



Student  
Handbook

2018-

2020

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HEALTH INFORMATION MANAGEMENT PROGRAM







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## Introduction

Welcome to University of Detroit Mercy (Detroit Mercy) Undergraduate Program of Health Information Management (HIM). This *Student Handbook* is intended to be used as a reference for questions regarding policy, procedure or any other matters related to the HIM program. It should be referred to on an ongoing basis as questions arise. In addition to the policies in this handbook, students are expected to adhere to all policies in the:

### Detroit Mercy Student Handbook



Higher Learning Commission accredits degree-granting post-secondary educational



## HIM Program

### **Mission**

The mission of the Health Information Management (HIM) bachelor's of science degree program upholds Mercy and Jesuit traditions and prepares students for employment in various health information related areas. It further promotes a focus on values and ethics by educating students in the fundamental concepts, knowledge, skills and management of healthcare information.

### **Vision**

The Health Information Management (HIM) program will be recognized as a premier urban program of academic excellence and will be considered a source of well-prepared graduates for HIM and other leadership positions.

### **Philosophy of HIM Faculty**

Consistent with Mercy and Jesuit traditions, the faculty of the Health Information Management (HIM) program will promote a values-based education to foster the spiritual, intellectual, social, and psychological growth of the learner. The faculty is committed to faith based social justice especially for vulnerable populations.

The HIM faculty believes education is a dynamic, interactional process that involves changes in perception, thinking, feeling, and action. Education is the process of acquiring new knowledge, skills, attitudes, and values to meet the challenges of the contemporary world and the communities we serve. Building on Mercy and Jesuit traditions, the faculty is committed to creating a learning community of discourse and service, utilizing pedagogy that encourages ongoing reflection on our human experience. Faculty and students work together to further the social, political, economic and spiritual well-being of the human community. In that regard, the program strives to attract learners that are characterized by a diversity of cultural, racial, and ethnic backgrounds, and socioeconomic status. The HIM program actively recruits and values faculty and students who reflect this diversity. Partnerships in the community are developed and utilized to provide students with experiences of diversity in administrative settings.

Specifically, the HIM faculty embraces the following foci as the driving forces in the development of professional health information managers:



## Office Hours

### **Course Grading**

Successful completion of all HIM courses (HIM, HSA, BIO, CIS, STA) is dependent upon achievement of a minimum of C. The internship stands as an independent course separate from the theory/didactic courses and students receive separate grades for the internship. These grades are calculated into the cumulative GPA. A letter grade is awarded based on achievement of the course objectives.

### **Incomplete Grade**

A student may request an incomplete grade from the faculty if there is a legitimate reason acceptable to the instructor; the student is progressing satisfactorily in the course and has completed at least 50% of the course work. The faculty and student agree on the time limit for completion of the course and sign the appropriate form. Requirements must be completed no later than the sixth week of the following semester. Failure to meet the stated requirements will result in an automatic grade of I/F. A student will be withdrawn from the course if the 'I' grade from the previous semester is not completed at the end of week one.

### **Withdrawal**

Students who officially withdraw from a class after the 100% refund period and before 75% of the course has taken place will receive a grade of W. Students cannot withdraw from any course after 75% of that course has taken place. This date is

## Honor Code

<https://healthprofessions.udmercy.edu/about/pph.php>

Students in the College of Health Professions at University of Detroit Mercy are expected to exhibit behaviors that epitomize academic, professional and personal integrity. They are committed to the traditions of the Sisters of Mercy and the Society of Jesus that emphasize values, respect for others, and academic excellence. Adherence to such high standards is necessary to ensure quality in education and clinical care in all College of Health Professions programs. A student's acceptance into a program of the College of Health Professions is conditional upon signing an affirmation of the Honor Code.

## Academic Integrity

It is the responsibility of a student in the College of Health Professions to complete all coursework and fulfill all course objectives ethically and appropriately. Students in the College of Health Professions will maintain the highest standards of integrity and academic honesty, adhering not only to the Honor Code but also to any other professional requirements and provisions of their respective programs. Refer to the University of Detroit Mercy Academic Conduct Policy and your department handbook for further discussion and definition of academic misconduct and integrity.

Cheating by acts of commission or omission is not acceptable behavior for a student in the College of Health Professions. Misrepresentation in academic work includes but is not limited to:

- Submitting the same paper in more than one course without the explicit permission of the appropriate instructor.

- Any form of plagiarism, especially failure to acknowledge ideas or language taken from others, and submitting work prepared by others.

- Submitting scientific research that misrepresents the way in which the work was completed.

- Collaborating with others on projects expressly intended to be completed individually.

- Copying, transmitting or sharing examination materials without authorization of the instructor.

- Acquiring any materials that may provide an unfair advantage over fellow students.

## Professional Integrity

Behavior and performance are essential aspects of the educational process for students in the College









**Responsibility to duty**, which involves: effectively undertaking duties with enthusiasm and persevering until complete. If this is not possible, or student will be late or absent, student must notify responsible persons with an explanation.

**Trustworthiness**; being truthful and intellectually honest in communication with others; acceptance of responsibility for meeting multiple demands by establishing proper priorities and by completing work; discerning accurately when supervision or advice is needed before acting; maintaining confidentiality of information concerning patients.

**Professional demeanor**, which





**Presenting work completed for a course taken in the past**, or work currently being completed for another course may not be submitted for a current course unless permission is given to do so.

**Theft** of another student's course material, notes or other data or the interference with another student's academic pursuits.

### **Disciplinary Sanctions**

Suspected academic misconduct (e.g., plagiarism, cheating on exam, falsifying records, unauthorized collaboration, presenter, theft) is subject to disciplinary sanctions. Reports of such behavior may be initiated by faculty, staff, students or agency personnel and forwarded to the Program Chair. No grade is given until reviewed by the Program Chair and faculty. Review of academic misconduct violations will be conducted by the Program Chair and faculty.

**Step 1** The appropriate Program Chair will meet with the person initiating the report of suspected academic misconduct. The faculty and the Program Chair will

*the respondent file. If a violation is found, all records and documentation shall be placed in the respective file.*

## **Class Cancellation/University Closure**

<https://www.udmercy.edu/life/public-safety/closing.php>

The decision to delay or cancel classes or close the University due to bad weather or other threatening circumstances will be made by the President upon the recommendation and advice of the Associate Vice President for Facilities Management based on road and parking conditions and on safety issues. The Facilities Management AVP will consult with other sources for information as needed. In the President's absence, the decision to delay or cancel classes or close campuses will be made by the Vice President for Academic Affairs, or the Vice President for Business and Finance.

## **Emergency & Safety Alerts**

Students are encouraged to sign up for RAVE at:

<https://www.udmercy.edu/life/public-safety/rave.php>

## **Evaluations – Course and Faculty**

Detroit Mercy provides a secure, anonymous and easy to use resource for submitting your faculty/course evaluations. Faculty/course evaluations are used to gather information, which aids faculty in improving courses and the curriculum. Evaluation of faculty and their courses is a part of the overall faculty evaluation and accreditation processes.

The tool is completely anonymous; there is no method by which your evaluation can be linked back to you.

To use the online evaluation tool, go to the course evaluation site at <https://www.udmercy.edu/evaluate/>. A student will sign into the system using their TitanConnect login. CHP Faculty/Course evaluations for the standard 15-week course sections may be completed during the week before final exams to the end of final exam week (from Monday, at 12:00 am - Sunday, at 11:59 pm).

## **Family Educational Rights and Privacy Act Information (FERPA)**

<http://www.udmercy.edu/registrar/ferpa>

Link will provide the full FERPA Policy Statement.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

At Detroit Mercy, the Registrar coordinates the inspection and review procedures for student records which include admissions, personal, academic and financial files as well as cooperative education and placement records.

**No one outside the institution** may have access to, nor will the institution disclose any information from, students' educational records without the written consent of the student, *except*: to personnel within the institution, to officials of other institutions in which the student seeks to enroll, to persons or organizations providing student financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order or subpoena; and to persons in an emergency in order to protect the health or safety of students or other persons.

## Graduation

### Application

[http://www.udmercy.edu/registrar/forms/pdf/Banner\\_app\\_for\\_graduation3.pdf](http://www.udmercy.edu/registrar/forms/pdf/Banner_app_for_graduation3.pdf)

Early during the semester in which you plan to complete your degree requirements, you need to complete an [Application for Graduation](#). Summer graduates need to complete the application in the semester before they graduate in order to be eligible to participate in Commencement. Due dates are published in the Schedule of Classes or the Academic Calendar.

The [Application for Graduation](#) is also available in your College/School office or the Office of the Registrar. This application must be approved before you are considered a candidate for graduation and is a requirement before your degree can be certified.

3) The student is NOT in the last 30 hours of the program.  
The application is to be submitted to the Academic Affairs Coordinator, HIM Program Chair or HIM Academic Coordinator. **Students may not bring in a form and wait for signature. Forms will be ready for pick up after 24 hours.**

## Liability Insurance

Detroit Mercy supplies coverage which applies to all students.

## Services for Students with Disabilities

<https://www.udmercy.edu/current-students/support-services/disability.php>

Link will provide information about services for students with disabilities.

The mission of Disability Support Services is to assist in creating an accessible community where student with disabilities have an equal opportunity to fully participate in all aspects of the educational environment. Because of our belief in the dignity of each person, and through compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act as amended in 2008, we strive to promote students' independence and to ensure recognition of their abilities, not disabilities.

Disability support services are available to currently enrolled students who have a documented disability that substantially limits them in one or more major life activities. Individuals eligible for services include, but are not limited to, the following types of disabilities: mobility, orthopedic, hearing, visual, learning, psychological, and attentional.

If you require accommodations based on a disability, you should request services in advance of your first semester at Detroit Mercy or as early as possible thereafter. In general, in order to be considered reasonable, requests for accommodations should allow enough time for the DSS process to be completed.



### **Statement of Purpose**

University of Detroit Mercy is committed to promoting an environment which supports its educational mission and Jesuit and Mercy traditions. In addition, the University seeks to create a climate which preserves the safety and dignity of its members. In particular, the University views, with the utmost seriousness, offenses against an individual such as stalking, sexual harassment, inappropriate sexual touching, sexual assault and any other form of non







## **Tuition and Fees**

The tuition and fee schedule for the University is distributed at registration and is available in Student Services and through the College Office. Course fees vary per course. Included in course fees are liability insurance, equipment and technology services.

## **Tuition Refund Petition**

The University permits a student to apply for a tuition refund in the event of unusual circumstances preventing timely withdrawal from a course. The student must initiate and complete the "Petition for Refund Form" (Registrar). It is the student's responsibility to

It is the responsibility of the student involved in Detroit Mercy-sponsored activities to inform instructors well in advance (or as soon as the student knows) when classes must be missed, and to complete any assignments due during the absence, in accordance with the instructor's written policy in the syllabus for the course. The student and instructor are encouraged to work out some reasonable accommodation regarding course requirements, if classes are to be missed. In the case of student athletes, the student is expected to present the instructor with a schedule of competitions, from the athletic department, during the first week of class.

## Attendance

Students are expected to attend all classes (i.e., lecture, seminar, internships). Internship absences are an individual responsibility and should be seriously considered when establishing priorities of time. Anticipated absences should be discussed with the preceptor prior to the time of the absence.

## Examinations

### Process

Assigned seating may be used for examinations

Examination dates, times, and locations may be changed at the sole decision of the instructor

Faculty proctors may be present for all examinations. Additional proctors may be used based on the conditions of the examination and the availability of faculty

Students may bring only writing implements and other authorized materials to their seat. Any materials not authorized by the course faculty, book bags, etc., must be placed in a location designated by the course faculty

Answers will be written only on the examination itself or on other materials as designated by the course faculty

A student discovered cheating in any manner on an examination is liable for disciplinary action as described in this *HIM Student Handbook* under "Academic Dishonesty". Students may be requested to produce valid identification at any time while in the examination room. Failure to produce such identification when requested will result in the examination grade being withheld until identification is verified

### Dates

All examinations are to be taken at the scheduled dates, times and locations

Make-up exams for those unable to write an exam on the scheduled day will be scheduled only on approval of the program director and/or the instructor. It is expected that the student contact the instructor prior to missing an examination due to some extraordinary circumstance

It will be the sole decision of the faculty member as to whether or not the student will be allowed to make up an examination. Factors which faculty will evaluate to determine eligibility for makeup include the reason for the absence, and notification of the absence prior to the scheduled examination time according to policy

Make-up exams may not contain the same items or be in the same format as the original exam. Faculty also has the prerogative to establish a maximum attainable grade for the missed examination  
Make-up exams will be done at the date, time and location determined by the faculty

## **Medical Record and Health History Information (HIPAA) Confidentiality**

All data gathered about the patient and his/her illness, including all items within a patient's medical history, is privileged information.

Students should not discuss or present a patient's records in a manner or situation which would violate the confidential nature of that record.

Charts or contents, e.g., lab reports, etc., are not to be removed from the internship site.

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 mandates Federal privacy protection for individually identifiable health information. Standards have been set for health care providers who transmit health care transactions electronically. While at the internship site, most of the health care providers and administrators you will come in contact with will be under the HIPAA guidelines and requirements.

## **Social Media**

In addition to the University Social Media policy, students in internships are expected to follow all internship site policies regarding the use of technology. This includes all tools, computers, online platforms or software. All HIM students should keep the following in mind:

Site computers cannot be used for any personal business.

All personal communication including cell phone calls and texting must occur outside the internship site.

Students should never post or discuss any information about patients, families or clinical agencies on social media platforms.

No pictures of patients, families, staff or units may be posted on any social media platform or anywhere.

## **Internet Access**

Internet access is available at the University in several labs, including a lab in the basement of the CHP Building. The University provides student email accounts, listservers, web browsing, and a variety of productivity and other applications to all current students.

## **Library**

Students are encouraged to utilize the library facilities at the University. A variety of text, journal, and online database references are available. See the Research Portal <http://research.udmercy.edu> for databases and instructions for accessing library and online resources.



## Online Courses

## Student Affairs and Information

### Commencement

Graduation is the point at which ALL degree requirements have been met and the degree is awarded. Degrees are awarded on the last day of each month. It is the responsibility of the College/School office to certify that all degree requirements have been met and the degree information is added to your official transcript in the Office of the Registrar. You can access more information on commencement activities at <http://www.udmercy.edu/commencement/faqs/index.htm#when>.

### Counseling Services

#### Personal Counseling Services

<http://www.udmercy.edu/life/health/counseling.php>

#### Psychology Clinic – University of Detroit Mercy

<http://liberalarts.udmercy.edu/psychology-clinic/>

Detroit Mercy Psychology Clinic is sponsored by University of Detroit Mercy. It has been providing psychological services to students, staff and community members for over 35 years. Children, adolescents and adults from the entire metropolitan area are eligible to receive services.

Call 313.578.0570 to make an appointment.

### Student Handbook – Detroit Mercy

<http://www.udmercy.edu/life/policies/index.php>

The *Student Handbook* contains non-academic policies and procedures. If you have any questions or need clarification on any of the published policies, please contact the Student Affairs Office (McNichols, Student Center 101), 313.993.1028.

The following information and policies are published at this site:

- Sexual Misconduct Policy
- Information about campus
- The academic calendar
- An A-to-Z guide of Detroit Mercy services and programs
- Computing information
- Detroit Mercy's student policies
- A campus directory
- Information about attractions around town

## Student Success Center

<http://www.udmercy.edu/current-students/support-services/success-center.php>

Student Success Center provides a variety of academic support services such as the following:

- Free tutoring for freshman level and some upper division courses
- Supplemental Instruction (SI) groups for math and science
- Placement testing
- Experiential learning assessment
- Study Table for Detroit Mercy athletes in the Learning Center
- Disability support services including, but not limited to, note-takers, enlarged text, test proctoring, alternative testing site, assistance with accessible facilities and readings on tape for students with special needs
- Reference materials including writing style guides, dictionaries, textbooks, etc.

313.993.1143, fax 313.578.0342

Monday – Friday 8:30am-8:30pm, Saturday 10am-3pm

## The Institute for Leadership and Service

<http://www.udmercy.edu/about/mission-vision/lead-serve/>

Community service is viewed as an important activity at Detroit Mercy and can be accomplished in a variety of ways. The Institute for Leadership and Service works as an agent to get people, primarily students, involved in the University, as well as the surrounding community. Through community service, students see different ways of life



