



Master of Science  
in  
Health Informatics Administration  
(HIMS)

Student Handbook

## Table of Contents

Purpose of the Program Handbook .....	3
Welcome from Program Chair.....	4
Program Overview.....	5
Program Curriculum.....	6
Program Accreditation.....	6
Faculty profile.....	7
HIMS Program Advisory Board.....	7
HIMS Program Academic Specialist .....	7
HIMS Professional Associations .....	8
HIMS Student Association .....	9
National Certification Examinations .....	10
Appendices (A, B, C, D).....	11



## **PURPOSE OF THE MASTER OF SCIENCE IN HEALTH INFORMATICS ADMINISTRATION (HIMS) PROGRAM HANDBOOK**

The purpose of the University of Maryland Global Campus, Master of Science in Health Informatics Administration Program Handbook is to assist you in successfully completing your graduate degree. You are responsible for reading the material carefully and discussing any questions you may have with a faculty member, the Program Academic Specialist or the Program Chair. You are responsible for following the guidelines, expectations and requirements as stated in this handbook and the specific course syllabi.

### **OVERVIEW OF THE UNIVERSITY OF MARYLAND GLOBAL CAMPUS (UMGC)**

Founded in 1947, University of Maryland Global Campus (UMGC), is the largest public university in the United States. As one of the 12 degree-granting institutions of the University System of Maryland, it specializes in high-quality academic programs tailored to working adults and has earned a global reputation for excellence as a comprehensive virtual university. UMGC provides educational opportunities to approximately 90,000 students throughout Maryland, across the United States, and in 27 countries around the world. The university offers undergraduate and graduate degrees, certificate programs, and noncredit leadership development courses. For more information about UMGC and its programs, visit [www.umgc.edu](http://www.umgc.edu).

#### **Accreditation/Governance**

UMGC is accredited by the Middle States Commission on Higher Education (MSCHE), 3624 Market Street, Philadelphia, PA 19104 (267-284-5000), one of the six regional accrediting agencies recognized by the U.S. Department of Education. UMGC is governed by the University System of Maryland Board of Regents and certified by the State Council of Higher Education for Virginia. UMGC is a constituent institution of the University System of Maryland.

## WELCOME FROM PROGRAM CHAIR

Welcome to the Master of Science in Health Informatics Administration (HIMS) program at the UMGC. It is a great pleasure for me to serve as HIMS Program Chair. I warmly welcome you as a student in one of the top-rated programs in the nation. This program, of which you are a part now, meets the real needs of locally, nationally and internationally Health Informatics and Information Management professionals' academic requirements. Our students come from a variety of background and experience, some from within the healthcare and others desiring to make mid-career transition to healthcare. But what all have in common is desire to learn and work in this challenging and rewarding profession.

According to the Healthcare IT News "The demand for health informatics workers is projected to grow at twice the rate of employment overall, and there is strong evidence that the nation already faces a shortage of qualified workers in this field," according to a new report from a research firm Burning Glass (<https://www.healthcareitnews.com/news/health-informatics-job-market-trouble>). Thus, you are in one of the fastest growing profession.

On behalf of the UMGC, I thank you for choosing UMGC to pursue your online graduate education and look forward to your progression in the program. I am eager to see you walking across the stage during commencement and confer your Master of Science in Health Informatics Administration degree.

For any questions, please contact me at [mohammad.bajwa@umgc.edu](mailto:mohammad.bajwa@umgc.edu) or Mrs. Meena Bipat, Academic Specialist at [meena.bipat@umgc.edu](mailto:meena.bipat@umgc.edu).

Best Wishes as you embark on your UMGC academic journey,



Mohammad Bajwa, Ph.D., RHIA, CPHIMS, CPHIT  
Program Chair & Collegiate Professor  
Master of Science in Health Informatics Administration,  
UMGC

## PROGRAM OVERVIEW

### Mission, Vision, Goals

The mission and vision of the Master of Science in Health Informatics Administration (HIMS) program parallels the mission and vision of UMGC. The HIMS program mission is to equip the students with advanced training and practical skills for the planning, managing, designing, implementing and evaluating health information systems and technologies to bridge the existing health informatics and information management professionals' workforce gap and meet industry demand.

To assure program quality, the HIMS graduate degree aligns with the UMGC standards of academic quality delivering education that prepares them to succeed in the workplace of today and the future. The HIMS Faculty have extensive academic, professional and field experience in the disciplines they teach. The teaching methods, tools and techniques incorporate the current, innovative and effective instructional models that support students through the learning process. UMGC academic services support and promote the efforts of students and alumni in life-long learning and pursuit of personal and professional goals.

The HIMS program combines both information technology and health care administration theory and skills with real-world applications.

Upon successful completion of the program, students should be able to:

- Design, manage and interpret health classification systems, health care databases, data warehouses, healthcare data sets, registries, electronic health record and other health information systems.
- Demonstrate the ability to interpret and comply with various aspects of state and federal legal and regulatory standards (i.e. coding and revenue, privacy, security, federal employee labor laws, confidentiality, release of information, maintenance of health record, licensure and accreditation).
- Perform and present health informatics and information management related research methods and statistical analysis.
- Adhere to and promote health informatics and information management professional ethical practices and decision making principles.
- Demonstrate leadership of health informatics and information management entities, processes and standard health information systems and technologies.
- Design and implement health informatics and information management policies and procedures (*i.e. fraud and surveillance, data management, personnel management, data privacy, security and confidentiality*).

## Program Curriculum

The HIMS curriculum requires thirty (36) credits of coursework, two (2) integrative health informatics administration courses, one being the capstone, five (5) technology courses, four (4) health care administration courses; and one healthcare research methods course.

Students must have successfully completed 30 credits prior to enrolling in HIMS 670.

## Program Accreditation

### CAHIIM

In the spring of 2016, the HIMS program (approved under the former title, Master of Science in Health Administration Informatics (HAIN) satisfied all requirements to obtain accreditation by the **Commission on the Accreditation for Health Informatics and Information Management Education (CAHIIM)** and eligibility for the HIMS graduates to sit for the **Registered Health Information Administrator (RHIA) national certification examination** of the **American Health Information Management Association (AHIMA)**.

### HIMSS

Since 2017 the UMGC HIMS has obtained recognition of **Health Information and Management Systems Society (HIMSS)** as its **Approved Education Partner (AEP)** to provide training for the **CAHIMS** (Certified Associate in Health Information and Managements Systems) and **CPHIMS** (Certified *Professional* in Health Information and Managements Systems) certification exams

### AHIMA

The graduates of the HIMS program are also qualified to sit for **NEW AHIMA Certified Professional in Health Informatics (CPHI) certification exam**.



The UMUC's HIMS program is thus unique in the nation in that it leads to three topmost health IT certifications enabling the graduates to work as Health Information Managers, Health IT/Health Informatics professionals and C-suite healthcare executives.

## Faculty Profile

The HIMS faculty is a diverse group of accomplished academicians and practitioners with significant industry, field and teaching experience in health informatics and information management as well as in healthcare administration. The HIMS faculty draws on experience gained in organizations such as The Office of Health Information Technology (HRSA), The Centers for Medicare & Medicaid Services (CMS), The Pentagon, Georgetown University Medical Center, St. Luke's Hospital (Houston), IBM, Kaiser Permanente, The U.S. Department of Health and Human Services (UDHHS), The Office of the National Coordinator (ONC), The Department of Defense (DOD), The Office for Civil Rights (OCR), Tricare Management Agency, Research Triangle Institute and The Department of Public Health. They have extensive university level teaching experience and have taught at American University (AU), UCLA Health, George Mason University, University of Maryland Baltimore County (UMBC), State University of New York (SUNY), George Washington University (GWU), Georgetown University, University of Texas Health Science Center at Houston, University of Maryland College Park, Naval School of Health Sciences, Pennsylvania State University (PSU), and The Uniformed Services University of the Health Sciences, to name a few.

Beside the sound academic and practical background, the faculty maintains some prestigious industry certifications skills inculcated in the HIMS program:

- RHIA - Registered Health Information Administrator
- CPHIMS -Certified Professional in Health Information and Management Systems
- CAHIMS - Certified Associate in Health Information and Management Systems
- CPHIT – Certified professional in Health Information Technology
- CPHI – Certified Professional in Health informatics
- PMP - Project Management Professional
- CHDA -Certified Health Data Analyst
- CCS - Certified Coding Specialist
- CPC – certified Professional Coder

## HIMS Program Advisory Board

The HIMS Program Advisory Board is a group of 15 industry leaders and educationists who advise the HIMS Program administration on its alignment with the industry skills requirements that HIMS graduates should possess on entering the workforce.

## Academic Specialist

*Mrs. Meena Bipat Email: meena.bipat@umgc.edu Office: (240) 684-2448*

The HIMS program Academic Specialist, Mrs. Meena Bipat is responsible for the coordination and response to student concerns.

## HIMS RELATED PROFESSIONAL ASSOCIATIONS

### **American Health Information Management Association (AHIMA) -**

[www.ahima.org](http://www.ahima.org)

AHIMA leads the Health Informatics and Information Management community to advance professional practice and standards through transforming healthcare by fostering health information management, health informatics, information governance, and leadership.

AHIMA is the premier association for the Health Informatics and Information Management professionals. Its membership can help the members to develop professionally with continuing education through workshops, seminars and conferences and comprises professionals, educationists, students and anyone involved or interested in the HIM related profession.

AHIMA offers two prestigious certifications for the Health Informatics and Information Management professionals:

RHIA – Registered Health Information Administrator

CPHI – Certified Professional in Health Informatics

#### **Student Membership:**

Student membership dues are \$49 against the normal \$ 185

To become AHIMA Student Member, visit <http://www.ahima.org/membership>

All HIMS students are required to become AHIMA members

### **Healthcare Information and Management Systems Society (HIMSS) – [www.himss.org](http://www.himss.org)**

HIMSS is a global advisor and leader supporting the transformation of health through the application of information and technology. HIMSS encompasses more than 70,000 global individual members, 630 corporate members, and over 450 non-profit organizations. Most of the C-suite healthcare executive are HIMSS members. HIMSS offers two professional certifications:

CAHIMS – Certified Associate in Health Information and Management Systems

CPHIMS - Certified Professional in Health Information and Management Systems

#### **Student Membership:**

Student membership dues are \$30 against the normal \$190

To become Student Member visit <https://www.himss.org/membership/individual-options>

All HIMS students are recommended to become HIMSS members, if they want to pursue the CAHIMS/CPHIMS certification(s).

## MASTER OF SCIENCE IN HEALTH INFORMATICS ADMINISTRATION PROGRAM: STUDENT ASSOCIATION

Founded in the summer of 2016, the Health Informatics & Information Management Leaders of Tomorrow (HIMLOT) is a student and alumni-led organization of the HIMS program at the UMGC. As participating members, both students and former graduates (alumni) receive professional guidance and support from the university and the faculty. Benefits of membership include mentorship, networking, professional development, career coaching, research, volunteering as well as opportunities for knowledge enhancement and career advancement.

For more information on HIMLOT, contact Program Chair, Dr. Mohammad Bajwa ([Mohammad.bajwa@umgc.edu](mailto:Mohammad.bajwa@umgc.edu)) or HIMLOT Advisor, Mrs. Meena Bipat ([meena.bipat@umgc.edu](mailto:meena.bipat@umgc.edu)).

Join us on our HIMLOT Google Plus LinkedIn site:

<https://plus.google.com/u/1/communities/114431161617175285316>

UMGC Academic Clubs/Student Organization "HIMLOT"

Profile: <http://www.umgc.edu/students/support/studentlife/clubs.cfm>

## NATIONAL CERTIFICATION EXAMINATIONS

### **Registered Health Information Administrator (RHIA)**

Whether you're just starting the journey or well on the path of a successful HIM career, AHIMA certification is your guide to career enhancement, increased salary, and greater success in health informatics and information management profession. Earning AHIMA RHIA credential places you in a special league, positioning you as a leader and role model in the health informatics and information management community. Investing in AHIMA certification is an investment in yourself and your long-term career.

### **Certified Health Informatics Professional (CHIP) – NEW**

Due to continuing advancements in technology and the increased demand for the health informatics professionals, AHIMA has introduced this new credential to provide credibility and recognition to individuals who possess the required knowledge and expertise of health informatics.

Upon the successful completion of this program you will be able to take both the RHIA and CPHI certification exams.

For complete information on the RHIA/CPHI certification exams, see:

<http://www.ahima.org/certification>

### **Certified Professional in Healthcare Information and Management Systems (CPHIMS)/ Certified Associate in Healthcare Information and Management Systems (CAHIMS) /**

HIMSS conducts certification examination for programs in healthcare information and management systems at two levels:

**Certified Professional in Healthcare Information and Management Systems (CPHIMS):** is a professional certification program for experienced healthcare information and management systems professionals.

**Certified Associate in Healthcare Information and Management Systems (CAHIMS):** is designed for emerging professionals who may or may not have experience in the healthcare industry. CAHIMS is designed to be a pathway for careers in health IT.

CAHIMS after gaining experience can appear in the CPHIMS certification exam.

Both these are dual certifications in that they test the candidates both in Health Information Technology and Healthcare Management competencies and are commonly possessed by C-suite healthcare executives.

For more information on these certifications, visit:

<https://www.himss.org/health-it-certification>



**APPENDICES**

**APPENDIX A: HIMS Program Duration, Course Sequence and Descriptions,**

Visit <http://www.umgc.edu/academic-programs/masters-degrees/index.cfm>

**APPENDIX B: PROGRAM HANDBOOK ACKNOWLEDGEMENT OF RECEIPT:**

**MASTER OF SCIENCE IN HEALTH INFORMATICS ADMINISTRATION PROGRAM  
HANDBOOK ACKNOWLEDGEMENT OF RECEIPT**

Date: \_\_\_\_\_

I, \_\_\_\_\_, have reviewed a copy of the University of Maryland Global Campus, Master of Science in Health Informatics Administration Program, 2017-2018 Program Handbook. I have read, understand and fully accept the program guidelines, expectations and requirements.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**APPENDIX C: CONFIDENTIALITY STATEMENT:**

**MASTER OF SCIENCE IN HEALTH INFORMATICS ADMINISTRATION PROGRAM  
CONFIDENTIALITY STATEMENT**

Throughout the Master of Science in Health Informatics Administration Program at the University of Maryland Global Campus, I may have access to patient medical information. I realize that patient information is private and must be kept confidential. I also realize that unauthorized release of information is punishable by a fine and/or imprisonment.

Throughout my educational program at the University of Maryland Global Campus, I will at no time inappropriately release confidential information and I will adhere to the Code of Ethics of the American Health Information Management Association and/or the Code of Ethics of the Healthcare Information and Management Systems Society.

I understand that unauthorized release of patient information may result in immediate termination from the program or further academic actions.

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## APPENDIX D. PROFESSIONAL RESOURCES & REFERENCES

- American Health Information Management Association (AHIMA) [www.ahima.org](http://www.ahima.org)
- American Health Quality Association [www.ahqa.gov](http://www.ahqa.gov)
- American Hospital Association [www.aha.org](http://www.aha.org)
- American Medical Association [www.ama-assn.org](http://www.ama-assn.org)
- American Medical Informatics Association [www.amia.org](http://www.amia.org)
- American National Standards Institute [www.ansi.org](http://www.ansi.org)
- Association for Clinical Documentation Improvement Specialists <http://hcpro.com/acdis/about.cfm>
- Association for Healthcare Documentation Integrity [www.ahdi.gov](http://www.ahdi.gov)
- Center for Disease Control and Prevention [www.cdc.gov](http://www.cdc.gov)
- Centers for Medicare and Medicaid [www.cms.gov](http://www.cms.gov)
- Center for Health Transformation [www.healthtransformation.net](http://www.healthtransformation.net)
- Certification Commission for Healthcare Information Technology [www.cchit.org](http://www.cchit.org)
- Compliance Information [www.compliancealert.net](http://www.compliancealert.net)
- Department of Health & Human Services [www.hhd.gov](http://www.hhd.gov)
- Department of Health & Human Services-Office of Inspector General [www.dhhs.gov/progorg/og](http://www.dhhs.gov/progorg/og)
- eHealth Initiative [www.ehealthinitiative.org](http://www.ehealthinitiative.org)
- Food & Drug Administration [www.fda.gov](http://www.fda.gov)
- Healthcare Cost and Utilization Project [www.ahrq.gov/data/hcup](http://www.ahrq.gov/data/hcup)
- Healthcare Information and Management Systems Society [www.himss.org](http://www.himss.org)
- Health Level Seven [www.hl7.org](http://www.hl7.org)
- Joint Commission [www.jointcommission.org](http://www.jointcommission.org)
- Kaiser Family Foundation [www.statehealthfacts.kff.org](http://www.statehealthfacts.kff.org)
- National Association for Healthcare Quality [www.nahq.org](http://www.nahq.org)
- National Association of Health Data Organizations [www.nahdo.org](http://www.nahdo.org)
- National Center for Health Statistics [www.cdc.gov/nchs](http://www.cdc.gov/nchs)
- National Committee for Quality Assurance [www.ncqa.org](http://www.ncqa.org)
- National Committee on Vital and Health Statistics [www.ncvhs.hhs.gov](http://www.ncvhs.hhs.gov)
- National Information Center for Health Services Administration [www.nichsa.org](http://www.nichsa.org)
- National Information Standards Organization [www.niso.org](http://www.niso.org)
- National Institute of Health [www.nih.gov](http://www.nih.gov)
- National Quality Measures Clearinghouse [www.qualitymeasures.ahrq.gov](http://www.qualitymeasures.ahrq.gov)
- Office of the National Coordinator of Health Information Technology [www.hhs.gov/healthit](http://www.hhs.gov/healthit)