

**WESTERN KENTUCKY UNIVERSITY
HEALTH INFORMATION MANAGEMENT PROGRAM
BACCALAUREATE DEGREE
POLICY STATEMENTS**

1. All program and academic advisement will be done in consultation with Health Information Management advisors.
2. Applicants for the program are selected based upon the following criteria:
 - a. graduation from an associate degree Health Information Management/Technology program accredited by the Commission on Accreditation for Health Informatics and Information Management Education (www.cahiim.org). (Please note that the associate degree HIM program at Western Kentucky University is CAHIIM accredited; additional information is available at http://www.wku.edu/healthinformation_management/) Students may be required to provide evidence of mastery of content for competency courses HIM 230-Computer Systems & Applications in HIM and 252-Healthcare Payment Systems; specialty certifications and/or training may be considered as meeting this requirement. If the required HIM associate degree did not include course content equivalent to that taught in these competency courses, then a passing score on respective departmental exams will be required prior to program admission. Students may enroll as “seeking program admission” during this time.
 - b. official acceptance to Western Kentucky University. Admission to the college or university does not guarantee admission to the program.
 - c. minimum 2.5 overall GPA
 - d. formal application to the Program of Health Information Management. Students must submit an application to the Program of Health Information Management by December 1 for admission to the spring semester and by May 1 for admission for the fall semester; late acceptance may be considered. The application may be obtained at http://www.wku.edu/healthinformation_management/
 - e. in addition to the above minimum requirements, preference will be given to applicants holding a current Registered Health Information Technician (RHIT) credential.
3. According to University policy, a candidate for graduation must have a GPA of at least 2.0 (a) in all credits presented for graduation whether earned at WKU or elsewhere, (b) in all credits completed at WKU, (c) overall in the major subjects and in the minor subjects, and (d) in the major subjects and in the minor subjects completed at WKU.
4. Academic problems of individual students should be detected early and corrected, if possible, by counseling and tutoring. The student must successfully complete (grade C or above) all HIM prerequisites. A student who makes below "C" in any core course (courses with the HIM, HCA or CIT prefix) is required to repeat the course. Any student whose cumulative GPA for one semester is 2.0 or below is encouraged to change into another field of study, or continue in the program for a semester on a probationary basis. If the student chooses to continue and completes another semester with a cumulative GPA of 2.0 or below, he/she will not be permitted to continue in the program. The student may apply for readmission once the cumulative GPA is 2.0 or above. In keeping with University policy, graduation from the program requires a minimum cumulative GPA of 2.0, minimum WKU GPA of 2.0 and a minimum GPA of 2.0 in Health Information Management courses. The HIM program does not require a minor.
5. Unprofessional conduct or violation of the rules, regulations or policies of the University or Health

Information Management Program may result in dismissal from the program.

6. Responsibility for all living and traveling expenses required for clinical experiences will be that of the student.
7. Students will be required to purchase professional liability insurance at the beginning of the semester. Students must keep insurance up-to-date throughout the HIM Program. The clinical practice site may require additional coverage. At a minimum, students must have \$1,000,000/\$3,000,000 coverage.
8. Students are required to provide for themselves complete health insurance coverage in case of accident or illness that might occur during field trips, directed practice and/or clinical practice. Neither the University nor the clinical agency is responsible for providing such insurance coverage. Information concerning Academic Health Plans (Student Health Insurance Plan) is available through the WKU Health Services website at <http://www.wku.edu/healthservices/insurance-billing/student-health-insurance.php>
9. Students should be aware of the need to have complete automobile insurance coverage for themselves or any other student that they may be transporting. The University is not responsible for providing such coverage.
10. Students are required to participate in clinical practice throughout the curriculum and are required to provide their own transportation. The University is not responsible for providing such transportation.
11. The student will be held responsible for the legal, ethical and appropriate management of all facets of their Health Information Management education. Dishonesty and cheating in any course work will not be tolerated. The program faculty will determine appropriate disciplinary actions. Each case will be considered individually, and depending on the seriousness of the offense, a student may be dismissed from the program in accordance with University policy.
12. Students will be required to complete professional practice experience. This course is required for graduation and tuition must be paid.
13. Unless the program director is notified in writing of extenuating circumstances, students are expected to complete at least one course in the HIM curriculum per semester. Failure to complete at least one course in the HIM curriculum for two consecutive semesters will result in the student's automatic withdrawal from the program. Students must reapply for admission to continue in the program.
14. A student who wishes to continue in the HIM program after having withdrawn for one or more semesters must apply for readmission to the HIM program. Unless approved by the program director, the applicant who is applying for program readmission will not receive credit for HIM courses taken five (5) or more years prior to readmission unless the student successfully passes a departmental competency exam.
15. Upon acceptance to the HIM program, students **MUST** provide the following documentation by **September 15** if enrolled in the fall semester and **February 15** if enrolled in the spring semester; students will be responsible for any associated costs
 - a. proof of rubella, rubeola and mumps immunity by positive antibody titers or 2 doses of MMR;
 - b. varicella immunity, by positive test for immunity or proof of varicella immunization;
 - c. evidence of current immunizations against diphtheria, tetanus, and pertussis within the last ten years

- d. proof of hepatitis B immunization or declination of vaccine
- e. tuberculin test (two-step TB skin test [TST] or QuantiFERON –TB Gold [QFT-G] and/or chest x-ray within the past 12 months and follow-up provided appropriate to the situation; and within 3 months of PPE start date
- f. 7 OR 10 panel drug screen
- g. proof of membership in the American Health Information Management Association. Please refer to www.ahima.org for additional information.
- h. proof of professional liability insurance. Students must keep maintain continuous coverage throughout matriculation in the HIM Program. Insurance must be obtained through www.proliability.com It is the responsibility of the student to submit proof of policy renewal.
- i. required criminal background check. The criminal background check can be obtained through Precheck at www.mystudentcheck.com

The HIM Program Admissions Committee reserves the right to deny acceptance based on the results of the criminal background check, drug screen results, OIG Exclusion from Participating in Medicare and Medicaid services, or other related/unrelated issues. Students with **ANY** felony charge or a misdemeanor assault charge will not be admitted to the HIM Program due to lack of placement opportunities in Clinical Sites for the Professional Practice Experience-HIM 495. Students who receive the above listed charges or issues after admission to the program will be dismissed from the HIM Program. For all other students, continued enrollment in the HIM program is contingent upon immediate, written notification to the program office of any change in the student's criminal record. Failure to provide this written notification at any time following initial admission will result in immediate dismissal from the program. In addition, students should be aware that healthcare agencies have the right to refuse clinical placement at their facility for any reason. If a clinical practice facility refuses student access due to results of the criminal background check, drug screen results, OIG exclusion from participating in Medicare/Medicaid services or related/unrelated issues, the student will be unable to meet the clinical practice requirement and will be dismissed from the program. Alternate arrangements will **not** be made.

STUDENTS WHO DO NOT SUBMIT THE ABOVE INFORMATION BY THE DEADLINE WILL BE DROPPED FROM THE PROGRAM WITHOUT FURTHER NOTICE; STUDENTS WILL BE DROPPED FROM CIT/HIM COURSES AND WILL BE RESPONSIBLE FOR ANY ASSOCIATED FEES. STUDENTS MAY REAPPLY TO THE PROGRAM THE FOLLOWING SEMESTER.

- 16. Students will be required to obtain a second criminal background check, drug screen and two-step tuberculin skin test 3 months prior to enrolling in HIM 495 Capstone PPE. Individual PPE sites may request additional medical documentation, such as an additional drug screen. The student is responsible for the cost of the tuberculin skin test and any additional medical tests. Copies of the above documentation will be forwarded to individual clinical sites.
- 17. Student membership in the American Health Information Management Association is a **requirement** upon program admission. Membership information and application forms are available at www.ahima.org
- 18. Students are required to have access to a personal computer capable of accessing the Blackboard learning management system. Browser compatibility information can be found at the following address: blackboard.wku.edu/