



Stephens College
School of Health Sciences

Master of Science in
Health Information Management

Student Handbook

2020 - 2021

Table of Contents

Accreditation	5
Disclosures.....	5
Non-Discrimination Policy	5
Mission, Vision and Values	6
Master of Science in Health Information Management	6
Program Purpose.....	6
Program Mission	7
Program Vision	7
HIM Program Learning Outcomes and Goals	7
HIM Program Goals	8
Program Governance	10
MS-HIM Program Director	10
Faculty Profile.....	10
MS-HIM Program Advisory Board.....	10
Program Curriculum	12
Master of Science in HIM Courses (36 credit hours)	12
Online Orientation Course (1 credit hour)	12
5 Semester Degree Plan and Recommended Program Sequence	12
Spring Start – Full Time Enrollment	12
Fall Start – Full Time Enrollment	13
Applying To the Program	14
Entrance Requirements	14
Admission Eligibility	14
Prerequisites	15
How to Apply.....	15
Application “Preferred“ Due Dates	16
Program Completion	16
Transfer Credit.....	16
Transcripts	17
Technical Standards	17
Admission Verification Process for Online Students.....	17
Financial Aid	18

Estimated Cost of Attending the Program	18
Tuition and Fees	18
Payment Policy	19
Tuition Payment Options	19
Failure to Make Payment	19
Dropped Courses and Refund Policy	19
Voluntary Withdrawal from the Program and College	19
Scholarships	20
Academic Honesty and Integrity	20
Academic Performance	20
Satisfactory Academic Performance	20
Academic Credit	21
Grading System	21
Participation and Contribution Policy	21
Grade of Incomplete	22
Academic Probation	22
Academic Appeals	22
Dismissal from the Program Appeals	22
Grade Appeals	23
Research Thesis Capstone Project Completion	23
Academic Progress	23
Enrollment Status	23
Access to Student Records	24
Administrative Withdrawal	24
Graduation	25
Revocation of a Degree	25
Teach-Out Policy	25
Professionalism and Code of Ethics	25
AHIMA Code of Ethics Principles	26
Professional Code of Conduct	26
Professional Association Membership	27
Academic and Student Services	27
Admissions/Applications	27

Academic Advising	28
Changes in Personal Information.....	28
Accounting/Finance	28
Office of Financial Aid	28
Career Development	28
Library Resources	29
Student Success Center	29
Disabilities/Special Needs.....	29
Counseling Services	30
Textbooks	30
Email Policies and Procedures	30
Information and Technology Services (I&TS)	30
Online Proctor Service	31
Family Educational Rights and Privacy Act (FERPA).....	32
Health Information Management Course Descriptions	32
MS-HIM Admissions Checklist	35
Health Information Management Program Organizational Chart.....	36



Accreditation

CAHIIM Standard I.1 Sponsorship

Stephens College is accredited by the Higher Learning Commission (hlcommission.org) a regional accreditation agency recognized by the U.S. Department of Education.

Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604. Phone: (800) 621-7440 (V); (312) 263-7462 (F); info@hlcommission.org.

Disclosures

CAHIIM Standard VI.25 Fair Practices

Stephens College reserves the right to change the curriculum, any provision, policy, procedure, requirement, regulation or fee at its own discretion subsequent to the publication of the catalog. The information contained in this handbook is subject to change without published notice, however, every effort will be made to keep the student informed of these changes. This Student Handbook does not establish a contractual relationship. Its purpose is to provide students with information regarding requirements, policies and procedures to qualify for the Master of Science in Health Information Management Program from Stephens College. Students follow the Student Handbook which is in effect at the time of their entry into the program provided attendance is uninterrupted. When changes to program or degree requirements occur, either the Student Handbook in effect at the time of entry or the latest revised Student Handbook may be followed. The Student Handbook is effective at the start of the fall semester.

Non-Discrimination Policy

Stephens College does not discriminate on the basis of race, sex, ethnicity, gender, age, religion, sexual orientation, national/ethnic origin, marital or veteran status, or disability in administration of its educational policies, graduate admissions policies, scholarships and loans, and other College-administered programs. Applicants must submit a complete application to be considered for admission. The Stephens College MS-HIM program does not give preferential consideration to any student candidate or group.

Stephens College is an Equal Opportunity / Affirmative Action educational employment institution and is nondiscriminatory relative to race, religion, color, national origin, sex, age, and qualified disabled. Stephens College is committed to providing educational opportunities to all qualified students regardless of their economic or social status, and will not discriminate on the basis of handicaps, race, color, sex, creed or national origin.

Mission, Vision and Values



Stephens College Mission: **Learn. Grow. Lead.**

Vision: Inspired by its tradition as an undergraduate women's college, Stephens College engages lifelong learners in an educational experience characterized by intellectual rigor, creative expression, and professional practice, supported by accomplished faculty, talented staff, and engaged alumnae/alumni. Graduates of Stephens College are educated in the liberal arts, informed by diverse perspectives, and committed to lives of leadership, integrity and service.

Values

Stephens College is committed to its Ten Ideals as core values that inspire and enrich our lives:

1. **Respect** for our own dignity and the dignity of others, embodied in a sense of social justice;
2. **Courage** and persistence;
3. **Independence**, autonomy and self-sufficiency;
4. **Support** for others through the willingness to take and give criticism, acceptance and love;
5. **Sensitivity** to the uniqueness and fragility of the natural world of which we are part;
6. **Responsibility** for the consequences of our choices;
7. **Belief** in our changing selves and in our right to change;
8. **Creativity** in the spiritual and aesthetic dimensions of life;
9. **Intelligence** that is informed and cultivated, critical yet tolerant;
10. **Leadership** that empowers others.

Master of Science in Health Information Management

*Inspire students to **learn**, encourage students to **grow**, and prepare graduates to **lead**.*

Program Purpose

The Master of Science in Health Information Management (MS-HIM) program is designed to prepare graduates for executive-level administrative positions in the field of health information management, healthcare operations, education and research. Graduates of the program will become leaders in designing, developing and managing of clinical information systems in the healthcare industry and public health sectors. Health information management professionals play a key role in maintaining, collecting, interpreting, analyzing and protecting patient information which healthcare providers rely upon to deliver quality patient care.

The program is available 100% online and is designed to attract students with various educational backgrounds and disciplines who want an advanced career as a health information professional. Individuals with prior undergraduate degrees in health information management, nursing, information/computer technology, public health, and population health or business management are ideal students for the MS-HIM program. HIM Graduates will interact with clinical, financial, administrative, information technology and legal staff to interpret data for patient care, research, and statistical reporting, planning and database content development. **An HIM education empowers graduates to impact health.**

Program Mission

CAHIIM Standard II.2 Program Mission

The Master of Science in Health Information Management program will inspire students to **learn** through a rigorous and challenging curriculum that will enable them to **grow** and become **leaders** in the health data and information profession.

Program Vision

The Master of Science in Health Information Management program promotes lifelong learning that engages students with scholarly deeds, creativity and applied learning through research under the direction of talented and skillful faculty. Graduates of the Health Information Management Program are educated in health sciences with a focus on healthcare data and information, diversity of the healthcare population and a commitment to leadership, integrity and the service of others.

HIM Program Learning Outcomes and Goals

CAHIIM Standard II.3. Program Effectiveness Measures

The HIM Program will prepare graduates who:

- Demonstrate **mastery of health information management competencies** necessary to practice as leaders in the HIM profession.
- Contribute successfully to **research** that will exemplify and distinguish the health information management body of knowledge.
- Exhibit **professionalism**, characterized by trustworthiness, ethical decision-making, integrity, respectfulness, effective interdisciplinary collaboration, and a commitment to excellence in the management of health information for the benefit of patients and providers.
- Engage in **lifelong learning**.
- Deepen the HIM profession through a **leadership** role.

HIM Program Goals

CAHIIM Standard II.4 Communities of Practice Outreach Goal

- Graduates of the MS-HIM program will demonstrate mastery of health information management competencies.
- The MS-HIM program will maintain an above average graduate completion rate.
- The MS-HIM program faculty members will demonstrate a continuing record of professional development and scholarly activity.
- The MS-HIM program in collaboration with community HIM Professionals will work together to provide educational seminars/webinars to actively involve HIM graduate students.

AHIMA Domains and Competencies

CAHIIM Standard II.5 Program Planning and Assessment

The learning outcomes and goals of this program are associated with the specific student learning outcomes and competencies seen below and serve as a guide for the knowledge and skills required by the HIM Graduate degree level. Stephens College assesses student learning outcomes annually through their academic quality improvement program, STAR.

2018 Health Information Management Graduate Curriculum Competencies

Domain I. Data Structure, Content, and Information Governance	
Competency	Bloom's Level
I.1. Assess health care delivery systems across diverse stakeholder perspectives.	5
I.2. Develop strategies for the management of information.	6
I.3. Develop strategies to achieve data integrity with data governance standards	6
I.4. Integrate health record requirements across the health industry	5
I.5. Analyze classification systems, clinical vocabularies and nomenclatures and the impact on the healthcare continuum.	5
I.6. Design data dictionaries in compliance with governance standards.	6
Domain II. Information Protection: Access, Use, Disclosure, Privacy and Security	
Competency	Bloom's Level
II.1. Develop privacy strategies for health information.	6
II.2. Develop security strategies for health information.	6

II.3. Determine compliance requirements throughout the health information life cycle.	5
Domain III. Informatics, Analytics, and Data Use	
Competency	Bloom's Level
III.1. Recommend solutions using health informatics strategies.	6
III.2. Perform data analysis of health information within a statistical application.	4
III.3. Present data visually through a computerized application.	6
III.4. Propose a research initiative for organizational effectiveness.	6
III.5. Create organizational knowledge with database management techniques.	6
III.6. Recommend organizational strategies in relation to the exchange of health information.	5
Domain IV. Revenue Cycle Management	
Competency	Blooms' Level
IV.1. Evaluate assignment of diagnostic and procedural codes and groupings in accordance with official guidelines.	5
IV.2. Manage components of the revenue cycle.	5
IV.3. Evaluate compliance with regulatory requirements and reimbursement methodologies.	5
Domain V. Health Law and Compliance	
Competency	Blooms' Level
V.1. Assess legal processes impacting health information.	5
V.2. Develop strategies for compliance with external forces.	6
V.3. Evaluate risk management strategies across the health continuum.	5
V.4. Evaluate the impact of policy on health care.	5
V.5. Recommend strategies for detecting and preventing fraud.	5
Domain VI. Organizational Management and Leadership	
Competency	Blooms' Level
VI.1. Leverage fundamental leadership skills.	5
VI.2. Recommend strategies for organizational change.	5
VI.3. Determine human resource strategies for organizational best practices.	5
VI.4. Formulate data-driven decisions to meet strategic goals.	6
VI.5. Recommend financial management processes.	5
VI.6. Recommend strategies that promote cultural diversity.	5

VI.7. Develop strategies based on ethical standards of practice.	6
VI.8. Assess consumer engagement activities.	5
VI.9. Propose a training program for a health care work force.	5
VI.10. Recommend project management methodologies to meet the intended outcome.	5

(Source: AHIMA, <http://www.ahima.org/education/academic-affairs/academic-curricula>)

Program Governance

CAHIIM Standard III.7 Program Governance

The Master of Science in Health Information Management Program (MS-HIM) is housed within the School of Health Sciences under the guidance of Dr. Julia Moffitt, Dean.

MS-HIM Program Director

CAHIIM Standard III.8/9 Program Director

The MS-HIM Program Director, Dr. Susan Foster, oversees the organization, administration, continuous review planning, developing and general overall effectiveness of the program. Dr. Foster is a Registered Health Information Administrator (RHIA) and active member of the American Health Information Management Association (AHIMA). Dr. Foster has over 25 years' experience working as a health information professional and educator. Dr. Foster may be reached at (573) 876-7242 or sfoster@stephens.edu.

Faculty Profile

CAHIIM Standard III.10 Faculty

The MS-HIM faculty is a diverse group of accomplished academicians and practitioners with significant industry and teaching experience in health informatics and information management as well as in healthcare administration. The faculty also maintains nationally recognized certification skills included in the MS-HIM Program.

MS-HIM Program Advisory Board

CAHIIM Standard IV.13 Resources

The MS-HIM Program Advisory Board is a group of health information professional leaders and educators who advise the MS-HIM Program administration and faculty on the development and review of program goals and curriculum to ensure that the program aligns with current practices.

Advisory Board Members

Clark Chaffin, MBA, RHIA, CCS
Systems Director, CDI, Coding, HIM and UR
CoxHealth, Springfield Missouri
Mr. Chaffin has 24 years of service in healthcare. *Stephens College Alumni*

Carri Compton, MBA, RHIA, SHRM-CP
Administrative Officer
Heartland Behavioral Health Services
Ms. Compton has over 30 years of service in behavioral healthcare. *Stephens College Alumni*

Brenda Fuller, MSL, RHIA, CHC
VP of HIM & Data Reporting
Compass Health Network – Behavioral Health, Primary Care and Dental
(Integrated Health Clinic)
Ms. Fuller has over 33 years of service in healthcare. *Stephens College Alumni*

Dave Lingerfelt, MBA, FHIMSS
Director/Clinical Professor of Healthcare and Data Science
Rockhurst University
Mr. Lingerfelt has 20 years of service in healthcare.

Rebecca Morton, RHIA
Stephens College HIA/HIM Advisory Board Coordinator
Retired Director of Health Information Services
University of Missouri Healthcare
Ms. Morton has 45 years of service in health information management.

Angela M. Talton, MBA, MHA, RHIA, CDIP, CCS
Sr. Director, Revenue Cycle Operations
Hospital Revenue Cycle Management
Ms. Talton has 22 years of service in healthcare. *Stephens College Alumni*

Teresa Treon, BS, RHIT, CPC, CPMA
Revenue Integrity Analyst
Saint Luke's Health System, Kansas City Missouri
Ms. Treon has 20 years of service in healthcare.

Program Curriculum

CAHIM Standard IV.9. Program-Specific Curriculum

The Master of Science in Health Information Management program includes a five (5) semester curriculum. The final semester incorporates an intense graduate research thesis project. The primary goal of the curriculum is to develop graduates who demonstrate **mastery of the health informatics and information management competencies** necessary to practice as leaders in the HIM profession. The primary goal of the graduate research thesis project is for graduates to contribute successfully to **research** that will exemplify and distinguish the health information management body of knowledge.

Master of Science in HIM Courses (36 credit hours)

HIM 505: Health Data and Information Management (3 credit hours)

HIM 510: Healthcare Law and Ethics (3 credit hours)

HIM 520: Healthcare Informatics (3 credit hours)

HIM 540: Quality Management in Healthcare (3 credit hours)

HIM 550: Healthcare Finance and Revenue Management (3 credit hours)

HIM 600: Health Information Technologies (3 credit hours)

HIM 620: Clinical Information Management (3 credit hours)

HIM 630: Healthcare Data Analysis and Research (3 credit hours)

HIM 640: Applied Statistical Analysis and Healthcare Research (3 credit hours)

HIM 660: Strategic Organizational Leadership in Healthcare (3 credit hours)

HIM 681: Capstone I Graduate Applied Research Thesis Development (3 credit hours)

HIM 685: Capstone II Graduate Applied Research Thesis Project (3 credit hours)

Online Orientation Course (1 credit hour)

Flexibility and quality are the hallmarks of Stephens College online programs. To ensure that our graduates are successful and to assist new students in making a successful transition back into college, Stephens College requires that all new online graduate students complete a one-hour online orientation course during the first four weeks of the first semester. As part of the orientation, students will complete assignments designed to familiarize them with all aspects of the learning management system as well as Stephens College policies and procedures.

5 Semester Degree Plan and Recommended Program Sequence

Spring Start – Full Time Enrollment

MS-HIM Degree Plan Spring Start			Credit Hours
Year One, Spring			Total 10
INT	090	HIA/HIM Orientation	1
HIM	*505	Health Data and Information Management	3

HIM	520	Healthcare Informatics	3
HIM	*600	Health Information Technologies	3
Year One, Summer			Total 6
HIM	510	Healthcare Law and Ethics	3
HIM	*620	Clinical Information Management	3
Year One, Fall			Total 9
HIM	540	Quality Management in Healthcare	3
HIM	*630	Healthcare Data Analytics and Research	3
HIM	660	Strategic Organizational Leadership in Healthcare	3
Year Two, Spring			Total 9
HIM	550	Healthcare Finance and Revenue Management	3
HIM	*640	Applied Statistical Analysis and Healthcare Research	3
HIM	681	Capstone I Graduate Applied Research Thesis Development	3
Year Two, Summer			Total 3
HIM	*685	Capstone II Graduate Applied Research Thesis Project	3
Total Hours			37

***Prerequisites must be met before enrolling in these courses.**

Fall Start – Full Time Enrollment

MS-HIM Degree Plan Fall Start			Credit Hours
Year One, Fall			Total 10
INT	090	HIA/HIM Orientation	1
HIM	*505	Health Data and Information Management	3
HIM	540	Quality Management in Healthcare	3
HIM	520	Healthcare Informatics	3
Year One, Spring			Total 9
HIM	550	Healthcare Finance and Revenue Management	3
HIM	*600	Health Information Technologies	3
HIM	*630	Healthcare Data Analytics and Research	3
Year One, Summer			Total 6
HIM	510	Healthcare Law and Ethics	3

HIM	*620	Clinical Information Management	3
Year Two, Fall			Total 9
HIM	*640	Applied Statistical Analysis and Healthcare Research	3
HIM	660	Strategic Organizational Leadership in Healthcare	3
HIM	681	Capstone I Graduate Applied Research Thesis Development	3
Year Two, Spring			Total 3
HIM	*685	Capstone II Graduate Applied Research Thesis Project	3
		Total Hours	37

***Prerequisites must be met before enrolling in these courses.**

Applying To the Program

Entrance Requirements

The Master of Science in Health Information Management Program has a minimum of 36 credit hours with an additional 1 credit hour Online Orientation course. All students admitted to Stephens College Master of Science in Health Information Management are expected to have a conferred bachelor's degree from an accredited institution with the necessary undergraduate preparation in information/computer systems, statistics and management typically found in health, informatics and business disciplines. A Graduate Record Exam (GRE) is not required for admission to the program.

Admission Eligibility

Applicants must meet the following minimum requirements to be eligible for admission to the MS-HIM Program at Stephens College:

- A bachelor's degree from a regionally accredited institution with an overall grade point average (GPA) of 3.0 or better (on a 4.0 scale) is highly preferred. *Students with a GPA below 3.0 who maintained a GPA of 3.0 or above in their last 60 college credit hours, will be considered for provisional admission.*
- Proof of successful completion of undergraduate courses or equivalent in information systems, statistics, anatomy and physiology, pathophysiology and pharmacology, medical terminology and management typically found in health, informatics and healthcare business disciplines must be provided.

Applications which lack evidence of completing admission requirements will be required to take appropriate undergraduate prerequisite courses.

Prerequisites

The prerequisites for application to the Stephens College Master of Science in Health Information Management Program include successful completion of the following prerequisite courses or equivalent:

- Medical Terminology (2-3 credit hours)
- Human Anatomy and Physiology (5-6 credit hours)
- Computer Concepts and Applications (3 credit hours)
- Pathophysiology and Pharmacology (3-4 credit hours)
- Statistics (3-4 credit hours)

Students who have not successfully completed equivalent undergraduate courses will be required to take the following Stephens College HIM prerequisites.

Master of Science in HIM Prerequisites* (18 credit hours)

- BIO 247: Anatomy and Physiology I (3 credit hours)
- BIO 248: Anatomy and Physiology II (3 credit hours)
- CIS 206: Information Systems (3 credit hours)
- HIA 250: Healthcare Statistics (3 credit hours)
- HIA 255: Medical Terminology (3 credit hours)
- HIA 275: Clinical Applications of Pathophysiology & Pharmacology (3 credit hours)

*Students who have graduated from a CAHIIM accredited associate or bachelor program will have met these HIM prerequisites. A grade of “C” or better must be earned in each course to show evidence of aptitude.

How to Apply

- Complete your online application, including the following:
 - A current resume/CV highlighting work experience and education.
 - Contact information (include name, title and business email address) for **two** references (may be business professionals or academic references). Your references will receive recommendation forms from Stephens College Admissions.
 - A statement of purpose (length of a one-page Word document) that focuses on the applicant's career goals and the purpose of pursuing the MS-HIM degree, as well as the outcomes and benefits the applicant hopes to receive by completing the program.
- Submit official transcripts from each post-secondary institution attended.
 - To be deemed official, transcripts must be sent to Stephens College directly. For institutions that submit electronic transcripts, please have them emailed to online@stephens.edu.

- For those institutions that mail transcripts, please have them sent directly to the address below. A transcript submitted from a student is NOT an official transcript.

Stephens College Office of Admissions
1200 E. Broadway, Campus Box 2121
Columbia, MO 65215

- The HIM Program Director and faculty may request a candidate interview before a final admission decision.
- Applicants admitted to the MS-HIM Program will receive notification via email. See *MS-HIM Admissions Checklist*.

Application “Preferred” Due Dates

- Spring Semester Admission: October 1 (January start)
- Summer Semester Admission: March 1 (June start)
- Fall Semester Admission: May 1 (August start)

Program Completion

The MS-HIM program can be completed on a full or part-time basis, with specific courses offered in the fall, spring and summer semesters. The time to complete depends upon the number of credit hours taken per semester and if MS-HIM prerequisites are required. Full-time students (9 semester hours fall/spring, 6 semester hours summer) can complete the program in five semesters (assuming all MS-HIM prerequisites are met). Students must complete the program within five (5) consecutive years of the semester of admission. This time limit includes any stop out periods and terms where the student did not take courses. To maintain active student status, students are expected to enroll in a minimum of one course per semester (fall, spring, summer). Students who do not enroll in courses for three (3) consecutive semesters or one (1) calendar year, will be administratively withdrawn from the program. **The student must go through the readmission process in order to return. There is no guarantee for readmission.**

Transfer Credit

Graduate-level courses completed at an accredited higher education institution and oriented toward a graduate degree in health informatics, health information management or healthcare administration will be considered for up to 9 credit hours of transfer credit using the following guidelines:

- **Courses must be completed with a grade of “B” or better.**
- Credit will be granted only once for equivalent courses.

- Any transfer credits must have been earned within the five-year time frame to be applied towards the MS-HIM graduate degree.
- Transfer credit acceptance is at the discretion of the MS-HIM Program Director.

Degree-seeking students must submit an equivalency request for all courses taken at other colleges or universities after enrolling at Stephens College.

Transcripts

An official transcript of all coursework taken at other colleges/universities must be sent to Stephens College Office of the Registrar with the application for admission. The official copy will be filed in the student's permanent file in the Office of the Registrar. Students must request an official transcript be sent directly from the educational institution to Stephens College and bear the institution's seal and Registrar's signature either by mail or via electronic transcript service. If sending electronically, send the official transcript to registrar@stephens.edu.

Technical Standards

In compliance with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act (ADA) of 1990, Stephens College seeks to ensure that qualified persons with disabilities are not subject to discrimination in admissions.

To practice as an HIM Professional, the following technical abilities are considered appropriate and necessary for entrance into the MS-HIM program:

- Ability to communicate effectively with patients of various social and cultural backgrounds and interact professionally with other health care providers. Communication includes speech, reading, writing and nonverbal communication.
- Sufficient motor control with hand-eye coordination to effectively use standard medical office equipment and computer software systems.
- Cognitive ability to learn and assimilate large volumes of complex information, integrate information from various domains and disciplines, interpret laws and regulations, analyze healthcare data, assess diagnostic and procedure code assignments, and execute data-driven decisions all with attention to detail.

Admission Verification Process for Online Students

In compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) of 2008, Public Law 110-315, concerning the verification of student identity in distance learning, Stephens College has established and will periodically evaluate its process to confirm that a person, who is enrolling in the College as an online student, is the person they claim to be. All online program students who are admitted at the College are requested to provide a photo with your face and your

photo ID (i.e. driver's license) with your **Intent to Enroll Form**. You will receive instructions on how to complete the **Intent to Enroll Form** with your acceptance email from Admissions.

Financial Aid

Degree-seeking students are eligible for Federal Financial Aid. Students may apply for Federal Direct Unsubsidized Stafford Student Loans, Graduate Federal PLUS Loans and Alternative Loans. To receive aid, students must meet the following criteria:

- Be an accepted and enrolled degree-seeking graduate student at Stephens College
- Be a U.S. citizen or eligible non-citizen
- Have a valid Social Security number
- Make satisfactory academic progress
- Certify that Federal student aid will be used only for educational purposes
- Certify that they are not in default on a Federal Student Loan

Students can apply by filling out a Free Application for Federal Student Aid (FAFSA) after October 1 each year. Students can file electronically at www.fafsa.ed.gov. The school code for Stephens College is **002512**. If you are employed, you may be eligible for employer reimbursement for education or training. Students should check with their manager or human resource staff for possible benefits. Employer reimbursement is solely between the student and the employer. **The student is responsible for making regular payments on account balances with Stephens College, and any remaining balance must be paid in full prior to beginning a new semester.**

Financial aid is dependent upon satisfactory academic progress according to the Stephens College Financial Aid SAP policy.

Estimated Cost of Attending the Program

Tuition and Fees

Orientation (required for online, 1 credit hour)	\$464
Graduate Tuition	\$464 per credit hour
Technology Fee:	\$235 per semester
Graduation Fee:	\$105 (one-time fee)
Online Testing Exam Fee:	\$25.00 per course

Tuition and fees do not include books and materials. Other lab and supply fees are listed in the schedule of courses for each semester. Students of the HIM program are also required to pay for annual AHIMA membership (cost may vary).

Tuition and fees are subject to change at the discretion of the Stephens College Board of Trustees. ***The College reserves the right to adjust charges subsequent to the publication of the handbook.***

Payment Policy

Students are responsible for payment of all charges. Full payment for tuition, fees, and all other charges are due one (1) week prior to the beginning of each semester (fall, spring and summer), unless the student is enrolled in the Tuition Management Systems, as outlined below. For registration and enrollment changes after the tuition due date, payment is due immediately. Payments may be made by check or credit card. The college accepts MasterCard, Visa, Discover, and American Express.

Tuition Payment Options

Stephens College uses Nelnet (formerly TMS), which offers an interest-free monthly payment plan to pay for tuition. Contact Nelnet at 800-722-4867 or visit their website at www.stephens.afford.com. Nelnet charges a per semester processing fee to participate in the program. If selecting the Nelnet option, the student must be signed up prior to attending class.

Failure to Make Payment

If a student does not make payment in full or make payment arrangements, they will be dropped from their online courses. In addition, the College will not release grade reports, transcripts, degrees or diplomas for any student who has a past due account. Students with past due tuition accounts are subject to *immediate financial suspension* unless clearance is obtained from Stephens College Accounting Office.

A hold is placed on the accounts of students with past due balances and is removed only when the obligation is paid in full. **Stephens College will not release the transcript or degree of any student subject to such a hold.**

Dropped Courses and Refund Policy

Students are referred to the current Graduate Curriculum Catalogue.

Voluntary Withdrawal from the Program and College

Except for a \$100 administrative fee, Stephens College will refund all of the student's tuition/fees if he/she cancels their enrollment before the first day of the semester. In the event that a student completely withdraws after the first day of the semester but prior to 60% of the completion of the course, a proration of tuition/fees is calculated based on the number of semester days attended compared to the total number of days in the

semester. Tuition/fees are credited and financial aid is charged back in accordance with Federal regulations.

Official notification with submission of a Withdrawal Form must be sent to the Program Director in all cases of voluntary withdrawal. If official notice is not provided to the Program Director, the student will be considered enrolled for the purposes of this policy; additionally, the student's Stephens College academic transcript will not be released until the Withdrawal Form has been completed. After the 60% point in the semester, the student will be charged 100% of the tuition/fees and will be deemed to have earned 100% of their financial aid.

Students are referred to the current Graduate Curriculum Catalogue on information related to Withdrawal from College and Readmission policies.

Scholarships

The AHIMA Foundation annually offers merit scholarships to outstanding HIM professionals who are currently enrolled and pursuing a master's or doctoral degree in areas related to health information. AHIMA Foundation also offers scholarship opportunities to Veterans pursuing an education in health information. To review eligibility and make application access the AHIMA Foundation website at <https://ahimafoundation.org/scholarships/>

Academic Honesty and Integrity

Stephens College is a community of scholars committed to truth. The validity of a Stephens College degree depends upon the integrity of the work that it represents. Academic dishonesty violates the ethical standards of our community and stunts students' intellectual and personal development.

Stephens has therefore adopted an academic dishonesty policy that imposes penalties for students who commit acts of academic dishonesty. Academic dishonesty is not tolerated in the MS-HIM program and the consequence for any offense may include dismissal from the program.

Students are referred to the current Graduate Curriculum Catalogue for Policies Governing Academic Matters; Academic Dishonesty.

Academic Performance

Satisfactory Academic Performance

Students must maintain a cumulative grade point average (GPA) of 3.0 or higher for all courses in the MS-HIM Program curriculum. A grade of "S" (Satisfactory) requires the student to retake the course. Student will receive a grade of "RE". See grading system below.

Satisfactory Academic Progress (SAP) for Financial Aid: Satisfactory academic progress for financial aid is monitored by the Student Financial Assistance Office; Federal financial aid may be impacted when a student's academic progress falls below the Federal standard. These standards can be found in the *Stephens College Financial Aid SAP policy*.

Academic Credit

Academic credit will be awarded only for grades of 3.0 (B) or higher. Students who earn a grade below 3.0 must repeat the class to receive credit towards their degree. A grade of "F" in a course will result in immediate dismissal from the program.

Grading System

Grades and grade points are assigned on the following basis in the MS-HIM graduate program:

A	= 4.0
B	= 3.0
S	= Satisfactory
U	= Unsatisfactory (equivalent to an "F")
I	= Incomplete
RE	= Repeat, no credit, no penalty, must re-enroll
F	= 0.0
W	= Withdraw, no penalty
NC	= Not completed

Students may only receive a RE twice throughout their time in the MS-HIM graduate degree program. Students will be dismissed from the program if a RE is received a third time.

Participation and Contribution Policy

Stephens College emphasizes the importance of active participation in online courses. Students must establish contact with the course instructor on the course start date. If the student does not submit assignments as directed, the instructor has the right to require the student to drop the course, or be awarded a failing grade at the end of the course unless an approved withdrawal is granted.

Students are expected to regularly participate in their courses as directed by the instructor. Lack of course participation for any reason does not exempt a student from completion of all coursework required. Students should notify their instructors as soon as possible if they anticipate or are having difficulties with coursework or have extenuating circumstances that prohibit them from appropriate participation in coursework. Students who fail to attend/participate for **14 consecutive days** from the last assignment submission, may be required to withdraw from the course. Students must contact the instructor to request re-enrollment to the course should this occur.

Instructors determine the participation and contribution requirements for their courses. It is permissible to use participation and contribution as a factor in determining a student's grade and to lower the amount of credit awarded for a course. Unless arrangements are made with the course instructor and MS-HIM Program Director, students must complete all course requirements by the dates given in the course syllabus. All requirements must be completed by the last day of the semester.

Grade of Incomplete

A student who completes three-quarters of the required coursework at a passing grade, but is unable to complete the coursework on time due to extenuating circumstances, may contact the instructor to assess if receiving an "I" (incomplete) grade is warranted. If granted an Incomplete ("I") grade, the remaining coursework must be completed within the next semester. The instructor may set an agreed upon deadline for the remaining coursework to be completed. If the remaining coursework is not completed by the deadline, the grade automatically becomes an "F" and the course will need to be retaken. An Incomplete grade does not affect the GPA in the semester it is assigned.

Academic Probation

Any student who fails to maintain a cumulative GPA of 3.0 or higher, will be placed on academic probation. Students who have been placed on academic probation must earn a cumulative GPA of 3.0 or higher by the end of the next semester to return to good standing. GPA requirements are the same for part-time students as for full-time students.

Students, who fails to earn a cumulative GPA of 3.0 or higher by the end of the semester after being placed on academic probation, will be placed on *academic suspension*. **A student who is placed on academic suspension will be recommended for dismissal from the MS-HIM Program.**

Students are referred to the current Graduate Curriculum Catalogue for the Suspension or Expulsion policy.

Academic Appeals

Students in the Stephens College Health Information Management Program may appeal any decision made by Stephens College personnel concerning any action that the student believes is unjust or in violation of Stephens College policies or program rules.

Dismissal from the Program Appeals

If the student is dismissed from the program and wishes to appeal, the student must submit a written appeal to the Graduate Council within ten (10) calendar days. The

Graduate Council shall review the appeal letter and contact the student. The Graduate Council shall rule on this appeal and its decision shall be provided to the student in writing.

Grade Appeals

Only final course grades may be appealed after final grades are submitted. A student who believes a final grade has been assigned incorrectly must correspond in writing with the instructor within one week after the receipt of the grade. Within one week of receiving this correspondence, the instructor will set up a meeting with the student. The instructor may agree that a grade change is appropriate. If so, the instructor will complete and sign a Change of Grade form which will be forwarded to the Program Director for signature and filing with the Registrar. The matter is then closed. If a dispute about a grade cannot be resolved between the student and the instructor, then the student may appeal.

Students are referred to the current Graduate Curriculum Catalogue for a grade dispute and resolution process in the Academic Appeals policies.

Research Thesis Capstone Project Completion

Students will be required to complete a formal research thesis project during the last semester of the program as part of the required coursework. Students will select the topic, develop the research question(s), carry out the methods, draw conclusions and present their findings. Students will work with their Capstone course advisor to develop their research project. Students will orally present and defend their research thesis projects during the HIM 685 Capstone II course at the end of their degree program.

Students with an incomplete research thesis project will be given an incomplete grade in their Capstone II course and be required to enroll in a 1-credit hour capstone completion course until the final research thesis project is complete. The MS-HIM Graduate Degree will not be conferred until the research thesis project is completed and presented.

Academic Progress

Enrollment Status

Students are expected to enroll in all Health Information Management courses to maintain active student status. Students who have withdrawn from the program/college or stopped out and not re-enrolled for more than one year will be required to meet degree requirements in effect at the time of readmission to the MS-HIM Graduate Program. A student whose tuition account is in arrears more than three (3) months may lose the right to continue in the program. Students who are administratively withdrawn from the program because of an overdue tuition account that was sent to a collection agency, may be required to meet new degree requirements upon readmission, regardless of the amount of time the student was inactive.

Access to Student Records

The Office of the Registrar maintains an official record of academic information for all students both in the college student information system as well as a paper file. Students have the right to view their academic record with proper identification. All prior college transcripts, application for admissions and official letter of acceptance as well as any correspondence are retained in the academic record.

Other records open to students include those maintained by the Office of Financial Aid and by the academic adviser. Students may not review financial information submitted by parents or confidential letters associated with admission, employment or job placement, nor may they see any material for which they waived the right to review. Any student who believes that inaccurate, misleading or otherwise inappropriate information may be in one of his or her record files may request a hearing with the Dean of Health Sciences.

Information about a student, other than information designated as directory information by Stephens, will not be released without the student's written consent, except as otherwise authorized by the Family Educational Rights Privacy Act of 1974 ("FERPA"). The following directory information may be released about a student: Name, e-mail address, home address, classification, major field of study, dates of attendance, degrees earned and honors received. A student who wishes to prevent the release of directory information must make the request in writing to the Program Director, by September 15 each year. The Program Director will notify the Registrar's Office of any request.

Non-directory information will only be released without prior written consent to college personnel who have a legitimate educational interest in the student; identified representatives of certain local, state and national governmental agencies; or as otherwise authorized under FERPA. An unofficial transcript will be released to Stephens College personnel and for those parties outside the College after identification of required credentials. Efforts will be made to notify the student when information is requested to comply with a judicial order or any lawful subpoena.

Administrative Withdrawal

Students may be administratively withdrawn from courses or the program for the following reasons:

- Failure to pay tuition and fees or make payment arrangements.
- Lack of course registration to maintain an active student status.
- Decision for dismissal based on graduate and program academic policies.

A student who has been withdrawn from a course due to lack of attendance and participation must have instructor approval in writing to be re-enrolled in the course. If a student is readmitted, the student may be required to meet degree requirements

outlined in that current academic year catalog. If a student is administratively withdrawn from the program because of an overdue tuition account which was sent to a collection agency, full payment of the delinquent amount is required before the student will be considered for readmission.

Graduation

An application for graduation, along with appropriate signatures, must be submitted to the Registrar's Office prior to the application deadline which occurs the beginning of the prior term in which the student will complete the program and graduate. The Graduation Form is listed on the Registrar's website. A \$105 fee is required with the graduation application. Commencement is held in the spring and winter semesters.

Revocation of a Degree

A degree granted on the basis of fraudulent information knowingly furnished by the student or any other person pertaining to the student's academic performance is subject to revocation on the basis of Academic Dishonesty. When such charges are made, the charge will be reviewed by the Graduate Council according to the guidelines outlined in the Professional Code of Conduct.

Teach-Out Policy

Students are referred to the current Graduate Curriculum Catalogue for information on Stephens College Teach-Out Policy.

Professionalism and Code of Ethics

American Health Information Management Association (AHIMA): Founded in 1928, AHIMA is a leader in the effective management of health data and information supporting quality healthcare to patients globally. AHIMA is the foremost authority on Health Information Management (HIM) professional competencies for education and training. <https://www.ahima.org/who-we-are/about-us/>

AHIMA Mission: Empowering people to impact health

AHIMA Vision: A world where trusted information transforms health and healthcare by connecting people, systems and ideas

The *AHIMA Code of Ethics Principles and Guidelines* are meant to function as a professional ethics guide for AHIMA members.

AHIMA Code of Ethics Principles

1. Advocate, uphold, and defend the consumer's right to privacy and the doctrine of confidentiality in the use and disclosure of information.
2. Put service and the health and welfare of persons before self-interest and conduct oneself in the practice of the profession so as to bring honor to oneself, their peers, and to the health information management profession.
3. Preserve, protect, and secure personal health information in any form or medium and hold in the highest regard health information and other information of a confidential nature obtained in an official capacity, taking into account the applicable statutes and regulations.
4. Refuse to participate in or conceal unethical practices or procedures and report such practices.
5. Use technology, data, and information resources in the way they are intended to be used.
6. Advocate for appropriate uses of information resources across the healthcare ecosystem.
7. Recruit and mentor students, peers and colleagues to develop and strengthen professional workforce.
8. Represent the profession to the public in a positive manner.
9. Advance health information management knowledge and practice through continuing education, research, publications and presentations.
10. Perform honorably health information management association responsibilities, either appointed or elected, and preserve the confidentiality of any privileged information made known in any official capacity.
11. State truthfully and accurately one's credentials, professional education, and experiences.
12. Facilitate interdisciplinary collaboration in situations supporting ethical health information principles.
13. Respect the inherent dignity and worth of every person.

(Source: AHIMA Code of Ethics. <http://bok.ahima.org/doc?oid=105098#.XyxYnihKi71>)

Professional Code of Conduct

The Stephens College learning community embraces the free exchange of ideas and opinions with civility and respect. Students and faculty have a shared responsibility to embrace the pursuit of learning and to foster a commitment to academic integrity. All members of the campus community also share an obligation to challenge obstacles to that pursuit and remedy violations of that commitment.

All students and faculty have the right to a learning environment free of verbal abuse, threats, intimidation, harassment, and other conduct that threatens or endangers the physical or mental health or safety of any member of the college community. Course discussions and communications should be free of excessive sarcasm, bullying, caustic

or aggressive language or disrespect in tone/words. Students should review their written communication carefully, being aware of challenges such as perceptions and interpretations of others.

Should a course instructor believe a student is in violation of this Code of Conduct, the instructor will immediately notify the student as well as remove him/her from the virtual collaboration area of the online course.

First Offense: The instructor and student should clarify the conduct within a reasonable time frame and the student will be issued a warning. The program director will be notified and documentation of the warning will be placed in the student's file.

Subsequent Offenses: The instructor will contact the program director to determine appropriate sanctions and next steps within a reasonable time frame. The program director may consult with the Dean of Health Sciences. Sanctions may include removal from the course/collaboration area for 7-10 days (**any academic work, including participation or assignment submission, missed as a result of the removal may not be made up**) and resubmission of the code of conduct policy agreement, removal from the course entirely and/or removal from the program. The sanction(s) should reflect the level of violation and the number of times the student has violated the code. Communication with the student shall be in writing with a copy placed in the student's file.

Students who feel that their instructors are in violation of the code of conduct have the responsibility to contact the program director and/or the Dean of Health Sciences in a timely manner.

Professional Association Membership

Students must maintain an active membership as a health information management professional in the American Health Information Management Association and participate at the state and regional association levels.

Student membership dues are \$49. To become an AHIMA Student Member, visit <https://www.ahima.org/memberships/membership-home/>

Academic and Student Services

Admissions/Applications

Lela Raney Wood Hall (LRW) 204
Phone: (573) 876-7207 Campus Ext. 4207
Email: online@stephens.edu
Office hours: 8 AM to 5 PM.

Admissions will assist you through the application process and be available to answer questions.

Academic Advising

A faculty advisor will be assigned to each student upon admission to the MS-HIM program. The student must meet/communicate with his or her advisor each semester or more frequently if requested by the advisor, the Program Director, or faculty.

Changes in Personal Information

It is the student's responsibility to notify the College of any changes in name, address, personal email address or telephone number. Failure to do so may interfere with the delivery of important and time-sensitive documents. Students must complete an Address or Name Change form located on the Stephens College website under My Gateway/Offices & Departments/Registrar/More Forms & Resources for Students & Faculty and email the form to the Registrar's Office at registrar@stephens.edu and MS-HIM Program Director at sfoster@stephens.edu.

Accounting/Finance

Lela Raney Wood Hall (LRW) 206
Phone: (573) 876-7105 Campus Ext. 4105
Email: accounting@stephens.edu
Office hours: 8 AM to 5 PM.

The Stephens College Accounting Office is where you can pay your tuition or other fees.

Office of Financial Aid

Lela Raney Wood Hall (LRW) 216
Phone: (573) 876-7106, Campus Ext. 4106
Email: finaid@stephens.edu

Career Development

Lela Raney Wood Hall (LRW) 317
Phone: (573) 876-7101 Campus Ext. 4101

The Career Services office provides students with information about resumes and cover letters, interviewing, job market outlooks and career searching strategies.

Available services include:

- Individual consultation to discuss students' career concerns and job search needs.
- Workshops on various topics, such as how to write a resume and cover letter, interview successfully, and plan a job search strategy.

- The Alumnae Career Connection Program, a database on the Stephens website, which includes the names and contact information of approximately 350 alumnae in a variety of career fields. These alumnae have volunteered to assist students in their career exploration and search for jobs and internships.

Library Resources

The Hugh Stephens Library, located on the Stephens College campus, serves the learning needs of Stephens College students and faculty by providing access to print and electronic materials. The library can be accessed through the Stephens College website, <http://stephens.libguides.com/>.

Every graduate course will have a link to the Stephens College HIM Library Guide. Online students have access to multiple online databases and electronic materials.

Student Success Center

The Student Success Center provides free academic support to Stephens College full-time students. SSC tutors may see students individually or work with them in small groups. For tutoring sessions or live on campus test proctoring, appointments are required.

Services:

- Writing Assistance
- Tutoring
- Study Skills
- Workshops
- ADA Exam Proctoring on Campus
- Referrals

Phone: (573) 422-2211 Campus Ext. 4681
Regular hours are Monday-Friday 8 AM – 5 PM

Disabilities/Special Needs

Stephens College ADA/Section 504 Coordinator
Sady Mayer Strand
Phone: (573) 876-7240
Email: smayer@stephens.edu

Students with documented disabilities (including but not limited to learning disabilities, ADD/ADHD, vision impairment, hearing impairment, mobility challenges, psychological disabilities and health-related problems) may request special services and/or

appropriate accommodations under the Americans with Disabilities Act and/or Section 504 of the Rehabilitation Act.

Students are referred to the current Graduate Curriculum Catalogue for ADA/Section 504 policies and procedures.

Counseling Services

The Stephens College Counseling Center offers free confidential counseling sessions to students. Services are provided by either licensed counselors or supervised counselors-in-training. To make an appointment please call the Counseling Center at (573) 876-7157 or email counselingcenter@stephens.edu.

Textbooks

Students have the option of purchasing textbooks online from the MSB Bookstore, <http://www.mbsdirect.net/> or purchasing them from other textbook providers.

All students who use financial aid book vouchers to purchase textbooks for each semester will be required to contact the Stephens College Office of Financial Aid at finaid@sdstephens.edu following enrollment in courses to request a textbook voucher.

Textbook vouchers may only be used for purchase with the MSB Bookstore.

Email Policies and Procedures

Stephens College provides email accounts to all active online students. All communications from Stephens College will be sent to this email address. Students should use their Stephens College email account to communicate with all faculty and staff at Stephens College. It is the responsibility of the student to monitor their Stephens College email account. Email accounts will be issued automatically upon acceptance to the college. This account will remain active during the student's course of studies at Stephens College. Upon graduation, the student email account will be closed within six weeks. If the student withdraws from Stephens College, the email account will be immediately closed.

Information and Technology Services (I&TS)

Onboarding of new students occurs once the admission application process is completed. Students are sent the following information to their personal email account.

- Name
- System ID
- User Name
- Temporary Password
- Email address

Contact the IT Helpdesk with network and email issues.

Phone: (573) 876-2381 Campus Ext. 4381

Email: helpdesk@stephens.edu

Canvas, Coordinator of Instructional Support

canvas@stephens.edu

To submit an online help/service request for Stephens College ITS Servicedesk log onto <https://servicedesk.stephens.edu>

Computer and Technology requirements for Graduate and Online Students can be found here:

<https://www.stephens.edu/assets/Docs/Service/Computer-Technology-Requirements-for-GCS-Students.pdf>

Online Proctor Service

Stephens College Health Information Management Program contracts with an online live proctoring service called *ProctorU* to administer online exams to assure academic integrity of the program with respect to our accreditation policies. You will have a live proctored final exam in each course.

Using the *ProctorU* service requires a webcam, microphone and a reliable high-speed Internet connection, and the live proctor will monitor you during your exam using the webcam. These sessions are recorded. As a student, you are responsible for scheduling your exam session with *ProctorU*. **Failure to schedule exams in a timely manner may result in late fees.** The *ProctorU* representative will verify your identity by asking to see your photo ID, and/or asking you questions that only you should know.

To get started with *ProctorU*, please follow these steps:

- Make sure you have an appropriate web cam and microphone either as part of your laptop computer or purchase these separately to use with your desktop.
- Check the technical specifications page to make sure your computer and webcam meet the requirements. More information can be found at the *ProctorU* website, <http://www.proctoru.com/proctoru-live-resource-center>.

Each MS-HIM course will have a link for *ProctorU* in the course navigation menu.

Family Educational Rights and Privacy Act (FERPA)

Stephens College complies with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), designed to protect student privacy and to ensure the accuracy of educational records.

Students are referred to the current Graduate Curriculum Catalogue for policies and procedures regarding FERPA.

Health Information Management Course Descriptions

INT 090 HIM/HIM Orientation (1-0)

This course provides an overview of the skills needed for academic and professional success in the health information management graduate program. Focus is on enhancing communication and critical thinking skills. Assignments provide familiarity with tools such as the Canvas learning management system, social media and library and information online resources. Students will become acquainted with the HIM graduate program as well as Stephens College graduate policies and procedures. APA style and resources are also addressed.

HIM 505 Health Data and Information Management (3-0)

This course provides a foundation to the fundamental principles and practices of managing healthcare information and data as well as introducing students to healthcare delivery in the United States. Topics include health record content, documentation standards, data governance and data management, data sources, data mapping, data structure and information governance as well as strategic planning for the selection, preparation, implementation and ongoing management of health information systems. Risk management and organizational compliance with regulations will be addressed. **Prerequisite(s):** Admission to the MS-HIM Program or permission from MS-HIM Program Director. It is assumed that the student has working knowledge of various computer software applications. *Students who currently hold the RHIA credential may apply for Professional Certification Credit in lieu of completing this course.*

HIM 510 Healthcare Law and Ethics (3-0)

This course examines legal and ethical issues impacting the management of health information including privacy and confidentiality of patient information, information security, patient's rights, and compliance with regulations. Electronic health records, risk management, accreditation standards and legal theories are addressed as well as ethical decision making in business and medical research. Principles of law are applied with an emphasis on federal, state laws and regulations which affect health information management practice. **Prerequisite(s):** None

HIM 520 Healthcare Informatics (3-0)

This course provides an introduction to the health informatics discipline and will examine the application of computer science and information technology in the management of healthcare data and information. Emphasis is given to health information systems, interoperability, health information exchange, mobile technologies and telemedicine. The impact of health informatics on public health initiatives and consumers is addressed. **Prerequisite(s):** None

HIM 540 Quality Management in Healthcare (3-0)

This course centers on the concept of quality and the process of quality improvement across the healthcare continuum. Students are introduced to a diverse collection of methods of improving quality such as continuous quality improvement and total quality management. Students will also focus on measuring, assessing and improving operational and patient service aspects of healthcare delivery. In addition, strategies for reporting and analyzing data to evaluate performance is addressed. An overview of process improvement as related to external accreditation standards and regulations will be covered. **Prerequisite(s):** None

HIM 550 Healthcare Finance and Revenue Management (3-0)

A graduate course which examines the financial and accounting principles unique to healthcare used in the financial and budgetary management processes. Students will explore the reimbursement systems in the United States with an emphasis on managing the revenue cycle through strategic planning using predictive analytics and forecast modeling. This course also explores using cost information in decision-making, return on investment, and value-based purchasing topics. **Prerequisite(s):** None. It is presumed the student has basic understanding of accounting principles.

HIM 600 Health Information Technologies (3-0)

This course examines the strategic planning and implementation, change management for health information technology (IT) and information systems development life cycle. Topics include an overview of concepts in health IT infrastructure, interoperability, electronic health records, data repositories, enterprise-wide systems, clinical systems, health information exchanges, mobile health technologies and telemedicine. The impact of health IT on consumers, populations and healthcare providers is emphasized. **Prerequisite(s):** HIM 505, HIM 520

HIM 620 Clinical Information Management (3-0)

Clinical documentation is the foundation of every patient health record and drives the capture of high-quality, reliable and statistically sound clinical data. This course includes the study of clinical documentation in the health record used to capture clinical data for administrative and statistical reporting. In addition, utilization of the health record, information governance, data analytics and the management of the health record are discussed. **Prerequisite:** HIM 505

HIM 630 Healthcare Data Analytics (3-0)

This course explores the role of analytics in healthcare organizations and includes the use of descriptive and inferential statistical techniques. Methods of health data collection, data mining, analysis and interpretation as well as presentation of information to be utilized for making informed management decisions will be discussed. Students will be expected to perform hands-on statistical analysis of healthcare data utilizing software applications. **Prerequisite:** HIM 600

HIM 640 Applied Statistical Analysis in Healthcare Research (3-0)

In response to data-driven healthcare, this course places the focus on use of statistical software for data extraction, normalization, transformation, visualization and statistical analyses of healthcare data sets. Students will apply advanced research methods, information/data analysis

and presentation techniques to authentic real-life healthcare data for the purpose of decision analysis and decision-making support. **Prerequisite:** HIM 630

HIM 660 Strategic Organizational Leadership in Healthcare (3-0)

This course introduces the student to organizational behavior and theory in healthcare with a specific focus on leadership theories and styles. This course further explores leadership skills of communication, conflict management and negotiation, strategy and change management as well as decision making in healthcare. Topics also include employee motivation, development, and performance management, organizational culture and the managing of diversity.

Prerequisite: None

HIM 681 Capstone I Graduate Applied Research Thesis Development (3-0)

This research development capstone course is the first of two in the Health Information Management graduate program. Students will develop a formal research thesis project focusing on real-world issues or problems identified in the health information, health data and informatics or health information systems management disciplines from a national and global perspective under the direction of a research advisor. This course will direct students through the development of a research project and proposal process. **Prerequisite(s):** HIM Program Director approval. It is presumed the student is in the final semester of the MS-HIM Program.

HIM 685 Capstone II Graduate Applied Research Thesis Project (3-0)

This applied research capstone course completes the thesis project in the Health Information Management graduate program. Students will conduct a formal research thesis or project focusing on real-world issues or problems identified in the health information, health data and informatics or health information systems management disciplines from a national and global perspective under the direction of a research advisor. A final written research paper is required. An oral presentation defense of the research project is required. **Prerequisite(s):** HIM 681; HIM Program Director approval. It is presumed the student is in the final semester of the MS-HIM Program.

HIM 690 Capstone Experience (1-0)

This is a one-hour credit course for HIM graduate students who have not yet completed the Capstone II Graduate Applied Research Thesis Project. This course provides faculty mentoring for completion of the thesis research writing, and thesis defense. Credit for enrollment in HIM 690 Capstone Experience does not count toward the 36-hour course requirements for the MS HIM degree. Students must enroll in the HIM 690 course each semester the Capstone II Graduate Applied Research Thesis Project is not completed. Students in the MS HIM degree program must complete the degree within one academic year after enrollment in the HIM 685 course. **Prerequisite(s):** HIM 685; HIM Program Director approval.

Disclaimer: Graduate students of the MS-HIM Program is referred to the current Graduate Curriculum Catalogue for all other policies, procedures and questions not addressed in the MS-HIM Student Handbook.

MS-HIM Admissions Checklist

Congratulations on your decision to pursue the next step in advancing your professional development through a graduate degree. We are very excited to be working with you to make this process as easy and efficient as possible.

Stephens College Graduate Studies Admission Requirements:

You may apply to the Stephens College Master of Science in Health Information Management program using our easy online **application** portal. You will be required to provide the following information:

- ✓ Application for Admission.
- ✓ A current resume/CV highlighting the work experience and education.
- ✓ Contact information (include name, title and business email address) for **two** Recommendation Forms to be completed by a Business Professional or Academic Reference.
- ✓ A Statement of Purpose (1-page Word document) that focuses on the student's career goals and the purpose of pursuing the MS-HIM degree, as well as the outcomes and benefits the applicant hopes to receive by completing the program.
- ✓ Official transcripts from each post-secondary institution attended.
 - To be deemed official, transcripts must be sent to Stephens College directly. For institutions which submit electronic transcripts, please have them emailed to online@stephens.edu.
 - A transcript submitted from a student is NOT an official transcript. For those institutions which mail transcripts, please have them sent to Stephens College of Admissions, 1200 E Broadway, Campus Box 2121, Columbia MO 65215.
- ✓ Review Computer and Technical Requirements for Stephens College students.
- ✓ The HIM Program Director and faculty may request a candidate interview before a final admission decision.
- ✓ Applicants admitted to the MS-HIM Program will receive notification via email.

Other Important Information:

To determine the amount of financial aid you are eligible to receive, you must first file the Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1 at www.fafsa.gov. **The Stephens College FAFSA code is 002512.** Although you do not have to be accepted to Stephens College before applying for financial aid, you do have to be admitted to Stephens College before any financial aid can be awarded. You will be required to file a FAFSA each year you are a student at Stephens College in order to reapply for financial aid. Even if you are certain you will not qualify for need-based assistance, it is a good idea to file the FAFSA so that you may be able to qualify for aid if your financial situation changes.

For further assistance with federal financial aid, please contact our Office of Financial Aid at (573) 876-7207 or finaid@stephens.edu.

dream up.  STEPHENS
COLLEGE

Health Information Management Program Organizational Chart

