

## PROGRAM REQUIREMENTS

Since 1975, the Health Information Administration is nationally accredited by the Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM). To maintain this national accreditation our Program and students must continually demonstrate that they meet high standards.

### PROGRAM ADMISSION

#### A. ONLINE PROGRAM

The program is offered only in an online format.

#### B. STUDENT ACCEPTANCE & ORIENTATION

Following acceptance, students may be asked to participate in an online orientation before their first semester of professional courses. The Program Handbook and Technical Standards are included.

#### C. ADMISSION REQUIREMENTS MUST BE COMPLETE FOR FALL SEMESTER

Students must have completed all admission requirements of the University and Program to be eligible for enrollment in the HIA courses. Accepted students should register for the fall semester by August 10<sup>th</sup>.

#### D. HIA COMMUNITY

Students are provided with a resource center, including orientation and advising materials, in Western's learning management system (WebCat). Students are expected to check this site regularly while enrolled.

### PROGRAM EXPECTATIONS

#### A. ENTRY - LEVEL COMPETENCIES

AHIMA has established Domains, Subdomains, and Tasks for Registered Health Information Administrators which go beyond those of the Registered Health Information Technician. These DSTs are the foundation of the HIA Program curriculum. Also, the RHIA examination is based on these competencies. Students are expected to gain proficiency in the DSTs as they progress through their major coursework. Graduates of the program are expected to demonstrate proficiency in the DSTs by passing the RHIA exam.. DSTs can be found in the Program Handbook.

#### B. BOOK PURCHASE & PROFESSIONAL RESOURCES

**Book Purchases** Students are expected to develop a professional library and can purchase their books through the University Bookstore. (<http://books.wcu.edu>) Some are also available at a member discount from [www.ahima.org](http://www.ahima.org) Cost is approximately \$900 for professional courses.

**AHIMA V-lab Access** Students may be required to purchase access to the AHIMA Virtual Lab throughout the program. Cost may be approximately \$75-\$125 per year.

#### C. WCU COMPUTER REQUIREMENT

Health Information Management is a highly-computerized profession. HIA students must meet the University computer requirement, as described in the catalog, throughout the Program. The current standard includes: a networkable computer and Microsoft Office 2007 Student/Teacher edition. The Professional Edition, which includes Access, is highly recommended. Updates to the computer requirement can be found at:

<http://www.wcu.edu/admissions/compreq.html>

## **CONDITIONS FOR PROGRAM CONTINUATION**

### **A. ACADEMIC PERFORMANCE**

Students admitted to the HIA Program are encouraged to strive for academic excellence. As stated in the catalog, a student must earn a grade of C (2.0) or above in each professional course in the major (HIA and HSCC prefix courses) and an overall 2.0 GPA in order to remain in the program and to graduate.

### **B. MEMBERSHIP IN AHIMA & NCHIMA**

Students in the HIA Program are required to be members of AHIMA, which automatically confers membership in their component state association (i.e., NCHIMA) by the time they begin professional coursework. Membership must be maintained throughout the Program. For membership information, see [www.ahima.org](http://www.ahima.org)

### **C. NATIONAL CREDENTIALING**

Students who graduate from the HIA Program are eligible to take the examination for the Registered Health Information Administrator (RHIA) offered by the AHIMA. The candidate handbook and application are available at [www.ahima.org](http://www.ahima.org). The examination is offered online and is available throughout the year.

### **D. CONFIDENTIALITY**

Students in WCU's HIA Program will be working with health records of actual patients in various types of health care facilities and in courses. Because of legal and ethical considerations, students in the HIA program must agree to maintain the confidentiality of all patient information to which they have access. Any student who reveals confidential patient information, except as it relates to the educational process in the classroom or at a clinical site, is subject to immediate expulsion from the Program.

### **E. NCHIMA STATE MEETING, FIELD TRIPS, AND EVENTS**

During the program, participation in the NCHIMA State Meeting in May as well as a variety of field trips and events may be required. Cost of travel, meals, and lodging (if necessary) for required events is the student's responsibility, and is not covered by tuition. Groups fundraising opportunities are coordinated by the Program to help defray these costs. Students are responsible for securing their own means of transportation to and from these events. As future HIM professionals, students are expected to dress according to the program dress code provided in the HIA handbook.

## **PROFESSIONAL PRACTICE EXPERIENCE (PPE)**

In order to apply theory to practice, a supervised PPE (clinical) in a health care facility is required. Student preferences for PPE facilities will be considered, but final site selection and assignment is made by the PPE coordinator and must be accepted by the student.

The following are a listing of the clinical courses that are currently in the HIA curriculum:

**PPE I (1)** Mentored experiential, integrative, and reflective activities that apply health information theory and knowledge. Emphasis is placed on self-appraisal and introducing professional behaviors and understanding expectations; oral communication; and business etiquette.

**PPE II (1)** Mentored experiential, integrative, and reflective activities that apply health information theory and knowledge. Emphasis is placed on developing behaviors that integrate professional rights and responsibilities; written communication; and information literacy and technology.

**PPE III (1)** Mentored experiential, integrative, and reflective activities that apply health information theory and knowledge. Emphasis is placed on demonstrating professional behaviors, exploration of diverse HIM roles; introduction to life-long learning.

**PPE IV (4)** Observation and application of an HIM-related administrative and management skills in the health care work environment under the supervision of an experienced professional and by completing a required project(s).

**A. PPE ORIENTATION**

Each student must successfully complete the orientation program sponsored by the School of Health Sciences. Proof of student completion will be on file in the PPE Coordinator's office.

**B. TB SKIN TEST**

Students must supply the PPE Coordinator with evidence of current TB skin test prior to the beginning of PPE II. The TB skin test must be less than 3-months old at the time of the PPE. This test is in addition to other immunizations and laboratory tests required by the University. The TB skin test can be performed at the University Infirmary at no cost to the student, or the student's local Public Health Department (cost will vary).

**C. ID BADGES**

Students are required to purchase an ID badge in the spring of the Senior year, which must be worn at all times while at a PPE site. Student cost is approximately \$8.00. ID badges are obtained through the CAT Card Office.

**D. PROFESSIONAL LIABILITY INSURANCE**

Students will be required to purchase professional liability insurance prior to the PPE. The professional liability insurance must be obtained from the University. The approximate cost is \$30.00 a year.

**E. CRIMINAL BACKGROUND CHECK and DRUG TESTING**

Students may be required to complete an online process for a criminal background check. Costs for this process can range from \$6 to several hundred dollars. Some facilities may also require drug testing. Costs for drug testing is \$35 at Harris Regional Hospital. Drug testing can also be done at the student's local Public Health Department (cost will vary). These requirements are set by the individual healthcare facilities where students are placed.

**F. TRAVEL TO PPE FACILITIES**

Cost of travel to PPE sites is the student's responsibility, and is not covered by tuition. Students are responsible for securing their own means of transportation to and from the PPE sites.

**G. SERVICE WORK POLICY**

Students are not to be substituted for paid staff during PPE. Students may not take the responsibility or the place of "qualified" staff. However, after demonstrating proficiency, students may be permitted to perform procedures with careful supervision.

Students may be employed in the clinical facility outside regular education hours provided the work does not interfere with regular academic responsibilities. The work must be non-compulsory, paid, and subject to employee regulations.

I have read and understand the HIA Program Technical Standards.

I have read, understand, and agree to abide by the above policies of the Health Information Administration Program.

I understand that failure to comply with all of the above policies may lead to dismissal from the Program.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date