informatics
- Provide leadership in education and professional service
- Promote the transition to the electronic health record (EHR) through curriculum innovations and advancement in practice
- Support life-long learning for faculty

Professional Program Description

The Health Information Management (HIM) profession began in 1928 as an outcome of the Clinical Congress of the American College of Surgeons which recognized the importance of the medical record in supporting clinical standards, serving as the communication link for those providing patient care and providing documentation of physician expertise. The health information system supports patient care, quality and utilization management, financial reimbursement, legal affairs, education, research, public health, planning and marketing endeavors. The HIM program was established at Temple University in 1967 and has been fully accredited since its inception by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

HIM professionals are responsible for the development and administration of systems for the storage, use and disclosure of health information. HIM professionals have expertise in health informatics, which requires knowledge of clinical medicine, the electronic health record, health care database administration, coding and classification systems, quality, and human resource management, as well as ethical, legal, regulatory, and accrediting agency requirements. Graduates are eligible to take the national certification examination and earn the credential Registered Health Information Administrator (RHIA).

The HIM faculty body is committed to educating students who will manage the health information requirements for the multifaceted health care system. Graduates are positioned to accept a variety of roles including administrator, planner, consultant, educator, researcher, and practitioner in a wide range of settings. The educational program is designed to develop the expertise and professional qualities needed to fulfill these roles.

Professional Values and Code of Ethics

Health information management professionals are responsible for maintaining systems, which afford patients privacy (the right to be let alone, to have control over health information) and confidentiality (protection of information derived from a clinical relationship between patients and health-care professionals). Students are expected to maintain these principles and high standards of behavior throughout their academic and clinical experiences.

HIM professionals have a clear moral and ethical obligation to protect patient privacy. In 1934, the visionary leader of the health information management (HIM) profession, Grace Whiting Myers, recognized this moral imperative for privacy and wrote a pledge which indicated that no clinical information should be given to anyone, except as authorized. This professional value and obligation have been reinforced through several iterations of a professional code of ethics, including the most recent one (AHIMA Code of Ethics, <https://ahima.org/who-we-are/governance/ethics/>). Today, the patient should authorize the release of the information and the passage of HIPAA increased the importance of protecting patient privacy.

Summary of Requirements

University Requirements

All students are required to complete the university's General Education (GenEd) curriculum (Analytical Reading & Writing, Mosaic I and II, Arts, Human Behavior, Global/World Society, U.S. Society, Race & Diversity, Science & Technology, Quantitative Literacy).

All Temple students must take a minimum of two writing-intensive courses at Temple as part of the major. The writing-intensive courses for this major are HIM 3297 and HIM 4298.

College Requirement

All CPH students must complete the College Core Course, HRPR 1001 Public Health: The Way We Live, Work and Play.

Clearance Requirements

Please note the Health Information Management program requires students to complete internships at facilities both on and off the University campus. These placements may require criminal background checks, Act 33/34 clearances and perhaps a drug screen. Placements may also require the student to maintain personal health insurance. The results of these requirements may limit and potentially eliminate placement options which can, in turn, result in an inability to meet graduation requirements.

Program Requirements

Students in the HIM program are required to satisfy the prerequisite courses before beginning the HIM major courses. A grade of C or better is required for all prerequisite and professional courses (a grade of C- is not acceptable).

Academic Plan

To learn more about your academic plan, and future courses you will be required to enroll in, visit

<https://bulletin.temple.edu/undergraduate/public-health/health-services-administration-policy/bs-health-information-management/#academicplantext>.

Internships

Exemplary professional behavior is the keystone of professional practice. In an internship setting, students are also expected to always act in a professional manner. The rules of conduct for this experience are detailed in the clinical internship materials. Students are expected to abide by AHIMA's Code of Ethics and to appropriately represent Temple University at all times while on internship. Failure to meet the academic and/or professional behavior standards may result in a student being denied participation in an internship course.

Professional education is an integral and required component of an educational program for health information management. The HIM program includes one required internship course HIM 4286: Management Internship.

HIM 4286

The Management Internship is an intensive 4-week internship experience at a health care related site. Students complete HIM related projects. Students have the opportunity to be placed at internship sites throughout the United States. Examples of

previous sites include Johns Hopkins Hospital, Cleveland Clinic, NYU Medical Center, and Cincinnati Children's Hospital Medical Center. Securing internship sites for the entire senior class is time consuming. The process begins in October and the student will be notified as soon as a placement is secured.

Internship Logistics

- Students are responsible for all requirements and costs associated with internship such as housing, transportation, parking, and site-specific additional requirements including additional background checks, immunizations, and drug screen and specific requirements of the individual sites.
- Students are expected to always maintain professional behavior during internship. Students must be on prompt, dress in professional business attire, communicate in a professional manner and comply with the policies of the site.
- The HIM Internship Coordinator will provide internship syllabi and handbooks
- Internship Site Selection: The Internship Coordinator will work with students for appropriate placements.
 - Students are to be advised that the final decision for internship placements rests with the coordinator, not the student. Students are expected to accept the internship placements whether it is local, regional, or national. Failure to accept the internship assignment or meet the academic and/or professional behavior standards will result in a delay in the internship placements.
 - Any delay in internship placement will result in a delay in graduation.

Internship Requirements

In order to participate in the internship, students are required to meet the health, immunization and background check requirements of the Health Information Management Division and affiliated internship sites. Health requirements and background check requirements are stored in EXXAT. Failure to provide this documentation will result in a delay in scheduling the internship site and a possible delay in graduation. Specific sites may have additional requirements such as pre-employment physicals, employee orientation, HIPAA Compliance Program Completion, which must also be satisfied in order for the internship to begin.

Criminal Background Check

- Students who have a positive child abuse check or criminal background check for any offense found on the list of Prohibitive Offenses Contained in Act 1996 as Amended by Act 13 of 1997 cannot be placed on internship. Internship is a part of the required coursework for the BSHIM program. Students with such offenses may be referred to student advising for assistance in exploring alternative academic options.
- Any student who has been charged with or convicted of a criminal offense must immediately disclose this information to the Internship Coordinator. Failure to disclose such information will result in dismissal from the Health Information Management program.
- Students with PENDING/UNRESOLVED charges will not be permitted to participate in internship until all charges are resolved and documented. This may result in delay of completion of internship and possible delay in graduation.
- Background checks are conducted by and stored in <https://discover.castlebranch.com/>

Immunization Requirements

Students will be permitted to participate in Internship only upon complete documentation of all the immunizations listed below. For more information on immunizations please visit the Student Health Website at:

http://www.temple.edu/studenthealth/HSC_Immunizations.html.

Students must submit Laboratory Results (proving immunity where required) for the following immunizations:

- Measles Titer (blood test)

- Mumps Titer (blood test)
- Rubella Titer (blood test)
- Hepatitis B Surface AB (blood test)
- Varicella Titer (blood test)
- Tetanus/Diphtheria
- Tuberculin Skin Test (PPD)

Approximate costs of clearances:

- *Annual fee for EXXAT-APPROVE \$35
- * FBI Fingerprints-\$25 (expires in 5 years but may be requested annually by an affiliate or program)
- * PA Patch- \$22 State Police background check (expires in 5 years but may be requested annually by an affiliate or program)
- * PA Child abuse- \$13 (expires in 5 years but may be requested annually by an affiliate or program)
- * National Background Check- through Universal- \$58 (expires in 5 years but may be requested annually by an affiliate or program)
- * NY residents only- \$108
- * Urine Drug Screen- if required by the site – not all sites require this (\$25-\$60 depending on panel requested)
- * Physical Exam Free TU Student Health Services · Fees for pre-matriculation health requirements can be found at Pre-matriculation Requirements | Student Health Services | Student Health Services (temple.edu).

Student/Professional Organizations

The HIM Division at Temple University prepares HIM students not only academically but also professionally to meet the information management challenges in the healthcare industry. It is our goal to support students to meet these challenges and achieve their career aspiration; we encourage students to join and become active participants in several health information management professional associations. Below is a listing of those professionally organizations that we recommend the HIM student to join:

- American Health Information Management Association (AHIMA) <http://www.ahima.org>
- Pennsylvania Health Information Management Association (PHIMA) <http://www.phima.org>
- Southeastern Pennsylvania Health Information Management Association (SePHIMA) <http://www.sephima.org/>

The Health Information Management Association (HIMSA) is a student professional organization created to expand the HIM student's knowledge and increase experiences in the healthcare industry. To accomplish these goals, members plan fundraising activities to raise money to attend events, organize networking activities with healthcare professionals, and participate in health-related service activities in the Philadelphia area. By participating in these activities, members will be able to increase their professional network, learn fundraising strategies and have an opportunity to serve the community. The organization has an open membership all HIM students are strongly encouraged to join and actively participate.

Awards and Scholarship Opportunities

Academic Achievement Award

Presented to the graduating senior who has demonstrated academic excellence through attainment of the highest-grade point average in the professional course work of the Department.

Human Relations Award

Presented by the faculty and senior class to the graduating senior who has demonstrated a special ability in the area of interpersonal relationship -- a skill of particular importance in management, requiring perspective, humor, sensitivity, and the talent for positive interaction with peers, faculty, staff, and clinical internship personnel.

Professional Excellence Award

Presented by the faculty to the graduating senior who has demonstrated distinguished professional development.

Rising Star Award

Presented by the faculty to a junior who has demonstrated commitment to HIM, leadership in the classroom and high degree of professionalism.

RHIA Certification

Students are eligible to apply for and take the national examination of the American Health Information Management Association (starting in their last term of study) for certification as a Registered Health Information Administrator.

Accreditation

The HIM program was established at Temple University in 1969 and has been fully accredited since that time. The accrediting body for health information education is the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

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To contact a faculty member, visit <https://cph.temple.edu/about/directory>, and refine your search by entering “Faculty” under “Type”, and “Health Services Administration and Policy” under “Department”.