

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

1. All program and academic advisement will be done in consultation with Health Information Management advisors.
2. In keeping with University policy, “a candidate for an undergraduate degree must have a GPA of at least 2.0 (1) in all credits presented for graduation whether earned at WKU or elsewhere, (2) in all credits completed at WKU, (3) overall in the major subjects and in the minor subjects, and (4) in the major subjects and in the minor subjects completed at WKU.” The HIM Program does not require a minor.
3. Academic problems of individual students should be detected early and corrected, if possible, by counseling and tutoring. A student who makes a grade below a “C” in any Health Information Management course (HIM) is required to repeat the course. The student must successfully complete (grade C or above) all HIM prerequisites. A student who makes below “C” in the HIM 100 course must repeat and successfully complete that course prior to enrolling in HIM 220, 221, 230, 250 or 251. Any student whose cumulative GPA for one semester is 1.8 or below is encouraged to change into another field of study or may 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 1.8 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.
4. 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.
5. Responsibility for all living and traveling expenses required for clinical experiences will be that of the student.
6. 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 affiliation site may require additional coverage. At a minimum, students must have \$1,000,000/ \$3,000,000 coverage.
7. 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.
8. 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.
9. Students are required to participate in field trips, directed practice and clinical practice throughout the curriculum and are required to provide their own transportation. The University is not responsible for providing such transportation.
10. 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 (including laboratory and clinical) 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.
11. Clinical Practice may not be completed at a site in which the student is currently or has been previously (within six months) employed in the health information/medical record department. This course is required for graduation and tuition must be paid.
12. Students will be required to complete a service oriented professional practice experience
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. (rev 8/12)

15. Students enrolled in HIM 100 **MUST** provide the following documentation by **September 15th** if enrolled in the fall semester and by **February 15th** if enrolled in the spring semester and will be responsible for any associated costs. If documentation is unavailable, WKU Health Services provides the following health related items.

*proof of rubella, rubeola and mumps immunity by positive antibody titers or 2 doses of MMR;

*varicella immunity, by positive test for immunity or proof of varicella immunization;

*evidence of current immunizations against diphtheria, tetanus, and pertussis within the last ten years

*proof of hepatitis B immunization or declination of vaccine, if patient contact is anticipated

*tuberculin skin test and/or chest x-ray within the past 12 months and follow-up provided appropriate to the situation; and within 3 months of PPE

*7 OR 10 panel drug screen

*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. (Insurance must be obtained through www.proliability.com)

*required criminal background check. (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 295. 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 NOT BE ABLE TO PARTICIPATE IN DOCUMENTATION RELATED ACTIVITIES OR FIELD TRIPS (THESE ACTIVITIES CAN NOT BE MADE UP

16. **Students will be required to obtain a second tuberculin skin test 3 months prior to enrolling in HIM 295: Seminar & Field Experience.** Individual affiliation 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** to be enrolled in the introductory course (HIM 100) and the computer applications course (HIM 230). The student membership information and application forms are available at www.ahima.org