Samford University
School of Public Health
Healthcare Administration and Informatics

Department of Healthcare Administration and Informatics Graduate Student Handbook

2021-2022

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Welcome Letter from the Department Chair

Samford University
School of Public Health
Healthcare Administration and Informatics

Welcome to Healthcare Administration and Informatics

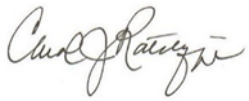
I would like to extend a warm and heart-felt welcome to you on behalf of the faculty and staff in the Department of Healthcare Administration and Informatics (HAI) in the School of Public Health. We are pleased and excited that you are pursuing one of our degree options.

This is a challenging, yet exciting time to be in healthcare. The ever-changing dynamics in public health, policy and law, mergers and partnerships, access to care, data management and analytics requires competent individuals with the desire for life-long learning, critical thinking skills, and compassion. As one of our alumni put it best, *"I don't think you can go into healthcare administration without having a heart for wanting to see sick patients get well."*

Our primary focus is to create a rich interprofessional learning environment that assists you in your pursuit of knowledge, your professional goals, and serving others. Programs include experiential learning opportunities, access to professional development, and networking opportunities. We are prepared to guide, support, and do our very best to mentor you as you expand your skills and knowledge.

We are proud that 100% of our HAI undergraduates are employed within a year or accepted into graduate programs and 100% of our M.S.H.A. graduates are employed within 3 months of completing our program.

Wishing you success and blessings,



Carol J. Ratcliffe, DNP, RN, COI, FACHE
Professor and Chair, Department of Healthcare Administration and Informatics

Purpose of the Handbook

This handbook is a reference and guide for students enrolled in the graduate Healthcare Administration and Informatics programs. The Samford University Student Handbook provides most of the policies and procedures for graduate students. The Samford University Student Handbook supersedes this handbook in any areas of conflict and will be followed. This handbook provides the Department of Healthcare Administration and Informatics specific policies and procedures. It is the primary source of policies and procedures for graduate students enrolled in Healthcare Administration and Informatics programs.

Introduction and Overview

A Brief History of Samford University

Samford University is the largest privately supported and fully accredited institution for higher learning in Alabama. Founded by a group of education, economic, and religious leaders, the school was chartered in 1841 and opened its doors on January 3, 1842, in Marion, Alabama as Howard College. It has survived two destructive fires and the partial paralysis of the Civil War and Reconstruction. In 1887 it was relocated to Birmingham, and in 1957 the institution was moved to its present campus. In 1920 Howard College gained membership in the Southern Association of Colleges and Schools – Commission on Colleges (SACS-COC). The establishment of the Teacher Education Division in 1914 and the Division of Pharmacy in 1927 highlighted the school's continuous growth throughout the years. The historic and renowned Cumberland School of Law, established in 1847 in Lebanon, Tennessee was acquired in 1961. The University now consists of the Howard College of Arts and Sciences, Brock School of Business, Orlean Bullard Beeson School of Education, School of the Arts, Beeson School of Divinity, Cumberland School of Law, and the College of Health Sciences which includes Ida Moffett School of Nursing (IMSON), McWhorter School of Pharmacy, School of Health Professions, and School of Public Health. Samford University was founded by Baptists of Alabama, and today maintains a close relationship with the Alabama Baptist State Convention (Southern Baptist Convention). While the university cherishes this relationship and sees its role centered on Christian belief, Samford is open to students of all denominations and faith traditions.

A Brief History of the College of Health Sciences

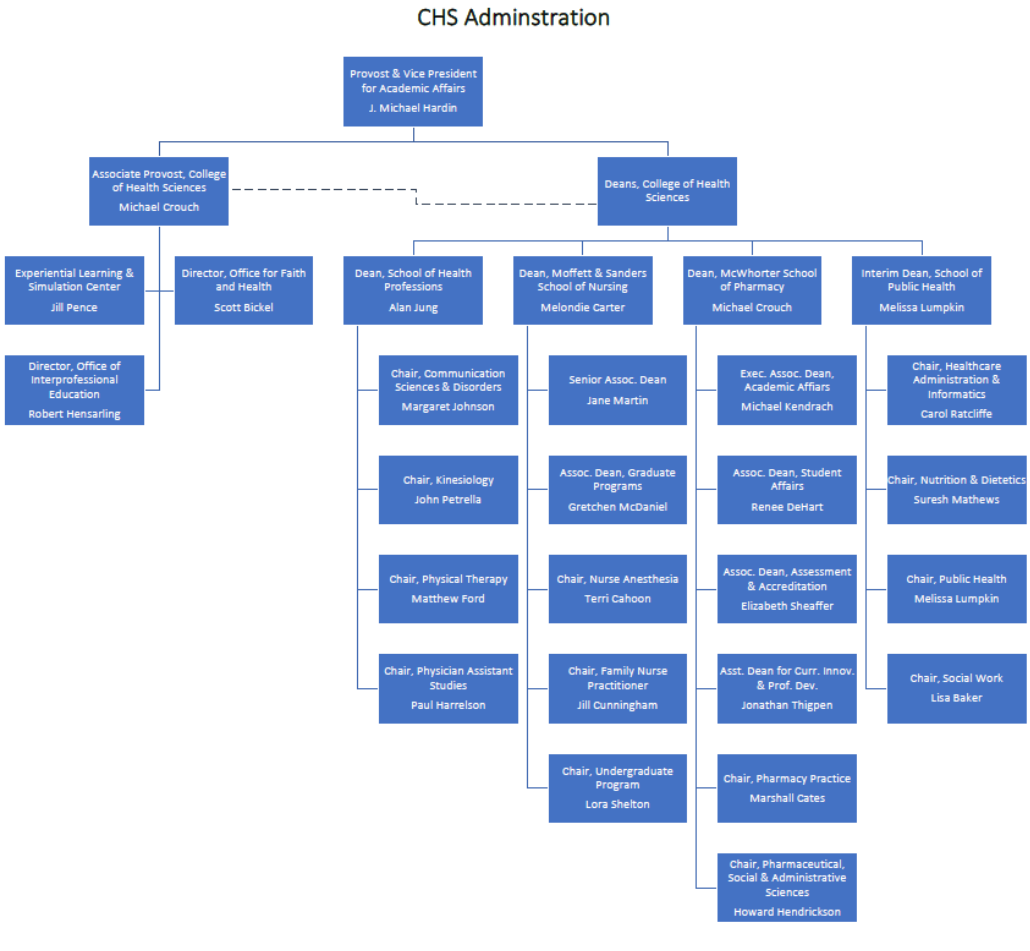
In 2013, Samford announced the creation of its College of Health Sciences, an ambitious initiative that combined the strengths of Ida Moffett School of Nursing, McWhorter School of Pharmacy, the School of Health Professions and the School of Public Health to provide a revolutionary learning experience for students pursuing careers in health care. The College of Health Sciences embraces today's models for interdisciplinary, collaborative teams of health care professionals by providing students in all four schools opportunities to learn alongside

students in other health professions. Graduates are uniquely equipped to succeed in today's health care environment.

The College focuses on preparing students to be READY through:

- Students and faculty pursuing a **rigorous academic** program that challenges at every level.
- Students earn considerably more **clinical experience** than required by the various accrediting organizations to become compassionate employable people who have had hands-on, patient-care experience.
- The curricula across all four schools fosters **inter-professional collaboration** to better prepare graduates to work on inter-professional care-giving teams.
- As a part of Samford University, everything we do is grounded in the **Christian faith**.

College of Health Science Organizational Chart



A Brief History of the School of Public Health

The School of Public Health is the newest of the four schools in the College of Health Sciences but houses the oldest program in the College. The oldest program is the Department of Nutrition and Dietetics which began in 1933. It was joined by the Departments of Social Work and Public Health in 2013. The Department of Health Informatics and Information Management began in 2015. In 2016, the Department of Healthcare Administration was implemented. In May 2020, the Departments of Healthcare Administration and Healthcare Informatics and Information Management were integrated into one and the name was changed to the Department of Healthcare Administration and Informatics.

A Brief History of the Department of Healthcare Administration and Informatics

The Department of Healthcare Administration and Informatics is dedicated to creating leaders who embrace service-minded leadership and demonstrate a commitment to Christian values and principles through serving the community. Originally established separately in 2015 (Health Informatics and Information Management) and 2016 (Healthcare Administration), the Department of Healthcare Administration and Informatics (HAI) was formed following their merger in May 2020. An interprofessional curriculum is provided through faculty within HAI and the Department of Public Health. Dependent upon the degree major, students will also take courses in the Brock School of Business and Howard College of Arts and Sciences. Degrees are offered at both the undergraduate and graduate levels. The undergraduate Health Information Management program offerings were revised and transitioned to Health Informatics and Analytics in fall 2021.

Since the initial approval of the undergraduate and graduate healthcare administration and informatics and analytics program offerings, collaboration with departments within the College of Health Sciences and across Samford University has facilitated the expansion of degree offerings to include the following:

Undergraduate Degree Programs

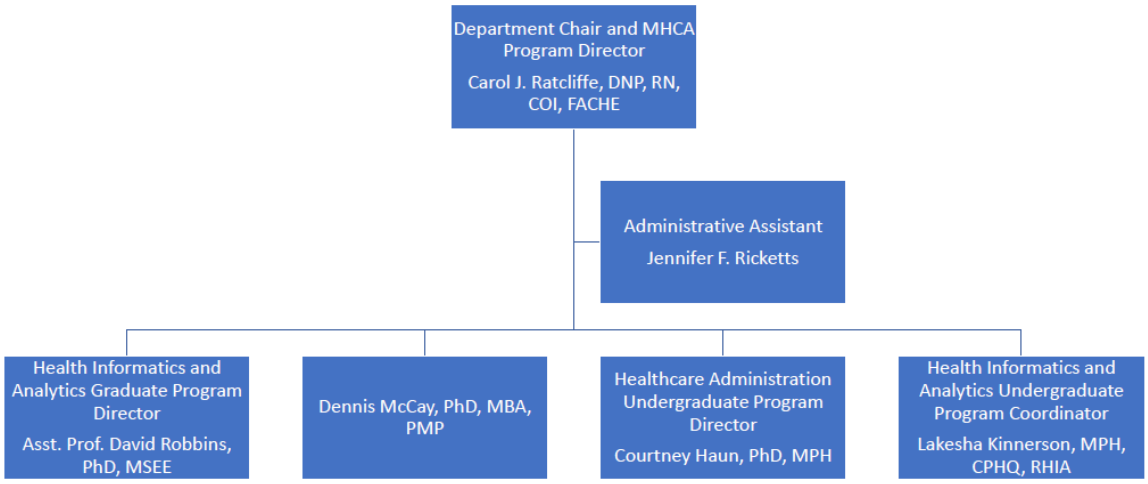
- Bachelor of Science in Healthcare Administration
- Fast-Track B.S./M.H.C.A. (M.H.C.A. online)
- Minor in Healthcare Administration
- Bachelor of Science in Health Informatics and Analytics
- Fast-Track B.S./M.S.H.I.A. (M.S.H.I.A. online)
- Minor in Health Informatics and Analytics
- Sports Injury Prevention Analytics (B.S. in Health Informatics and Analytics majors only)

Graduate and Joint Degree Programs

- Master of Healthcare Administration (M.H.C.A.) online
- Master of Science in Health Informatics and Analytics (M.S.H.I.A.) online
- Pharm.D./M.S.H.I.A. (M.S.H.I.A. online)
- Dietetic Internship/M.H.C.A. (M.H.C.A. online)

- M.H.C.A./Master of Business Administration online

Healthcare Administration and Informatics Organizational Chart



University and Department Accreditation

The university is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award bachelors, masters, educational specialist and doctoral degrees. This status was most recently affirmed in 2018, continuing a relationship that Samford has enjoyed with SACSCOC since 1920.

The Commission on the Accreditation for Healthcare Management Education (CAHME) reviewed and approved Samford University's Master of Healthcare Administration program's eligibility for CAHME candidacy in July 2019. This review and approval are a critical initial step in the multi-phase process toward the attainment of CAHME accreditation.

Mission Statement of Samford University

The mission of Samford University is to nurture persons in their development of intellect, creativity, faith and personhood. As a Christian university, the community fosters academic, career and ethical competency while encouraging social and civic responsibility, and service to others.

The Samford community values lifelong:

- Belief in God, the Creator of heaven and earth, and in Jesus Christ, His only Son, our Lord.
- Engagement with the life and teachings of Jesus
- Learning and responsible freedom of inquiry

- Personal empowerment, accountability, and responsibility
- vocational success and civic engagement
- Spiritual growth and cultivation of physical well-being
- Integrity, honesty, and justice
- Appreciation for diverse cultures and convictions
- Stewardship of all resources
- Service to God, to family, to one another, and to the community

Department and Program Mission, Vision, and Values

MISSION STATEMENTS

DEPARTMENT

The mission of the Department of Healthcare Administration and Informatics is to prepare service-minded leaders and health professionals in a Christ-centered environment through competency-based, interprofessional education that is committed to excellence.

PROGRAMS

The mission of the **Master of Healthcare Administration** (M.H.C.A.) as part of a Christian university, is to nurture and prepare early career healthcare management professionals to serve across diverse healthcare settings. An interprofessional experience is a hallmark of our program. This experience is grounded in our interprofessional curriculum and interdisciplinary faculty. Practical experiences alongside healthcare leaders and executives are tailored to a student's interests and professional goals. Educational experiences inside and outside the classroom provide the knowledge and skills students need to be successful healthcare managers, administrators, and leaders. We strive to prepare professionals that are committed to promoting health and well-being for those they serve as part of an interprofessional and collaborative healthcare team. Program experiences focus on core competencies and lifelong learning so that graduates are positioned to advance their career and answer their calling. Our program is provided by highly qualified faculty engaged in scholarship, practice, and service to the healthcare management profession and community.

The mission of the **Master of Science in Health Informatics and Analytics (M.S.H.I.A.)** program is to prepare health informatics and analytics professionals in a Christ-centered environment through an innovative, interprofessional curriculum focused on critical thinking and data driven decision making to improve outcomes and promote health equity.

VISION

We aspire to prepare influential and visionary healthcare professionals who make a positive impact on their communities.

CORE VALUES

The Department of Healthcare Administration and Informatics values the following as central to our success:

- Christian-Based Education: We are committed to integrating our Christian faith and beliefs in our delivery of healthcare administration education.
- Excellence: We pursue excellence within the department through opportunities for achievement in scholarship, service and research.
- Practice-Ready: We are committed to preparing students who are ready to practice upon graduation.
- Respect for diversity: We are committed to respecting the differences in others by learning to appreciate the different cultures of the populations that we serve.
- Integrity: We are committed to operating in an environment that values honesty, fairness and the highest ethical standards to sustain a community of trust.
- Empowerment: We encourage personal accountability for success through shared governance in academic pursuits.

Graduate Degree Programs

Master of Healthcare Administration (M.H.C.A)

The Master of Healthcare Administration (M.H.C.A) is the terminal degree required for executive management positions in healthcare. The M.H.C.A. program provides a competency-based curriculum that prepares students for leadership roles within a variety of different healthcare settings. The M.H.C.A. is a 48-credit hour online, five-semester asynchronous program. This program may also be completed part-time in eight-semesters. The curriculum is designed to provide competency in communication, leadership professionalism, business knowledge, and healthcare systems as well as a competitive edge in project management and quality improvement. A minimum 120-hour internship is required for students with less than five years clinical or healthcare management experience. Students who have five years of leadership experience may elect to complete an Advanced Leadership Project with a senior healthcare executive mentor. Internship sites, projects, and mentors are coordinated through and approved by the course coordinator.

M.H.C.A. Joint Degrees

The university offers M.H.C.A. joint degrees with the Dietetic Internship Program in the School of Public Health and the Master of Business Administration in the Brock School of Business.

M.H.C.A./Dietetic Internship

Students pursuing the Dietetic Internship in the School of Public Health may also apply for the Master of Healthcare Administration (M.H.C.A.) Students must apply and meet the admission criteria, as well as adhere to the academic policies and standards, of the joint program. The 70-hour joint program is offered full-time online.

M.H.C.A./M.B.A.

Students pursuing the Master of Healthcare Administration (M.H.C.A.) may also apply for the Master of Business Administration degree (M.B.A.), offered through the Brock School of Business. Students must apply and meet the admission criteria, as well as adhere to theacademic policies and standards, of the joint program. Students apply to the M.B.A. program at the end of their first semester of M.H.C.A. courses by contacting Elizabeth Gambrell, Associate Director of Academic Programs in the Brock School of Business at eagambre@samford.edu. The 69-hour joint program is offered full-time online and can be completed in 8 semesters. Additional M.B.A. courses may be required dependent upon pre-requisite courses completed by the applicant.

Fast Track Master of Healthcare Administration (B.S./M.H.C.A.)

The Fast-Track Master of Healthcare Administration program (B.S./M.H.C.A.) is ideal for students who know early on in their academic career that they have a calling to serve through dynamic leadership in the healthcare industry. Students apply for the program at the end of their freshman year. Students begin undergraduate-level coursework in the Department of Healthcare Administration in the fall of their sophomore year and begin taking courses toward the M.H.C.A. during the fall of their senior year of undergraduate studies. Students are required to enroll in courses the summer between their third and fourth year of study to complete their undergraduate requirements. At the end of their fifth year of study, the student will be awarded a B.S. in Healthcare Administration and Master of Healthcare Administration degrees. Students in the fast-track M.H.C.A. program will be required to complete 360 hours of internship experience to complete both degree requirements. Admission to this program is competitive and requires application in January of the student's freshman year of courses.

Graduate Healthcare Administration Program Outcomes

1. Identify major healthcare issues and trends for U. S. and global healthcare delivery systems;
2. Analyze current events and trends in healthcare management using relevant data and historical trends;
3. Utilize sound business principles and practices in the delivery of quality healthcare;
4. Demonstrate leadership characteristics and attributes;
5. Demonstrate the highest professional and ethical standards;

6. Use communication, interpersonal problem-solving and conflict resolution skills effectively in interprofessional teams;
7. Understand healthcare issues that affect different segments of the healthcare patient population; and
8. Perform acts of serve that demonstrate a commitment to Christian values and principles.

Master of Science in Health Informatics and Analytics

The Master of Science in Health Informatics and Analytics (M.S.H.I.A.) prepares graduates with the knowledge and skills necessary to be leaders in the field of health informatics and analytics. The M.S.H.I.A. is a 39-credit hour online, five-semester asynchronous program. Students will learn how to plan, budget, implement, manage, and analyze the informatics systems and data vital to the functioning of all departments in hospitals, medical and dental practices, skilled nursing facilities, home health, community and public health settings, and all other facets of the healthcare delivery infrastructure. Through didactic and experiential learning, graduates will know how to use the potential of health informatics and analysis for improving patient safety, decreasing medical errors, cutting costs, increasing access, and facilitating interprofessional teams.

Pharm.D./ M.S.H.I.A.

Students pursuing the Doctor of Pharmacy through the McWhorter School of Pharmacy may also apply for the Master of Science in Health Informatics and Analytics (M.S.H.I.A.). Students must apply and meet the admission criteria, as well as adhere to the academic policies and standards, of the joint program. Students apply to the M.S.H.I.A. program during spring of their P1 semester. Students will complete 30 credits of M.S.H.I.A course work online in addition to the requirements for the Pharm.D. program.

Fast Track Master of Science in Health Informatics and Analytics (B.S./M.S.H.I.A.)

Samford's Master of Science in health informatics and analytics provides students with the knowledge and skills needed to plan, build, analyze and run the digital foundations of modern health care. With our fast-track option, undergraduate students have the opportunity to earn their B.S. and M.S. in health informatics and analytics in just five years of study.

The first three years of the fast-track program are dedicated to completing all required undergraduate courses. Students enroll in the M.S. in health informatics and analytics during the spring semester of their senior year. Participation in this program requires careful advisement and scheduling.

Graduate Health Informatics and Analytics Program Outcomes

1. Lead the development and application of emerging information technologies to improve all aspects of health care delivery.
2. Understand and apply the technology used in health informatics, including computing devices, networks, databases, software, security protocols, document analysis and sharing, image capture and analysis, and all other uses of Informatics technologies.
3. Utilize health information technology for decision support, knowledge management, strategic planning, and outcomes assessment.
4. Effectively interface between technology developers and the clinical user community.
5. Know all applicable legal, social, regulatory and ethical factors involved in health informatics.
6. Demonstrate data management skills that target opportunities to improve patient safety.
7. Analyze, understand, abstract and model a specific health informatics problem in terms of data, information and knowledge components. Using this analysis, generate design solutions.
8. Work effectively with partners within and across disciplines. Communicate effectively to these partners in persuasive oral and written form.
9. Apply relationship-building values and the principles of team dynamics to perform effectively in different team roles to plan and deliver patient/population-centered care that is safe, timely, efficient, effective and equitable.

Full Time vs Part Time Status

For financial aid purposes, students must register for a minimum of six semester hours to be considered full-time. Three semester hours is full time for summer term. Students who enroll in fewer than six hours spring or fall or three hours in the summer will be considered part-time. If a student is unenrolled for more than one semester, that student will be considered inactive. If a student should choose to withdraw from the program, the student must request a leave of absence in writing by contacting the Director of Student Services for the School of Public Health.

Program Competency Models

Healthcare Administration

Healthcare administration education is a competency-based curriculum. The M.H.C.A. program uses the Healthcare Leadership Alliance (HLA) model. The curriculum is designed to provide competency in the five domains including communication, leadership, professionalism, business knowledge and healthcare systems with unique specializations at the graduate level. Through a thorough assessment and input process from key stakeholders, the program has adopted 21 core competencies within the five domains.

Competency Evaluation

Students are evaluated at different points of time throughout the plan of study using a self-assessment, faculty assessment, and preceptor assessment. A goal is defined for each competency using the six levels and definitions below. The goal for each competency is indicated in parenthesis on the table below.

Competency Scale and Definitions

No Knowledge (0) - An individual has no knowledge or training in the competency.

Novice (1) – An individual's primary focus is understanding and gaining information in order to comprehend theskills needed. You have the level of experience gained in a classroom setting or on-the- job training. You are expected to need help when performing this skill.

Advanced Beginner (2) - An individual who has been involved in enough real-world situations that the recurrent competency is easily identified.

Competent (3) – People with considerable experience develop competence in solving problems within the learnedguidelines and rules. You are able to successfully complete the competency as requested. Help from experts may be required from time to time, but you can usually perform the skill independently.

Proficient (4) - Can perform the actions associated with this skill without assistance. Recognized within the organization as someone who can assist when difficult questions arise regarding this skill. You are able to reference and use materials in this competency and help others do the same.

Expert (5) – Experts work intuitively analyzing, recognizing patterns, critiquing and solving

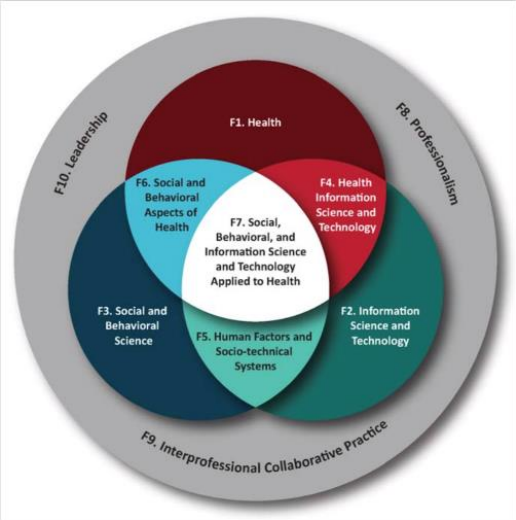
problems with ideas and expertise. You are known as the expert in this area. You can provide guidance, troubleshoot and answer questions related to this competency.

Master of Healthcare Administration Competencies

Master of Healthcare Administration Competencies *The expected competency level is located in parenthesis.*
COMMUNICATION & RELATIONSHIP MANGEMENT (Communication and Interpersonal Effectiveness)
Collaborative relationships with internal and external stakeholders to facilitate shared decision-making (3)
Written and verbal communication skills (3)
Dispute resolution strategies and techniques to facilitate communication & collaboration (3)
LEADERSHIP (Management and Leadership)
Leadership and management theories and techniques (3)
Organizational climate and culture that encourages teamwork, diversity, and inclusion in support of the organization's mission, vision, and goals (3)
Change management theories and strategies to promote continuous organizational learning and improvement (3)
PROFESSIONALISM (Professionalism and Ethics)
Personal and professional values that support ethical and accountable leadership (3)
Lifelong learning in support of professional and personal growth (2)
Contribute to the community and profession (2)
KNOWLEDGE OF THE HEALTHCARE ENVIRONMENT (Knowledge of the Healthcare System)
Knowledge of key entities and structures within the healthcare sector (3)
Knowledge of clinical and professional staff roles, trends and issues within the healthcare environment (3)
Knowledge of key trends, laws, and policies, that impact the healthcare industry (3)
BUSINESS SKILLS & KNOWLEDGE (Critical Thinking Analysis and Problem Solving)
Business management knowledge, techniques, and strategies to support evidence-based decision-making and problem-solving (3)
Financial management knowledge and strategies to support evidence-based decision-making and problem-solving (3)
Human resource management knowledge, techniques, and strategies (3)
Knowledge of organizational dynamics and governance (3)
Healthcare Strategic Planning and Marketing (3)
Information management knowledge and strategies to support evidence-based decision-making and problem-solving (3)
Risk management knowledge and strategies to support evidence-based decision-making and problem-solving (3)
Critical thinking skills and techniques to support evidence-based decision-making and problem-solving (3)
Quality and patient safety management knowledge and strategies to support evidence-based decision-making and problem solving (3)

Health Informatics and Analytics Competencies

The M.S.H.I.A. curriculum is based on the American Medical Informatics Association (AMIA) 10 Foundational Domains: Health; Information Science and Technology; Social and Behavioral Science; Health Information Science and Technology; Human Factors and Socio-technical Systems; Social and Behavioral Aspects of Health; Social, Behavioral, and Information Science and Technology Applied to Health; Professionalism; Interprofessional Collaborative Practice; and Leadership.



Admission Requirements

Fast Track Master of Healthcare Administration Admission Requirements

Students must apply for the program in the spring of their freshman year. Applications are accepted from students who have an exceptionally high school GPA, ACT score and freshman year GPA. Accepted students will be required to maintain a certain GPA to remain in the program. Students who are accepted into the program begin graduate coursework in the fourth year of study and complete both degrees in five (5) years. Students may earn up to twelve (18) graduate hours that will count toward completing the baccalaureate degree.

- High School GPA of 3.50 or higher
- Earned a minimum of 3.50 cumulative GPA on all work done at Samford University
- ACT score of 26 or higher
- 3 letters of reference (at least two from faculty members at Samford University)

Application Process:

- Submit an application in the spring of the freshman year
- Faculty interview

Master of Healthcare Administration

M.H.C. A. Admission Requirements

Applicants must:

1. Possess a baccalaureate degree in a health or business-related field from a regionally accredited college or university **or** possess any baccalaureate degree and currently work in or have 3 years prior healthcare experience.
2. Submit official transcripts.
3. Have a C or better in an accounting course from a regionally accredited college or university.
4. Have a minimum 3.00 GPA on a 4.00 scale overall or in the last 60 hours of coursework.
5. The GRE is **only** required for an applicant who does not meet the minimum GPA requirement. The GRE must be within the last 5 years, with a combined Verbal and Quantitative score of 300 and Analytical 4.0.
6. Submit three letters of reference through the application system. At least one must be from a work supervisor or manager and one from a current or previous professor. The references should provide a knowledgeable testament regarding character, ethics, responsibility, potential for success, and other attributes that predict an applicant's favorable performance in the program.
7. Submit a resume highlighting work experience, strengths, and other accomplishments.
8. Submit an Essay on reason for seeking the M.H.C.A. and a career goal statement.
9. Submit a video interview.
10. International applicants or American citizens who learned English as a second language must score at least 550 (paper), 213 (computer) or 80 (Internet) on the Test of English as a Foreign Language (TOEFL) or 6.5 International English Language Testing System (IELTS) Score.

Students who do not meet one or more admission requirement(s) may be admitted on a conditional status, based upon evaluation by the program faculty. To be considered for a joint degree, students must apply and be accepted to both programs based on their admission criteria. Students admitted conditionally must address the unmet admission requirements according to the table below to progress in the program. All conditions are clearly spelled out in the admission letter.

No Undergraduate Accounting		Students must take an accounting course from an accredited College or University and pass with a C or better before taking MHCA 614

		Healthcare Finance and Budgeting. If a student is applying for the M.H.C.A/M.B.A. Joint degree, they must successfully complete the graduate accounting requirements from Brock School of Business prior to taking MHCA 614 Healthcare Finance and Budgeting.
GPA <3.0 on a 4.0 scale overall **or** in the last 60 hours of coursework		Students must earn a GPA of 3.0 or better on a 4.0 scale during the first 12 hours of graduate courses in the M.H.C.A. program

We use a portfolio approach to evaluate applicants and the portfolio consists of reference letters, previous professional experience, essay, interview, grade point average and academic performance in undergraduate and previous graduate work (if applicable), and standardized test scores (if applicable). The portfolio approach allows us to take a holistic review when there is a lower GPA and evidence of experience in or motivation for a healthcare career, and strong letters of recommendation.

Exceptions to any admission requirements will be handled on an individual basis.
If accepted, a non-refundable fee of $500 is required to secure admission into the program. The fee is applied to the first semester's tuition.

Fast Track Master of Science in Health Informatics and Analytics (B.S./M.S.H.I.A.)

Students must apply for the program in the spring of their freshman year. Applications are accepted from students who have an exceptionally high school GPA, ACT score and freshman year GPA. Accepted students will be required to maintain a certain GPA to remain in the program. Students who are accepted into the program begin graduate coursework in the fourth year of study and complete both degrees in five (5) years. Students may earn up to twelve (9) graduate hours that will count toward completing the baccalaureate degree.

- High School GPA of 3.50 or higher
- Earned a minimum of 3.50 cumulative GPA on all work done at Samford University
- ACT score of 26 or higher
- 3 letters of reference (at least two from faculty members at Samford University)

Application Process:

- Submit an application in the spring of the freshman year
- Faculty interview

Master of Science in Health Informatics and Analytics

The Master of Science in Health Informatics and Analytics (M.S.H.I.A.) prepares graduates with the knowledge and skills necessary to be leaders in the field of health informatics and analytics. Students will learn how to plan, budget, implement, manage, and analyze the informatics systems and data vital to the functioning of all departments in hospitals, medical and dental practices, skilled nursing facilities, home health, community and public health settings, and all other facets of the healthcare delivery infrastructure. Through didactic and experiential learning, graduates will know how to use the potential of health informatics and analysis for improving patient safety, decreasing medical errors, cutting costs, increasing access, and facilitating interprofessional teams.

M.S.H.I.A. Admission Requirements

Applicants must:

1. Possess a baccalaureate degree in any field from a regionally accredited college or university.
2. Submit official transcripts.
3. Have a minimum 3.00 GPA on a 4.00 scale overall or in the last 60 hours of coursework.
4. The GRE is only required for an applicant who does not meet the minimum GPA requirement. The GRE must be within the last 5 years, with a combined Verbal and Quantitative score of 300 and Analytical 4.0.
5. Three years of work experience in a relevant field can substitute for GRE with department chair approval.
6. Have completed undergraduate level statistics from a regionally accredited College or University with grade of B or higher.
7. Submit three letters of reference through the application system. At least one must be from a work supervisor or manager and one from a current or previous professor. The references should provide a knowledgeable testament regarding character, ethics, responsibility, potential for success, and other attributes that predict an applicant's favorable performance in the program.
8. Submit a resume highlighting work experience, strengths, and other accomplishments.
9. Submit an Essay on reason for seeking the MSHIA and a career goal statement.
10. Submit a video interview (identify questions).
11. International applicants or American citizens who learned English as a second language must score at least 550 (paper), 213 (computer) or 80 (Internet) on the Test of English as a Foreign Language (TOEFL) or 6.5 International English Language Testing System (IELTS) Score.

Students who do not meet one or more admission requirement(s) may be admitted on a conditional status, based upon evaluation by the program faculty. To be considered for a joint degree, students must apply and be accepted to both programs based on their admission

criteria. Students admitted conditionally must address the unmet admission requirements according to the table below to progress in the program. All conditions are clearly spelled out in the admission letter.

We use a portfolio approach to evaluate applicants and the portfolio consists of reference letters, previous professional experience, essay, interview, grade point average and academic performance in undergraduate and previous graduate work (if applicable), and standardized test scores (if applicable). The portfolio approach allows us to take a holistic review when there is a lower GPA and evidence of experience in or motivation for a healthcare career, and strong letters of recommendation.

Exceptions to any admission requirements will be handled on an individual basis.

If accepted, a non-refundable fee of $500 is required to secure admission into the program. The fee is applied to the first semester's tuition.

Academic Policies

Progression Policies

To progress in the healthcare administration program, students must abide by the degree specific progression policies. Students who fail to meet the requirements of the progression policy will be placed on probation or terminated from the program.

Graduate students must make a grade of B or better in each required program course. If a student fails to earn a grade of B or better, the student must take the same course again and earn a grade of B or better to remain in the program. Students who fail after two times to earn a grade of B or better in any required course will be terminated from the program. A grade of B- or less constitutes a failure in a graduate course.

Students who fall below the minimum GPA requirement will be placed on probation for one academic semester to remediate any coursework and/or return to good academic standing.

Fast Track Programs

To progress in the fast track program in Healthcare Administration or Health Informatics and Analytics, the student must:

1. Must maintain a minimum GPA to remain in the program and enroll in graduate courses in the fourth year.
    a. GPA of 3.4 after 65 semester hours (end of sophomore year)
    b. GPA of 3.3 after 101 semester hours (end of junior year)
2. Students must make at least a B or better the first semester of all graduate course work.
3. Make a grade of C or better in each required HA or HIIM program course. Note: A grade of C- or lower constitutes a failure in all required HA and HIIM program courses.
4. A student will be allowed to take a failed HA or HIIM program course only one additional time.

5. Students who fail to meet the progression requirements for the fast-track Master of Healthcare Administration program will be converted to the B.S. of Healthcare Administration program. Students who fail to meet the progression requirements for the fast-track Master of Science in Health Informatics and Analytics program will be converted to the B.S. of Health Informatics and Analytics program. These conversions will take place if the student chooses to remain in the program and has not been otherwise terminated from the program.
6. When students complete the undergraduate coursework and begin the graduate coursework, students will follow the Graduate Healthcare Administration Student Progression Policy.

Graduate Healthcare Administration and Informatics

To progress in the graduate program in health administration or health informatics and analytics, the student must:

1. Have a completed Health Data Record (with all required immunizations) according to university policy and prior to beginning the Internship course. Note: When a healthcare administration and informatics undergraduate student continues graduate studies in either the M.H.C.A. or M.S.H.I.A. programs, students must initiate and complete a graduate Health Data Record.
2. Test negative on drug screens and pass background checks.
3. Maintain a cumulative GPA of 3.0 or above on all course work.
4. Make no more than two C's in a required course. These courses must be retaken. Students may only retake a course once to earn a B or better grade. A grade of B- or less constitutes a failure in a graduate course. Note: Retaking a course may cause an interruption in the student's matriculation in terms of scheduling courses.
5. Students who fail to maintain a minimum 3.0 cumulative GPA in any semester will be placed on academic probation for the next semester. Students who remain on academic probation for two semesters will be terminated from the graduate program.
6. Students in a joint degree offering will have two separate grade point averages, one for each program. Students follow the progression policies outlined for each degree offering and must meet the individual program requirements to remain in good standing. A student may choose to drop the joint degree after consultation with the Director of Student Services for the specific program.
7. There are four M.B.A. courses that have been accepted as substitutes for three M.H.C.A. courses. These substitute courses require a "B" or better as a passing score for the purposes of the M.H.C.A. degree. These courses include:
    - MARK 541, Marketing Strategy
    - MNGT 561, Strategic Management
    - MNGT 535, Human Resources and Organization Management
    - BUSA 552, Managing Corporate Integrity
8. Students must be aware that any violation of the Healthcare Administration and Informatics Student Handbook may result in immediate dismissal from the graduate program.

9. Students retain the right to appeal dismissal/termination decision via the grievance procedure outlined in the Healthcare Administration and Informatics Student Handbook.

Time Limit for Program Completion

All students must complete graduate programs within a period of five years from the academic session of admission.

Grading Policy

If a student has concerns regarding an examination question and/or score for a specific assignment and wishes to review the examination, he/she must request an appointment with the course coordinator within (5) business days of posting of the grade. After this time, faculty have no obligation to review the test or alter grades. The course syllabus supersedes this statement.

Students enrolled in an internship course will be assigned a standard letter grade based upon the preceptor and faculty completed assessments of the student's performance using, but not limited to the Internship Plan and Accomplishments Form and Evaluation by Preceptor.

Grading Scale

The faculty of the School of Public Health approved the following grading scale:

A	*100-93.33*	*C*	*76.66-73.33*
A-	*93.32-90*	*C-*	*73.32-70*
B+	*89.99-86.67*	*D+*	*69.99-67.67*
B	*86.66-83.33*	*D*	*66.66-63.33*
B-	*83.32-80*	*D-*	*63.32-60*
C+	*79.9-76.67*	*F*	*<60*

Special Grade Designations (please refer to the Registrar's website for definitions)

FX	Failure due to academic integrity violation
INC	Incomplete

Incompletes

Students must request a grade of incomplete from the course coordinator before the final grades are posted. The student must have completed and passed at least 75% of the course assignments and examinations for the course coordinator to consider assigning a grade of incomplete. If the course coordinator elects to assign an incomplete, the student must enter into a written agreement detailing (1) the work that must be done, (2) the maximum course grade possible upon completion, and (3) the date all assignments must be submitted by the student. **All grades of incomplete must be resolved before the last day of classes of the next full semester.** All grades of incomplete (INC) will change to the grade earned by the student if the student fails to honor the written agreement.

Policies regarding course failure

Any course grade below a B (83.33) constitutes a failing grade in a Healthcare Administration and Informatics graduate course. Students are allowed to earn no more than two (2) grades of C in required coursework. These courses must be retaken. Students will be allowed to retake a course once. If the student fails to earn a B or better after taking a course twice, the student will be terminated from the program. (**Note: On a second attempt, a grade of B- is not considered passing.**) Retaking a course may cause an interruption in the student's matriculation in terms of scheduling courses.

Grade Appeal Policy

Graduate students should refer to the University policy on course grade appeals. Follow the guidelines outlined in the current Samford University Student Handbook

Withdrawal Policy

The decision to withdraw and the process of withdrawal from any course is the responsibility of the student. For a course withdrawal, a student should initially talk to their course faculty. A student desiring to withdraw from the University or Healthcare Administration and Informatics program must notify the SPH Director of Student Services **and** obtain an official withdrawal form from the Office of the Registrar following the guidelines set forth in the Samford University Student Handbook. The SPH Director of Student Services, Amber Kustos can be reached at akustos@samford.edu

Readmission Policy

A student who has been dismissed from a graduate program in the Department of Healthcare Administration and Informatics may apply through the office of the SPH Director of Student Services for readmission after an intervening period of not less than one semester. The department admission committee will consider such requests for readmission on presentation of substantial evidence of a responsible and successful period of work or study during the intervening period. There is no guarantee, however, that a student will be readmitted. The decision regarding readmission rests with the Dean and is based upon the faculty's evaluation of thelikelihood of the applicant's successful performance in graduate coursework. If readmission is granted, a returning student who earns a non-passing grade in any required or prescribed course or whose GPA falls below 3.0 will be dismissed with no additional opportunity for readmission. The SPH Director of Student Services, Amber Kustos can be reached at akustos@samford.edu

Grievance Procedure

Students should follow the complaint process as outlined in the current Samford University Student Handbook.

Academic Integrity

Students, upon enrollment, enter into voluntary association with Samford University. They must be willing to observe high standards of intellectual integrity; they must respect knowledge and practice academic honesty. Those who cheat on an examination or class assignment are not only academically dishonest, but also completely deficient in the scholarly maturity necessary to college study. Those detected in dishonesty are subject to severe punishment. Any act to obtain an unfair academic advantage is considered dishonest. An academic integrity violation is defined as the act of lying, cheating or stealing academic information to gain academic advantage for oneself or another. Students who commit academic integrity violation will be charged as such and will be subject to the consequences of the violation as deemed by the faculty. *See Academic Integrity Policy for Graduate and Professional Students* in the Samford University Student Handbook.

Registration

The SPH Director of Student Services is responsible for coordination of the registration process for graduate Healthcare Administration and Informatics Students. Each student will receive an email via their Samford Email account indicating Registration completion for the next term.

Schedule Adjustment

Students should notify the appropriate Program Director as soon as possible if there is a problem that might involve an immediate interruption in attendance. This process will then be coordinated through the office of the SPH Director of Student Services. The SPH Director of Student Services, Amber Kustos can be reached at akustos@samford.edu

Graduate Transfer Credit Policy

Students may petition to transfer up to 12 graduate credits for their enrolled program (M.S.H.I.A. or M.H.C.A.) The course must be equivalent to a similar course in the curriculum and the student must have earned a B (3.0 on a 4.0 scale) or better in the course in order for credits to be eligible for transfer. Credits earned more than 10 years from the date of application to the graduate program are ineligible for transfer consideration. Such course work must be the equivalent for a full semester's work and be supported by official transcripts. Acceptance of such credit is solely the authority of the program director.

Program Requirements

Laptop Policy

The use of laptops and tablets in the classroom and at work can be powerful tools for learning and productivity but can also present a significant distraction to the user as well as others. While laptops and tablets are allowed in the classroom, students are expected to use these tools appropriately and respectfully. Inappropriate use of laptops or tablets—including, but not limited to, social media, web browsing, streaming (even in the background), or chat applications—can result in disciplinary action, per the discretion of course faculty.

Specific laptop and tablet usage policies will be defined in the course syllabus by each individual faculty member.

Internship Requirements

All Healthcare Administration internships participated in to earn academic credit must be arranged through the departmental procedure. Students are welcome to identify potential organizations and preceptors; however, the department must facilitate any Affiliation Agreement between the organization and the University. The *Healthcare Administration and Informatics Internship Handbook* details the internship requirements and guidelines.

MHCA 612 Healthcare Administration Graduate Internship

Healthcare Administration graduate students may enroll in the MHCA 612 to earn up to (6) credit hours. Three (3) credit hours and 120 on-site hours are required for graduation. Students may elect to enroll for an additional three (3) hours as an elective.

Students who elect to take MHCA 612 as an additional elective must get prior approval the semester before the desired semester. This is an option for students who want to participate in additional internship experiences during the summer between the junior and senior year.

Academic Calendar

Graduate students in the Department of Healthcare Administration and Informatics follow the College of Health Sciences academic calendar.

Graduation Requirements and Commencement

Commencement Exercises are held at the end of the fall and spring semesters. A student is required to meet all requirements for graduation as set forth in the Graduate HAI Handbook and *The Samford University Catalog* in effect at the time of entrance into the program, assuming there is no interruption in enrollment of a year or more. Later changes in the requirements for graduation are not applicable to students who proceed without interruption through their chosen program of studies.

It is the SPH Director of Student Services to notify the Registrar's Office of the candidates for graduation each term. The candidate will then receive information regarding graduation via email directly from SPH Director of Student Services. It is the responsibility of the student to see that all requirements for graduation are met.

Healthcare Administration

- Completed all required coursework with a minimum 3.00 GPA.
- Passed the comprehensive exam with a minimum 80% score.

- Completed the internship hour requirements.
- Completed a graduate healthcare administration capstone project.
- Completed all competency self-assessments and internship evaluations.

Master of Science in Health Informatics and Analytics

- Completed all required coursework with a minimum 3.00 GPA
- Completed a graduate informatics and analytics capstone project.

Professionalism

Students are expected to maintain a high standard of professionalism at all times. You are expected to behave ethically and respectfully, not only towards faculty, peers, and other members of the Samford community, but also towards individuals and groups with whom you interact in any capacity outside of Samford University.

Students are expected to abide by the guidelines for conduct set forth by individual professors in the context of coursework, and are expected to conduct themselves with courtesy, integrity, and the utmost professionalism both within the course setting and while interacting with the greater community, as in internships, residencies, or other such placements facilitated or supported by the Department of Healthcare Administration.

Proper comportment requires respect for all persons, forthrightness, and fastidiousness. Tardiness or absenteeism is unprofessional, as is improper cell phone or technology etiquette. If you have questions about proper professional actions in a situation, do not hesitate to consult faculty.

Students are expected to dress in ***professional attire*** during all department programs and classroom presentations. Professional attire for males includes suit or slacks and a jacket with a coordinated tie. Professional attire for females includes a suit or dress and reasonable heeled pumps. Both males and females should wear their Samford nametag during department programs.

Graduate Student Expectations

As a graduate student you will be expected to use both critical thinking and deductive reasoning to expand and broaden your understanding of topics encountered throughout your graduate education. Graduate students are expected to seek information from various sources outside of the classroom, classroom materials, and professors to assist in mastery of the material. Graduate students are expected to commit the appropriate time towards preparation for class including reading, completing assignments and being present, and prompt for class.

You are expected to stay current in healthcare developments. Students are expected to perform outside research to help cultivate a complete understanding of the materials and topics encountered.

Finally, the time commitment to pursue a graduate education competes with work, family, and social time. It is important that graduate students be prepared for the sacrifice needed to be successful students. It is also important that graduate students work towards mastery of the material and not just getting a grade rather than earning a grade. Students who have questions are expected to ask those questions. In a course, the proper chain of command begins with the professor. Unless a student communicates a concern to the professor, it cannot be addressed. Lastly, no professor is responsible for the course of another professor; therefore, no professor conducts his/her course the same. The best practice of students is to use the first few weeks, assignments, and tests to learn the path to success with each individual professor. Remember, there will be a different path for every class you take as a graduate student.

Attendance and Access to Canvas Policies

Online Attendance Policy

The educational programs in the Healthcare Administration and Informatics programs have been developed by the faculty to provide students with the information and experience necessary to become practicing professionals. All students are expected to attend the various educational opportunities provided for them by the program.

New student orientation is required. Students who are registered in online courses are expected to complete all required coursework through electronic forums. Students must receive lectures, questions, and assignments from faculty electronically. Students are expected to participate in all class discussions. In the event of extenuating circumstances, students should notify the professor prior to class and make arrangements for any make-up work. Failure to do so may affect the course grade. Online class attendance will be assessed by completion of all course assignments by the published due date and time. Students are responsible for retrieving electronic messages from both their Samford University Bulldog e-mail account and the learning management system. It is expected that students will respond to all messages in a timely manner.

Access to Canvas Courses

Students will have access to their current CANVAS courses when the course coordinator makes the course available at the beginning of the semester. During the semester, students may access any files available to them and download for their use in meeting the course objectives and for future reference.Two weeks following the end of the semester, these CANVAS courses will be unavailable to students.

Internship Attendance Policy

Organizations providing internship opportunities may have attendance policies as well, however, Samford students serving as interns will be held to the internship attendance policies set forth by the Department of Healthcare Administration and Informatics. These policies are as follows:

1. Interns must be present for each scheduled day of internship

2. If it is necessary for an intern to take an unscheduled absence for **any reason**, the intern MUST notify their preceptor and the course faculty at least two hours prior to the scheduled arrival time unless in a documented emergency situation. In the case of an emergency, the student must notify the Program immediately and provide documentation of the emergent situation.

3. Excused unscheduled absences include university sanctioned activities, emergent illnesses, bereavement, and acts of God. Unexcused reasons for unscheduled absences include personal business, doctors' appointments, and poor planning on the part of the intern (such as traffic issues, etc.).

4. Failure to notify the preceptor and course faculty will require a meeting with the course faculty and a WARNING.

5. If an intern is absent (scheduled or unscheduled) for greater than three (3) days during the course of the internship, the course faculty in consultation with the Department Chair will determine whether the intern will be removed from the internship placement due to excessive absences. In the case of excessive unexcused absences, students may be dismissed from the program.

6. If an intern is tardy (defined as arrival five (5) or more minutes after the scheduled arrival time at the internship three (3) or more times during the course of the internship, the course faculty will determine whether the intern will be removed from the internship placement due to excessive tardiness and unprofessionalism.

Campus Information and Services

COVID - 19

The 21-22 academic year will see the return of many regular activities and operations; however, as the presence of Covid-19 is monitored on campus and within our community, state law, local health orders, and CDC guidance could affect the course activities and modality (including a change to an emergency remote or online course). Students must attend class and check email and Canvas regularly for any important updates from the course instructor and/or university administration.

Mask requirements within the educational setting

Regardless of vaccination status, masking is required in all public indoor settings (including this class). Failure to comply with instructions to wear a mask from a member of the Samford faculty could result in an Honor Code warning letter and/or violation.

It is very difficult to differentiate vaccination status within the more interpersonal and intimate indoor educational settings such as the classroom. Therefore, if the university masking

requirement is lifted, a faculty member can require masking for all participants in their course, regardless of vaccination status. This small act supports our calling to respect and serve others within the Samford community and may reduce academic disruption in this course. Failure to comply with instructions to wear a mask from a member of the Samford faculty could result in an Honor Code warning letter and/or violation.

Student illness or vulnerable to COVID-19

Vaccination is the best way for a student to reduce the risk of academic disruption due to COVID-related illness. Samford University strongly encourages all members of our community, including students, to receive the COVID-19 vaccine. However, there may be individual circumstances where students may not be able to receive the vaccination or choose not to receive the vaccination. Students who are not able to attend a required class meeting because of quarantine, illness, or contact with a COVID-19 positive individual should notify the instructor of record within 24 hours of the class meeting. Additionally, students should respond to contact by the Academic Success Center for assistance in coordinating academic support due to Covid-19 related absences. An excused absence does not relieve a student of responsibility for the academic work in the class missed.

Students who have a disability which makes them more vulnerable to COVID-19 (e.g., immune-compromised,) must register with Disability Resources and follow standard procedure.

Technology Needs

Because of the possibility of a student needing to participate in the course virtually at some point during the semester, all students should have the following technology available to them:

- A Windows 10 or Macintosh desktop or laptop computer; although Chromebooks and mobile devices are capable of accessing the Canvas learning management system, they may not be compatible with certain third-party software.
- A web cam (built into most modern laptops)
- A microphone and speakers, headphones, or earbuds (also built into most modern laptops)
- The most recent version of the Chrome or Firefox Web browser; the Safari browser can be particularly problematic when accessing online courses.
- A stable Internet connection capable of at least 2 Mbps upstream and 5 Mbps downstream. Students may test the speed of their connection at http://speedtest.net

Books and Supplies

All books and supplies are available online or at the Samford University Bookstore located on the first floor of the University Center. Used books are sometimes available. Students can view a list of required textbooks and materials prior to each term at https://www.bkstr.com/samfordstore (Also check hours and days of operation)

Campus Safety

The Department of Campus Safety is staffed 24 hours a day, providing immediate availability for emergency response, performance of security patrols, monitoring of persons on campus, lockouts, dead batteries, and providing other services to the campus community. Campus Safety may be reached at (205) 726-2020.

Inclement Weather

Inclement weather or other events beyond the control of the University that might cause risk or danger to students, faculty and staff may occasionally result in changes to normal University operations, including cancellation of classes or events; the class schedule and/or calendar may be adjusted.

Emergency Readiness

RAVE is the primary method of communication used by Samford University during a campus emergency. If you have not registered for RAVE alerts, please use the link provided below and go to the My Contact Information box on your Portal homepage to update your RAVE Emergency Alert Information. https://connect.samford.edu/group/mycampus/student Samford University utilizes Alert Samford for desktop, laptop, tablet, and mobile devices to provide students with information, procedures, and links about what to do in the event of a variety of emergency situations that could occur on our campus. If you do not already have the Alert Samford app on your mobile device, laptop, desktop, or tablet, please click on this link https://connect.samford.edu/group/mycampus/student and go to the Emergency Information box on your Portal homepage for instructions on downloading the App. Once you have downloaded the App, please take time to review the information provided, it is important that you know what to do in the case of a campus emergency.

Americans with Disabilities Act

Students with disabilities who wish to request accommodations should register with Disability Resources (205) 726-4078, disability@samford.edu, DBH 103, www.samford.edu/dr. Students who are registered with Disability Resources are responsible for providing me with a copy of their accommodation letter and scheduling a meeting with me to discuss how their approved accommodations will apply to this course. Accommodations will not be implemented until we have met to review your accommodation letter.

Title IX

Samford University is committed to the creation and maintenance of a safe learning environment for students and the University community. In accordance with federal policy all University employees are required to report information related to discrimination and harassment which includes, but is not limited to, sexual assault, relationship violence, stalking, and sexual harassment. For this reason, if you tell a faculty member about a situation of sexual harassment or sexual violence or other related misconduct, the faculty member must share

that information with the University Title IX Coordinator. If you wish to speak with an employee who is not required to report information, you can find a list of confidential resources listed in the online student handbook and the Title IX website or contact the Counseling Center at 205-726-4083 or the Office of Spiritual Life at 205-726-2825.

Sexual Harassment Policy

See Samford University Student Handbook

Student Bereavement Policy

In the event a student experiences the death of a significant member of his or her family or community, the University may excuse absences up to five days for travel and bereavement. The Provost Office will notify advisors and instructors of excused absences. It will be the responsibility of the student to follow up with faculty regarding missed exams, quizzes and required work for the class.

Communication Resource Center

The Communication Resource Center (CRC) offers *free* tutoring for Samford students in oral and written communication, as well as support for developing and improving critical reading skills. CRC appointments are available Monday-Thursday. Students can schedule appointments at samford.mywconline.com. Students will upload files for the tutor to review and meet in real-time sessions with a tutor. For more information, visit http://www.samford.edu/departments/communication-resource-center/

Note: The first time you schedule an appointment, you will need to create an account, using your Samford email and password.

Counseling Services

Students may benefit from meeting with a counselor at some point to discuss difficult issues, gain insight for dealing with stress, or to process and understand events from the past. When a need for counseling arises, students should contact Counseling Services & Wellness Programs. On-site appointments are prepaid through student fees and there is no extra cost to the student. To schedule an appointment, please email counseling@samford.edu, call 205-726-2065, or stop by Dwight Beeson Hall (DBH) room 203.

Library Services

Samford University Library (library.samford.edu) is more than just a building; it is a vast array of resources curated to support your success. In addition to print, media, and online resources, the library has collaborative meeting and study spaces, technology that supports your academic endeavors, and professional librarians with the expertise to assist with research needs.

Other libraries in the Birmingham area cooperate with Samford on a reciprocal basis, increasing the variety of resources directly available to the Samford community. The Samford University Library is theprimary library for all students, faculty, and staff. In addition to books, eBooks,

periodicals, unique collections, and full-text electronic resources, the library houses a large government documents collection - serving as an official repository. Individualized and group instruction in the use of library resources in provided on a regular basis by librarians. A Computer laboratory, computer classroom, individual and group study rooms, multimedia viewing and listening rooms, meeting rooms with advanced presentation and conferencing capabilities, and a lounge area are available for use.

For more information about the library, see the Library Web page at http://library.samford.edu/ and for more information about specific library resources just for **healthcare administration** see http://samford.libguides.com/hca and for **health informatics** see https://samford.libguides.com/informatics For assistance with any research endeavors, just ASK US! http://samford.libanswers.com, email us (reference@samford.edu), or call us at 205-726-2196 for more information about how we can help. We are here to assist with your information and research needs.

Electronic Mail

Every Samford student is assigned an email account. Students are required to read their Samford email every day. The School does not use personal email accounts to communicate with enrolled students. For information on how to forward your Samford Bulldog email account to your personal email account, contact Technology Services https://www.samford.edu/departments/technology-services/

Samford Campus Portal

Students are encouraged to take advantage of all the services offered through the campus portal. By clicking on the Banner icon, students may obtain important information such as: transcripts, grades, class schedules, and financial aid information.

Parking

Vehicles must display a Samford University parking decal if parked on campus. Decals may be obtainedfor a nominal fee from transportation services located on main campus. You can also obtain a decal online through Samford's web site at https://www.samford.edu/departments/transportation/registration.

University Health Services

Conveniently located in F. Page Seibert Hall, University Health Services includes an on-site CLIA-certifiedlab and x-ray. The clinic entrance is located on the east side of Seibert Hall, adjacent to the commuter parking lot. The Clinic provides primary medical care services, including acute care for illness and injuries, health maintenance and management of stable, chronic conditions.

Financial Services

Website: www.samford.edu/departments/financial-services

Email: Onestop@samford.edu
Phone: 205-726-2905

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of astudent's education records. The rights of the FERPA heretofore assigned to parents are now transferred to their college students. These rights are:

- Eligible students have the right to inspect and review all of the student's educational recordsmaintained by the school. The student must contact the dean of academic services and registrar's office to make an appointment to view their academic record.
- Eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the eligible student then has the right to a formal hearing. After the hearing, if the school still refuses the correction, theeligible student has the right to place a statement in the records commenting on the contested information in the records.
- Generally, Samford University must have written permission from the eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties: school employees who have a need to know,other schools to which a student is transferring, parents when a student over 18 is still a dependent, certain studies for the school, accrediting organizations, individuals who have obtained court orders or subpoenas, persons who need to know in cases of health and safety emergencies, state and local authorities to whom disclosure is required by state laws adopted before November 19, 1974.

Schools may also disclose, without consent, "directory type" information, such as a student's name, address, e-mail address, and telephone number. Samford University has designated the following as directory information: student name, address, telephone number, date and place of birth, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, honors, degrees and awards received, most recent previous school attended, and photograph. *An eligible student who does not wish for this information tobe released without prior written consent must notify in writing the Office of the Dean of Academic Services and Registrar by the last day to Drop/Add without financial penalty in a semester or term*

Student Conduct

Students in Healthcare Administration and Informatics must adhere to the standards of conduct specified in the current Samford University Student Handbook (https://www.samford.edu/files/Student-Handbook.pdf) as well as to certain standards of behavior appropriate for all health professionals. The information contained in the handbook can be accessed online. Students shall comply with legal, moral, and legislative standards, which determine acceptable behavior of a healthcare administration and informatics student. Noncompliance may be cause for suspension/dismissal from the program.

Background & Drug-Screen Policy

Many organizations providing internship opportunities require criminal background checks and drug screens prior to commencement of work. Any costs of such screenings and background checks not provided for by the employing organization must be covered by the student personally. Students enrolled in College of Health Sciences degree programs are required to pass a background and drug screen to remain enrolled in the program.

Students unable to obtain an internship as a result of failed background checks or drug screenings will be terminated from the program.

Health Insurance

Students in the College of Health Sciences are required to provide proof of current personal health insurance coverage. Likewise, international students with F or J visas are required to provide proof of health insurance. Each year, these students are automatically enrolled in the university-sponsored student health insurance plan. There is a charge for this coverage. To have the charge removed from his/her Samford account, a student must provide proof of insurance by completing the insurance waiver at www.studentcenter.uhcsr.com/Samford. Without the waiver, the charge will remain on the student account and the student will be covered with health insurance.

For information or questions about student health insurance through Samford University, please contact Jim Clement, jaclemen@samford.edu, Director of Risk Management and Insurance, 205-726-2395.

APA Citation Style and Format

Students enrolled in the healthcare administration and informatics programs will be expected to become proficient in APA citations. These citations will be used to indicate the presence of information from an outside source used in any submission provided as a part of an evaluation in the course. It is the responsibility of the student to acquire the most recent edition of the APA Manual.

Healthcare Administration and Informatics Department Canvas Page

Students are responsible for checking the Healthcare Administration and Informatics Canvas page at least once a week (and are encouraged to check it more often). Important updates, news, opportunities, and instructions will be posted to the Department's Page.

Healthcare Administration and Informatics Advisory Board

The Healthcare Administration and Informatics Advisory Board is composed of healthcare and informatics executives who are committed to serving the University and the Department by providing expertise and identifying resources to help the programs. The Advisory Board includes alumni and student members.

Student Organization, Professional Associations, and Honor Society

This is Samford H.E.A.L.T.H.

This is Samford H.E.A.L.T.H. is an organization offered to all School of Public Health students, with a healthcare administration and a healthcare informatics section. The organization's tag line is the following - We are dedicated to promoting **H**ealthy lifestyles using **E**vidence-based practices through **A**dvocacy and **L**eadership **T**ogether with **H**eart across the Samford community and beyond. This organization provides great opportunities for networking, service in the community, and building strong relationships with peers and faculty.

Professional Associations

All Healthcare Administration majors are Student Associates of the American College of Healthcare Executives (ACHE). The ACHE is the professional society for healthcare leaders committed to improving health. The student associate process is coordinated annually by the undergraduate program director. The B.S. in Healthcare Administration program is a member of the ACHE Higher Education Network and joins other regionally accredited university and college programs that offer a major in healthcare management.

Membership in these organizations is invaluable in career progression. Membership and participation enhance professional development, leadership, marketability, and networking.

Students are encouraged to obtain student membership in other professional organizations including, but not limited to the National Association of Health Services Executives (NASHE), the Medical Group Management Association (MGMA) and Healthcare Information and Management Systems (HIMSS).

Upsilon Phi Delta Honor Society

The mission of the Upsilon Phi Delta Honor Society is to recognize, reward, and encourage academic excellence in the study of healthcare management and policy.
M.H.C.A. students a minimum GPA of 3.5 to be considered for induction. Students who meet requirements will be invited for induction.

The Goals are:

- To encourage interest in academic preparation for careers in healthcare management and policy
- To promote activity that will elevate the standards, ideals, competence, and ethics of women and men preparing for careers in healthcare management, policy, and leadership
- To provide financial assistance through scholarships to outstanding students pursuing academic degrees that prepare individuals for careers in healthcare management, policy, and leadership
- To recognize, by means of granting honorary memberships, individuals who have made outstanding contribution to the profession

Revisions

The handbook and policies may will be updated as needed.

Versions: 1/2017, 8/2017, 7/2018, 8/2019, 8/2020, 8/2021, 10/29/2021