Health Information Technology Associate Degree

Self-Assessment Study

Academic Year 2018-2019

Program Director

Heather L. Merkley, DHSc, RHIA

Note: The Weber State University HIM Associate 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 (801)626-7074

Introduction

The Health Information Technology (HIT) Associate of Applied Science (AAS) program has been offered at Weber State University for over thirty years. The HIT program is housed in the Dumke College of Health Professions. The HIT program primarily serves the HIM industry in Utah, but the online HIT program has benefitted students throughout the country. The HIM advisory board for the AAS 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.

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 Technology program in 1985 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 Technology program an Associate of Applied Science in Health Information Technology.

Program Mission

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

The HIT 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 Technology program website can be found at https://weber.edu/him/AASHIM.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 HIT program is unique as it provides students an associate degree in a university setting.

Program Evaluation

The HIT 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 HIT program conducts a bi-annual self-evaluation with HIM staff which reviews performance on RHIT 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 HIT content, an assessment plan was created. This plan assists the HIT 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 HIT graduates taking the RHIT certification examination will pass on the first writing.
  - o This will be measured by the annual review of the RHIT 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.

- - - o   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.
  - o   Employer surveys are completed by the HIT program director annually and the results are shared with the Program Advisory Committee.

Program goals are evaluated by HIT program faculty, advisory board, WSU Office of Institutional Effectiveness-annual assessment of evidence of learning, and CAHIIM APAR evaluation. The HIT program conducts an annual self-evaluation with HIM staff which reviews performance on RHIT 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 HIT curriculum will include, at minimum, the required AHIMA Associate degree entry-level competencies at the appropriate Bloom's taxonomy level.

MTO:

- Annually the HIT faculty will conduct an analysis of the HIT curriculum to ensure that all entry-level competencies are being covered throughout the program.

Steps to Achieve: 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 Associate Degree Entry Level curricular competencies to ensure coverage of the requirements.

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.

  Steps to Achieve:

  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.

  Progam Response to Review Panel: The curriculum goal has been revised. Please see the HIM curriculum review agenda and minutes for 9/26/19 that reflects the AHIMA

Associate Degree Entry-level curricular competencies are being taught at the Bloom's Taxonomy level.

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.
- All faculty will have current HIM credentials when teaching HIM specific courses and will have a Master's degree or higher.

Steps to Achieve:

HIM PD will review HIT faculty CEU certificate to ensure that faculty are maintaining credentials. HIM PD will ensure that faculty are participating in activities to maintain their knowledge and expertise in course content at a minimum of 2 CEU activities each cycle. Participation will be verified by HIM program director through reported CEU cycle (every two years) and/or through Department chair annual assessment.

Note to Review Panel: The faculty development goal, MTO, and steps to achieve have been re-written as a measurable goal.

Students and Graduates Goal

Goal:HIT program graduates will demonstrate the HIT entry-level competencies.

MTO:

- Eighty percent of all HIT graduates taking the RHIT certification examination will pass on the first writing.

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

Goal: Employers will express adequate to excellent competence or unimportant regarding HIM skills expected of entry-level health information technicians

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 HIT 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 of twice a year.

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

Program Response to Review Panel regarding tracking: Weber State University Health Information Technology 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 HIT Associate degree program.

 Note: The following Students & Graduate table, the numbers were taken from the WSU Reporting system for the 2018/2019 year. As the WSU HIT program is open enrollment, it is difficult to determine whether students are in year 1 or year 2 of the program.

Students and Graduates

Current Academic Year	Enrollments		Graduates		Attrition		Remaining Students	
Associate Degree	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Year 1							0	0
Year 2	16	34	9	7	1	6	6	21
Total	16	34	9	7	1	6	6	21

Previous Academic Year	Enrollments		Graduates		Attrition		Remaining Students	
Associate Degree	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Year 1							0	0
Year 2	15	31	8	8	2	6	5	17
Total	15	31	8	8	2	6	5	17

Communities of Interest Goal

Goal:

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

Advisory Committee Goal

Goal:

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

MTO:

- HIT program advisory committee will meet to assist HIM faculty with curricular enhancements, review program outcomes, and assist faculty in developing higher-level HIT activities annually.

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). The advisory committee will provide input to the program on curriculum changes, course resources, and potential internship/PPE activities and sites.

- The advisory committee will provide support to HIT faculty with guest lecturers, professional practice experience supervisors, or student mentors a minimum of four times a year.

Steps to Achieve: The advisory committee will provide input to the program on curriculum changes, course resources, and potential internship/PPE activities and sites.

- The HIT program will gain from advisory committee members at least 3 new activities to fulfill higher level curricular competencies.

Steps to Achieve: Faculty will contact advisory committee members as needed for input to maintain currency, accuracy, and appropriate Bloom's taxonomy levels and then add these activities into the course curriculum.

Program Response to Review Panel: The MTO and Steps to Achieve for the Advisory Committee Goal have been revised. The agenda from the Jan. 24, 2020 HIM advisory board meeting are attached to reflect a separation of HIT and HIM agenda.

HIM Advisory Board Members

Name	Position	Employer
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

Annual Assessment

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

- For associate 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 RHIT 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 HIT 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 HIT program is reviewed at least once every five years through this process.

Monitor Assessment Results

The HIT program has completed a successful WSU Office of Institutional Effectiveness program evaluation process and the CAHIIM APAR within the past year. These assessments are part of the HIT annual self-evaluation. HIT faculty take part in the collection and review of information for the WSU evaluation process as well as the WSU Office of Institutional Effectiveness program evaluation process and APAR. Findings are shared with HIT faculty and advisory board members as necessary.

Please see attached APAR and WSU Office of Institutional Effectiveness program evaluation process.

The HIT 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 substantitve changes to the HIT curriculum must be approved through the WSU Currriculum 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.

Action Plan Implementation

The HIT 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 an identify ways in which the program can improve.

The HIT advisory board has guided us to include multiple curriculum revisions to achieve Bloom's Taxonomy levels of HIT entry-level competencies. At the last HIT advisory board meeting, the 2018 Curricular competencies were presented and discussed. The board advised HIT program to seek both the Data Management and Revenue Management tracks if possible. Program advisory board made recommendations to HIM faculty to include more CDI queries and CAC practice activities.

HIM faculty are in the process of mapping existing curriculum to the 2018 curricular competencies in anticipation of implementation 2021-2022 academic year. This will likely involve program curricular changes during the 2020-2021 year.

Please see attached agenda/minutes from advisory board meeting that discusses curricular concerns and changes. In addition, the HIT faculty agenda/minutes from the Sept 26, 2019 meeting that discuss syllabus standards, curricular changes, and report for the WSU Office of Institutional Effectiveness program and APAR have been appended to this file.

Program Director

Heather Merkley, DHSc, RHIA; HIT 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 HIT program director to communicate with faculty and staff regarding the HIT program. Notes are maintained on department meetings.

Program Director Qualifications

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

Program Director Responsibilities

The HIT program director is responsible for the organization, administration, and continuous program review, planning, development and effectiveness of the HIT program. The HIT program director teaches 9 credits per semester with a 3 credit release time to devote to curriculum development and evaluation, advisement of students, and HIT 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 HIT program director to fulfill administrative and program director duties. In addition, WSU allows the HIT program director release time to manage and fulfill the responsibilities of HIT program management.

The development of the budget for the HIT 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 HIT 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 HIT level is inherently part of the HIM baccalaureate program.

(RESP to REVIEWERS) Program Directors (PD) in the Dumke College of Health Professions at Weber State University are given 3 credits release time each semester. In addition, PD is given one additional month of contract time to fulfill duties as PD. The PD provides input to the department chair for budgetary allocation annually. This includes requests for faculty, supplies, technology subscriptions (3M products, EHRGo etc), travel and continuing education needs for program and faculty for the upcoming year. PD receives adequate funding and support from the Department of Health Administrative Services chair and Dean of College.

Faculty

The HIT program has two credentialed full-time HIM faculty dedicated to the program, a program director and one full-time faculty member. The program director and Dr. Pat Shaw is the dedicated full-time HIT faculty member at Weber State University. There is also two credentialed and one non-credentialed faculty members that teach courses in the HIT 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 HIT 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 HIT program is Weber State University averages a 21:1 student to faculty ratio for the 2018 year. For the 2019 year, the HIT program averages a 17:1 student to faculty ratio.

Faculty in the WSU HIT program:

Faculty Name	Degree/Credential	Credentials	Courses Taught
Heather Merkley	DHSc	RHIA	2250, 2320, 3000, 2861
Pat Shaw	EdD	RHIA	2300, 3300, 2862
Miland Palmer	MPH	RHIA	2500
Darcy Carter	DHSc	RHIA	2410, 2863
Tara Walton	MS	RHIA	2000
Brian Cottle	MHA		HAS 3000

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 HIT 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 HIT 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 HIT 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.

Staff

The department of Health Administrative Services which houses the HIT 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 HIT and other health profession programs. In addition, the department of health administrative services which houses the HIT program has a full-time administrative assistant. 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).

Program Governance

The HIT 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 HIT program is housed in the Health Administrative Services department in the Dumke College of Health Professions at Weber State University. HIT 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.

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 HIT curriculum is available through online learning, with the exception of the PPE (requires a

RHIT/RHIA credentialed mentor). There are some courses in the HIT program that can be taken on campus.

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

The HIT program has a Virtual lab that houses the latest Citrix Received to run the 3M Codefinder software for coding. HIT 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 HIT 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

Relevant Practice Resources:

- Microsoft Word, Excel, & Power Point

- Health IT Privacy and Security Activities

- Institute for Healthcare Improvement activities

HIM related research guide: https://libguides.weber.edu/c.php?g=949881

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 Technology program is housed in the Health Administrative Services department. The budget also includes HIT 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.

See CAHIIM budget template Finances for HIT program

Student Access to Resources

The WSU HIT 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 HIT program.

Tutoring services are available to assist students with math and writing throughout the HIT 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.

The Curriculum

The HIT program has been mapped to ensure concise and adequate coverage of the 2014 AHIMA HIM Associate 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 HIT program is available online. All courses (other than HIM 2861 professional practice 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 HIT required courses have a lab credit associated with them. The lab component can be completed online for all lecture lab credit courses.

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

Curriculum Sequence

The following is the curriculum sequence for the HIT program:

	Course	Credit Hour	Semester Offered	Milestones & Notes
	Freshman (Semester 1)			
	Engl 1010 English Composition	3	Fall, Spring, Summer	• Prereqs: HTHS 1110 and HTHS 1101
	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	

	Total Semester Credits	15		
	Freshman (Semester 2)			
	Engl 2010 English Composition	3	Fall, Spring, Summer	•
	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	
	Total Semester Credits	16		
	Freshman (Optional)			
	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	
	Total Semester Credits	9 or 11		
	Sophomore (Semester 3)			
	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	
	Total Semester Credits	14		
	Sophomore (Semester 4)			
	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	
	Total Semester Credits	13		

The only anticipated curriculum change will be in 2021 in regard to the 2018 AHIMA Competencies in regard to the HIT emphasis track. The program director has discussed the 2018 AHIMA competencies and HIT tracks with the HIT advisory board and it was advised to offer both the Revenue Cycle and Data Management tracks. This curriculum changes will be finalized in fall, 2020. Planned changes to address the 2018 AHIMA competencies will be Math 1040 (Introduction to Statistics) and HIM 3620 Advance Revenue Cycle Management.

Curriculum Syllabi and Competencies

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

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 HIT content is utilized through EHR Go assignments and are available at https://ehrgo.com/

There are several training opportunities for WSU HIT 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.

Professional Practice Experiences

The Professional Practice Experience are designed, managed, and evaluated by the HIM program director. All PPE sites are arranged by course instructor. **Local students** completing the HIM 2861 Professional Practice Experience course 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.

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 HIT 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/

Publications and Disclosures

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

There are no special admission requirements for the HIT 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 HIT 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 HIT program https://weber.edu/him/apply-cert.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/wsuimages/HAS/HAShandbook0916.pdf

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

Health Information Technology (AAS Degree) - Graduation MAP

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

☑	Course	Credit Hour	Semester Offered	Milestones & Notes
	Freshman (Semester 1)			
	Engl 1010 English Composition	3	Fall, Spring, Summer	• Prereqs: HTHS 1110 and HTHS 1101
	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	
	Total Semester Credits	15		
	Freshman (Semester 2)			
	Engl 2010 English Composition	3	Fall, Spring, Summer	•
	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	
	Total Semester Credits	16		
	Freshman (Optional)			
	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	
	Total Semester Credits	9 or 11		

	Sophomore (Semester 3)			
	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	
	Total Semester Credits	**14**		
	Sophomore (Semester 4)			
	HIM 2320 Ambulatory & Phy Coding	3	Fall, Spring, Summer	• 67 credits
	HIM 2330 Healthcare Reimbursement	2	Fall, Spring, Summer	• Apply for graduation
	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	
	Total Semester Credits	**13**		

Lawful and Non-lawful Discriminatory Practices

Activities associate with the HIT 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

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

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 HIT 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.

Substantive Change

The HIT 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 HIT program.

Closing Statement

The WSU HIT 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 HIT students, workforce, and the community.

Weber State University has a policy for reporting a substantive change to curriculum or program. Curriculum changes go through a process and must be approved by the WSU curriculum committee and potentially may be reported to the NWCCU if appropriate.