

August 28, 2009

TO: John Huntington, Chair
Senate Committee on Educational Policy

FROM: Midge Grosch, Director
Programs and Academic Assessment

I am submitting for review and action by the Senate Committee on Educational Policy the attached ***Revision of the IBHE Post-Baccalaureate Certificate in Health Information Management.***

The proposal was approved by the Applied Health Sciences Academic Affairs Committee on July 30, 2009 and by the Graduate College Executive Committee on August 28, 2009.

Cc: K. Patena
J. Livermore-Lantz

Title: Revision of the IBHE Post-Baccalaureate Certificate in Health Information Management

Sponsor: Department of Biomedical and Health Information Sciences, College of Applied Health Sciences

Description: UIC's online Post-Baccalaureate Certificate in Health Information Management provides opportunities for self-motivated, experienced health care, IT or business professionals who have already attained at least a bachelor's degree, to attain a solid foundation in the application and management of computers within the health care setting, as well as eligibility to sit for the Registered Health Information Administrator certification exam.

Applicants for the certificate come from a variety of backgrounds, usually with experience in health care, business or information technology. The current program requires 35 hours for students seeking the certificate only, 27 hours for those completing the certificate concurrently with the MS in Health Informatics.

Experience with applicants to date demonstrates the need for flexibility to accommodate a range of needs, from those who may be able to demonstrate proficiency in core courses, to those who may need to take BOTH BHIS 405 and HIM 453, currently selective courses. No new courses are proposed, but the number of hours will now be presented as a range of 31-39 for those seeking the certificate only, 23-31 for those taking the MS in Health Informatics concurrently. Both BHIS 405 and HIM 453 will move from selective to required courses; however students will have the possibility to waive 8 hours (2 courses from among HIM 410, BHIS 405 or HIM 453)) and substitute 4 hours (1 additional course) if proficiency is demonstrated in core areas, hence the variation in total hours. Proficiency will be demonstrated through reviewing the student's petition, personal statement and experience, and completion of a written exam.

Other changes requested are the consideration in the admissions process of graduate course work GPA if present as more reflective of recent academic work, and updating the technology requirements, tuition rate, and contact information.

Present

35 hours minimum required for students seeking the certificate only;
27 hours minimum required for students seeking the certificate concurrently with the MS in Health Informatics

Required courses: Students complete one selective, BHIS 405 (Medical Sciences and Human Pathophysiology, 4hrs) OR HIM 453 (Principles of Management and Human Resources, 4 hrs) , depending on background

Grade point average: A cumulative GPA of 2.75/4.00 for the last 60 semester hours of the undergraduate degree

Proposed

39 hours required for students seeking the certificate only;
31 hours required for students seeking the certificate concurrently with the MS in Health Informatics
Required courses: Students are required to complete BOTH BHIS 405 (Medical Sciences and Human Pathophysiology, 4hrs) AND HIM 453 (Principles of Management and Human Resources, 4 hrs)

However, upon satisfactory demonstration of proficiency in HIM 410 (Introduction to the Health Care System, 3 hrs), BHIS 405 (Medical Sciences and Human Pathophysiology, 4hrs) or HIM 453 (Principles of Management and Human Resources, 4 hrs), students may waive up to 8 hours, as long as they

complete a minimum of 31 hours for the certificate only, or 23 hours for the certificate concurrently with the MS in Health Informatics. Proficiency will be demonstrated through reviewing the student's petition, personal statement and experience, and completion of a written exam. In addition, students may SUBSTITUTE one course, up to 4 hours, from the following courses in the MS in Health Informatics curriculum: BHIS 437 (Health Care Data, 3 hrs), BHIS 515 (Management of Health Care Communication Systems, 4 hrs), BHIS 517 (Health Care Information Security, 3-4 hrs), BHIS 525 (Social and Organizational Issues in Health Informatics, 4 hrs) or BHIS 528 (Consumer Health Informatics, 3 hrs). Students completing the certificate concurrently with the MS in Health Informatics may substitute only BHIS 528, as all other courses are existing requirements of the MS with concurrent certificate.

Grade point average: A cumulative GPA of 2.75/4.00 for the last 60 hours of the undergraduate degree, OR a cumulative GPA of 3.0 or above on a scale of 4.0 for a minimum of 12 hours of graduate level coursework beyond the baccalaureate.

Justification: The post-baccalaureate certificate program addresses health care, IT, or business professionals with a minimum of a baccalaureate degree, who seek eligibility to sit for the RHIA exam as a mode of career change and advancement. Students may have proficiency, based on education and/or experience, in core areas such as medical pathophysiology, management theory, or general knowledge of health care delivery. On the other hand, some students may have little or no background in these areas, and therefore would be required to take all courses. Providing the option to waive and substitute specific course work would allow students to complete courses that accommodate their diverse work and educational backgrounds, while still meeting the minimum requirements for the certificate. A student with proficiency in the core topics will have the opportunity to expand his/her knowledge in an area of interest through substitution of a more advanced course.

Consideration of graduate course work, if a student has completed a minimum of 12 hours beyond the baccalaureate degree, is more reflective of the student's academic potential.

Catalog Statement: See attached

Minority Impact Statement: No negative impact on minority students.

Budgetary and Staff Implications: None

Library Resource Implications: None

Space Implications: None

Unit (e.g. department) approval date: College of Applied Health Sciences Academic Affairs Committee, July 30, 2009

Contact Person: Karen Patena, patena@uic.edu

Proposed Effective Date: Spring, 2010

Catalog Statement

IBHE Post-Baccalaureate Certificate in Health Information Management	Same
Program URL: http://www.bhis.uic.edu	http://healthinformatics.uic.edu
Campus: Chicago	Same
Number of Required Campus Visits: 0	Same
Program Type: IBHE Post-Baccalaureate Certificate	Same
Total Number of Credit Hours: 24-35 Sem. Hr(s).	Total Number of Credit Hours: 23-39 Sem. Hr(s).
Admission Deadline: Dec 1 (Sp), May 1 (Sum), and August 1 (F).	Same
<p>Description: UIC's online Post-Baccalaureate Certificate in Health Information Management provides opportunities for self-motivated, experienced health care, IT or business professionals who have already attained at least a bachelor's degree, to attain a solid foundation in the application and management of computers within the health care setting, as well as eligibility to sit for the Registered Health Information Administrator certification exam.</p> <p>All courses will be delivered using online instruction that provides quality learning in a structured environment. Field work at a location convenient to the student is also required.</p> <p>The Post-Baccalaureate Certificate in HIM signifies that graduates are conversant in the planning, implementation, operation, and control of health data and information systems. Course work emphasizes development of a state of the art skill set and knowledge base grounded in health care information sciences.</p>	Same
<p>Admission Requirements: In addition to the Graduate College minimum requirements, applicants must meet the following program requirements:</p> <ul style="list-style-type: none"> • Prior Degrees At minimum, an earned bachelor's degree from any accredited college or university is required. • Transcripts An official transcript sent 	<p>Same</p> <p>Same</p> <p>Same</p>

<p>in a signed, sealed envelope from each postsecondary institution attended.</p> <ul style="list-style-type: none"> • Grade Point Average At least 2.75/4.00 for the last 60 semester hours of the undergraduate degree. • Minimum English Competency Test Score <ul style="list-style-type: none"> ○ TOEFL If the applicant has taken the paper-based TOEFL, minimum scores in the range of 585–600 will be considered; in addition, the applicant must take the Test of Written English and submit scores in the range of 5–6. If the applicant has taken the computer-based TOEFL, minimum scores in the range of 240–250 will be considered. In this case the Test of Written English is not required. Applicants taking the iBT Internet-based TOEFL must have a minimum score of 95, with subscores of Reading 24, Listening 22, Speaking 24, and Writing 24. OR ○ IELTS 7.0, with subscores of 6.5 for all four subscores. • Personal Statement The statement should address the applicant’s desired outcomes and benefits from completion of the certificate program. • Interview Applicant must interview by phone to determine eligibility, interest, and purpose of graduate study. • Resume Applicant should submit a resume that highlights education and work experience. 	<ul style="list-style-type: none"> • Grade Point Average A cumulative GPA of 2.75 or above (on a scale of 4.0) for the last 60 hours of the undergraduate degree, OR a cumulative GPA of 3.0 or above (on a scale of 4.0) for a minimum of 12 hours of graduate level coursework beyond the baccalaureate. <p>Same</p> <p>Same</p> <p>Same</p> <p>Same</p>
<p>Degree Requirements In addition to the Graduate College minimum requirements, students must meet the following program requirements:</p> <ul style="list-style-type: none"> • Prerequisites This certificate requires 	<p>Same</p> <p>Same</p>

<p>completion of the following prerequisite courses (or equivalent course work or professional experience). These courses are most typically taken upon admission to the certificate program.</p> <ul style="list-style-type: none"> ○ KN 251 and 252—Human Physiological Anatomy I and II ○ PSCH 242—Introduction to Research in Psychology ○ IDS 200—Introduction to Management Information Systems <ul style="list-style-type: none"> • Minimum Semester Hours Required 35 hours are required for students seeking the Postbaccalaureate IBHE Certificate in HIM only. 27 hours are required if the student is concurrently enrolled in the MS in Health Informatics program. (In this case, the Postbaccalaureate IBHE Certificate in HIM is awarded only upon completion of the 27 hours required for the certificate and the 45 hours required for the MS in Health Informatics degree.) <ul style="list-style-type: none"> • Course Work • <i>Required Courses for students completing the IBHE Certificate in HIM only:</i> 35 semester hours distributed as follows: HIM 410, 432, 433, 481, 451, 452, 454, 455; BHIS 460, 580. Students complete one selective, depending on background: BHIS 405 or HIM 453. • <i>Required Courses for students completing IBHE Certificate in HIM concurrently with MS in Health Informatics:</i> 27 semester hours distributed as follows: HIM 410, 432, 433, 481, 451, 452; BHIS 580. Students complete one selective, depending on background: BHIS 405 or HIM 453. Additional courses taken 	<p>Minimum Semester Hours Required While 39 hours are required for the full program, a minimum of 31 hours may be taken if proficiency can be demonstrated in up to eight hours of specific core courses (see Note below) for students seeking the Postbaccalaureate IBHE Certificate in HIM only. While 31 hours are required for the full program concurrently with the MS in Health Informatics, a minimum of 23 hours may be taken if proficiency can be demonstrated in up to eight hours of specific core courses. (In this case, the Postbaccalaureate IBHE Certificate in HIM is awarded only upon completion of both the 23 or 31 hours required for the certificate and the 45 hours required for the MS in Health Informatics degree.) Proficiency will be demonstrated through reviewing the student's petition, personal statement and experience, and completion of a written exam.</p> <ul style="list-style-type: none"> • Course Work • <i>Required Courses for students completing the full 39 hours for the IBHE Certificate in HIM only:</i> HIM 410, 432, 433, 481, 451, 452, 453, 454, 455; BHIS 405, 460, 580. • <i>Required Courses for students completing the full 31 hours for the IBHE Certificate in HIM concurrently with MS in Health Informatics:</i> HIM 410, 432, 433, 481, 451, 452, 453; BHIS 405, 580. Additional courses taken as part of the MS in Health Informatics curriculum—11 hours. Note: These courses count toward the
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<p>as part of the MS in Health Informatics curriculum—11 hours. Note: These courses count toward the MS in Health Informatics degree and are substituted for courses in the Postbaccalaureate Certificate in HIM program: BHIS 500, 517, 535, and 546.</p>	<p>MS in Health Informatics degree and are substituted for courses in the Postbaccalaureate Certificate in HIM program: BHIS 500, 517, 535, and 546.</p> <ul style="list-style-type: none"> • <i>Note:</i> Upon satisfactory demonstration of proficiency in HIM 410, 453, or BHIS 405, students may waive up to 8 hours. In addition, students may substitute up to 4 hours from the following: BHIS 437, 515, 517, 525, 528 for required coursework. Proficiency will be demonstrated through reviewing the student's petition, personal statement and experience, and completion of a written exam. Students completing the certificate concurrently with the MS in Health Informatics may substitute only BHIS 528, as all other courses are existing requirements of the MS with concurrent certificate.
<p>Technical Requirement(s): Computer literacy: All students enrolled in the UIC post-baccalaureate certificate program are expected to have working knowledge of the following:</p> <ul style="list-style-type: none"> • microcomputer operating system • word processing • spreadsheets • electronic mail • Internet browsers <p>Technology recommendations: The student should have access to a computer with the following minimum requirements:</p> <p>PC Users</p> <ul style="list-style-type: none"> •Processor: Minimum Pentium III •Memory: 1GB RAM minimum •Hard Drive: 40 GB or more with 8GB free space preferred. •Modem: A cable or DSL connection is preferred •CD-ROM: A CD-ROM reader •Sound Card: SoundBlaster 32-bit compatible •Video Card: SVGA 1024x768 resolution •Monitor: 15 inch SuperVGA color monitor •Operating System: Windows XP or Vista. •Software: An active antivirus program, and an office suite such as Microsoft Office. 	<p>Same</p> <p>Same, plus:</p>

<p>•Other: An Internet Service Provider (ISP) is recommended for access from outside the (312) area code. The student must secure an active UIC NetID and valid password upon initial registration.</p> <p>MAC Users</p> <p>•Processor: Mac G4, or G5 running OS 10 (or higher) •Memory: Minimum of 1 GB •Hard Drive: 40 GB HD</p>	<p>Other: High Speed Broadband Access Standard microphone</p> <p>Same, plus:</p> <p>Other: High Speed Broadband Access Standard microphone</p>
<p>Program Cost(s):</p> <p>Tuition Details:\$675/credit hour (subject to change at the discretion of the Board of Trustees)</p>	<p>Program Cost(s):</p> <p>Tuition Details:\$695/credit hour (subject to change at the discretion of the Board of Trustees)</p>
<p>Program Contact:</p> <p>Biomedical and Health Information Sciences College of Applied Health Sciences University of Illinois at Chicago 1919 West Taylor Street, Room 250 AHSB Chicago, Illinois 60612-7249 ATTN: IBHE Post-Baccalaureate Certificate in Health Information Management Phone: (312) 996-7337</p> <p>E-mail: bhis@uic.edu</p>	<p>Program Contact:</p> <p>Biomedical and Health Information Sciences College of Applied Health Sciences University of Illinois at Chicago 1919 West Taylor Street, Room 250 AHSB Chicago, Illinois 60612-7249 ATTN: IBHE Post-Baccalaureate Certificate in Health Information Management</p> <p>Fax: 321-239-1884 Phone: 1-866-MSHI-UIC (674-4842) Email: twynn@healthinformatics.uic.edu</p>