

Health Information Management Bachelor Degree  
Self-Assessment Study

Academic Year 2018-2019

Program Director

Heather L. Merkley, DHSc, RHIA

Note: The Weber State University HIM Bachelor Degree Program is externally accredited by The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). For questions, please contact Program Director, Heather Merkley, [hmerkley@weber.edu](mailto:hmerkley@weber.edu) (801)626-7074

## Introduction

The Health Information Management (HIM) Bachelor Degree program has been offered at Weber State University since 1996. The HIM program is housed in the Dumke College of Health Professions. The HIM program primarily serves the HIM industry in Utah, but the online HIM program has benefitted students throughout the country. The HIM advisory board for the BS program encompasses HIM professionals in hospitals, clinics, consulting, information systems, and insurance companies. We strive to serve the needs of the local HIM industry as well as adhere to the American Health Information Management Association, Commission on Accreditation for Health Informatics and Information Management Education, and Northwest Commission on Colleges and Universities.

In addition to the Bachelor Degree in HIM, WSU has a Post-Baccalaureate HIM certificate program that provides students who already have a bachelor's degree the ability to build on previous education to develop the skills necessary to be an effective leader in health information management. To be eligible for admission for this certificate, students must have earned a bachelor degree from a regionally accredited college or university or equivalent.

### 1.Sponsoring Educational Institution

Weber State University (WSU) is regionally accredited through the Northwest Commission on Colleges and Universities (NWCCU), an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Accreditation was reaffirmed through August, 2021.

The Utah State Board of Regents approved the WSU Health Information Management program in 1995 and continues to review the program through a University sponsored Program assessment report.

The WSU Dumke College of Health Professions awards students who have graduated from the Health Information Management program a Bachelor Degree in Health Information Management or an Institutional Certificate for students who have completed the Post-Baccalaureate HIM certificate program.

### 2. Program Mission

The HIM program mission is: Through strong community support, engaged learning opportunities, and remarkable faculty, the HIM program provides high quality education to prepare graduates for professional positions in health information.

The HIM program is part of the Health Administrative Services (HAS) department. The departmental mission is to develop exceptional professionals and leaders for health care organizations. The link for the Health Information Management program website can be found at <https://weber.edu/him/BSHIM.html>.

The Weber State University mission state is: Weber State University provides associate, baccalaureate and master degree programs in liberal arts, sciences, technical and professional fields. Encouraging freedom of expression and valuing diversity, the university provides excellent educational experiences for students through extensive personal contact among faculty, staff and students in and out of the classroom. Through academic programs, research, artistic expression, public service and community-based learning, the university serves as an educational, cultural and economic leader for the region.

The program mission aligns with the department and university mission statements in that the focus is providing quality education with a personal touch. As a dual mission university that offers associate, baccalaureate, and master degree programs, WSU's HIM program is unique as it is a two plus two program. Students complete the health information technical associate level coursework at Weber or

transfer in this degree. Following, students advance their health informatic and information management knowledge and skills through courses adhering to the 2014 AHIMA competencies at the baccalaureate level.

## Program Evaluation

The HIM program aligns with the WSU goals through a program review assessment process sponsored by the Office of Institutional Effectiveness (<https://www.weber.edu/ie/default.html>). This department consults with academic programs in developing, measuring, and analyzing learning and performance outcomes with the goal of continuous improvement and culture of evidence.

The HIM program conducts a bi-annual self-evaluation with HIM staff which reviews performance on RHIA certification exam scores of students. Any low domain areas are reviewed by all HIM staff and are re-evaluated by the course and content in which they are taught. In addition, graduate surveys are sent annually. These findings are reviewed by HIM staff as well as during the HIM advisory board meeting. Employer surveys are sent annually and are reviewed by HIM staff and during the HIM advisory board meeting. Faculty monitor their course evaluations and are reviewed with the department chair annually during one-to-one faculty evaluation meeting. Weber State University is a teaching university and faculty evaluations are available for the dean and provost to access.

As part of the continual goals and having standards to evaluate the HIM content, an assessment plan was created. This plan assists the HIM program with the NWCCU program evaluation process.

Full-time HIM faculty have offices on-site. This allows for HIM faculty evaluation, program evaluations if needed more often than bi-annually. One challenge is trying to improve employer survey responses. To improve this, a WSU HIM LinkedIn page was created and students join the group prior to graduation.

## Program Goals

Program graduates will demonstrate the HIM entry-level competencies and be prepared for employment in the HIM workforce.

MTO:

- This goal will be measured by achieving 80% of all HIM graduates taking the RHIA certification examination will pass on the first writing.
  - This will be measured by the annual review of the RHIA certification examination results to analyze student performance in each knowledge area in comparison with national overall performance.
- Eighty percent or more of the subject areas of the graduate surveys will show that the instruction was satisfactory.
  - Detailed graduate surveys are conducted annually and the results are analyzed and shared with the Program Advisory Committee
- Employers will express adequate to excellent competence regarding the technical skills expected of entry-level health information technical by domain level.
  - Employer surveys are completed by the HIM program director annually and the results are shared with the Program Advisory Committee.

Program goals are evaluated by HIM program faculty, advisory board, WSU Office of Institutional Effectiveness-biennial assessment of evidence of learning, and CAHIIM APAR evaluation. The HIM program conducts an annual self-evaluation with HIM staff which reviews performance on RHIA certification exam scores of students. Any low domain areas are reviewed by all HIM staff and are re-evaluated by the course and content in which they are taught. In addition, graduate surveys are sent annually. These findings are reviewed by HIM staff as well as during the HIM advisory board meeting. Employer surveys are sent annually and are reviewed by HIM staff and during the HIM advisory board meeting.

## Curriculum Goal

Goal: The HIM curriculum will include, at minimum, the required AHIMA entry-level competencies taught at appropriate Bloom's taxonomy level.

MTO:

- 90% of students will earn a score of 73% or higher. When the threshold is not met, action is taken by faculty to evaluate the measure/assignment for improvement.

Evaluation Methods:

- The HIM curriculum is reviewed and assessed regularly in a comprehensive planned manner to fulfill requirements set forth by the CAHIIM and WSU Office of Institutional Effectiveness. This is conducted by a review by the faculty of the AHIMA Baccalaureate Degree Entry Level curricular competencies to ensure coverage of the requirements.
- This detailed assessment will occur at the subdomain level using the AHIMA Associated Degree Entry Level curricular competencies. Data will be collected and reported on Domains 1,3, and 5 in odd academic years (i.e.2016-2017) and Domains 2,4,and 6 in even academic years (i.e., 2017-2018). Evaluation of all competencies occurs every two years and is reported to the WSU Office of Institutional Effectiveness.

The program plans to transition to the 2018 HIM Bachelor level competencies starting fall 2020 and be effective fall 2021 semester.

Program Response to Review Panel: The MTO and Steps to Achieve have been revised to show consistency toward the Curriculum goal. The HIM faculty minutes have been attached to show a review of the AHIMA Bachelor Degree Entry-level Competencies.

The program plans to transition to the 2018 HIM Bachelor level competencies effective 2020/2021 year.

## 6. Faculty Development Goal

Goal: Faculty will demonstrate current knowledge, skills, qualifications, and professional development in the content areas they teach.

MTO:

- Faculty will demonstrate current knowledge of course content that they teach through professional development, scholarship, research, or service activities. Participation will be verified by HIM program director through reported CEU cycle (every two years) and/or through Department chair annual assessment.
- All faculty will have current HIM credentials when teaching HIM specific courses and will have a Master's degree or higher.

Students and Graduates Goal

Goal: HIM graduates will demonstrate HIM entry-level competencies.

MTO:

- Eighty percent of all HIM graduates taking the RHIA certification examination will pass on the first writing

Steps to Achieve: This will be measured by the annual review of the RHIA certification examination results to analyze student performance in each knowledge area in comparison with national overall performance. Program director will monitor RHIA examination rates. Certification scores will be shared by HIM faculty and advisory board as needed for improvement.

MTO:

- Eighty percent or more of the subject areas (domains) of the graduate surveys will show adequate instruction.

Steps to Achieve: Detailed graduate surveys are conducted annually and the results are analyzed and shared with the Program Advisory Committee to seek their advice and input in regards to curriculum.

Goal: Employers will express adequate to excellent competence regarding HIM graduates skills expected of entry-level health information competencies.

Steps to Achieve: The employer survey is conducted annually to examine the entry-level satisfaction of HIM graduate's competencies. It evaluates HIM graduates working level, overall satisfaction, and provides an opportunity for community members to suggest HIM areas of concern or additions to the curriculum. At the annual HIM program advisory committee meeting, program outcome data is shared with the advisory committee (certification

MTO:

At the annual HIM program advisory committee meeting, program outcome data is shared with the advisory committee (certification examination results, graduate survey results, employer

survey results, enrollment, and job placement data). PD will share dissatisfaction concerns regarding HIM grads from employer survey at advisory board meeting.

Goal: Students will be contacted at a minimum of twice a year by HIM adviser/program faculty regarding progress towards degree completion

MTO:

- 90% of students will have documentation in the student advisement journal at a minimum of twice a year.

Steps to Achieve:

This goal will be monitored by a random student advisement journal audit to receive 90%.

Note: The following Students & Graduate table, the numbers were taken from the WSU Reporting system for the 2018/2019 year. As the HIM program is a 2 step program which requires completion of the WSU Health Information Technology program or equivalent curriculum, the numbers listed in the students and graduate table were taken from the WSU reporting system. As the WSU HIT and HIM program are open enrollment, it is difficult to determine whether students are in year 1 or 2 of the HIT program and/or year 3 or 4 of the HIM program.

Response to Review Panel:

Weber State University Health Information Management program is an open-enrollment program. Students can start the program at any semester as long as the prerequisites are met. We do not run the program in tracks/cohort format. We continue to monitor and advise students for successful progress through the HIM program.

Note: The following Students & Graduate table, the numbers were taken from the WSU Reporting system for the 2018/2019 year. As the WSU HIM program is open enrollment, it is difficult to determine whether students are in year 2, 3, or year 4 of the program.

## **7. Student & Graduates Goal**

Goal: HIM graduates will demonstrate HIM entry-level competencies.

MTO:

- Eighty percent of all HIM graduates taking the RHIA certification examination will pass on the first writing

Steps to Achieve: This will be measured by the annual review of the RHIA certification examination results to analyze student performance in each knowledge area in comparison with national overall performance. Program director will monitor RHIA examination

rates. Certification scores will be shared by HIM faculty and advisory board as needed for improvement.

MTO:

- Eighty percent or more of the subject areas (domains) of the graduate surveys will show adequate instruction.

Steps to Achieve: Detailed graduate surveys are conducted annually and the results are analyzed and shared with the Program Advisory Committee to seek their advice and input in regards to curriculum.

Goal: Employers will express adequate to excellent competence regarding HIM graduates skills expected of entry-level health information competencies.

MTO:

- The employer survey is conducted annually to examine the entry-level satisfaction of HIM graduate's competencies. It evaluates HIM graduates working level, overall satisfaction, and provides an opportunity for community members to suggest HIM areas of concern or additions to the curriculum. PD will monitor for any dissatisfaction comments on employer survey and review with HIM faculty and/or HIM advisory board.

Steps To Achieve: At the annual HIM program advisory committee meeting, program outcome data is shared with the advisory committee (certification examination results, graduate survey results, employer survey results, enrollment, and job placement data).

Goal: Students will be contacted at a minimum of twice a year by HIM adviser/program faculty regarding progress towards degree completion

MTO:

- 90% of students will have documentation in the student advisement journal at a minimum of twice a year.

Steps to Achieve: This goal will be monitored by a random student advisement journal audit to receive 90%.

Note: The following Students & Graduate table, the numbers were taken from the WSU Reporting system for the 2018/2019 year. As the HIM program is a 2 step program which requires completion of the WSU Health Information Technology program or equivalent curriculum, the numbers listed in the students and graduate table were taken from the WSU reporting system. As the WSU HIT and HIM program are open enrollment, it is difficult to determine whether students are in year 1 or 2 of the HIT program and/or year 3 or 4 of the HIM program.

Response to Review Panel:

Weber State University Health Information Management program is an open-enrollment program. Students can start the program at any semester as long as the prerequisites are met. We do not run the program in tracks/cohort format. We continue to monitor and advise students for successful progress through the HIM program.

Note: As the HIM program is a 2 step program which requires completion of the WSU Health Information Technology program or equivalent curriculum, the numbers listed in the students and graduate table were taken from the WSU reporting system. As the WSU HIT and HIM program are open enrollment, it is difficult to determine whether students are in year 1 or 2 of the HIT program and/or year 3 or 4 of the HIM program.

HIM 2018/2019 Academic Year

Current Academic Year	Enrollments		Graduates		Attrition		Remaining Students	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Year 1	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>	0	0
Year 2	8	7			<input type="text"/>	<input type="text"/>	8	7
Year 3	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>	0	0
Year 4	13	15	5	1	0	1	8	13
<b>Total</b>	<b>21</b>	<b>22</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>16</b>	<b>20</b>

Previous Academic Year	Enrollments		Graduates		Attrition		Remaining Students	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Year 1	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>	0	0
Year 2	8	9			<input type="text"/>	<input type="text"/>	8	9
Year 3	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>	0	0
Year 4	17	16	5	5	1	1	11	10
<b>Total</b>	<b>25</b>	<b>25</b>	<b>5</b>	<b>5</b>	<b>1</b>	<b>1</b>	<b>19</b>	<b>19</b>



## 8. Communities of Interest Goal

Goal:

The HIM program will examine and be responsive to the HIM needs of the community of interest served by the HIM program.

MTO:

- The employer survey is conducted annually to examine the entry-level satisfaction of HIM graduate's competencies. It evaluates HIM graduates working level, overall satisfaction, and provides an opportunity for community members to suggest HIM areas of concern or additions to the curriculum.
  - Further evaluation of these results are discussed with the advisory committee to seek their advice and input in regards to curriculum.
- The HIM program will support the community of interest by providing education (i.e. State HIMA, community groups, other professional healthcare associations), or financial support of educational events at a minimum of two events a year.
- The college of health or HIM program will participate in recruitment opportunities to provide an adequate pool of students/graduates to support the community of interest employment needs at a minimum of 4 events a year.

## 9. Advisory Committee Goal

Goal:

The program's HIM advisory committee will address the HIM annual work plan to provide curriculum review, improve program outcomes, and resolve professional practice experience challenges.

MTO:

- HIM program advisory committee will meet to assist HIM faculty with curricular enhancements, review program outcomes, and assist faculty in developing higher-level HIM activities annually.
- The advisory committee will provide support to HIM faculty with guest lecturers, professional practice experience supervisors, or student mentors a minimum of four times a year.
- The HIM program will gain from advisory committee members at least 4 new activities to fulfill higher level curricular competencies.

### **HIM Advisory Board Members**

<b>Name</b>	<b>Position</b>	<b>Employer</b>
Cindy Hutchinson, CCS	Coding Manager	R1 Revenue Cycle Management

Nancy Baxter, RHIA	HIM Corporate Director	R1 Revenue Cycle Management
Rick Martin, MHA, RHIA	HIM LTC consultant	Self-employed
Tifini Corbin, RHIA, CCS	Privacy Officer & HIM manager	Ogden Regional Medical Center
Shaw Wells, RHIT, CHDA	HIM director	University of Utah Health Medical Center
Susan Mahler, MHA, RHIA, CRCR	Director-Revenue Cycle Operations	AVEC Health LLC
Amy Jack, RHIT, CCA, CRC	Risk Adjustment Coding Auditor Supervisor	Select Health Insurance
Andrew Sager, RHIA	Client Success Manager	3M Health Information Systems
Quynn Udell, MBA, RHIA	Operations HIM manager & UHIMA president	R1 Revenue Cycle Management
Carma Evans, RHIT, CCS, CDIP	Division Director of CDI HCA Mountain Division	HCA

**10. Annual Assessment**

In conjunction with Weber State University ACCESS core theme, HIM student’s progress in their programs of study and graduates have “next step” success. Metrics used to assess this indicator are:

- For Bachelor degree graduates, 80% of all WSU students will either continue their education or be employed within 3 months of graduation.
- 80% of all HIM graduates taking the RHIA certification will pass on the first writing.
- 80% or more of all domains of the graduate surveys will show adequate instructions.
- Employers will express adequate to excellent competence or unimportant regarding HIM skills expected of entry-level health information technicians.
- 100% of students are contacted by an adviser twice a year to assist in program progression in an effort to reduce attrition and increase program completion rates.

Results of the HIM program's self-assessment are shared with the WSU Office of Institutional Effectiveness through a three academic semester cycle. The first semester is the self-study preparation. The second is the on-campus visit of an on-site HIM related team. The third is the presentation of findings to the University Program Review Standing Committee. The HIM program is reviewed at least once every five years through this process.

**11. Monitor Assessment Results**

The HIM program conducts an annual self-evaluation of how the program is achieving its mission, goals, and program outcome for continual improvement. Any metrics that fall below the threshold are reviewed and evaluated by faculty and the program advisory committee. This evaluation is shared with the Weber State University Office of Institutional Effectiveness

program evaluation process on a biennial basis and CAHIIM annual program assessment report (APAR).

Following the WSU Curriculum PPM (<https://www.weber.edu/facultysenate/Policies.html>), all substantive changes to the HIM curriculum must be approved through the WSU Curriculum Committee. Changes are submitted and reviewed through a Curriculog program. Program director meets with the WSU curriculum and explains the reasons for changes. The Curriculum Committee will then vote to approve, approve with conditions, or disprove curricular changes.

## 12. Action Plan Implementation

The HIM program uses the results of assessments and implements program improvements based on the annual assessment as well as mandated curricular changes. The HIM program faculty and advisory board compare program performance with the goals and curricular assessments and identify ways in which the program can improve.

The HIM advisory board has guided us to include multiple curriculum revisions to achieve Bloom's Taxonomy levels of HIM entry-level competencies. At the last HIM advisory board meeting, it was advised that the HIM program include methods for managing remote HIM work. Program advisory board made recommendations to HIM faculty to include more CDI queries, and advanced revenue cycle practice.

HIM faculty are in the process of mapping existing curriculum to the 2018 curricular competencies in anticipation of implementation 2021-2022 academic year. One possible change will likely be an advanced revenue cycle management course.

## 13. Program Director

Heather Merkley, DHSc, RHIA; HIM Program Director & Assistant Professor, Full-Time Employment, Tenure track position

Program director communicates directly with the Health Administrative Services Department Chair. There are at minimum monthly department meetings and program director meetings as necessary. These meetings provide an opportunity for HIM program director to communicate with faculty and staff regarding the HIM program. Notes are maintained on department meetings.

## 14. Program Director Qualifications

Weber State University requires the HIM program director is certified with a RHIA/RHIT credential and holds at minimum a Master degree. The HIM program director, Dr. Heather Merkley, holds the required RHIA credential.

## 15. Program Director Responsibilities

The HIM program director is responsible for the organization, administration, and continuous program review, planning, development and effectiveness of the HIM program. The HIM

program director teaches 9 credits per semester with a 3 credit release time to devote to curriculum development and evaluation, advisement of students, and HIM program management. Communication between HIM faculty occurs at a minimum of once a month during on-site department meetings. Any adjunct faculty are trained to use Weber State University (WSU) Canvas learning platform, textbooks, and instructor materials. Communication with adjunct faculty is conducted at a minimum of twice during each semester.

To assist with the time requirements as program director, WSU provides one additional paid contract month to HIM program director to fulfill administrative and program director duties. In addition, WSU allows the HIM program director release time to manage and fulfill the responsibilities of HIM program management.

The development of the budget for the HIM program is outside the responsibility of the program director at Weber State, however, adequate funds are provided for program resources and continuing education requirements.

The HIM program director, Dr. Heather Merkley, is also responsible for the baccalaureate HIM program at Weber State. As a two-plus-two program, content in the HIM level is inherently part of the HIM baccalaureate program.

## 16. Faculty

The HIM program has two credentialed full-time HIM faculty dedicated to the program, a program director and one full-time faculty member. There is also two credentialed and one non-credentialed faculty members that teach courses in the HIM program. There are also required support courses (anatomy, physiology, pathophysiology, pharmacology, math, and computer applications) in the program in which CV are maintained in their departments.

When a HIM position is available, Weber State University conducts a nation-wide search to help find prepared faculty to fill vacancies. The student/faculty ratio for the HIM program is Weber State University averages a 22:1 student to faculty ratio for the 2018 year. For the 2019 year, the HIM program averages an 18:1 student to faculty ratio.

Faculty in the WSU HIM program:

Faculty Name	Degree/Credential	Credentials	Courses Taught
Heather Merkley	DHSc	RHIA	HIM 2250, 2320, 2330, 3000, 2861, 4990
Pat Shaw	EdD	RHIA	HIM 2300, 3300, 2862, 3610, 4860, 4100
Miland Palmer	MPH	RHIA	HIM 2500, 3200, 3500
Darcy Carter	DHSc	RHIA	HIM 2410, 2863

Tara Walton	MS	RHIA	HIM 2000
Brian Cottle	MHA		HAS 3000, 3260
Kade Haviland	BS	RHIA	HIM 3450
Jason Riegert	MHA		HAS 3750
Cory Moss	DHA		HAS 3230
Lindsay Garr	MHA		HAS 3230

## 17.

Full-time Faculty minimum qualifications:

- Masters Degree
- 1-2 years HIM employment experience
- Registered Health Information Administrator (RHIA)/Registered Health Information Administrator (RHIA) required
- teaching experience preferred

Adjunct Faculty minimum qualifications:

- Master Degree preferred
- 1-2 years HIM employment experience
- Registered Health Information Administrator (RHIA)/Registered Health Information Administrator (RHIA) required
- Teaching experience preferred

The HIM Program Director is responsible for Professional Practice Experience (PPE). The Health Science support courses (anatomy, physiology, medical terminology, pathophysiology, and pharmacology) are taught by the WSU health science department and their curriculum vitae have been attached as Health Science Faculty CV.

## 18. Professional Development

Weber State University College of Health Professions awards funds for professional development to assist faculty with further education and attending conferences to further enhance their knowledge and skills.

During the past 5 years, all HIM faculty have used funds from the D.Wade Mack foundation to complete doctorate degrees. The Marriott funds provide opportunities for faculty to attend at least one conference on an annual basis. In addition, funds from the Health Administration department allow HIM faculty to attend conferences to further enhance curricular knowledge, presentation, and/or teaching abilities. These funds are available for full-time employed faculty.

In addition to funds available for conferences, Weber State University provides training to faculty through the Teaching and Learning forum that offers retreats, workshops, and other initiatives in support of faculty development. There are a variety of classes that provide support and advanced learning through the Office of Workplace Learning. The classes vary and employees can register through Training Tracker. An example of courses offered are Advisor

Training, Building a Safe Campus, Academic Advisement, Underrepresented Student Success, Registrar Resources, Ethics, Integrity, and Fairness in Higher Ed, Information Security Awareness, 7 Habits of Successful People, WSU Higher Education Academy, Team Communication, QPR for Suicide Prevention, Scholarship Nomination, Bejewel your Online Course with Web Design, Lunch & Learn Series, Employee Wellness, Canvas Workshop.

WSU has a eLearning Certificate Program available for faculty interested in designing, or re-designing, and online or blended (hybrid) course which provides opportunities for discussion, collaboration with peers, and hands-on learning in both face-to-face and online environments. Faculty apply are accepted to this program. All full-time faculty in the HIM program have completed this two semester program.

Adjunct faculty have access to training in the Learning Management System. The WSU Teaching and Learning forum offers a retreat for adjunct faculty. In addition, all new employees at WWSU are offered training on WSU Online Resources (Canvas, syllabus, rubrics), Starfish, Library Subject Specialist, Chitester, and Final Grade Input. WSU has a website available for Adjunct faculty through the Academic Affairs.

## 19. Staff

The department of Health Administrative Services which houses the HIM program has a full-time administrative assistant that provides support through class schedule, semester arrangement, initial student contact and advisement, appointments, and supply orders.

Recruitment and retention remain a priority as we focus on completion and employment of our students. As part of the WSU College of Health Professions, there are 3 full-time staff appointment to recruitment measures HIM and other health profession programs. In addition, the department of health administrative services which houses the HIM program has a full-time administrative assistant. There is also a graduate level advisor that recruits and advises for the HIM post-bachelor level and Masters of Health Administration programs. There are 2 full-time computer tech support that assist full and part-time faculty on campus.

The following resources are available for both students (online and campus) and faculty: Canvas learning platform technical support, computer support (which assists with discounted or free student purchase of computer programs (Microsoft programs), Adobe tools, laptop checkout, and e-weber portal issues. There is also proctoring and testing services available for students (online and campus).

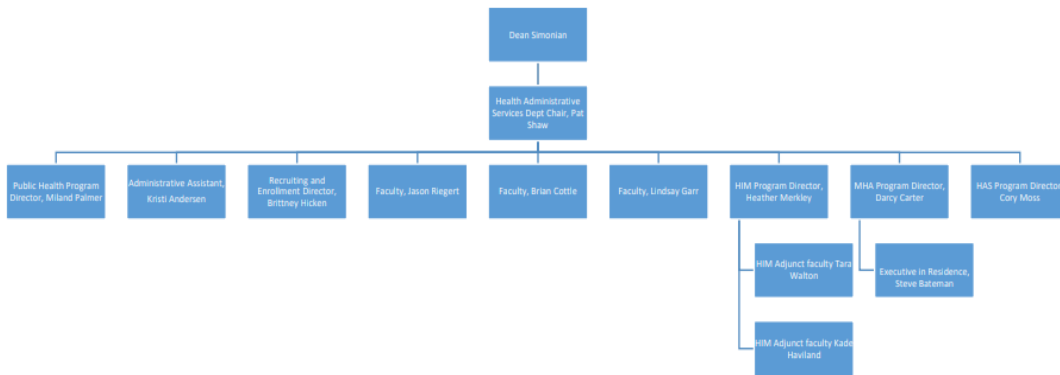
## 20. Program Governance

The HIM program director has sole responsibility for the curricular development changes. Any changes are reviewed by the college curriculum committee and ultimately through Faculty Senate for university curriculum approval.

The HIM program is housed in the Health Administrative Services department in the Dumke College of Health Professions at Weber State University. HIM program director and faculty

report to the department chair. The department chair reports to the Dean of Health Professions who reports to the provost office at Weber State University. Within the Self-study is a University Organization chart and HAS department chart.

**Health Administrative Services Department Chart:**



**21. Learning Resources**

Weber State University College of Health Professions has been a leader in supporting and delivery of health profession programs for the State of Utah through online and campus based learning. Supporting students online is vital to successful employment preparation. The HIM curriculum is available through online learning, with the exception of the PPE (requires a RHIT/RHIA credentialed mentor). There are some courses in the HIM program that can be taken on campus.

Students gain practice using an electronic health record (EHR) through the EHR Go learning platform. This education EHR was designed for concept and clinical-based learning with customizable, realistic, diverse patients of HIM activities. Students use the EHR Go in 4 of their courses. The HIM program purchases the EHR Go subscription through student fees tuition. Students build on EHR practice throughout the program. Student support for EHR Go is available online. The HIM program has been using EHR Go (formerly Neehr Perfect) for over 6 years for electronic health record applications and resources. Student support for EHR Go is available online.

The HIM program has a Virtual lab that houses the latest Citrix Received to run the 3M Codefinder software for coding. HIM students begin using 3M Codefinder & HDM software in the diagnoses course and gain advance practice in the coding professional practicum course.

The Dumke College of Health Professions has a full-time dedicated librarian that can assist students. A HIM library guide (libguide) is available for students to gain current research from HIM-related journals and books.

### **HIM Software & Activities in the HIM program**

#### **HIM 2000, Introduction to Health Information:**

- EHR Go Tools & Resources
- EHR Go Documentation Standards
- EHR Go Retrieval of data
- EHR Go Introduction to Chart Deficiencies

#### **HIM 2250, Healthcare Privacy & Security:**

- EHR Go Release of Information Analysis

#### **HIM 2500, Healthcare Data Management:**

- EHR Go Orientation to Data Analytics
- EHR Go Data Analytics II

#### **HIM 2861, Professional Practice Experience:**

- EHR Go ROI & Accounting of Disclosures
- EHR Go Understanding TJC's Tracer Methodology
- EHR Go Quality Improvement Utilizing the EHR
- EHR Go Analyzing for Chart Deficiencies

#### **HIM 2300, Diagnosis Coding:**

- 3M Codefinder

#### **HIM 2320 Ambulatory and Physician Office Coding:**

- 3M Codefinder

#### **HIM 2410, ICD-10-PCS Coding:**

- 3M Codefinder

#### **HIM 2863 Professional Practice Experience in Coding**

- 3M Codefinder



## **HIM 3200 Biostatistics and Epidemiology**

- SPSS

## **HIM 3550 Healthcare Data Analytics**

- Tableau

### **Relevant Practice Resources:**

- Microsoft Word, Excel, & Power Point
- Health IT Privacy and Security Activities
- Institute for Healthcare Improvement activities

**HIM related research Libguide:** <https://libguides.weber.edu/c.php?g=949881>

## 22. Financial Support

Financial support for the Program comes as a budgetary allocation from the Office of the Provost, Weber State University. The current budget for the Health Administrative Services department is \$627,891 which includes faculty and staff salaries and benefits for the undergraduate programs in the department. One hundred percent of the budget comes from university sources. The salary portion of the undergraduate budget includes a full-time administrative assistant, and seven full-time faculty. The Health Information Management program is housed in the Health Administrative Services department. The budget also includes HIM course fees to help offset expenses related to discipline software. In addition to operating expenses, faculty have access to a professional development fund at the college level to support research and continuing education opportunities. Accreditation fees are paid through the Dumke College of Health Professions dean's office.

See **CAHIIM budget template Finances for HIM program**

## 23. Student Access to Resources

The WSU HIM program uses the WSU Library for research materials for students doing papers and projects whether online or on campus. The library subscribes to the AHIMA Journal for student use. In addition, there is a full-time librarian dedicated to the College of Health Professions. A HIM Libguide (<https://libguides.weber.edu/c.php?g=949881&p=6850185>) is available, current, and maintained by the librarian for HIM research. Currently, the WSU library, databases, and journals are adequate for the HIM program.

Tutoring services are available to assist students with math and writing throughout the HIM program. Students can have papers read and revised for all courses and projects. Papers can be reviewed through drop-in sessions or online.

Students also has remote access to the WSU Virtual lab. This includes access to discipline software (eg. Codefinder, EHR Go, and MS Access).

Technical support is provided through WSU IT services and WSU Online 7 days a week. A wide variety of labs are available for student use across campus.

## 24. The Curriculum

The HIM program has been mapped to ensure concise and adequate coverage of the 2014 AHIMA HIM Bachelor level curriculum competencies. Curriculum is assessed on a biennial basis with results reported to the Office of Institutional Effectiveness and reported annually in APAR.

The HIM program is available online. All courses (other than HIM 2861 professional practice and HAS 4860 Internship experience which requires a mentor and on-site practice with HIM professionals) can be completed online. Some of the HIM and Health Administrative Services (HAS) course are available face-to-face during scheduled semesters.

Some HIM required courses have a lab credit associated with them. The lab component can be completed online for all lecture lab credit courses.

After discussion with the Weber State IT department, access to all HIM courses will be given to CAHIIM reviewers' surveyors for the courses starting Fall semester, Sept. 2020. Please see the optional material LMS access for CAHIIM reviewers.

See **Appendix A** for CAHIIM template Synopsis of Curriculum and Curriculum Matrix

## 25. Curriculum Sequence

The following is the curriculum sequence for the HIM program:

<input checked="" type="checkbox"/>	Course	Credit Hour	Semester Offered	Milestones & Notes
Freshman (Semester 1)				
	Engl 1010 English Composition	3	ALL	<ul style="list-style-type: none"> <li>This sequence assumes Math and English minimum requirements are met</li> <li>After HTHS 1110 Integrated Human Anatomy/Physiology I and HTHS 1101 are completed, apply to the program</li> </ul>
	Quantitative Literacy (Math 1030, Math 1040, Math 1050)	3/4	ALL	
	HTHS 1110 Integrated Human Anatomy/Physiology I	4	ALL	
	HTHS 1101 Medical Terminology	2	ALL	
	1 Course to fulfill Creative Arts or Humanities	3	ALL	
	<b>Total Semester Credits</b>	15/16		
Freshman (Semester 2)				
	Engl 2010 English Composition	3	ALL	<ul style="list-style-type: none"> <li></li> </ul>
	HIM 2000 Intro to Health Info System	3	Fall, Spring	
	HAS 3000 The Healthcare System	3	ALL	

	HTHS 1111 Integrated Human Anatomy/Physiology II	4	ALL	
	1 Course to fulfill Social Science	3	ALL	
	<b>Total Semester Credits</b>	16		
Freshman (Optional)				
	HTHS 2230 Pathophysiology	3	ALL	
	WEB 1700 Microcomputer Applications	3	ALL	
	LIBS 1704 Information Literacy	1	ALL	
	<b>Total Semester Credits</b>	7		
Sophomore (Semester 3)				
	HTHS 2240 Intro to Pharmacology	3	ALL	•
	HIM 2300 Diagnosis Coding	3	ALL	
	HIM 2500 Healthcare Data Management	3	Fall, Spring	
	HIM 3000 Health Informatics	3	ALL	
	HIM 3300 Intro to QI in HC	3	ALL	
	<b>Total Semester Credits</b>	15		
Sophomore (Semester 4)				
	HIM 2250 Healthcare Privacy & Security	3	Fall, Spring	HIT completed at end of semester
	HIM 2320 Ambulatory & Phy Coding	3	ALL	
	HIM 2330 Healthcare Reimbursement	2	ALL	
	HIM 2410 ICD-10-PCS Proc Coding	2	ALL	
	HIM 2861 (2 <sup>nd</sup> yr) Prof Prac Experience	2	Fall, Spring	
	HIM 2862 Prof Prac Management	2	Fall, Spring	
	HIM 2863 Prof Prac Experience in Coding	1	ALL	
	<b>Total Semester Credits</b>	15		
Sophomore (Optional)				
				•
	<b>Total Semester Credits</b>			

<input checked="" type="checkbox"/>	Course	Credit Hours	Semester Offered	Milestones & Notes
Junior (Semester 5)				
	Actg 2010 Survey of Accounting	3	ALL	•
	HAS 3230 Health Communications	3	ALL	
	HIM 3500 Biomedical Research Support	2	Fall	
	MIS 2010 Business Computer Skills	1	ALL	
	1 Course to fulfill Creative Arts	3	ALL	
	<b>Total Semester Credits</b>	12		
Junior (Semester 6)				
	HAS 3240 Human Resource Development	3	Fall, Spring	•
	HIM 3200 Epidemiology & Biostatistics	3	ALL	
	HIM 3610 Adv Principles of Revenue Cycle Mgmt	3	ALL	
	1 Course to fulfill Social Science & Diversity	3	ALL	

	1 Course to fulfill Physical Science	3	ALL	
	HIST 1700 American Institution	3	ALL	
	<b>Total Semester Credits</b>	15		
<b>Junior (Optional)</b>				
				•
	<b>Total Semester Credits</b>			
<b>Senior (Semester 7)</b>				
	HAS 3260 Health Care Admin. & Supervisory	3	Fall	•
	HIM 3550 Health Care Data Analytics	3	Fall, Spring	
	1 Course to fulfill Physical or Life Science	3	ALL	
	1 Course to fulfill Humanities	3	ALL	
	<b>Total Semester Credits</b>	12		
<b>Senior (Semester 8)</b>				
	HAS 3750 Health Care Finance	3	Fall, Spring	<ul style="list-style-type: none"> <li>• <b>Total 118-120 credits so students may need 2 additional credits for Bachelor's Degree</b></li> <li>• <b>Apply for graduation through your portal</b></li> </ul>
	HAS 4860 Practicum/Internship ** or HIM 4990	4/3	ALL	
	HIM 3450 HC Systems Anal/Design	3	Spring	
	HIM 4100 HIS Management	3	Spring	
	<b>Total Semester Credits</b>	13/12		
<b>Senior (Optional)</b>				
				•

As Weber State University HIM program is a two step program, a course titled “Advanced Principles of Revenue Cycle Management” for the HIT Revenue Cycle Management track was created. The HIM Advisory board agreed that this course should be a required course for all HIM Bachelor level students in 2019. This course was added to the HIM catalog for the Fall HIM 2020 catalog year.

## 26. Curriculum Syllabi and Competencies

Students are provided a copy of the course syllabi at the beginning of each course. Syllabi include Bachelor Entry-level HIM competencies, course objectives, and activities that they will experience and how they will be evaluated. The 2014 AHIMA-HIM entry-level curriculum competencies are made known to students in the Introduction to Health Information Management Systems (HIM 2000) course. The HIM program faculty review the syllabi of all HIM courses (whether taught by full-time faculty and adjunct faculty) on an annual basis.

In addition to the HIM undergraduate degree, WSU offers a Post-Bach HIM certification course for students who have received a previous Bachelor degree from a regionally accredited college or university. These courses are listed as "optional courses" and start with the HIM 5000 level or higher, and HAS 3750 and 3240.

## 27. Curriculum Evaluation

Student evaluation methodologies include quizzes, assignments, cases, discussions, EHR Go, and exams which vary through each course. Each course is designed to frequently examine the learning outcomes of the students at different cognitive levels. Emphasis is placed on the use of application, evaluation, and problem-solving techniques. Practical application and analysis of HIM content is utilized through EHR Go assignments and are available at <https://ehrgo.com/>

There are several training opportunities for WSU HIM faculty to prepare taxonomic level exam questions, improve course discussions and assignments, building rubrics, and video content to support teaching and learning opportunities. These training opportunities are available through WSU faculty portal called Training Tracker. Faculty may participate with the university through the teaching and learning forum which provides instruction on teaching methodologies. Faculty are also supported and encouraged to attend the AHIMA Assembly on Education and CEE faculty workshops.

See example of training opportunities available spring semester for faculty in HIM CAHIIM self-study.

## 28. Professional Practice Experiences

The Professional Practice Experience and Internships are designed, managed, and evaluated by the HIM program director. Student's HIM interests are considered with the bachelor-level internship. All PPE and internship sites are arranged by course instructor. **Local students** completing the HIM 2861 Professional Practice Experience attend on-site as a class with instructor supervision. The on-site activities include an array of acute care facilities, software vendors, insurance company, Revenue Cycle consulting, and State Department of Health). **Distance students** complete the HIM 2861 Professional Practice Experience on-site with an approved preceptor and site (through the mentor affiliation agreement).

Preceptors demonstrate how technical HIM functions are completed at their facility either in group setting for local students or individually for distance students. Through module objectives, instruction for technical component applications are assigned and completed individually by student.. A summary of their experience describing these technical component applications. Students complete practice simulation using EHR Go affiliated assignments. Student's assignments, summary, and practice from PPE modules is submitted to the instructor for final grading based on rubric standards.

The instructor of HIM 2861, Professional Practice Experience coordinates and communicates with the PPE sites prior, during, and after PPE experience. Policies and requirements are communicated to PPE students through the Canvas course. This includes CastleBranch (background check, drug screen, and immunizations) requirements, professional dress and standards, PPE modules, and itinerary. As stated in the HAS handbook, it is expected that HIM students will not be substituted for paid staff.

The instructor of HAS 4860 internship considers the student HIM interests in completing the Bachelor level internship. The HIM internship packet is submitted to students prior to registering to assist in coordination of HIM internship activities. Policies and requirements are communicated to HAS 4860 internship students through the Canvas course. This includes CastleBranch (background check, drug screen, and immunizations) requirements, professional dress and standards, PPE modules, and itinerary.

## 29. Health and Safety

Weber State University is dedicated to the safety and well-being of all individuals on its campuses. The university prohibits all forms of violence, discrimination and harassment, in accordance with university policy. A campus alert system called Code Purple provides notices about significant emergency situations on campus such as snow closures, power outages, gas leaks, or other potentially dangerous threats. All employees and students are encourage to sign up for campus alerts at <https://weber.edu/codepurple>.

A mentor affiliation agreement is required for all HIM students while completing their professional practice experience. The initial agreement approved through WSU legal is sent to the preceptor's facility. Any changes or modifications to this agreement must be approved by WSU legal counsel and preceptor facility prior to student completing practicum experience on site.

WSU requires that all students complete the CastleBranch background check, drug screen, and proof of immunizations prior to going on site for professional practice experience. Prior to all on-sites practice experience students must complete all elements of CastleBranch for approval. This is one requirement of the mentor affiliation agreement between facility and university.

For Safety topics and contact information is available at <https://www.weber.edu/safeatweber/>

## 30. Publications and Disclosures

All published HIM Program information reflects the program offered at Weber State University. The courses required for completion of the HIM program, current successful completion rates of RHIA exam, tuition rates, policies and procedures, academic calendar, student grievance procedures, are available on the WSU HIM website, Student Handbook, and/or WSU affiliated website.

There are no special admission requirements for the HIM program. Students are made aware at time of application of the CastleBranch requirements which include FBI Background check, Drug Screen, and Proof of titers for immunizations. These additional requirements are in the student handbook, and the student does initial that they have received the handbook and are aware of these requirements upon acceptance into the HIM program.

The following is a published accreditation statement for Weber State University <https://weber.edu/accreditation/regional-accreditation.html>

The following is the application process for the HIM program <https://weber.edu/him/apply-cert.html>

The following is a link which shows the outcomes of the WSU HIM program [https://www.weber.edu/ie/Results/Health\\_Information\\_Management.html](https://www.weber.edu/ie/Results/Health_Information_Management.html)

The student guidebook is available online for students and outlines academic guidelines, health and safety, student conduct and student services. <https://www.weber.edu/wsuiimages/HAS/HAShandbook0916.pdf>

The following is the HIM degree map for successful completion of the HIM program

## Health Information Management (AAS Degree) - Graduation MAP



**WEBER STATE**  
UNIVERSITY

This is a suggested plan. Meet with an academic advisor to create a specific plan that best fits your academic needs. Remember, taking an average of 15 credit hours per semester facilitates timely graduation.

This information is for students declared in the 2019-2020 and later catalog

<input checked="" type="checkbox"/>	Course	Credit Hour	Semester Offered	Milestones & Notes
<b>Freshman (Semester 1)</b>				
	Engl 1010 English Composition	3	Fall, Spring, Summer	<ul style="list-style-type: none"> <li>• Prereqs: HTHS 1110 and HTHS 1101</li> </ul>
	1 Course to fulfill Humanities or Creative Arts	3	Fall, Spring, Summer	
	WEB 1700 Introduction to Computer Applications	3	Fall, Spring, Summer	
	HTHS 1110 Integrated Human Anatomy/Physiology I	4	Fall, Spring, Summer	
	HTHS 1101 Medical Terminology	2	Fall, Spring, Summer	
	<b>Total Semester Credits</b>	15		
<b>Freshman (Semester 2)</b>				
	Engl 2010 English Composition	3	Fall, Spring, Summer	<ul style="list-style-type: none"> <li>•</li> </ul>
	HTHS 1111 Integrated Human Anatomy/Physiology I	4	Fall, Spring, Summer	
	HIM 2000 Intro to Health Infor Systems	3	Fall, Spring	
	HIM 2250 Healthcare Privacy & Security	3	Fall, Spring	
	HIM 3000 Health Informatics	3	Fall, Spring, Summer	
	<b>Total Semester Credits</b>	16		
<b>Freshman (Optional)</b>				
	HTHS 2240 Intro to Pharmacology	3	Fall, Spring, Summer	
	MATH 1030 or HTHS 1108	3 or 5	Fall, Spring	
	HAS 3000 Healthcare System	3	Fall, Spring, Summer	
	<b>Total Semester Credits</b>	9 or 11		
<b>Sophomore (Semester 3)</b>				



	HTHS 2230 Intro to Pathophysiology	3	Fall, Spring, Summer	•
	HIM 2300 Diagnosis Coding	3	Fall, Spring, Summer	
	HIM 2500 Healthcare Data Management	3	Fall, Spring	
	HIM 2861 Prof Prac Experience	2	Fall, Spring	
	HIM 3300 Intro to QI in HC	3	Fall, Spring, Summer	
	<b>Total Semester Credits</b>	14		
<b>Sophomore (Semester 4)</b>				
	HIM 2320 Ambulatory & Phy Coding	3	Fall, Spring, Summer	• 67 credits • Apply for graduation
	HIM 2330 Healthcare Reimbursement	2	Fall, Spring, Summer	
	HIM 2410 ICD-10-PCS Proc Coding	2	Fall, Spring, Summer	
	HIM 2862 Prof Prac Management	2	Fall, Spring	
	HIM Prof Prac Experience in Coding	1	Fall, Spring, Summer	
	1 Course to fulfill Social Sciences	3	Fall, Spring, Summer	
	<b>Total Semester Credits</b>	13		

### 30. Lawful and Non-lawful Discriminatory Practices

Activities associate with the HIM program, including student and faculty recruitment, student admissions, mentor affiliation agreements, and faculty employment practices are non-discriminatory and are in accordance with federal and state statutes, rules, and regulations.

The Academic catalog is available at <https://catalog.weber.edu/>

The WSU employee policy and procedures are available at [https://www.weber.edu/aaeo/Related Policies.html](https://www.weber.edu/aaeo/Related_Policies.html)

The student Handbook is available are available at <https://weber.edu/HAS/admissions.html>

### 31. Student Records

Student records are maintained within the Department of Health Administrative Services box. Student application, contract, advisement etc are available for faculty to review and comment. Full-time HIM faculty contact students for an advisement opportunity at a minimum of twice a year and recorded in the faculty/student advisement journal located in their file. Student degree evaluation, advisor notes, career plans, GPA, and any exceptions to their HIM program are available through the WSU Online Degree Evaluation called CatTracks. Grades and credits for courses are recorded on the student transcript and permanently maintained by Weber State University in a safe and accessible location.

### 32. Substantive Change

The HIM program reports substantive changes(s) as described by the CAHIIM Accreditation Manual in a timely manner as specified by CAHIIM. Changes in the program director, physical location, and academic terms will be submitted to CAHIIM with 30 days of the change. There have been no substantive changes during the self-assessment process within the WSU HIM program.

### 33. Closing Statement

The WSU HIM program was developed at the request of HIM community to meet workforce needs. The program continues to evolve to meet the curricular changes as well as recommendations from the HIM advisory board to provide the most up-to-date program possible. The program benefits from strong support from HIM community as well as university leadership. This self-assessment has provided this program the opportunity to share how we deliver this optimal education to serve HIM students, workforce, and the community.