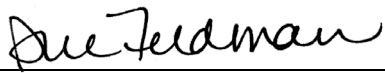


*Department of Health Services Administration  
Master of Science in Health Informatics – MSHI*

**2023-2024  
STUDENT HANDBOOK**



**UAB** SCHOOL OF HEALTH PROFESSIONS  
**DEPARTMENT OF HEALTH SERVICES ADMINISTRATION**  
**GRADUATE PROGRAMS IN HEALTH INFORMATICS**  
**2023-2024 ACADEMIC HANDBOOK**



8-22-2023

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Sue S. Feldman, RN, MEd, PhD

Program Director



9-12-2023

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9-12-2023

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Andrew Butler, PhD

Dean, School of Health Professions

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## INTRODUCTION

### DEAN'S WELCOME MESSAGE

Welcome to the University of Alabama at Birmingham School of Health Professions! We are pleased you chose to join one of our many excellent programs, which in combination have established us as a national leader in health professions education.

We are home to one of the largest health professions schools in the nation with more than 30 programs at the certificate, baccalaureate, master's, and doctoral levels, with more than 2,000 undergraduate and graduate students enrolled.

Moving into a post-COVID environment is a new start for everyone in health care, and you are in the best place to begin your personal journey toward joining this dynamic field. We are all committed to providing you a world-class education, and to support your pursuit of knowledge and your strong desire to serve others as a healthcare professional.

The pandemic has challenged all of us in many ways, and your entry into one of our professional programs demonstrates one of the most precious personal qualities one can have: resilience. That resilience has brought you here today and will continue to serve you well during your journey at UAB.

We recognize that healthcare needs - even outside of a pandemic - are constantly changing. That is why we continue to add innovative programs to our academic portfolio, and to enhance and revitalize ongoing programs. We also offer graduate programs you will only find in Alabama at UAB, such as Genetic Counseling, Nuclear Medicine and Molecular Imaging, Low Vision Rehabilitation, Health Physics, Healthcare Quality and Safety, doctoral-level Rehabilitation Science, and Biomedical and Health Sciences.

Our degrees and programs are fully accredited by their respective professional organizations. This means you will be eligible for licensure, national certification or registrations and enjoy being in high demand within the job market. Our first-time student exam pass rate on many credentialing exams is an astounding 98 percent or higher.

Graduating from the School of Health Professions means you will acquire an esteemed degree, have a host of job opportunities in healthcare – an industry that continues to grow rapidly – and be well prepared to make a difference in your community. We look forward to maintaining our relationship with you when you join our alumni community.

Our alumni give advice to current students that is worth repeating: “learn your craft, be a better professional for your patients, be open minded to future possibilities, and remember to have a healthy work/ life balance”.

I look forward to seeing you grow in your respective fields and watching you become the leader we know you can be.



Andrew J. Butler, PhD, FAPTA

## OVERVIEW OF THE SCHOOL OF HEALTH PROFESSIONS

A leader in federally funded research, the UAB School of Health Professions (SHP) is one of the largest academic institutions of its type in the United States and currently boasts several nationally ranked programs. What began in the 1950s as a collection of training programs in various para-professional disciplines has grown into an internationally recognized center of academic excellence.

The SHP initially took shape in 1969 as UAB gained autonomy within the University of Alabama System. Originally christened the School of Community and Allied Health Resources (SCAHR), the school incorporated the School of Health Services Administration and the Division of Allied Health Sciences from the College of General Studies with parts of the Department of Public Health and Epidemiology from the medical school. An innovative facility designed to meet the growing needs of the health care industry, the SCAHR was divided into four academic divisions that functioned like regular academic departments: Health Services Administration, Public Health and Environment, Allied Health Sciences, and the Regional Technical Institute for Health Occupations.

Throughout the 1970's and 80's the school's offerings were amended to reflect the changing health care industry. As a result of the changes, SCAHR became the School of Public and Allied Health (SPAH). Next it became the School of Community and Allied Health (SCAH) and later the School of Health Related Professions (SHRP). During this time, the school added several new areas of study including a nationally ranked program in Nutrition Sciences. Through the leadership and guidance of early visionaries, the school experienced unparalleled success, which continues to date.

Today, the School of Health Professions is comprised of more than 30 programs – at the certificate, baccalaureate, master's, and doctoral levels – across five academic departments: Clinical and Diagnostic Sciences, Health Services Administration, Nutrition Sciences, Occupational Therapy, and Physical Therapy. The school is housed in three buildings, the Susan Mott Webb Nutrition Sciences Building, the Learning Resource Center Building, and the School of Health Professions Building (SHPB).

With more than 2,200 faculty, staff, and students, SHP is one of six schools comprising the world-renowned UAB Academic Health Center. Students have access to vast academic resources, state-of-the-art facilities, and progressive research.

SHP is proud of many accomplishments including:

- U.S. News & World Report ranks SHP programs in the nation's top 25
- Research funding is over \$14 million and growing
- The school is at the top of the list in research funding from the National Institutes of Health for schools of its type and has been either first or second in funding received since 1969

Under the current leadership of Dean Andrew Butler, the school has never been stronger or better positioned as a national leader in health professions education.



## SCHOOL OF HEALTH PROFESSIONS CONTACT INFORMATION

In addition to your program director and program faculty, the following individuals may be able to provide assistance with questions and issues related to your school and program activities.

**Kristin Chapleau, Director of Student Services and Advising**

205-996-4721; [kjohnsto@uab.edu](mailto:kjohnsto@uab.edu)

**Jennifer Christy, Assistant Dean for Faculty Affairs**

205-934-5903; [jbraswel@uab.edu](mailto:jbraswel@uab.edu)

**Mary Foster, Dean's Executive Assistant**

205-934-5149; [fostermg@uab.edu](mailto:fostermg@uab.edu)

**Samantha Giordano-Mooga, PhD, Director of Undergraduate Honors Program**

205-996-1399; [sgiordan@uab.edu](mailto:sgiordan@uab.edu)

**Melanie Hart, PhD, Associate Dean for Academic and Faculty Affairs**

205-934-7528; [mhart2@uab.edu](mailto:mhart2@uab.edu)

**Kevin Storr, Director of Communications**

205-934-4159; [storr@uab.edu](mailto:storr@uab.edu)

**Lee Test, Director of Academic and Faculty Operations**

205-975-8034; [ltest@uab.edu](mailto:ltest@uab.edu)

**Marci Willis, Director, Learning Resource Center**

205-934-9472; [mbattles@uab.edu](mailto:mbattles@uab.edu)

## SECTION 1 – SCHOOL AND UNIVERSITY INFORMATION

### ACADEMIC CALENDAR

All dates related to registration, payments of tuition and fees, drop/add dates, other administrative requirements, and official school holidays are recorded on the UAB Academic Calendar available at [www.uab.edu/academiccalendar](http://www.uab.edu/academiccalendar).

### ACADEMIC INTEGRITY CODE

The University established a new Academic Integrity Code effective August 23, 2021. This Code, which applies to undergraduate, graduate, and professional students as well as all academic activities, defines academic misconduct and outlines procedures for breaches of the code. Policies are established for resolution of charges of academic misconduct, and these processes are managed by the Academic Integrity Coordinator (AIC). In the School of Health Profession, the AIC is the Senior Associate Dean for Academic and Faculty Affairs, the office is located in SHPB 660. The full text of the Academic Integrity Code is available at: <https://www.uab.edu/one-stop/policies/academic-integrity-code>.

### ADVISING

Undergraduate student advising is provided through the Student Services and Advising unit, which is housed in the SHPB 230 suite of offices, near the elevators on the 2nd floor. Walk-ins are accepted, but appointments are preferred. Contact information for individual advisors is listed below.

Anrika Steen, Academic Advisor III, SHPB 424E – 996-1689; [anrikam@uab.edu](mailto:anrikam@uab.edu)

Eileen Hatfield, Academic Advisor II, SHPB 230 – 205-934-4185; [mehatfie@uab.edu](mailto:mehatfie@uab.edu)

Chris Smith, Academic Advisor III, SHPB 230 – 205-934-5974; [cjsmith1@uab.edu](mailto:cjsmith1@uab.edu)

Adam Pinson, Academic Advisor III, SHPB 424A – 205-996-6789; [apinson@uab.edu](mailto:apinson@uab.edu)

Graduate student advising is provided through the SHP graduate programs.

### AMBASSADORS

Ambassadors help to spread awareness of the School of Health Professions and its multifaceted undergraduate and graduate programs, serving as liaisons between the department and university-wide student organizations, serve as a student voice in school and university committees, and with the timely goal of creating a sense of community for all SHP students. The SHP Ambassadors help to support the programs within the school that will impact recruitment and retention initiatives.

### ASKIT

AskIT is the technology help desk for faculty, staff, and students. They provide free support via telephone, email, or in-person. You will be asked to supply your BlazerID when you request assistance.

## ATTENDANCE

Class attendance is expected in all SHP programs. Specific class, laboratory or clinical site attendance requirements may be more stringent than university guidelines. Refer to the program requirements in this handbook and in course syllabi for policies. The UAB policy for undergraduates follows.

The University of Alabama at Birmingham recognizes that the academic success of individual students is related to their class attendance and participation. Each course instructor is responsible for establishing policies concerning class attendance and make-up opportunities. Any such policies, including points for attendance and/or participation, penalties for absences, limits on excused absences, total allowable absences, etc., must be specified in the course syllabus provided to students at the beginning of the course term. Such policies are subject to departmental oversight and may not, by their specific prescriptions, negate or circumvent the accommodations provided below for excused absences.

The University regards certain absences as excused and, in those instances, requires that instructors provide an accommodation for the student who misses assignments, presentations, examinations, or other academic work of a substantive nature by virtue of these excused absences. Examples include the following:

Absences due to jury or military duty provided that official documentation have been provided to the instructor in a timely manner in advance.

Absences of students registered with Disabilities Services for disabilities eligible for "a reasonable number of disability-related absences" provided students give their instructors notice of a disability-related absence in advance or as soon as possible.

Absences due to participation in university-sponsored activities when the student is representing the university in an official capacity and as a critical participant, provided that the procedures below have been followed:

Before the end of the add/drop period, students must provide their instructor a schedule of anticipated excused absences in or with a letter explaining the nature of the expected absences from the director of the unit or department sponsoring the activity.

If a change in the schedule occurs, students are responsible for providing their instructors with advance written notification from the sponsoring unit or department.

Absences due to other extenuating circumstances that instructors deem excused. Such classification is at the discretion of the instructor and is predicated upon consistent treatment of all students. In these instances, instructors must devise a system for reasonable accommodation including, for example, policies allowing for dropped exams/quizzes, make-up exams, rescheduling of student classroom presentations or early or later submission of written assignments.

## AWARDS AND HONOR SOCIETIES

All students in the School of Health Professions are eligible for consideration for the following awards or society memberships.

- Alfred W. Sangster Award for Outstanding International Student – This award is presented annually to an international student in recognition of his or her academic and non-academic achievements.
- Alpha Eta Society – The UAB Chapter of this Society recognizes students registered in the final term of a baccalaureate or graduate health professions program. Inductees must have a cumulative grade point average of 3.0 (4.0 = A) and be in the upper 10% of their program. Nominations are made by program directors in spring and summer terms.
- Cecile Clardy Satterfield Award for Humanism in Health Care – This award is made annually to recognize one outstanding student for humanitarianism, professionalism, and commitment to health care. Nominations are coordinated by program directors, but may also be made by faculty, students, patients, or preceptors.
- Charles Brooks Award for Creativity – This award is made annually in recognition of creative accomplishments such as written publications or artistic contributions which complemented the student’s academic activities. Nominations are made by program directors.
- Dean’s Leadership and Service Award – Presented to a maximum of three outstanding SHP students annually, this award recognizes leadership to the School, UAB, and the community. Nominations are made by program directors or faculty.
- Phi Kappa Phi – This is the oldest, and most selective, all-discipline honor society in the nation. Membership is by invitation to the top 7.5% of junior students and the top 10% of seniors and graduate students. Nominations are made by program directors.

Please refer to the program section of this handbook for awards and honors available to students in individual programs.

## BACKGROUND CHECK

Students in SHP programs are required by policy to undergo a background check using the school’s approved vendor, CastleBranch <https://discover.castlebranch.com/>, at the time of program admission, and again, prior to placement in a fieldwork I rotation. In addition, some sites are requiring the social media background check. This package code is different than the initial package code given. Instructions for requesting the background check and appropriate consent forms are provided to students by their programs. Please refer to the policy section of this handbook for the policy statement.

## BLAZERID / BLAZERNET / EMAIL

**BlazerID:** All students receive a unique identifier, the BlazerID, established at: [www.uab.edu/blazerid](http://www.uab.edu/blazerid). Your BlazerID is required for accessing BlazerNET and other campus resources. To activate one’s BlazerID, select “Activate Accounts.”

**BlazerNET** is the official portal of the UAB information network and is accessible from any Internet-accessible computer, on- or off-campus. Access BlazerNET from UAB home page [www.uab.edu](http://www.uab.edu) then choose UAB Quicklinks.

**Email: uab.edu** Monitor your email regularly. Your UAB email is the official communication medium for courses, news, information, and announcements. UAB student email is provided through Microsoft Office 365, a cloud-based system. Students have 50 GB of email space and 25 GB of free file 1 TB storage.

## **BLAZER EXPRESS**

The UAB Blazer Express Transit System provides transportation throughout the UAB campus. With a valid UAB ID badge, students can enjoy fare-free bus transportation. All buses are ADA-accessible and can seat approximately 35 riders. For an updated schedule, route maps, and hours of operation please go to [www.uab.edu/blazerexpress/](http://www.uab.edu/blazerexpress/).

## **BOOKSTORE**

There is one bookstore located on the UAB campus, offering a wide variety of products and services to students, including online purchasing and shipping. The bookstore stocks UAB memorabilia and college wear in addition to all required textbooks and course material.

### **UAB Barnes and Noble Bookstore**

Location: 1400 University Blvd, Hill Student Center, 35233

Hours: M – F 8:00am – 6:00pm | Sat 10:00am – 2:00pm | Sun Closed

Telephone: (205) 996-2665      Website: <https://uab.bncollege.com/shop/uab/home>

## **CAMPUS ONECARD**

The UAB OneCard is the official university identification card. It is used for personal identification, for entry to campus events and the recreation center, for library checkout, and other UAB services. It also serves as a declining balance card for the UAB meal plans and for Blazer Bucks accounts. Additional information is available at [www.uab.edu/onecard](http://www.uab.edu/onecard).

## **CAMPUS MAP**

UAB's campus map can be found at the following: [www.uab.edu/map/](http://www.uab.edu/map/)

## **CAMPUS SAFETY**

Campus safety procedures and resources can be accessed at <https://www.uab.edu/students/home/safety>.

## **CANVAS LEARNING MANAGEMENT SYSTEM**

The Canvas Learning Management System is the platform used for managing instructional materials online. Canvas course sites are accessed through BlazerNET or at [www.uab.edu/elearning/canvas](http://www.uab.edu/elearning/canvas).

Students should monitor their course sites routinely for communication from faculty and manage course assignments.

## CATALOG

The UAB Catalog is published annually and includes UAB's courses, policies, and curricula. Students can link to the Undergraduate or Graduate catalog at [www.uab.edu/catalog](http://www.uab.edu/catalog).

## COUNSELING SERVICES

Student Counseling Services offers no cost, confidential counseling for UAB students related to physical, emotional, social, intellectual, or spiritual concerns. Student Counseling Services is located in the Student Health and Wellness Center at 1714 9th Ave. South. For more information, call 205-934-5816 or <https://www.uab.edu/students/counseling/>.

## COVID-19 PRECAUTIONS

The COVID-19 pandemic necessitated many changes in our academic and administrative operating practices. The University continues to consult experts in the field to assess the pandemic and make data-driven decisions to safely pursue our vital mission. Students can view current COVID information and official policies at [www.uab.edu/uabunited](http://www.uab.edu/uabunited).

- Masking – Masks are not required in university meetings, events, classrooms or laboratories unless there is a non-COVID environmental health and safety policy or guideline that otherwise requires a mask for the setting or activity performed. Many individuals in our campus community may choose to wear a well-fitting mask. Members of the campus community are encouraged to respect the decisions others make in keeping with UAB's Shared Values.
- If you are not vaccinated, we highly encourage you to obtain the COVID vaccine – students may receive the vaccine at no cost through Student Health Services, at walk-up clinics, or through UAB Medicine. Scheduling information is available at <https://www.uab.edu/uabunited/covid-19-vaccine>
- If you are vaccinated, please upload an image of your vaccination card through the Student Health Patient Portal at [https://studentwellness.uab.edu/login\\_directory.aspx](https://studentwellness.uab.edu/login_directory.aspx).
- Students who experience COVID symptoms should not come on campus or clinical sites and should contact Student Health immediately for further instruction.
- Maintain hand hygiene with frequent handwashing and disinfectant solutions.
- Clean your work areas with disinfectant solution regularly.
- Eat only in designated spaces. Student may consume water in classrooms but should comply with any restrictions on food and other beverages that may be in place.

Students should refer to their course syllabus for additional requirements and guidelines.

## DIVERSITY, EQUITY, AND INCLUSION (DEI)

Collaboration, integrity, respect and excellence are shared values of our institution and are the core of what it means to be a UAB community member. And a key foundation at UAB is diversity, equity, and

inclusion. At UAB, everybody counts every day. UAB is committed to fostering a diverse, respectful, and inclusive campus environment that values all community members regardless of background and embraces individual differences. UAB values and cultivates equity, diversity, and inclusion in our research, learning, clinical and work environments. Our students, faculty, and staff add diversity to our community through life experiences, perspectives and viewpoints that are enriching for the learning and work environment and are reflective of the students and communities we serve. Because UAB serves a diverse population, ODEI, along with our School of Health Professions initiatives, aims to create an inclusive environment for all UAB faculty, staff, students, and patients through education, training, and awareness programs.

[UAB Office of the Vice President of Diversity, Equity, and Inclusion](#)

[SHP Diversity, Equity, and Inclusion Site](#)

## DISABILITY SUPPORT SERVICES (DSS)

“DSS provides an accessible university experience through collaboration with UAB partners. These partnerships create a campus where individuals with disabilities have equal access to programs, activities, and opportunities by identifying and removing barriers, providing individualized services, and facilitating accommodations.”

“DSS serves as the university-appointed office charged with providing institution-wide advisement, consultation, and training on disability-related topics which include legal and regulatory compliance, universal design, and disability scholarship.”

To apply for accommodations, contact DSS. **Note:** *You must have your Blazer ID and password.*

Telephone: (205) 934-4205 | (205) 934-4248 (TDD) Fax: (205) 934-8170

Email: [dss@uab.edu](mailto:dss@uab.edu) Website: [www.uab.edu/students/disability/](http://www.uab.edu/students/disability/)

## DRUG SCREENING

By policy, SHP students in programs requiring fieldwork placement (clinical, internship, practicum) are required to undergo a routine drug screen using the school’s approved vendor, CastleBranch, [www.castlebranch.com](http://www.castlebranch.com), at the time of program admission and again prior to placement in a fieldwork placement. Instructions for requesting the drug screen and appropriate consent forms will be provided to students by their programs. Please refer to the policy section of this handbook for the school and university policy statements. If you have questions, please contact [shrp-shpasdnfacffrs@uab.edu](mailto:shrp-shpasdnfacffrs@uab.edu).

## EMERGENCIES

Report suspicious or threatening activity to the UAB Police Department immediately. Law officers are available 24 hours, seven days a week. Also, more than 300 emergency blue light telephones connected directly to the police dispatch are located throughout campus.

**UAB Police:** Dial 911 *from a campus phone*

or call: 205-934-3535 | 205-934-HELP (4357) | 205-934-4434

Emergencies affecting campus are communicated via the following:

- Weather & Emergency Hotline: (205) 934-2165

- University home web page: [www.uab.edu](http://www.uab.edu)
- Webpage: [www.uab.edu/emergency](http://www.uab.edu/emergency)
- Announcements on BlazerNET
- Twitter@UABALERT: [www.twitter.com/uabalert](http://www.twitter.com/uabalert)
- [facebook.com/UABALERT](https://www.facebook.com/UABALERT)
- Cell phone messages and SMS text – register for B-ALERT notices via <https://idm.uab.edu/ens/b-alert>

## FERPA TRAINING

The Family Educational Rights and Privacy Act (FERPA) of 1974 provides protection for all educational records related to students enrolled in an educational program. Information about your rights and protection of your records is available at the following sites:

<https://sa.uab.edu/enrollmentservices/ferpa/>. If you have questions or concerns about FERPA issues, you may email [FERPA@uab.edu](mailto:FERPA@uab.edu). All SHP students are required to complete [FERPA Training](#).

## FINANCIAL AID

Financial Aid Counselors are available each day in the One Stop Student Services Office located in the Hill Student Center. Additional financial aid information is located at [www.uab.edu/financialaid](http://www.uab.edu/financialaid).

## FOOD SERVICES

Dining facilities available on campus closest to the SHP buildings include the Commons on the Green – located on the Campus Green, south of 9th Avenue and the Campus Recreation Center. Additional information about meal plans and campus dining facilities is available at [www.uab.edu/dining](http://www.uab.edu/dining).

## GRADUATE SCHOOL

The UAB Graduate School offers doctoral programs, post-master’s specialist programs, and master’s level programs. Graduate programs in SHP are coordinated through the Graduate School and students must adhere to the Graduate School policies and procedures. Graduate School information for current students is available at [www.uab.edu/graduate/](http://www.uab.edu/graduate/). Policies and Procedures for the Graduate School can be located in the Graduate School Catalog [2022-2023 Catalog of Graduate Programs < Catalog | The University of Alabama at Birmingham \(uab.edu\)](#).

## GRADUATION

All students must complete an application for degree six months prior to graduating and not later than the deadline in the academic calendar. <https://www.uab.edu/commencement/faqs>. The University holds commencement every semester. Check the commencement website for the most current information: <https://www.uab.edu/commencement/>.



## **MEDICAL CLEARANCE**

SHP students in programs that are on campus (not fully online), are required to receive medical clearance at the time of program admission. UAB Student Health Services utilizes a secure web-based process for the storage of required documents accessed through BlazerNET. More information is available at the Student Health Services website: [www.uab.edu/students/health/medical-clearance/immunizations](http://www.uab.edu/students/health/medical-clearance/immunizations).

## **IMMUNIZATION POLICY**

To provide a safe and healthy environment for all students, faculty and staff at the University of Alabama at Birmingham (UAB), first-time entering students, international students and scholars, and students in clinical & non-clinical programs, provide proof of immunization against certain diseases: <https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=322>

## **INSURANCE WAIVERS**

To ensure that all students have adequate health care coverage, including ongoing primary and specialty care, the University of Alabama at Birmingham (UAB) requires all students to have major medical health insurance. Students can provide proof of their own private coverage or be enrolled in the Student Health Insurance Plan. The plan is a 1-year commercial policy provided by United HealthCare and is re-negotiated annually. This policy is a comprehensive health insurance policy at an affordable cost that is specifically designed to meet the needs of UAB Students. If you are required to have insurance but have sufficient coverage on another plan and wish to opt out of the Student Health Insurance Plan, you are required to submit a waiver to Student Health Services at the beginning of every semester. More information including submitting a waiver can be found at this website: <https://www.uab.edu/students/health/insurance-waivers/waivers>

## **HIPAA TRAINING**

The Health Insurance Portability and Accountability Act includes significant requirements for protecting individual privacy of health information. All students in the School of Health Professions must complete an online tutorial and be tested on HIPAA regulations at the time of program admission. A BlazerID is required to access the training site, located at [www.uab.edu/learningsystem](http://www.uab.edu/learningsystem). Compliance with the training requirement is monitored monthly.

## **INSTITUTIONAL REVIEW BOARD FOR HUMAN USE (IRB)**

Student researchers must comply with all requirements for protection of human subjects. Detailed information is available on the IRB website [www.uab.edu/irb](http://www.uab.edu/irb).

## **INTELLECTUAL PROPERTY**

Intellectual property refers to an asset that originated conceptually, such as literary and artistic works, inventions, or other creative works. These assets should be protected and used only as the creator

intends. Training materials defining inventor status, patent criteria, and other intellectual property issues is available at [www.uab.edu/research/administration/offices/OSP/Pages/Training.aspx](http://www.uab.edu/research/administration/offices/OSP/Pages/Training.aspx).

## LACTATION CENTERS

Through the work of the UAB Commission on the Status of Women, the University has provided several lactation centers for students, faculty, and staff across the campus. Locations of the centers are available at <https://www.uab.edu/titleix/pregnancy-parenting/campus-community-support/lactation-centers>. The School of Health Professions' lactation room is in the Susan Mott Webb Nutrition Sciences Building at 1675 University Boulevard, room 219A. Female students enrolled in the School of Health Professions have access to the room via their student ID/OneCard. If you cannot access the room, contact the building administrator, Julia Tolbert-Jackson at (205) 934-4133.

## LIBRARIES AND LEARNING RESOURCE CENTER

UAB's libraries house excellent collections of books, periodicals, microforms, and other media. Students have online remote access to catalogs and online collections. Computers are available for student use during regular hours of operation. <https://library.uab.edu/locations>

### SHP Learning Resource Center (LRC)

The School of Health Professions Learning Resource Center (LRC) provides a unique set of enterprise solutions that promote an exciting, intriguing, and innovative learning environment. It provides a state-of-the-art media studio; audio/visual support; and information technology management of public, classroom, and testing labs.

Location: 1714 9<sup>th</sup> Avenue S.

Phone: (205) 934-5146

Email: [shplrc@uab.edu](mailto:shplrc@uab.edu)

### Lister Hill Library of the Health Sciences

This is the largest biomedical library in Alabama, and one of the largest in the south. Located across the crosswalk from the School, the LHL has extension libraries in University Hospital and The Kirklin Clinic. Dedicated librarians hold "office hours" in the Learning Resource Center weekly.

Location: 1700 University Boulevard

Website: <https://library.uab.edu/locations/lister-hill>

Phone: (205) 975-4821

### Mervyn H. Sterne Library

A collection of more than one million items supporting teaching and research in the arts and humanities, business, education, engineering, natural sciences and mathematics, and social and behavioral sciences.

Location: 913 13<sup>th</sup> Street South

Website: <https://library.uab.edu/locations/sterne>

Phone: (205) 934-6364 (Reference) | (205) 934-4338 (User Services)

## NON-ACADEMIC MISCONDUCT POLICY

The Student Conduct Code promotes honesty, integrity, accountability, rights, and responsibilities expected of students consistent with the core missions of the University of Alabama at Birmingham. This Code describes the standards of behavior for all students, and it outlines students' rights, responsibilities, and the campus processes for adjudicating alleged violations. Behavior that violates UAB standards of conduct listed within the Student Conduct Code and elsewhere will be subject to disciplinary action through the appropriate conduct process. Whether it is determined that an individual or group is responsible for the violation(s), either by direct involvement or by condoning, encouraging, or covering up the violation, appropriate response will occur with respect to the individual(s) and/or group involved.

Undergraduate Non-Academic Policies:

<http://catalog.uab.edu/undergraduate/aboutuab/nonacademicpolicies/>

Graduate Non-Academic Policies:

<http://catalog.uab.edu/graduate/academicprogress/#academicethicsandmisconducttext>

## ONE STOP STUDENT SERVICES

If you have questions or need assistance with an academic or administrative process, the UAB One Stop is where to go! Advisors will help you solve your problem or do the legwork for you if another UAB resource is needed. One Stop is located in the Hill Student Center, 1400 University Blvd. You may contact the One Stop office by phone or email at (205) 934-4300; 855-UAB-1STP; (855) 822-1787; [onestop@uab.edu](mailto:onestop@uab.edu). Additional information is available at [www.uab.edu/onestop](http://www.uab.edu/onestop).

## PARKING

Student vehicles must be registered with UAB Parking and Transportation Services, located at 608 8<sup>th</sup> Street South. The office is open Monday – Friday from 7:30 a.m. – 5:00 p.m. Parking is allocated on a first-come, first-served basis. Parking fees are established by location, payable by semester or year, and are billed to the student's account. Additional information is available at [www.uab.edu/parking](http://www.uab.edu/parking).

## PATIENT CARE PARTNERSHIP

Students in health professions programs learn general information about the health care industry as well as knowledge and skills specific to their chosen profession. The American Hospital Association (AHA) ([www.aha.org](http://www.aha.org)) is an excellent resource for industry information. One role fulfilled by the AHA is that of patient advocate. The Patient Care Partnership brochure (link below) outlines rights and responsibilities of patients during hospital stays.

[www.aha.org/aha/issues/Communicating-With-Patients/pt-care-partnership.html](http://www.aha.org/aha/issues/Communicating-With-Patients/pt-care-partnership.html).

## PLAGIARISM AND TURNITIN

Plagiarism is academic misconduct that will result in a grade of zero and may result in dismissal from the School of Health Professions and UAB (see Academic Integrity Policy). All papers submitted for grading in

any SHP program may be reviewed using the online plagiarism monitoring software. Please note that all documents submitted to [Turnitin.com](https://www.turnitin.com) are added to their database of papers that is used to screen future assignments for plagiarism.

## RECREATION CENTER

The Campus Recreation Center, located at 1501 University Blvd, Birmingham, AL 35294, is open to faculty, staff, students, and their families. A valid student identification card or membership card is required for access. Facilities include basketball courts, racquetball courts, weight rooms, swimming pools, exercise rooms, and indoor track. Check the website for information about hours and services at [www.uab.edu/campusrecreation](http://www.uab.edu/campusrecreation).

## SCHOOL OF HEALTH PROFESSIONS SCHOLARSHIPS

The SHP has several scholarship opportunities for students enrolled in SHP programs. The Scholarship Committee, comprised of faculty and administrators, review and select awardees.

Scholarships available to students in any SHP program are the following:

*Carol E. Medders Endowed Scholarship* – Funding for students enrolled in a graduate program in the School of Health Professions. Awards are based on academic achievement and unmet financial need.

*Ethel M. and Jessie D. Smith Endowed Nursing and Allied Health Scholarship* – Funding for students enrolled in SHP programs with GPA 3.0 or above and unmet financial need. Student must be a resident of the state of Alabama at the time of enrollment.

*Lettie Pate Whitehead Foundation Scholarship* – Funding for female students from selected states (AL, FL, GA, LA, MS, NC, SC, TN) enrolled in SHP programs. Award amounts are variable and are based on unmet financial need.

*National Alumni Society Dean's Scholarship* – Funding from the UAB National Alumni Society for two scholarships per year, one to a graduate student and one to an undergraduate student.

*Sandra Dunning Huechtker Endowed Memorial Award* – Funding for students enrolled in SHP program with GPA 3.0 or above and unmet financial need.

*SHP Dean's Scholarship* – Funding to recruit or retain outstanding students. Awards are based on academic achievement, and unmet financial need.

You may visit the UAB School of Health Professions Scholarship page to learn more <https://www.uab.edu/shp/home/about-us/shp-scholarships>. Application announcements are made by the Office of Academic and Faculty Affairs. Many programs in SHP also have scholarships available to currently enrolled students in those programs. Please see the program section of this handbook for that information.

## SOCIAL MEDIA

Social media can serve as useful communication tools. However, health professions students should use the forums judiciously. The school's official sites are the following:

- Twitter: [https://twitter.com/UAB\\_SHP](https://twitter.com/UAB_SHP)
- Facebook: [www.facebook.com/UABSHP](http://www.facebook.com/UABSHP)
- YouTube: [www.youtube.com/uabshp](http://www.youtube.com/uabshp)
- Vimeo: <http://vimeo.com/uabshp>
- LinkedIn: [UAB SHP LinkedIn](http://www.linkedin.com/company/uabshp)
- Website: [www.uab.edu/shp](http://www.uab.edu/shp)

UAB Social Media Guidelines are outlined at <https://www.uab.edu/toolkit/social/guidelines>.

## STUDENT ADVOCACY, RIGHTS AND CONDUCT (SARC)

Student Advocacy, Rights and Conduct (SARC) is responsible for upholding the integrity and purpose of the university through the fair and consistent application of policies and procedures to students' behavior to ensure a community that respects the dignity and right of all persons to reach their highest potential. SARC delivers programs and services in order to promote student safety and success, the pursuit of knowledge, respect for self and others, global citizenship, personal accountability and integrity, and ethical development. More about SARC can be found here: [Student Advocacy, Rights & Conduct - Student Affairs - News | UAB](#). The UAB student conduct code may be accessed online: [Student Conduct Code \(uab.edu\)](#).

## STUDENT HEALTH SERVICES

The University provides prevention, counseling, and treatment services to students through Student Health Services located at 1714 9<sup>th</sup> Avenue South. The clinic is open from 8:00 a.m. – 5:00 p.m. Monday – Thursday; 9:00 a.m. – 5:00 p.m. Friday. Detailed information about services and operating practices is located on the SHS website at [www.uab.edu/studenthealth](http://www.uab.edu/studenthealth). Appointments may be scheduled by calling 205-934-3580.

## TUITION AND FEES

Tuition and fees for the University are published annually under the "Current Students" tab of the UAB website. They may be paid through BlazerNET. SHP programs have specific fees attached to programs, courses, and/ or laboratories. See the school fees at <https://www.uab.edu/students/paying-for-college/detailed-tuition-and-fees>.

Payment deadlines for each semester are published on the official academic calendar and on the UAB website at [www.uab.edu/whentopay/](http://www.uab.edu/whentopay/). Please note that failure to meet payment deadlines can result in being administratively withdrawn from courses.

## WEATHER

Severe weather situations that may affect the safety of students, faculty, and staff are communicated through the same channels as other emergencies. Severe weather precautions are published at [www.uab.edu/emergency/preparedness](http://www.uab.edu/emergency/preparedness). Other information sources include:

- Webpage: [www.uab.edu/emergency](http://www.uab.edu/emergency)
- B-ALERT System: [www.uab.edu/balert](http://www.uab.edu/balert)
- Hotline: (205) 934-2165
- WBHM Radio (90.3 FM)

### **WITHDRAWAL FROM COURSE / PROGRAM**

Withdrawal from a course or from your program is an official process and should be discussed with your academic advisor and / or program director. Most programs in the School are full-time and the curricula specifically sequenced. Withdrawal from a course may risk your wait time to register for the class again. You might have to wait for a full year before resuming enrollment in the program. Withdrawals are made through the UAB registration system via the Student Resources tab in BlazerNET. Notice of program withdrawal should be given in writing to the program director. Please refer to the following link for additional information on withdrawal guidelines: <https://www.uab.edu/students/one-stop/classes/add-drop-and-withdrawal-policy>

## SECTION 2 – SHP AND UAB POLICIES

### SCHOOL OF HEALTH PROFESSIONS POLICIES

#### BACKGROUND CHECK AND DRUG SCREEN POLICY

With the exceptions noted below, students admitted to clinical and non-clinical programs in the School of Health Professions (SHP) will complete a routine drug screening and criminal background check using the approved vendor ([CastleBranch](#)). These screenings should be completed prior to the end of the first term of enrollment. A second routine drug screening and criminal background check using the approved school vendor, or a vendor required by the assigned clinical facility, will be completed prior to placement in assigned fieldwork. Any required additional screenings, and/or those specified by waived programs, will be at the discretion of the program.

Students enrolled in SHP undergraduate programs requiring an internship or other site placement as a component of degree requirements will complete a learning module in the campus learning management system by the end of the first semester of enrollment. They will submit the results of a drug screening and criminal background check from an approved vendor, prior to the end of the semester, immediately preceding the semester for which the internship or site placement occurs.

- School-negotiated fees for these screenings will be the responsibility of the student.
- Students who have completed the screenings as a condition of enrollment in a previous SHP program are waived from the requisite unless the current program of enrollment also includes an internship or fieldwork placement component for degree completion.
- Drug screening and background check results performed by an approved vendor, within the most recent twelve months, may fulfill the SHP requirement
- The rules and regulations governing individual fieldwork placement sites may include additional provisions and/or more stringent guidelines which supersede this policy. Fees for these screenings are the responsibility of the student.
- Should you fail the drug screening, or your background check contains issues that may prevent you from receiving or sitting for licensure, a representative from the Office of the Associate Dean for Academic and Faculty Affairs will contact you. Depending upon the outcome, you may be dismissed from the program. See your program's guidelines regarding specific consequences.

Programs requiring a background check and drug screening by the end of the first semester of enrollment and again, prior to fieldwork placement (if applicable in the program requirements), are the following:

Administration Health Services, PhD  
Biomedical Sciences to Biotechnology Fast Track  
Biomedical Sciences to Clinical Laboratory Science Fast Track  
Biomedical Sciences to Health Physics Fast Track  
Biomedical and Health Sciences, MS

Biotechnology, MS  
Dietitian Education Program, Graduate Certificate  
Genetic Counseling, MS  
Health Administration (Residential), MSHA  
Health Care Management to Occupational Therapy Doctorate Fast Track  
Health Physics, MS  
Medical Laboratory Science, MS  
Nuclear Medicine & Molecular Imaging Technology, MS  
Nutrition Sciences, MS  
– Dietetic Internship Clinical Track  
– Dietitian Education Program  
– Prior Learning Clinical Track  
– Research Track  
Nutrition Sciences, PhD  
Occupational Therapy Doctorate – (entry level)  
Physical Therapy, DPT  
Physician Assistant Studies, MSPAS  
Rehabilitation Science, PhD

Programs requiring the background check and drug screening learning module during the first semester of enrollment, a criminal background check and drug screening by the end of the semester immediately preceding fieldwork placement or internship (if applicable) are the following:

Health Care Management, BS  
Biomedical Sciences, BS  
Biobehavioral Nutrition and Wellness, BS

Programs waived from the Background Check and Drug Screening requirement are the following: \*

Applied Mixed Methods Research, Graduate Certificate  
Biotechnology Regulatory Affairs, Graduate Certificate  
Clinical Informatics, Graduate Certificate  
Health Administration (International and Executive tracks), MSHA  
Health Informatics, MSHI  
Healthcare Finance Management, Graduate Certificate  
Healthcare Leadership, DSc  
HealthCare Leadership, Graduate Certificate  
Healthcare Quality and Safety, MS  
HealthCare Quality and Safety, Graduate Certificate  
Health Service Research, MS  
Healthcare Simulation, MS  
Nutrition for Community Health, Graduate Certificate  
Nutrition Sciences, MS  
– Clinical Track-Prior Learning  
– Lifestyle Management and Disease Prevention Track



Low Vision Rehabilitation, Graduate Certificate  
Occupational Therapy Doctorate (Post Professional)  
Physical Therapy Residencies (Neurologic, Orthopedic)

**Attachments:**

- Procedure for Criminal Background Check and Drug Screening
- Student Instructions
- Consent to Drug Testing and Release of Drug Test Results
- Consent to Criminal Background Check and Release of Results

\*Students enrolled in exempt programs who participate in a course(s) incorporating community, corporate or other high impact, out-of-classroom activities such as service learning, capstone projects or other hands-on learning experiences, may be required by placement sites to submit background check and drug screening results. Students are responsible for the fees associated with such screening.

## **Attachment 1:**

### **Procedure for Criminal Background Check and Drug Screening**

1. Program directors (or designees) provide all accepted students with instructions for completing a background check and drug screening.
2. Students request the specified package on the approved SHP vendor website and pay the required fees.
3. Assigned designee(s) in the SHP Office for Academic and Faculty Affairs review and provide compliance reports for programs.
4. In the event a report reveals information which may prevent a student from being placed in a fieldwork rotation or potentially makes them ineligible for professional certification or licensure, the SHP Office of Academic and Faculty Affairs works in conjunction with the program director to notify the student. If such information exists, the student must acknowledge in writing their decision to continue in the program's didactic phase with the understanding that a degree cannot be awarded without completion of required fieldwork placement.
5. Prior to fieldwork placement, program directors (or designees) will provide students with instructions to complete a repeat background check and drug screening. In addition, some sites require a social media background check. The package code for this is different than the initial drug screen and background package code. If a vendor is specified by the placement site or preceptor, the preceptor (or designee) will provide students with instructions.
6. Students are responsible for all additional fieldwork placement requirements.
7. The program director discusses with individual student's implications for information which may inhibit an assigned fieldwork placement.
8. Students provide preceptors or internship supervisors with the required information from the results of their background check and drug screening reports if required.

## Attachment 2:



### STUDENT INSTRUCTIONS FOR UNIVERSITY OF ALABAMA AT BIRMINGHAM SCHOOL OF HEALTH PROFESSIONS

#### About CastleBranch.com

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CastleBranch is a secure platform that allows you to order your background check & drug test online. Once you have placed your order, you may use your login to access additional features of CastleBranch, including document storage, portfolio builders and reference tools. CastleBranch also allows you to upload any additional documents required by your school.

#### Order Summary

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##### Required Personal Information

- o In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number, and e-mail address.

##### Drug Test (LabCorp or Quest Diagnostics)

- o Within 24-48 hours after you place your order, the electronic chain of custody form e-chain will be placed directly into your CastleBranch account. This e-chain will explain where you need to go to complete your drug test.

##### Payment Information

- o At the end of the online order process, you will be prompted to enter your Visa or MasterCard information. Money orders are also accepted, but will result in a \$10 fee and additional turn-around-time.

#### Place Your Order

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Go to: [www.castlebranch.com](http://www.castlebranch.com) and enter package code:

**AH01 - Background Check and Drug Test**

**You will be required to enter your program under "Student Information" classification**

You will then be directed to set up your CastleBranch profile account.

#### View Your Results

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Your results will be posted directly to your CastleBranch profile account. You will be notified if there is any missing information needed in order to process your order. Although 95% of background check results are completed within 3-5 business days, some results may take longer. Your order will show as "In Process" until it has been completed in its entirety. Your school's administrator can also securely view your results online with their unique username and password. If you have any additional questions, please contact the Service Desk at 888.723.4263 x 7196 or visit the website to submit your question at: <https://www.castlebranch.com/contact-us>.

**Attachment 3:**

**UAB School of Health Professions**

**Consent to Drug Testing and Release of Drug Test Results**

For and in consideration of my participation in clinical education experiences, I understand that I will be required to submit to drug testing as a prerequisite to my assignment to a clinical site. I hereby consent to be tested for drugs and consent to the release of any such drug test results to the Office of Academic and Faculty Affairs, my Program Director, and the subsequent release of such drug test results to the clinical site to which I am assigned.

I understand that any clinical site to which I am assigned has the right to require additional drug testing as a condition of my placement. I hereby consent to any facility-required drug testing and consent to the release of such drug test results to my Program Director.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Legal Guardian  
(required only if student is under 19)

\_\_\_\_\_  
Date

**Attachment 4:**

**UAB School of Health Professions**

**Consent to Criminal Background Check and Release of Results**

For and in consideration of my participation in clinical education experiences, I understand that I will be required to submit to a criminal background check as a prerequisite to my assignment to a clinical site. I hereby consent to have a criminal background check and consent to the release the results to the Office of Academic and Faculty Affairs, my Program Director, and the subsequent release of the results to the clinical site to which I am assigned.

I understand that any clinical site to which I am assigned has the right to require additional background check as a condition of my placement. I hereby consent to any facility-required background check and consent to the release of the results of the check to my Program Director.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Legal Guardian  
(required only if student is under 19)

\_\_\_\_\_  
Date

## **EMERGENCY PLAN - SHPB**

The current SHPB Emergency Plan can be accessed at <https://www.uab.edu/shp/home/emergency-plan>.

## **FINAL COURSE GRADE APPEAL PROCESS**

[www.uab.edu/shp/home/images/PDF/grievance\\_procedures.pdf](http://www.uab.edu/shp/home/images/PDF/grievance_procedures.pdf)

## **PLAGIARISM**

[www.uab.edu/shp/home/images/PDF/Plagiarism\\_Policy.pdf](http://www.uab.edu/shp/home/images/PDF/Plagiarism_Policy.pdf)

*Please note that all papers submitted for grading in any SHP program may be reviewed using the online plagiarism monitoring software, [Turnitin.com](http://Turnitin.com). All documents submitted to [Turnitin.com](http://Turnitin.com) are added to their database of papers used to screen future assignments for plagiarism.*

# **UAB POLICIES**

## **CLASSROOM BEHAVIORS**

### **ATTENDANCE / ABSENCE (UNDERGRADUATE)**

<http://catalog.uab.edu/undergraduate/progresstowardadegree/#enrollmenttext>

## **HEALTH**

### **BLOOD AND BODY FLUID EXPOSURE**

<https://www.uab.edu/employee-health/employees/needle-sticks-exposures>

### **IMMUNIZATIONS**

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=322>

## **SUBSTANCE USE/ABUSE**

### **ALCOHOLIC BEVERAGES, USE AND CONSUMPTION**

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=373>

### **DRUG FREE CAMPUS (GENERAL POLICY)**

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=416>

### **NON-SMOKING**

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=392>

## **TECHNOLOGY GUIDELINES**

### **COMPUTER AND NETWORK RESOURCES (ACCEPTABLE USE)**

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=300>

### **COMPUTER SOFTWARE COPYING AND USE**

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=153>

## **INCLUSIVENESS**

### **EQUAL OPPORTUNITY AND DISCRIMINATORY HARASSMENT**

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=98>

## **RESEARCH AND SCHOLARLY ACTIVITIES**

### **ACADEMIC INTEGRITY CODE**

<https://www.uab.edu/one-stop/policies/academic-integrity-code>

### **ETHICAL STANDARDS IN RESEARCH AND OTHER SCHOLARLY ACTIVITIES**

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=398>

### **PATENT (INTELLECTUAL PROPERTY)**

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=397>

## **CAMPUS SAFETY**

### **FIREARMS, AMMUNITION, AND OTHER DANGEROUS WEAPONS**

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=330>

*Note: Additional university policies may be located by searching the UAB Policies and Procedures Library available online at [www.uab.edu/policies/Pages/default.aspx](http://www.uab.edu/policies/Pages/default.aspx).*

## SECTION 3 – DEPARTMENTAL/PROGRAM POLICIES

### GRADUATE PROGRAMS IN HEALTH INFORMATICS

#### PROGRAM OVERVIEW

The Graduate Programs in Health Informatics (GPHI) are innovative programs designed for clinical and administrative professionals that are seeking to engage in a rigorous forum for developing knowledge and skills that integrate the domains of information and communications technology, the healthcare delivery process, and leadership and management principles. All GPHI programs are accredited by the Southern Association of Colleges and Schools (SACS). The Master of Science in Health Informatics (MSHI) program at UAB is also accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The MSHI program allows students the opportunity to specialize in one of three tracks: Data Analytics, User Experience, or Informatics Research. UAB has been providing education in this field for over 40 years; our faculty members are recognized leaders in healthcare IT practice, research, and education.

We offer preparation to leaders in health informatics to meet the growing demand of highly prepared healthcare IT executive leaders in two ways 1) a Graduate Certificate and 2) a Master of Science in Health Informatics (MSHI). Entry into the MSHI program can be through a variety of channels:

- Direct application to the MSHI program
- Collaborative programs
  - Prior earned Graduate Certificate in Clinical Informatics from UAB
  - Enrollment in the Bachelor of Science in Health Care Management to Master of Science in Health Informatics fast-track program
  - Dual degree with Health Services Administration

#### CERTIFICATE/DEGREE CONFERRED:

Graduate Certificate – Graduate Certificate in Clinical Informatics

Master of Science Degree – Master of Science in Health Informatics (MSHI)

#### TERM OF ENROLLMENT:

Fall Semester

#### GPHI MISSION

Through teaching, research, and service, the Graduate Programs in Health Informatics create a collaborative center of excellence dedicated to preparing students to become leaders in health informatics and information management.



**The University of Alabama at Birmingham (UAB) is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, religion, national origin, sex, age, sexual orientation, disability, or veteran status.**

## **ORGANIZATION OF PROGRAM**

The Graduate Programs in Health Informatics are within the UAB Graduate School. The programs are housed within the Department of Health Services Administration, School of Health Professions, at the University of Alabama at Birmingham.

### **School of Health Professions**

Dean: Andrew Butler, PhD

### **Department of Health Services Administration**

Chair: Jane Banaszak-Holl, PhD

### **Graduate Programs in Health Informatics**

Program Director: Sue Feldman, RN, MEd, PhD, FACMI

Director of Operations: Jimika Colvin

## FACULTY & STAFF



**Sue Feldman, RN, MEd, PhD, FACMI**

Director, Graduate Programs in Health Informatics  
Professor, School of Health Professions  
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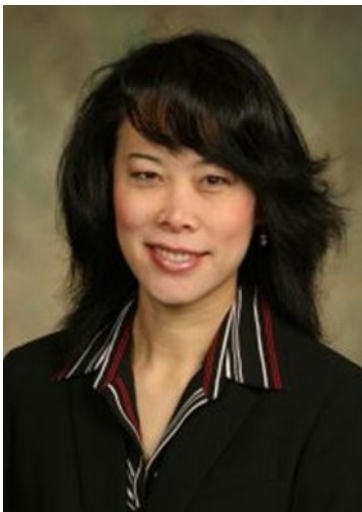
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## APPLICATION & ADMISSION

### ADMISSION STANDARDS

Admission in good academic standing to the Graduate Programs in Health Informatics requires the following:

- An undergraduate, graduate, or professional degree from a regionally accredited college, university, or an international equivalent of a four-year degree
- Minimum GPA of 3.0 (4.0 = A) in the last 60 hours of course work
- Completion of a program-specific application that includes, but is not limited to, a personal statement, current resume or curriculum vitae (CV) outlining professional work experience, official transcripts, and an online application fee
- TOEFL/IELRS/PTEA/IELA/Duolingo test scores (International students only)
- Three confidential letters of recommendation

### PREREQUISITES

The MSHI program requires an introductory programming language course in SQL. This requirement may be waived if the applicant's undergraduate or current work responsibilities require knowledge of the programming language. An online minicourse is available to students that do not meet this requirement.

Completion of three credit-hours of an undergraduate or graduate course in statistics with a B or better in the last five years. An online minicourse is available to students that do not meet this requirement.

### APPLICATION PROCEDURES

The application procedure for Graduate Programs in Health Informatics requires an online application through the UAB Graduate School.

### ADMISSION

The Admissions Committee for the Graduate Programs in Health Informatics reviews applications and may conduct interviews when determining an entry decision. Applicants receive admission decisions via email from the Program Director. The Dean of the UAB Graduate School will also communicate official admission decisions via email.

### CURRICULUM

Students must complete all degree (or certificate) requirements in the chosen program of study. Students are required to master foundational concepts prior to moving on to topics that are more complex. The programs have an official course sequence pre-determined by the program, courses are only offered in certain semesters and some courses have prerequisites. It is highly encouraged to follow the prescribed sequence to ensure successful completion of your chosen program. For students whose sponsoring/funding agent requires 9 credit hours per semester, you will work under advisement of the

Program Director to enroll in elective courses to support your final capstone project. This enrollment satisfies the 9 semester hour requirement for full-time status.

*The following is the curriculum sequence for the Graduate Certificate in Clinical Informatics:*

Fall	Course	Description	Credit Hours
	HI 611	Introduction to Health Informatics & Health Care Delivery	4
	HI 613	Analysis and Design of Health Information Systems	4
		<b>Semester Hours</b>	<b>8</b>
Spring	Course	Description	Credit Hours
	HI 614	Clinical & Administrative Systems	3
	HI 617	Principles in Health Informatics	4
		<b>Semester Hours</b>	<b>7</b>
		<b>Total Hours</b>	<b>15</b>

*The following is the curriculum sequence for the single degree MSHI Program (those in collaborative programs, including those entering from the Certificate will have a different sequence):*

#### Year 1 Core

1st Fall	Course	Description	Credit Hours
	HI 611	Introduction to Health Informatics & Health Care Delivery	4
	HI 613	Analysis and Design of Health Information Systems	4
		<b>Semester Hours</b>	<b>8</b>
1st Spring	Course	Description	Credit Hours
	HI 614	Clinical & Administrative Systems	3
	HI 617	Principles in Health Informatics	3
	HI 620	Security and Privacy in Healthcare	3
		<b>Semester Hours</b>	<b>9</b>
1st Summer	Course	Description	Credit Hours
	HI 618	Research Methods in Health Informatics	3
	HI 619	Databases and Data Modeling	3
	HI 621	Strategic Planning, Project Management and Contracting	3
		<b>Semester Hours</b>	<b>9</b>

#### Year 2 Track

##### Data Analytics Track

Fall	Course	Description	Credit Hours
	HI 599	Professional Development	0
	HI 641	Healthcare Data Analysis Challenges, Methods, and Tools	3
	HI 642	Advanced Data Management and Analytics for Healthcare	3
	HI 671	Data Analytics Capstone Project I	1
		<b>Semester Hours</b>	<b>7</b>



Spring	Course	Description	Credit Hours
	HI 643	Business Intelligence for Healthcare	3
	HI 646	Advanced Quantitative Methods for Health Informatics	3
	HI 673	Data Analytics Capstone Project II	1
		<b>Semester Hours</b>	<b>7</b>
Summer	Course	Description	Credit Hours
	HI 624	Leadership Theory and Development	2
	HI 675	Data Analytics Capstone Project III	3
		<b>Semester Hours</b>	<b>5</b>
		<b>Total Degree Hours</b>	<b>45</b>

### User Experience Track

Fall	Course	Description	Credit Hours
	HI 599	Professional Development	0
	HI 656	Human Factors in Healthcare Information Technology Systems	3
	HI 657	Human-centered Research Design Methods for Healthcare	3
	HI 672	Healthcare User Experience Capstone Project I	1
		<b>Semester Hours</b>	<b>7</b>
Spring	Course	Description	Credit Hours
	HI 658	Development of User Centered Health Information Systems	3
	HI 659	Qualitative Synthesis for Healthcare Insights	3
	HI 674	Healthcare User Experience Capstone Project II	1
		<b>Semester Hours</b>	<b>7</b>
Summer	Course	Description	Credit Hours
	HI 624	Leadership Theory and Development	2
	HI 676	Healthcare User Experience Capstone Project III	3
		<b>Semester Hours</b>	<b>5</b>
		<b>Total Degree Hours</b>	<b>45</b>

### Research Track

Fall	Course	Description	Credit Hours
	HI 599	Professional Development	0
	INFO 696	Biomedical Informatics Methods I	3
		*Elective (Imaging Informatics must take Imaging elective)	3
	HI 671	Data Analytics Capstone Project I	1
		<b>Semester Hours</b>	<b>7</b>
Spring	Course	Description	Credit Hours
	INFO 697	Biomedical Informatics Methods II	3

		*Elective (Imaging Informatics must take Imaging elective)	3
	HI 672	Data Analytics Capstone Project II	1
		<b>Semester Hours</b>	<b>7</b>
<b>Summer</b>	<b>Course</b>	<b>Description</b>	<b>Credit Hours</b>
	HI 624	Leadership Theory and Development	2
	HI 673	Data Analytics Capstone Project III	3
		<b>Semester Hours</b>	<b>5</b>
		<b>Total Degree Hours</b>	<b>45</b>

\* Electives are at the approval of the Program Director

#### Course Descriptions

Course	Description
HI 611	<b>Introduction to Health Informatics and Healthcare Delivery (variable 3-4 Hours)</b> Overview of history and current status of health information technology (health IT) and health informatics within the US health care system, including approaches for planning, implementing and evaluating health IT and the legal and ethical issues involved in the use of health IT.
HI 613	<b>Analysis and Design of Health Information Systems (4 Hours)</b> Concepts, methods, approaches, standards, and tools in analyzing, modeling, designing, and implementing user centered health information systems.
HI 614	<b>Clinical &amp; Administrative Systems (3 Hours)</b> Clinical and administrative systems with an emphasis on clinical decision support methods, tools, and systems. Types of methods, tools, and systems used in inpatient and outpatient settings, information flow across systems within healthcare settings, strategies for user centered design, implementation and evaluation of systems.
HI 617	<b>Principles in Health Informatics (variable 3-4 Hours)</b> Underpinnings in Health Informatics policies, practices, and principles; Inter-and intra-organizational application of socio-technical information systems and data to enhance research and practice in healthcare.
HI 618	<b>Research Methods in Health Informatics (3 Hours)</b> Fundamental concepts, methods, and approaches of qualitative and quantitative data analysis, including statistical analysis and measurement techniques, for clinical and health informatics.
HI 619	<b>Databases and Data Modeling (3 Hours)</b> Concepts of data modeling, database design and administration, data architectures, and data querying for transactional and analytical data systems. Study of various data models with application to health information projects using SQL in current database management systems.
HI 620	<b>Security and Privacy in Healthcare (3 Hours)</b> Security and privacy issues, legislation, regulations, and accreditation standards unique to the health care domain and relative to various group layers (individual, social, and society). Concepts, theories, methods, models, and tools related to technical security of data across networks, systems, databases and storage, audit mechanisms and controls.
HI 621	<b>Strategic Planning, Project Management, and Contracting (3 Hours)</b>

	<p>Theory, practice, and processes needed for strategic planning of integrated health information systems. Assessing benefits of enterprise-wide information integration and tactics needed to realize these benefits. Steps needed for developing strategic plans and understanding drivers of information systems - corporate business alignment.</p> <p>Understanding key concepts of project management. Exposure to skills needed to negotiate contracts with vendors.</p>
HI 624	<p><b>Leadership Theory and Development (2 Hours)</b></p> <p>Exploration of leadership theory and development, and the role of leadership in internal and external advocacy. The emphasis is on the application of leadership theories to individuals and groups in healthcare settings.</p>
HI 671	<p><b>Data Analytics Capstone Project I (1 Hour)</b></p> <p>Initiation of first steps in identifying and developing the HI Capstone Project; the Capstone project is a focused investigation of a health informatics problem in a real-world setting and application of problem-solving methodologies for development and execution of solutions.</p>
HI 672	<p><b>User Experience Capstone Project I (1 Hour)</b></p> <p>Initiation of first steps in identifying and developing the HI Capstone Project; the Capstone project is a focused investigation of a health informatics problem in a real-world setting and application of problem-solving methodologies for development and execution of solutions.</p>
HI 673	<p><b>Data Analytics Capstone Project II (1 Hour)</b></p> <p>Continuation course for the HI Capstone Project involving project proposal development; the Capstone project is a focused investigation of a health informatics problem in a real-world setting and application of problems solving methodologies for development and execution of solutions.</p>
HI 674	<p><b>User Experience Capstone Project II (1 Hour)</b></p> <p>Understanding internal and external advocacy relationships, practices and resources in the field of health informatics and information management.</p>
HI 675	<p><b>Data Analytics Capstone Project III (3 Hours)</b></p> <p>Final course for the HI Capstone Project involving project execution, management, and dissemination; the Capstone project is a focused investigation of a health informatics problem in a real-world setting and application of problems solving methodologies for development and execution of solutions.</p>
HI 676	<p><b>User Experience Capstone Project- III (3 Hours)</b></p> <p>Final course for the HI Capstone Project involving project execution, management, and dissemination; the Capstone project is a focused investigation of a health informatics problem in a real-world setting and application of problems solving methodologies for development and execution of solutions.</p>
HI 641	<p><b>Healthcare Data Analytics Challenges, Methods, and Tools (3 Hours)</b></p> <p>Current factors, methods, and tools affecting data collection, management, analytics, integration, and reporting in healthcare, including use of various ontologies and standards, and healthcare challenges affecting data analytics.</p>
HI 642	<p><b>Advanced Data Management and Analytics for Healthcare (3 Hours)</b></p> <p>Automation of database management and basic Extract-Transform-Load (ETL) and data analytics tasks using advanced SQL. Creation and optimization of relational databases.</p>

	Current data modeling and database architecture approaches and their uses in healthcare. Integration of data mining and analytics into database management platforms.
HI 643	<b>Business Intelligence for Healthcare (3 Hours)</b> Current concepts, methods and tools in Business Intelligence for healthcare. Approaches for data modeling for data warehouses, Extract-Transform-Load (ETL) processes, data marts, data integration, and data visualization.
HI 646	<b>Advanced Quantitative Methods for Health Informatics (3 Hours)</b> Concepts, methods, and tools used in advanced quantitative data analytics to address a range of problems in health informatics, including prediction, classification, and pattern recognition across a variety of levels (individual, social group, and society).
HI 656	<b>Human Factors in Healthcare IT Systems (3 Hours)</b> Overview of the importance of human factors engineering in the function of healthcare IT systems and specialized challenges to user experience (UX) research in the context of the healthcare system. Application of user-centered theory, principles, data, and methods to the design of healthcare IT systems. Implementation of UX research methods to evaluate and understand the interactions between healthcare IT systems and their users.
HI 657	<b>Human-centered Research Design Methods for Healthcare (3 Hours)</b> Design Thinking methodology intensive. Discussion of the importance of qualitative user research. Understanding of discovery to enable Identification of proper user research approaches and establishing research goals. Overview tools and processes for deep research discovery. Students will select a healthcare context for the application of research methods.
HI 658	<b>Development of User Centered Health Information Systems (3 Hours)</b> Development approaches involving principles of human-centered design, leading to high fidelity health information system prototypes.
HI 659	<b>Qualitative Synthesis for Healthcare Insights (3 Hours)</b> Overview and execution of qualitative research methods and data gathering within the healthcare context to enable the delivery of solutions. Focus on the application of research theories, methods, and tools to deliver insights and qualitative and quantitative outputs. Understanding socio-technical factors relative to fundamental interface design elements and interface layouts across modalities. Journey mapping, concepting, user flows, and wireframing will be generated.
INFO 696	<b>Biomedical Informatics Methods I (3 Hours)</b> Biomedical informatics is the art and science of collecting, representing and analyzing patient and biomedical information and translating insights from the information into better health and new medical discoveries. The spectrum of informatics applications ranges from molecules (bioinformatics) to individuals and populations (clinical and public health informatics). We will examine the scientific field and research methods that form the foundation for biomedical informatics research. The course will include didactics, readings, hands-on tool explorations, and a summative work product. This foundational course is intended for informatics majors and students in allied fields (e.g., health, biological, or computer sciences) who are interested in exploring the field of informatics.
INFO 697	<b>Biomedical Informatics Methods II (3 Hours)</b> Part 2 of INFO 696

All students are required to complete a track-specific applied capstone project to fulfill the requirements for the MSHI program and to qualify for graduation. The capstone project should be useful to the

organization for whom the project is being completed and must be approved in the fall semester by the academic advisor. The capstone is a series of three courses (fall, spring, summer) and is completed during the second year of the MSHI program. The capstone culminates with a formal presentation and written paper. NOTE: All coursework must be completed and submitted prior to graduation. Students who have not completed the capstone project or cleared incompletes will graduate in the term in which all work has been satisfactorily completed.

## DEGREE REQUIREMENTS

### STEPS TO COMPLETING CERTIFICATE OR DEGREE

A summary of the steps required for the Graduate Certificate in Clinical Informatics and Master of Science in Health Informatics:

1. Admission to program
2. Adherence to academic performance policy (see section on academic performance)
3. Satisfactory completion of coursework
4. Application for certificate or degree – no later than two weeks into the expected term of graduation
5. Completion of all financial obligations to the University of Alabama at Birmingham
6. Conferring of certificate or degree

### ATTENDANCE AND CONTRIBUTION – RESIDENTIAL VISIT AND ON-CAMPUS MEETINGS

- You are expected to attend all class meetings as defined by your instructors and the program (on-campus visits and synchronous web-enabled instructor/student meetings) and other planned meetings (e.g., teams).
- All residential visits are **mandatory**. If you must miss a portion of any session, inform the GPPI Program Director in advance (or as soon as is practical) of the reason that you must miss any portion of the residential visit. If you become ill or have a legitimate reason to leave class early, inform the GPPI Program Director of the circumstances.
- Please mark these dates on your calendar so that you can schedule around them:

Fall	Spring
August 16-18, 2023	January 10-12, 2024

- Be on time and do not expect to leave early.
- Be prepared and participate meaningfully in all meetings.
- Be interested in and interesting to others in your class. Remember, participating is not only about what you learn, but what others might learn from you. Engage your instructor and peers in meaningful discussion of the class topics. Participants must be engaged and make significant contributions.

- It is our expectation that you will come to class prepared to contribute meaningfully in discussions. Class assignments are akin to business work assignments.
- Ask questions to seek understanding and answer questions to the best of your ability. If you do not understand an assignment or topic, it is your responsibility to explore ways to comprehend the material.

### PROFESSIONALISM AND DRESS CODE

In general, business casual dress is expected during residential visits and when participating in professional practice experiences or professional presentations. Clothing that is immodest or suited for parties, sporting events, and other social occasions is not suitable for class.

### CLASSROOM ETIQUETTE

All phones, tablets and other portable devices should be turned off during class time. If you anticipate an emergency call, set the device to vibrate. The use of cell phones for talking and/or text messaging in class is not allowed. Passing notes and whispering in class are distracting and inappropriate in a professional setting. Avoid leaving the class for any reason. If you anticipate having to leave or must take a call, please inform the instructor in advance.

### MINIMUM HARDWARE REQUIREMENTS\*:

Operating System: Windows 10 (either on PC or VM on Mac)

Processor: 2 GHz (At least one dedicated core for VM on Mac)

Memory: 4 GB (4-6 GB for Mac)

Storage: 50 GB (50-70 GB for Mac)

Network: Reliable Internet connection (when needed by a software, ability to open ports on firewall)

Webcam and microphone

\*Capstone project may demand higher hardware requirements

### DISTANCE LEARNING AND CANVAS

Each course will employ a variety of distance-learning instructional methods. Course requirements may involve reading selections from texts, periodicals, and empirical literature; participating in online discussions with instructors and fellow students; conducting applied projects; writing research papers; and completing assignments that are designed to reinforce course principles and analytic skills. Students will access course materials, syllabi, readings, assignments, etc. via the online Canvas system or through the UAB library system. Canvas course sites can be accessed through BlazerNET or at [www.uab.edu/canvas](http://www.uab.edu/canvas). Students should monitor their course sites routinely for communication from faculty and to manage course assignments. Course sites are available on the first day of class for each semester.

Assignments and due dates will be described in the course syllabus at the beginning of each semester. Course materials (including readings, assignments, and course announcements) will be available on Canvas. Students are responsible for accessing Canvas on a regular basis and are expected to be aware of all assignment due dates.

Assignments should be submitted via Canvas. Email is not a reliable method for submitting assignments and is discouraged for this purpose. Canvas has an email feature that should be used for all communication with instructors.

Communication between students and instructors is key to the success of any distance-learning activity. Instructors are accessible via email, phone call, and/or video conferencing during the off-campus portion of the course. Additionally, faculty are in the office regularly and you are encouraged to visit with them in person as geography permits. Please refer to the course syllabus for contact information and details regarding instructor availability and communication expectations.

Many of the courses have synchronous sessions that require attendance/participation. Each course syllabus will have scheduled dates/times and attendance requirements. It is the responsibility of the student to communicate with the course instructor if they cannot attend a required synchronous session. If a course has required synchronous sessions, they are typically scheduled in the evenings and not scheduled on Fridays.

## TEST PROCTORING

Proctoring for online examinations will be done with either [ProctorU](#) or [Lockdown Browser and Monitor](#), at the discretion of the instructor. For both of these you will need a webcam as well as a computer with Internet access. Laptops with integrated webcams will work also. These test taking systems have a person watching while you take the exam and records the session. In both cases, you will have to show identification and comply with other instructions that are provided.

## TEAM ACTIVITIES

In preparation for students assuming leadership roles in health informatics, there is a strong emphasis on team participation in the MSHI program. Working in teams, often remotely, is a characteristic of the healthcare IT workplace today. Many courses will have at least one team or group project. In most cases, the teams are self-organizing—identifying leaders, setting internal deadlines, assigning tasks.

The team will establish a set of team norms, which include the expectations for participation, quality of work, communication, meetings, and deadlines, and response to infractions of the norms. To facilitate team collaboration, we will do a survey at the beginning of the program where students can indicate their preferred time to meet and other information that helps forming cohesive teams. This information will be shared with all instructors and if there are changes over the course of the program, the student needs to communicate the changes to their individual instructors.

## ACADEMIC HONESTY AND INTEGRITY

Students are expected to adhere to the GPHI policy on Academic Honesty and Integrity (detailed policy below). It is the student's responsibility to both understand and comply with this Code of Conduct policy and all UAB policies. If you have questions/concerns about the academic integrity policy, please contact the Program Director. Violations to the Code of Conduct Policy will be addressed on a case-by-case basis.

Course syllabi may have additional policies. Consequences may include, but are not limited to

1. counseling the student,
2. lowering the student's grade, including a grade of zero, and/or
3. dismissal from the program.

The GPPI follows the SHP Grievance Procedures for Violations of Academic Standards.

### **Policy on Academic Honesty and Integrity**

The University of Alabama at Birmingham expects all members of its academic community to function according to the highest ethical and professional standards of behavior. The GPPI regards honesty and integrity as qualities essential to the professional practice and the health services. The purpose of this policy is to promote guidelines so that each student can fully develop his/her individual potential and to cultivate behaviors, attitudes, and values that will contribute to his/her performance as a leader. This policy governs student conduct in all academic activities associated with the GPPI. A description of expectations for non-academic conduct, violations of these expectations and possible disciplinary action is available at <https://www.uab.edu/one-stop/policies/academic-integrity-code>.

Each student is expected to

1. truthfully represent fact and self at all times and not misrepresent one's work at any time; (Examples include always making correct representation for work presented as one's own. Work presented as group work should be the product of the specified members of the group. Work presented as individual work should be the product of that individual alone. Group work assumes collaboration by **all** members of the group. All other work should be an individual effort.)
2. not seek an unfair advantage over other students, including, but not limited to, giving or receiving unauthorized aid during completion of academic requirements; (Examples of an unfair advantage include receipt and/or use of test and/or test preparation material, paper and/or paper preparation material, and project and/or project preparation material from either the current academic year or a prior academic year obtained without authorization and consent of a faculty member, use of instructors' manuals, or other material not intended for student use.)
3. report violations of these expectations and to cooperate with any investigation of an alleged violation; and
4. obey applicable organizational rules and laws, including confidentiality of information.

Reports of suspected academic misconduct can be confidentially initiated, without fear of retaliation, by a faculty or staff member, preceptor, or student colleague who has direct knowledge of such behavior. Some instances within an individual class on an individual assignment may be handled on a case-by-case basis with the instructor and may also be reported to the Program Director. If necessary (for instance, if another student is bringing forth a charge, or if a preceptor is bringing forth a charge), the instructor will



then notify the student of the charge and provide the student with an opportunity to respond. The Program Director may be notified of all reports of suspected academic misconduct that result in counseling a student.

## ACADEMIC PERFORMANCE

To be in good academic standing in the Graduate School, a student must maintain a grade point average of at least 3.0 (on a 4.0 scale). Students are dismissed upon earning the third "C" through the life of any GPHI program. Any courses that are being transferred in (such as certificate courses) in which a "C" was earned count toward this rule. Students will be considered to be making satisfactory progress toward the certificate or degree if they follow the prescribed course sequence established by the program. Students whose schedules vary from the sequence should discuss this variance with the Program Director.

Students who are admitted on probation must demonstrate their ability to perform at the level required for graduation by establishing good academic standing at the end of the first semester. Students who do not accomplish this level of performance may be dismissed from the program and the UAB Graduate School.

A student who has been in good academic standing, but who at the end of any regular term fails to meet the criteria to continue in good academic standing (a 3.0 grade point average or better), will be placed on probation. Such a student must re-establish good academic standing within the next two regular terms of graduate study undertaken. Students who do not accomplish this level of performance may be dismissed from the Program and the UAB Graduate School.

A student who earns three grades of "C," or any grade of "F" on any course taken in pursuit of any GPHI degree may be dismissed from the program. For students in dual-degree programs or other collaborative programs, the programs are treated as one and the grades will apply across both programs. For example, if the student earns an "F" in a dual-degree program, that could result in dismissal from the GPHI in which the student is enrolled, even though the "F" was not earned in a course in the GPHI. It is the Program Director's prerogative to decide if a student may enter his/her final project with a grade point average of less than 3.0 in academic coursework needed to complete the MSHI degree. A student receiving a grade of "I" in a course has until the end of the following semester to remove the deficiency or the grade is automatically changed to an "F." It is the student's responsibility to keep track of this timing and avoid this from happening. Once the "I" has rolled over to an "F," it will not be changed.

## TIME LIMITATIONS

GPHI students are generally expected to complete all certificate/degree requirements within two semesters of matriculation for graduate certificate and 2 years of matriculation for master's students. If mitigating circumstances preclude completion of requirements within the time limits, please contact the GPHI Program Director with a request for extension that includes a plan and timeline for completion.

This plan will be submitted to the Graduate School for approval. The time to degree cannot exceed five years from the date of the first course.

## **MSHI PROGRAM KNOWLEDGE, SKILLS, AND ATTITUDES**

### **ESSENTIAL COMPONENTS**

#### **PROGRAM PURPOSE & OVERVIEW**

Through teaching, research, and service, all Graduate Programs in Health Informatics are a collaborative center of excellence dedicated to preparing students to become leaders in health informatics and information management. Students graduating with a Certificate in Clinical Informatics graduate with a broad understanding of how clinicians and administrators use information and technology in making organizational and patient-specific decisions. Students graduating with an MSHI graduate with a deeper understanding, with increased specificity in their area of specialization, of Health Informatics in the truest sense. With courses in the effective design and use of information systems, databases, software, hardware and networks, students in any GPHI program learn how to successfully manage the flow of information throughout a healthcare organization. Students also learn the value of building a solid business case for the purchase, implementation and use of technology in a healthcare setting. Graduates are equipped with knowledge for upskilling and are prepared to become senior and executive level leaders in the healthcare IT industry. Admission requirements are published in the UAB *Graduate Catalog*.

#### **REQUIRED SKILLS**

#### **REQUIRED ACADEMIC KNOWLEDGE, SKILLS, AND ATTITUDES**

Academic knowledge, skills, and attitudes are those specifically needed to function within the classroom setting (online, in-person) to produce deliverables that meet requirements set forth by individual program faculty. These knowledge, skills, and attitudes are then transferrable to the workplace. Specific foundational domains for competence for the MSHI are set forth by the American Medical Informatics Association and the Commission on Accreditation of Health Informatics & Information Management Education (CAHIIM – [cahiim.org](http://cahiim.org)) (see Figure 1)

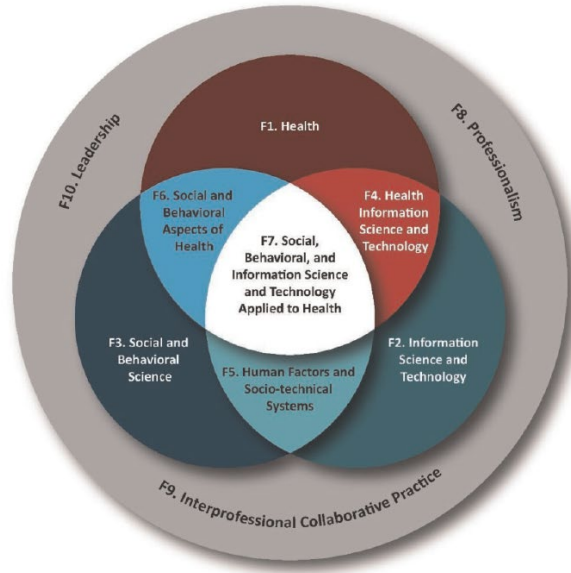


Figure 1. Foundational domains of applied health informatics. Graphic: Christina Lorenzo, MS in Biomedical Visualization, 2017, Department of Biomedical and Health Information Sciences, University of Illinois at Chicago.

Valenta, A. L.; Berner, E. S.; Boren, S. A.; Deckard, G. J.; Eldredge, C.; Fridsma, D. B.; Gadd, C.; Gong, Y.; Johnson, T.; Jones, J., AMIA Board White Paper: AMIA 2017 core competencies for applied health informatics education at the master's degree level. 2018, 25, (12), 1657-1668.

## REQUIRED INTERPERSONAL & COMMUNICATION SKILLS

Interpersonal skills encompass verbal, non-verbal and written exchange of information. In order to be successful in the healthcare industry, graduates must possess effective interpersonal skills to manage a diverse variety of stakeholder relationships and the communication skills to clearly engage these stakeholders.

### Professionalism

1. Commitment to ethical principles pertaining to business practices and security & confidentiality of information
2. The ability to identify, use and manage emotions (students' and others) in positive ways to maintain positive relationships with others
3. Ability to work in teams effectively
4. Ability to present information to a group of people in a structured, deliberate manner

### Communication

1. Ability to communicate clearly with others in written and verbal form
2. Ability to use effective listening (verbal and non-verbal) skills to make appropriate decisions

## DISABILITY SUPPORT SERVICES (DSS)

UAB is committed to providing an accessible learning experience for all students. If you are a student with a disability that qualifies under the Americans with Disabilities Act (ADA) and Section 504 of the

Rehabilitation Act, and you require accommodations, please contact Disability Support Services (DSS) for information on accommodations, registration and required procedures. Requests for reasonable accommodations involve an interactive process and consists of a collaborative effort among the student, DSS, faculty and staff.

*Students who may need course accommodations should make an appointment with the instructor to discuss their needs. Students with disabilities must be registered with Disability Support Services (DSS) and provide an accommodation request letter before receiving academic adjustments. DSS is located in the Hill Student Center, Suite 409 1400 University Blvd, Birmingham, AL. Additional information is available on the UAB website at <http://www.uab.edu/students/disability/> or by calling (205) 934-4205 (Voice) or (205) 934-4248 (TDD).*

## REGISTRATION

It is each student's responsibility to be registered for the appropriate courses. Students are expected to register through the UAB registration portal on BlazerNet (<https://uab.edu/blazernet>). Registration may commence as soon as the student has received notification of admission from the Graduate School, but no sooner than 60 days before classes are to begin. Continuing students should register before final exams in their current semester. Certain courses will require an "override" by GPHI staff, and it is the responsibility of the student to contact the appropriate person to perform that override. Because of this need, it is **strongly recommended** that students register as early as possible and not wait until the last minute. We will not waive late registration fees. BlazerNET is available 24/7, but the Add/Drop function within Registration Tools will end when the registration period closes. Students experiencing difficulty (outside of overrides) with BlazerNET should call the Registrar's Office at 1.205.934.8222 or email [registrar@uab.edu](mailto:registrar@uab.edu).

### FOLLOW THESE STEPS TO REGISTER USING BLAZERNET:

1. Access BlazerNET with your web browser.
2. Log in with your Blazer ID and strong password.
3. Click on the Student Resources tab
4. View the Registration Tools channel. Select either Look Up Classes to gather CRNs or Add or Drop Classes if you already have the course reference numbers.
5. Register for the appropriate courses by either clicking the checkbox to the left of the course on the Look Up Classes screen, or by submitting the CRNs in the blocks on the Add or Drop Classes page.
6. Please make sure that your course schedule states "Web Registered" and that you can view all of your classes on the Student Detailed Schedule page. A BlazerNET Registration Guide is available on the Student Resources tab if you need more assistance.

### LATE REGISTRATION (ADD/DROP CLASSES)

Starting with the first day of regular classes, a late registration fee will be charged. Please see the UAB Academic calendar for the last day to Add/Drop classes.

## **SCHOLARSHIPS**

A variety of scholarships and awards are available to MSHI students. Please consult with the Program Director or Operations Director for more information.

## **PROFESSIONAL ORGANIZATIONS**

Healthcare Information and Management Systems Society (HIMSS) (free student membership)

- [www.himss.org](http://www.himss.org)

Alabama Chapter of HIMSS

- <http://alabama.himsschapter.org/>

American Medical Informatics Association (AMIA)

- <https://www.amia.org/>

## **STUDENT HANDBOOK**

The student handbook will be updated on an annual basis and is subject to change.

# APPENDIX

## ACCREDITATION REQUIREMENTS

The MSHI program is accredited by CAHIIM, the Commission on Accreditation for Health Informatics and Information Management Education. Accreditation is assessed against the 10 foundational domains for Health Informatics identified by the American Medical Informatics Association. MSHI courses are designed to address and assess competencies across these domains. As shown on the [CAHIIM website](#),

... students in the health informatics discipline should have working knowledge and competency of these foundational domains as they define and affect the practice of health informatics. The program graduate is expected to demonstrate the knowledge, skills, and attitudes that exist in the following domains:

- F1. Health
- F2. Information Science and Technology
- F3. Social and Behavioral Science
- F4. Health Information Science and Technology
- F5. Human Factors and Socio-technical Systems
- F6. Social and Behavioral Aspects of Health
- F7. Social, Behavioral, and Information Science and Technology Applied to Health
- F8. Professionalism
- F9. Interprofessional Collaborative Practice
- F10. Leadership