

**DEPARTMENT OF HEALTH INFORMATION ADMINISTRATION**

**STUDENT HANDBOOK**

**COLLEGE OF HEALTH SCIENCES**

**CHICAGO STATE UNIVERSITY**

**CHICAGO, IL**

**Revised 2010**

## INTRODUCTION

Welcome to the Department of Health Information Administration. We are pleased that you have selected Health Information Management as a career choice and particularly pleased that you have chosen Chicago State University to provide your education. This Handbook is offered as a resource for all HIA students (both professional and preprofessional) to assist with a smooth completion of their college experience. In addition to this Handbook, please obtain a current Chicago State University Catalog and a current Class Schedule Bulletin (from the CSU website) and keep them available for reference. This Handbook does not supplant the “Catalog” or “Class Schedule Bulletin”, but rather provides information about services as well as specific rules and regulations that apply to this Department. If there is additional information that you feel should appear in future Handbooks, please let us know. Students play an important role in the evaluation and improvement of the HIA Program.

You are required to check your CSU email account on a regular basis. This is the **official** email account used by the HIA Department and the University. For information or assistance, contact the Academic Computing Department in Douglas Hall at 995.3963.

Your best resource is the Faculty of the HIA Department. You may call upon them any time you have a problem or question. Office hours are posted on the office door of each faculty member. Appointments are strongly recommended. In addition, the Department uses adjunct instructors, as needed. They will provide contact information in class. The HIA Department Faculty and Staff are listed below:

Dr. Rachelle Stewart, DrPH, RHIA, FAHIMA, Department Chair  
Office: BHS 424  
Telephone: (773) 995-2593 Fax: (773) 995-2950  
E-Mail: [r-stewart@csu.edu](mailto:r-stewart@csu.edu)

Professor Adrienne Borden, MHA, RHIA  
Office: BHS 426  
Telephone: (773) 995-2045  
E-Mail: [aborden@csu.edu](mailto:aborden@csu.edu)

Dr. Barbara Price, EdD, MPA, RHIA, Assistant Professor  
Office: BHS 421  
Telephone: (773) 995-3847  
E-Mail: [bprice@csu.edu](mailto:bprice@csu.edu)

Ms. Joyce Aryee, Department Secretary  
Office: BHS 610  
Telephone: (773) 995-2552 (main office)  
E-Mail: [J-Aryee@csu.edu](mailto:J-Aryee@csu.edu)

Department email address: [csu-hia@edu](mailto:csu-hia@edu)  
Department website:  
[www.csu.edu/collegeofhealthsciences/HealthInformationAdministration/index.html](http://www.csu.edu/collegeofhealthsciences/HealthInformationAdministration/index.html)

## GENERAL INFORMATION

### **College of Health Sciences**

The Department of Health Information Administration is located within the College of Health Sciences along with the Departments of Health Studies, Nursing and Occupational Therapy. The Dean, Dr. Joseph A. Balogun, and Assistant Dean, (vacant) provide leadership for the College. The Chair of the Department of Health Studies is Dr. Thomas Britt. The Acting Chair of the Department of Nursing is Ms. Monique Germain. The Chair of the Department of Occupational Therapy is Dr. Leslie Roundtree. Dr. Thomas Lyons is the Director of the HIV/AIDS Research & Policy Institute and Dr. Lisa Young is the Director of the Wellness Center. The College is housed within three campus buildings: BHS, DH and ADM. Students in the COHS are required to adhere to the Students Behavior Expectations (Appendix F).

### **Mission of University**

Chicago State University, a public, comprehensive, urban institution of higher learning located on the South Side of Chicago, strives for excellence in teaching, research, creative expression, and community service. The mission of the university is to: 1) provide access to higher education for residents of the region, the state and beyond, with an emphasis on meeting the educational needs of promising graduates from outstanding secondary schools as well as educating students where academic and personal growth may have been inhibited by lack of economic, social, or educational opportunity; and , 2) produce graduates who are responsible, discerning, and informed global citizens with a commitment to lifelong learning and service.

To accomplish its mission the university is committed to:

- recruiting, retaining and graduating a culturally and economically diverse student body; undergraduate through doctoral levels;
- employing a dedicated, caring and culturally diverse faculty whose teaching is informed by research and embodies engaging learning experiences that enable students to flourish academically and personally;
- offering curricula that address major dimensions of the arts, humanities, and encourage development of communication skills and critical thinking as well as cultural and social awareness;
- providing students in liberal arts and professional programs with broad knowledge, university-level competencies and specialized courses that are intellectually challenging and academically rigorous;
- fostering a collaborative and intellectually stimulating community that promotes academic freedom, mutual respect and integrity for its graduate and undergraduate students, faculty and staff, and,
- working in partnership with local organizations and agencies active in the region and assisting in the development of socially and economically viable and sustainable communities.

The College of Health Sciences functions consistently within the mission and

**Mission of College of Health Sciences** philosophy of the university. The primary purpose of the College is to promote the educational achievement of undergraduates, and to prepare them to be caring and competent practitioners in a multicultural society. The faculty recruits, educates, and graduates individuals particularly from groups who are underrepresented in the health professions. As a community of scholars, faculty and students work with communities to develop and implement collaborative projects that enhance health and wellness.

The College provides the opportunity for professional education without regard to race, age, gender, religion, ethnic origin or disability. In promoting excellence in education, graduates are prepared to deliver quality health care to all clients.

**Mission of the HIA Department** The Department of Health Information Administration functions within the philosophy of the university and accepts the central mission of the institution, which is to promote the educational achievement of undergraduates, and to prepare them for a life of work and participation in a democratic, urban, diverse and multicultural society. The HIA faculty members believe that their overall contribution to the university's commitment to students and to society is through the preparation of graduates for a career in health information management.

**University Accreditation** Chicago State University is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Secondary Schools. <http://www.ncahlc.org/>

**HIA Program Accreditation** The HIA Bachelor Degree and Post-Baccalaureate Degree Certificate Programs are accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). [www.cahiim.org](http://www.cahiim.org)

**CHICAGO STATE UNIVERSITY  
COLLEGE OF HEALTH SCIENCES  
DEPARTMENT OF HEALTH INFORMATION ADMINISTRATION  
2010 – 2011 GOALS AND TARGET OUTCOMES**

A Program Evaluation Plan is established each year as a part of the Annual Program Assessment Report (APAR) that is required by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM). The goals and target outcomes for the current year are listed below:

1. Faculty will demonstrate current knowledge, skills, qualifications and professional development in the content areas they teach.  
  
Outcome 1: 100% of faculty will receive a minimum of a “satisfactory” rating from students on all areas on faculty evaluation forms completed by students.  
  
Outcome 2: Faculty will attend at least one professional development activity or complete a self study activity annually for each course they teach.
  
2. Program graduates will demonstrate the HIM entry-level competencies.  
  
Outcome 1: 75-80% of graduates will pass the registration examination during the first year following graduation.  
  
Outcome 2: All Seniors will attain an overall rating of 4.0 on a five-point scale by their PPE supervisor.  
  
Outcome 3: Students will be matched with a mentor for a three-year commitment to assist with professional development.  
  
Outcome 4: The HIA program will receive a satisfactory rating of at least 80% from employers in all areas on the Employer survey form.
  
3. The HIM curriculum will include, at minimum, the required knowledge clusters with content and experiences to enable students to meet current entry-level competencies.  
  
Outcome 1: All areas in the Domains, Subdomains and Tasks (DSTs) will be included in the curriculum (on syllabi). All courses will include practical applications.  
  
Outcome 2: The required Knowledge Clusters (KCs) will be included in the curriculum and taught at the appropriate level.

4. The HIM program will demonstrate responsiveness to the needs of the communities of interest.

Outcome 1: The HIA program will provide effective communication to alums, program supporters, and others.

Outcome 2: The Senior students will provide a public inservice program for Chicago area HIM professionals.

Outcome 3: The required knowledge clusters will be included in the curriculum and taught at the appropriate level.

5. Increase enrollment and retention by actively marketing and recruiting students for the HIA program.

Outcome 1: Increase enrollment by 5 students, annually. Retain 80% of the professional students and 70% of new freshmen (campus requirement).

## CURRICULUM

<b>Overview</b>	The curriculum represents a synthesis of curricular content drawn from general education, principles of management, and information systems and technologies coupled with a unique understanding of the biomedical sciences and healthcare environment and health information content and uses.
<b>Freshman &amp; Sophomore Years</b>	The courses in the Freshman and Sophomore years include the University's requirements for General Education. The foundation in liberal arts coupled with courses that feature critical thinking and communication skills prepare HIA students to meet the changing work place and world around us. The Undergraduate Catalog and Appendix A of this Handbook (Recommended Course Sequence) list all of the required courses for both the bachelor degree and post-baccalaureate certificate programs in a suggested sequence.
<b>Post-Baccalaureate Certificate Prerequisites</b>	Post-Baccalaureate Certificate Program students are required to successfully complete certain preprofessional courses. Course descriptions for these prerequisites are located in the Chicago State University Undergraduate Catalog. Appendix A of this Handbook lists the required courses.
<b>Junior &amp; Senior Years</b>	<p>Students who successfully complete the preprofessional course requirements and submit an application and are accepted into the Department of Health Information Administration will develop knowledge and skills through professional level courses.</p> <p>Descriptions of the professional level courses are located in Appendix B of this publication. Included in the HIA courses are the competencies known as Domains, Subdomains and Tasks that guide the curriculum to ensure that graduates meet entry-level requirements for practice. A select group of knowledge clusters are used to provide specific content for the courses. A copy of these Domains, Subdomains and Tasks and Knowledge Clusters can be found in Appendix C. The American Health Information Management Association conducts a study periodically to determine the current competencies necessary for entry-level practice. Therefore, HIA curriculum is dynamic. Since the RHIA certification examination is based on <b>current competencies</b>, students should take the registration examination <b>immediately</b> upon graduation—to ensure that the education received and the current competencies tested are the same.</p>

## ASSESSMENT AND EVALUATION

### **General**

The HIA Department evaluates and assesses student and faculty performance on a regular basis. Students complete evaluations of the faculty in each course. In addition, course grades, especially student grades from clinical faculty are evaluated and compared annually to be sure that students have the appropriate knowledge to function in a practice environment. Students are advised of progress within the program through memos, email communication, individual conferences, etc.

Specifically, comprehensive examination results are evaluated and compared with prior years. Results of the national certification examination are also analyzed and compared with prior years with the results used to revise curriculum. Graduate surveys designed to evaluate of the quality of education compared with work requirements are conducted one year following graduation. In addition, surveys of employers who hire CSU graduates are gathered in order to evaluate the quality of graduates' education from the employers' perspective one year following graduation.

As a requirement of ongoing accreditation, the HIA Department participates in the Annual Program Assessment Review (APAR) required by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM). Data reporting includes program profile, metrics, placement and satisfaction rate, employer satisfaction, certification outcomes, program evaluation plan, and a curriculum review.

### **University Assessment Program**

The HIA Department also participates in the University Assessment Program. Assessment plans are drawn up every three years. These plans include the assessment activities to be carried out during the three year period. Each year, agreed upon evaluation instruments are used, and curriculum or policies are changed as a result of these evaluations. Results are reported through scheduled reports to campus administration.

## ADMISSION TO THE HIA DEPARTMENT

### Bachelor Degree Students

**Prerequisite** Students must complete the preprofessional courses with at least a grade of C in each required course. The cumulative GPA necessary for admission to the Program is 2.50.

University placement examinations in mathematics, reading and English must be passed or appropriate courses taken. If a student is a transfer student, this is taken into consideration, and if all other requirements are met are allowed a semester to complete this requirement. Students who have completed the department mathematics requirement—that is college algebra and general statistics may obtain a waiver for the mathematics exam. In addition, students entering the program must demonstrate proficiency in Microsoft Office applications (Word, Excel, Access, PowerPoint) or register for HIA 1000 Introduction to Computing for Health Information Administrators or CPTR 1060 Introduction to Personal Computers I. Students that hold an Associate of Arts, an Associate or Bachelor's degree will be deemed to have completed ALL University general Education requirements other than those required by the College or Department.

*The required human anatomy (ZOOL 2050) and human physiology (PHYS 2040) must be taken within **five** years of entry to the professional program.*

**Application Packet** Students should request an application packet from the HIA Department Office in BHS 610. The packet includes an application for admission to the Department of Health Information Administration form, pre-professional grade form, physical examination forms, and three recommendation forms. The completed application form, essay, pre-professional grade form, physical examination report with proof of current immunization status, and three recommendations are to be returned to the HIA Department by **March 31**. Appendix D contains a sample of the Pre-professional Grade Form. Appendix E contains a description of the application procedure along with the rating system for candidates. Those candidates who return their applications by March 31 will receive a reply by June 1. If spaces are still available, applications will be allowed until July 1.

Students who are denied admission may re-apply the following year if minimum requirements are met.

## Post-Baccalaureate Certificate Students

### Requirements

Post-Baccalaureate Certificate students must possess a Bachelor's degree from a regionally accredited university or college with a GPA of at least **3.0** for the last 60 hours of credit. Those with a GPA of 2.75 may be admitted conditionally. In addition, students must have completed the required prerequisite courses listed in Appendix A.

*The human anatomy (ZOOL 2050) and human physiology (PSLY 2040) courses must be taken within **five** years of admission to the Post Baccalaureate Certificate Program.*

Post-Baccalaureate Certificate students are admitted through the Graduate Office of Chicago State University. Applications are available on the CSU website.

### All Students

### Course Completion Requirement

Once a student is accepted into the professional phase of the major, he/she has **five years** to complete studies and graduate. The rapidly changing health care field requires professionals who possess current information.

### Examinations

### Academic Skills Exams

Once accepted for admission to Chicago State University, all degree-seeking freshman and transfer students must take the university placement examinations in English, reading and mathematics **by the end of their first term of enrollment**. The mathematics examination may be waived for those students who complete all the mathematics requirements prior to admission to Chicago State University. Those who fail academic skills examinations must successfully complete the required courses prior to admission to the professional program—that is the junior and senior year.

It is well to prepare for these examinations as failure to pass could extend your graduation date. Contact the Examinations Office in the Cook Administration Building, Room 126 for a schedule of examinations and/or study materials. The telephone number is (312) 995-2481. The CSU Bookstore sells a workbook for the mathematics examination. Study materials are also available on the CSU website under "Examinations".

### Proficiency Exams

The HIA Program provides proficiency examinations in Medical Terminology (HSC 1104), Clinical Medicine I and II (HIA 3300 and HIA 3700), and for the ICD-9-CM and CPT coding courses (HIA 3200 and HIA 3900). RHIT's may take a proficiency exam for select junior courses. Applications for proficiency examinations may be obtained from the Program Chair. See the current CSU Undergraduate Catalog for complete requirements and information about credit given for such examinations.

## PROGRESSION TO GRADUATION

**Grades** All professional courses must be passed with a grade of C or higher. A GPA of 2.0 is required for graduation. A course with a grade less than C must be repeated, and a student who earns less than a C in more than two professional courses will be dismissed from the department. A student who receives a D or F in a repeated course will be dismissed from the department. Students who have been dismissed from the HIA Department for academic reasons may apply for re-admission after a waiting period of one year. The usual application procedure is required.

Post-Baccalaureate Certificate students are required to maintain a GPA of **3.0** during their professional education.

**Grading Scale** Grades for examinations and assignments will be assigned as follows:

- 90 – 100% = A
- 83 – 89% = B
- 75 – 82% = C
- 65 – 74% = D
- Below 65% = F

**HIA Courses** Professional courses are only offered once a year and should be taken in the sequence listed on the Course Patterns in Appendix A. Tracking your progress through the program using the course patterns or alternative sequence form supplied by your advisor ensures students' graduation in the most efficient manner. Remember, you are your own best advisor. The professional curriculum focuses on health information administration theory and its application. Clinical application is simulated in the HIA lab.

**Professional Practice Experience Assignments** **HIA 3910** Technical Professional Practice Experience (PPE) is required either during the Spring Semester or during the summer for students who have completed the junior year courses. Students may complete the Technical PPE during the Spring semester by spending one day a week in an eight-hour clinical experience. Alternatively, students may select an affiliation for one month (160 hours) during the summer. HIA 3910 may take place at an acute care facility or an alternate site such as a specialty hospital or ambulatory facility. The technical tasks are practiced during this affiliation. Students apply for PPE assignments in the fall semester.

**HIA 4600** Management Professional Practice Experience is the senior year practicum that is offered in the spring semester prior to graduation. Students must have completed all HIA courses. The Spring Semester senior level courses take place during the first ten weeks of the semester. The students then spend one month (160 hours) in a management affiliation and return for one week prior to graduation.

**Clinical Coordinator** The HIA faculty who is responsible for the course makes clinical assignments. Student preferences are considered when possible. Handbooks for each clinical experience with complete information are distributed at the time of the assigned PPE. Background checks may be required at some facilities prior to placement. Students are responsible for any associated fees (See Expenses).

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**Student Employment During PPE Assignments** During the time a student is serving in a clinical assignment, the student shall not be substituted as a regular staff employee, nor take the responsibility or the place of qualified staff. However, after demonstrating proficiency, students may be permitted to undertake certain defined activities with appropriate supervision and direction. A student may be employed in a clinical facility outside of regular education hours provided the work is limited so that it does not interfere with academic responsibilities. The work must be non-compulsory, paid and subject to standard employee policies.

**Junior Year Comprehensive Exams** The junior comprehensive exam is given at the end of the Spring semester. The examination includes all HIA course material to date and provide an opportunity for students to assess areas of strength and weakness. The examination must be passed with a grade of at least 75%. If a student receives a grade lower than 75%, he/she is required to take a second exam and may be required to attend the summer review workshop.

**Senior Capstone Project** **HIA 4200** Research in Health Care and Health Information Management will serve as the senior capstone course for HIA students. The capstone project demonstrates the student's ability to review and analyze current literature, prepare a quality research paper and disseminate the information through a professional presentation. All students must demonstrate satisfactory performance in the senior capstone project to pass the course and graduate from the HIA program.

**RHIA Prep Course** **HIA 4700** helps students prepare for the required comprehensive examination, employment, and the national certification examination. Students must score **at least 75%** on a comprehensive examination in order to pass this course and graduate from the program.

**Graduation & Senior Comp Exam** Completion of required courses with a GPA of **2.0** is necessary for a Bachelor of Science Degree in Health Information Administration. Post-Baccalaureate certificate students are required to have a **3.0** for graduation. In addition, the required courses must also be passed with grades of at least a C. *Students are also required to have passed their comprehensive examinations in order to participate in the college convocation and CSU graduation ceremony.*

## HIA FACILITIES

- Classroom** The HIA classroom is located in BHS 502. The classroom is in use most of the day for classes. Students are welcome to study in the classroom when no classes are in session. Any faculty member or the secretary can open the door.
- HIA Lab** The HIA laboratory is located in BHS 502A. We are proud of our computer lab with the latest software. Students are allowed to use the lab when there are no classes in the lab. It is a locked room, so a faculty member or secretary will have to open the door. We do ask that you always be sure the door is closed and locked when you leave. Students should be aware that these two rooms are just for our use and endeavor to keep them in order. The telephone in the Lab should not be used for personal telephone calls. Lab hours will be posted in the room. A lab assistant monitors lab usage.
- Books & Periodicals** There are a number of periodicals in the lab in the periodical stands. There are also a few reference books in the lab and in the classroom. The collections of books held in faculty offices may be available for usage upon request. In addition, there are a number of HIA books recently ordered by the campus library. There is also a Reference Section for Health Information Administration in the library (2<sup>nd</sup> floor).

## ADVISEMENT AND REGISTRATION

- Registration All HIA Students** Web registration dates are announced in each edition of the Course Bulletin. In order to register on the Web, students will need to procure a PIN from his/her advisor. It is best to obtain academic advisement early. You may schedule an appointment with your HIA advisor any time after Class Schedule Bulletins are available. Professional program students should schedule appointments around October and March. HIA advisors are also available during registration. The assignment of advisors is posted in the Lab and on the 4<sup>th</sup> floor, BHS. Information may also be obtained by calling the Department Secretary at 995-2552. Working out a long-term plan with your advisor is best done at times other than regular advisement periods for registration. Students are assigned to advisors by last name.
- Concurrent Registration** In order to enroll for a course or courses at another college or university, a student following a degree sequence at Chicago State University must obtain written approval from the Office of Academic Evaluation. There may be times when a student will need to take a summer course not offered at Chicago State University in order to meet HIA Department requirements for progression in the program. Permission must be obtained from the Office of Academic Evaluation (ADM Building).
- HIA Courses** Students should be aware that all HIA courses are offered **only once a year** and plan their schedules accordingly. Also, be aware of prerequisites.

## EXPENSES

<b>University Tuition and Fees</b>	Current university tuition and fees may be found in the “Class Schedule Bulletin” (CSU website). Unpaid tuition and fees will prohibit future registration.
<b>Clinical Practicum Expenses</b>	HIA students spend a total of 320 hours or two months in a clinical setting over the two years of professional coursework. Each student is responsible for any expenses incurred including food and transportation.
<b>Malpractice Insurance</b>	The University provides group malpractice insurance for HIA students for Junior and Senior year professional practice experiences. The cost for the liability insurance is <b>\$15 per year</b> to be paid only by money order in September made out to Chicago State University. Submit payments to the Cashier’s Office and a copy of the receipt to the Department Secretary.
<b>Background Checks</b>	Background Check service is handled by <b>Intelius</b> , <a href="http://www.intelius.org">www.intelius.org</a> , and may be required by some sites. Documentation is required before placement. See the Clinical Coordinator or Program Chair for more information.
<b>Student Professional Org. Dues</b>	Student membership in the American Health Information Management Association (AHIMA) costs \$35 per year. With this membership comes an automatic membership in the Illinois Health Information Management Association (ILHIMA). Student members receive the <i>Journal of the AHIMA</i> as well as the state newsletter as part of the membership. Opportunities to attend conferences and purchase textbook at <b>reduced rates</b> are some advantages of membership. <u>Membership strongly recommended.</u>
<b>AHIMA</b>	
<b>CAHIMA</b>	Membership in the Chicago Area Health Information Management (CAHIMA) Association costs \$10.00 per year for students and includes a newsletter and the opportunity to attend educational meetings at reduced costs. <u>Membership strongly recommended.</u> Member applications for AHIMA are available online at <a href="http://www.AHIMA.org">http://www.AHIMA.org</a> . Applications are also available in the HIA lab.
<b>Graduation and Senior Comp Exam</b>	Those students who plan to graduate have additional costs such as the fee they must submit with their application for graduation, rental of caps and gowns, pictures, and costs to participate in the College of Health Sciences Convocation. These costs vary. The application fee for the graduation application is <b>mandatory</b> , but the other costs are voluntary. Student participation is highly encouraged for the graduation ceremonies.

*Students who fail the HIA 4700 comprehensive examination will not participate in the College and University graduation ceremonies.*

## GRIEVANCES

**Procedure  
for  
Resolving  
Student  
Grievances  
in the HIA  
Department**

Students are directed to become familiar with and follow the university and college grievance policies. Based on the University and College grievance policies the Department of Health Information Administration has adopted the following procedures.

**Department Level Student Grievance Procedure**

Prior to the filing of a formal grievance, an earnest effort should be made to resolve the matter at the level of occurrence. If the matter cannot be resolved at the student-instructor level, the following formal procedure is to be followed. All documentation is to be signed and dated by each individual involved in the process.

**Step 1. Conference between student and instructor**

A student who has a grievance against an instructor should first complete the grievance form “Petition for Hearing” obtainable from the program office and submitted to the program director and instructor (see Appendix G).

A formal meeting with the instructor concerned is to be held within 5 school days in an attempt to resolve their differences. The student may request their advisor or an alternative instructor (if instructor being grieved or advisor is the same individual) attend the conference as a neutral party. The instructor will document the outcome of the meeting and notify the student grievant in writing within five (5) school days. A routing form is obtainable from the program office and all pertinent materials are to be forwarded to the program chair (see Appendix H).

**Step 2. Conference between student and program chair**

If an equitable solution cannot be reached in Step 1, the student grievant must make a request, in writing, to the program chair for a formal meeting to discuss the matter. The instructor against whom the complaint is made, may, at the discretion of the program chair be included in the meeting. The program chair will prepare a written report of his/her recommendation on the outcome of the deliberation and provide it to the student grievant and the instructor within five (5) school days.

**Step 3. Hearing before program level grievance committee**

If an equitable solution is not reached in Step 2, the program chair will appoint a program level grievance committee within five (5) school days.

The members of the program level grievance committee will include:

1. The program chair or his/her representative (chair of the committee)
2. One faculty member from the program
3. One student member from the program

The program level grievance committee will be responsible for conducting

a hearing with the student grievant and the instructor and evaluating all information. The committee will submit a written report of its recommendations after deliberation to the student grievant, the instructor, program chair and the dean within five (5) school days.

#### **Step 4. Hearing before college level ad hoc grievance committee**

If an equitable solution is not reached in Step 3, either party must submit a written appeal to the Dean of the College of Health Sciences and the Program Chair within five (5) working days. From this point on, the college level grievance procedure takes effect.

Students grieving can continue in classes until a resolution has been reached. Therefore, close attention must be paid to the time frame for the grievance process. Students may not progress to the Management PPE while grieving. If the outcome of the deliberation requires the student to repeat a course, a contract will be established that outlines student requirements and progression through the program.

#### **College Level Student Grievance Procedure**

The programs in the College of Health Sciences provide professional level students with a written copy of procedures for grievances and the student and instructor responsibilities. Causes for grievances include:

1. Admission to professional course sequence
2. Admission to professional practice fieldwork
3. Evaluation of student performance in courses, clinical settings, or other program-related activities. Student grievance procedures and guidelines and the “Petition for Hearing” form are available from the respective programs.

#### **Steps Prior to Hearing:**

1. To initiate a formal grievance, the student must file a completed Petition for Hearing with the student’s program chairperson.
2. Before a formal grievance can rise to the college level, it must have proceeded through the prior levels of deliberation indicated below: (Each department may have detailed procedures for action at each level.)
  - a) Conference between instructor and student.
  - b) Conference between program chairperson and student.
  - c) Hearing before program level grievance committee.

#### **Composition of College-Level Grievance Committee**

1. The Dean of the College or his/her representative from the College of Health Sciences.
2. One faculty member from the program involved.
3. One College of Health Sciences faculty member not from the program involved.
4. One College of Health Sciences student not from the program.
5. One student from the program involved.

Resolution of the committee will be based on a two-third majority vote.  
Decisions are forwarded to the Dean of the College of Health Sciences.  
The decision of the dean will be final.

Revised: Sept. 14, 2010  
Health Information Administration

## ATTENDANCE

### University Policy

The following is the University Attendance and Withdrawal Policy:

Instructors are required to take attendance in their classes on a regular basis.

#### a) Non-Attendance

Students who have not attended any class sessions during the first two weeks **must** be dropped prior to the final date for total reversal of tuition as given in the course schedule bulletin. These students will be deleted from the official count.

#### b) Absences

If, during the semester, a student's total hours of absences exceeds twice the number of credit hours assigned to the course, the student **must** be dropped from that course with a grade of "W". Students should be dropped if they miss: Six (6) 50-minute sessions of a 3-days-per-week course; Four (4) 75-minute sessions of a 2-days-per-week course; Two (2) 170-minute sessions of a 1-day-per-week course; Six (6) 50-minute segments of a course which combines lectures, discussions and/or laboratory work. Appropriate limits should be set for courses that do not fall into the above categories as per the guidelines. Such drops must occur prior to the official final drop date.

Students may appeal for reinstatement to the appropriate dean by documenting extenuating circumstances that caused the absences. The dean's decision will be final.

Students must officially withdraw (by submitting a drop form to the registrar's office) from classes they are not attending, or where their hours of absences exceed twice the number of credit hours for the course prior to the official drop deadline. The drop form must have the academic advisor's signature.

**Failure on the part of a student to officially withdraw from a class (or on the part of the instructor to drop students) prior to the official drop date will result in a failing (F) grade.**

### HIA Faculty Compliance with Policy

Each HIA course syllabus contains a statement concerning the terms upon which a student will be dropped from that particular class in accordance with this policy. It is important that HIA students adhere to these terms. It is also important for a student to take responsibility for officially dropping a course and not depend on a faculty member to do so. Remember that it will be your (F) grade.

## PROFESSIONAL CONDUCT

**Academic Misconduct (Cheating Plagiarism)** At Chicago State University, cheating is a violation of the Student Judicial Code. Cheating includes receipt or transmission of unauthorized aid on assignments or examinations, unauthorized use of examination materials, encouraging academic dishonesty or other forms of academic dishonesty. Plagiarism includes the **use of the ideas or writings of another, as one's own**. Neither cheating nor plagiarism will be tolerated in the Health Information Administration Department. A student who is accused of cheating by a faculty member will have the opportunity to resolve the matter by meeting with the faculty member and Department Chairperson. If the facts of the incident are not disputed by the student, the faculty member may elect to resolve the matter at that level by levying one of the following: 1) an oral reprimand. 2) A written reprimand presented only to the student. 3) An assignment to repeat the work, to be graded on its merits. 4) Adjustment of grade downward (including F) for the test, assignment, paper, course or other related activity. The student has a right to appeal the grade. In all cases where the student disputes the charge of academic misconduct, the instructor shall refer the matter to the Office of Judicial Affairs.

**Confidentiality of Health Information** Any information obtained through working with health records is, by law, **confidential**. All information discussed or available in class is confidential and may not be discussed outside the classroom setting. Any information obtained during a professional practice experience in a health care setting which pertains to patients, physicians or institution matters is also considered confidential. A disclosure violation will result in **dismissal** from the HIA Department.

**HIPAA Training** New HIA students will complete HIPAA training in the HIA 3011 course. This training is essential before handling practice medical records and other confidential documents in the classroom or lab setting.

**Sexual Harassment Training** Beginning Fall 2010, all CSU students are required to take the online Sexual Harassment Training. A certificate of completion is provided.

## EMERGENCIES

A new **Public Announcement** speaker is located in classroom and public areas for emergency communication. Emergencies are also reported on the CSU website and through the RAVE communication system. You can sign up for RAVE at: <http://www.getrave.com/login/csu>.

### **Fire**

If the fire alarm sounds, students are to leave the building in an orderly manner and wait a safe distance from the building until they are given permission to return.

Students should report fires using the alarms on each floor or if a telephone is available and there is time, call CSU Security at Extension 3681.

### **Illness and Accidents**

Report illnesses and accidents requiring emergency treatment to CSU Security at Extension 3681.