WELCOME TO ACADEMIC YEAR 2013-2014

Congratulations on pursuing your academic and career goals at the Department of Health Information Management (HIM) in the College of Health Professions and Social Work (CHPSW) at Temple University. You have chosen a dynamic and important healthcare profession and the HIM faculty are honored to guide your educational experience. Your success as a HIM professional is a shared goal for both you and the faculty - we are a team in this endeavor. We will work together so that you can be awarded your baccalaureate degree and work as a Health Information Management professional.

We have prepared this handbook for your use throughout your time with us. It includes our policies, information about the curriculum, and other information that will be vital to your student experience. Please read it carefully and refer to it often. You should use the HIM Student Handbook in conjunction with the College of Health Professions and Social Work Student Handbook, the Temple University Undergraduate Bulletin and the HIM website, www.temple.edu/him. These are all primary resources of information that will guide your academic experience. It is your responsibility to understand this information and follow the policies, rules and regulations.
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The content of this Student Handbook is subject to change as necessary.
I. PROFESSIONAL PROGRAM

The Health Information Management (HIM) profession began in 1928 as an outcome of the Clinical Congress of the American College of Surgeons which recognized the importance of the medical record in supporting clinical standards, serving as the communication link for those providing patient care and providing documentation of physician expertise. The health information system supports patient care, quality and utilization management, financial reimbursement, legal affairs, education, research, public health, planning and marketing endeavors. The HIM program was established at Temple University in 1967 and has been fully accredited since its inception by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

HIM professionals are responsible for the development and administration of systems for the storage, use and disclosure of health information. HIM professionals have expertise in health informatics, which requires knowledge of clinical medicine, the electronic health record, health care database administration, coding and classification systems, quality and human resource management, as well as ethical, legal, regulatory and accrediting agency requirements. Graduates are eligible to take the national certification examination and earn the credential Registered Health Information Administrator (RHIA).

The HIM faculty body is committed to educating students who will manage the health information requirements for the multifaceted health care system. Graduates are positioned to accept a variety of roles including administrator, planner, consultant, educator, researcher and practitioner in a wide range of settings. The educational program is designed to develop the expertise and professional qualities needed to fulfill these roles.

VISION

The vision of the Department of Health Information Management is to prepare leaders in the Health Information Management (HIM) and Health Informatics (HI) professions.

MISSION

- To educate undergraduate and graduate students in Health Information Management and Health Informatics
- To engage in activity that contributes to HIM and HI best practices
- To provide service to the university and the health care professional community

DEPARTMENTAL GOALS

- Educate students to become leaders in the health information management and health informatics professions
- Provide educational programs in Health Information Management and Health Informatics
The electronic health record (EHR) is a major national initiative and is on the public policy agenda. In his 2004 State of the Union Address, President George W. Bush stated: “By computerizing health records, we can avoid dangerous medical mistakes, reduce costs, and improve patient care” (Amatayakul, 2004, p. 1). On April 27, 2004, President Bush announced his HIT initiative, setting a broad goal that most Americans should have electronic medical records within 10 years (Thompson & Brailer, 2004, p. 1). On that same day, President Bush signed an executive order establishing the position of the National Health Information Technology Coordinator. The “Framework for Strategic Action,” called for the widespread adoption of interoperable electronic health records within 10 years. (www.whitehouse.gov). President Obama wants to use health information technology to lower the cost of health care and has committed $50 billion over a five year period to move the U.S. health care system to broad adoption of standards-based electronic health information systems, including electronic health records. This initiative was an important part of the current economic stimulus package http://www.whitehouse.gov/agenda/technology/). The American Health Information Management Association (AHIMA), HIM professionals and the faculty of this program are actively working on the initiative to build the EHR and to prepare graduates for this work environment.

While the fields of health information management, medical informatics and information technology do share similar interests, specifically the electronic health record (EHR), there are distinct differences. Temple University’s BSHIM curriculum includes all aspects of the Venn diagram below. We focus on Health Information Management, in relationship to the electronic health record (EHR) where the domains of knowledge overlap.
In February of 2009, The Health Information Technology for Economic and Clinical Health (HITECH) Act was enacted as part of the American Recovery and Reinvestment Act of 2009 to promote the adoption and meaningful use of health information technology. Due to the research which demonstrates that health information technology helps save lives and lowers healthcare costs, the HITECH Act was designed to ensure that 90 percent of doctors and 70 percent of hospital use a comprehensive electronic health records within the next decade to “advance the user of health information technology (Health IT), such as electronic health records by:

- Requiring the government to take a leadership role to develop standards by 2010 that allow for the nationwide electronic exchange and use of health information to improve quality and coordination of care.
- Investing $20 billion in health information technology infrastructure and Medicare and Medicaid incentives to encourage doctors and hospitals to use HIT to electronically exchange patients’ health information.
- Saving the government $10 billion, and generating additional savings throughout the health sector, through improvements in quality of care and care coordination, and reductions in medical errors and duplicative care.

AHIMA, HIM and HI professionals and the faculty of this program are actively working on the initiative to build the EHR and to prepare graduates for this work environment. The faculty is committed to educating students who will participate in the design, development, and implementation of the electronic health record across the continuum of healthcare.

Health Information Management

The AHIMA framework for HIM education includes the following description of roles for HIM in an electronic workplace (AHIMA, July 2007):

The individual holding a baccalaureate degree in health information management possesses the expertise to develop, implement, and/or manage individual aggregate and public healthcare data collection and reporting systems. These systems ensure the quality, integrity, availability, and preservation of healthcare data in support of patient safety and privacy, as well as the confidentiality and security of health information. In an e-health environment, these processes and systems are needed to support authorized users and decision makers.

HIM professionals have expertise which requires knowledge of clinical medicine, the electronic health record (EHR), healthcare database administration, electronic clinical information systems, health care vocabularies and classification systems, quality and human resource management, the ethical and legal aspects of health information systems, and regulatory and accrediting agency requirements which affect the health information system. The diagram below depicts the many facets of HIM.
Information Technology

Those working in the information technology field are typically involved in software development, programming, building system interfaces, data backup and system maintenance. These academic programs are typically housed in computer science or (business) management information systems.

Medical Informatics

Medical informatics has been described as the intersection of information and technology and healthcare (American Medical Informatics Association (AMIA) Website, available at http://www.amia.org).

Medical informaticists focus on research, development, and evaluation of clinical information systems, specifically study and teaching the theoretical and methodological underpinnings of data applications in healthcare. There is an emphasis on clinical problem-solving and decision-making, and most informaticists are clinicians, research scientists or librarians with advanced education informatics.

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EMLOYMENT OPPORTUNITIES

As noted in the AHIMA framework for HIM education: Description of roles for HIM in an electronic workplace (AHIMA, July 2004):

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The AHIMA Committee on Professional Development further states that:

Health information management improves the quality of healthcare by ensuring that the best information is available to make any healthcare decision. Health information management professionals manage healthcare data and information resources. The profession encompasses services in planning, collecting, aggregating, analyzing, and disseminating individual patient and aggregate clinical data. It serves the healthcare industry including: patient care organizations, payers, research and policy agencies and other healthcare-related industries (AHIMA, "Health Information Management Professional Definition", 2000).

Historically, the job market and opportunities for graduates with an HIM degree has been excellent. At the present time, there is a growing market in the workplace for HIM professionals. According to the Bureau of Labor Statistics (BLS), employment of health information management professionals is expected to increase by 20 percent, much faster than the average for all occupations through 2018. The ongoing implementation of the Health Insurance Portability and Accountability Act (HIPAA) and its health information privacy provisions will create an even greater demand than the BLS forecasts.

Estimates indicate that there is a shortage of approximately 212,000 qualified applicants to fill health information technology positions (money.com). The US Department of Labor, Bureau of Labor Statistics projects a "...49 percent growth in the number of HIM workers by 2011, making HIM one of the nation's fastest-growing health occupations...".

As a result of the variety of employment settings available to the HIM graduate, there are over 30 common job titles found within the American Health Information Management Association (AHIMA) membership profile databank. Employment opportunities are often found in settings such as hospitals, medical group practices, long-term care facilities, behavioral healthcare organizations, managed care organizations, and home health agencies. Job titles will also vary depending on business or vendor environments, such as, consulting firms, claims and reimbursement organizations, accounting firms, pharmaceutical companies, and government entities at the local, state and federal level.

Job titles will also continue to vary as HIM-professionals assume expanding roles in the areas of electronic medical record systems, corporate compliance and reimbursement, document
management systems; performance improvement; business product and service options; and e-health commerce. Some representative roles, identified by AHIMA, include:

- Clinical Data Analyst
- Clinical Research/Trials Associate
- Compliance Officer
- Data Quality Manager
- Data Sets, Nomenclature And Classification Standards Manager
- Healthcare Consumer Advocate
- Health Information Services Director
- Health Information System Applications Designer
- Privacy/Security Officer
- Quality Improvement, Reimbursement or Revenue Cycle Manager
- Ambulatory Patient Classification (APC) Coordinator
- Software Product Manager

Representative Temple Alumni Job Titles include:

- Corporate Director of Information Privacy and Security Compliance, MedQuist, Inc.
- Assistant Vice President, Health Information Management, Temple University Health System
- Director, Coding Compliance, Tenet Healthcare Corporation
- President, The Quality Spectrum Institute
- Senior Specialist, Global Clinical Quality Assurance, Johnson & Johnson Pharmaceutical Research & Development
- Regulatory Documentation Associate, Advanced Biologics
- Senior Sales Representative, SoftMed Systems, Inc.
- Administrator Systems Development/Privacy Officer, Jeanes Hospital, Temple University Health System Director Professional Fee Abstraction/Medical Records, Hospital of University of Pennsylvania Information Security Manager, The Children’s Hospital of Philadelphia
- Associate Director, System Applications, Temple University Health System
- Senior Systems Implementation Analyst, 3M Health Information Systems

ACCREDITATION

The HIM program was established at Temple University in 1969 and has been fully accredited since that time. The accrediting body for health information education is the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

RHIA CERTIFICATION

Students are eligible to apply for and take the national examination of the American Health Information Management Association (starting in their last term of study) for certification as a Registered Health Information Administrator.

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II. PROFESSIONAL VALUES AND CODE OF ETHICS

Health information management professionals are responsible for maintaining systems, which afford patients privacy (the right to be let alone, to have control over health information) and confidentiality (protection of information derived from a clinical relationship between patients and health-care professionals). Students are expected to maintain these principles and high standards of behavior throughout their academic and clinical experiences.

HIM professionals have a clear moral and ethical obligation to protect patient privacy. In 1934, the visionary leader of the health information management (HIM) profession, Grace Whiting Myers, recognized this moral imperative privacy and wrote a pledge which indicated that no clinical information should be given to anyone, except as authorized. This professional value and obligation have been reinforced through several iterations of a professional code of ethics, including the most recent one (AHIMA Code of Ethicshttp://www.ahima.org/about/ethicscode.aspx. Today, the patient should authorize the release of the information and the passage of HIPAA increased the importance of protecting patient privacy.

ACADEMIC AND PROFESSIONAL BEHAVIORS

Academic Behaviors

Information relative to Academic Honesty, Attendance, Code of Conduct and other topics can be found in the Responsibilities and Rights section of the Undergraduate Bulletin at http://www.temple.edu/bulletin/. You are responsible for understanding and following these policies. Failure to comply with these policies will result in an Academic Review from the faculty and a letter will be entered into your student file. Unacceptable behavior may result in a denial of your ability to enroll in the clinical internship courses.

The Department of Health Information Management expects each student to adhere to the high ethical and moral standards of the health information management profession. Students and faculty work together in a common endeavor to seek the truth, to discover the truth and to speak and publish the truth.

As described in the Bulletin:

Temple University believes strongly in academic honesty and integrity. Plagiarism and academic cheating are, therefore, prohibited. Essential to intellectual growth is the development of independent thought and a respect for the thoughts of others. The prohibition against plagiarism and cheating is intended to foster this independence and respect.

Plagiarism is the unacknowledged use of another person's labor, another person's ideas, another person's words, another person's assistance. Normally, all work done for courses -- papers, examinations, homework exercises, laboratory reports, oral presentations -- is expected to be the individual effort of the student presenting the work. Any assistance must be reported to the instructor. If the work has entailed consulting other resources -- journals, books, or other media -- these resources must be cited in a manner appropriate to the course. It is the instructor's responsibility to indicate the appropriate manner of citation. Everything used from other sources -- suggestions for organization of ideas, ideas
The Professional Behaviors

--- themselves, or actual language --- must be cited. Failure to cite borrowed material constitutes plagiarism. Undocumented use of materials from the World Wide Web is plagiarism.

Academic cheating is, generally, the thwarting or breaking of the general rules of academic work or the specific rules of the individual courses. It includes falsifying data; submitting, without the instructor’s approval, work in one course which was done for another; helping others to plagiarize or cheat from one’s own or another's work; or actually doing the work of another person.

The penalty for academic dishonesty can vary from receiving a reprimand and a failing grade for a particular assignment, to a failing grade in the course, to suspension or expulsion from the university. The penalty varies with the nature of the offense, the individual instructor, the department, and the school or college.

Students who believe that they have been unfairly accused may appeal through the school or college’s academic grievance procedure. See Grievances under Student Rights in this section.

Normally, all work done for courses (papers, examinations, homework exercises, laboratory reports, oral presentations, etc.) is expected to be the individual effort of the student presenting the work. Any assistance must be reported to the instructor. If the work has entailed consulting other resources including journals, books, or other media, these resources must be cited in a manner appropriate to the course.

The following are examples of cheating:

- plagiarizing, including from the internet or publications
- inventing or falsifying data on lab assignments, reports, case studies, or any written or verbal assignments
- submitting, without the instructor’s approval, work in one course which was done for another
- using the answers to problems in the back of a textbook, or from previous classes as though they were original copying on an examinations
- obtaining answers for homework assignments or laboratory exercises from another student
- obtaining a copy of an examination or materials from another student who has already taken the course, i.e., an examination, a project and paper

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STUDENT ETIQUETTE

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Professional Behaviors

Behaviors and attitudes are equal in importance to academic excellence for the HIM professional.

Students who fail to meet academic standards of behavior will be reported to the University Disciplinary Committee (UDC), according to the Code of Conduct. Penalties can vary from receiving a reprimand and a failing grade for a particular assignment, to a failing grade in the course, to suspension or expulsion from the university. Penalties vary with the nature of the offense, the individual instructor, the department and the school or college.
A professional work ethic requires a commitment to punctuality, attendance and completing assignments on time. These skills and attitudes will also be expected during the professional course of study. Unacceptable professional behaviors include, but are not limited to:

- arriving late or leaving early for a class, lab and/or exam
- system related behaviors:
  - misuse of printers in the HIM lab for personal use (see below)
  - using recording devices in the class without permission
  - using cell phones or other electronic devices for personal use in the classroom
  - using computer for another course or for purposes unrelated to the current course
  - using headphones unless performing independent work (i.e. lab work) or for reviewing/listening to content related to the current class
- talking, eating and/or drinking in the classroom in a manner that is disruptive to others
- submitting materials past the due date and time
- failing to fully and equally participate in team projects
- using nonverbal communication to show disrespect including, sleeping, yawning and inappropriate body language
- stapling or printing of documents
- any disruptive behavior

**Temple University Prohibited Behaviors**

The following are prohibited by Temple University:

- making copies of software installed
- installing any software on the computers in the HIM lab

**HIM Learning Lab**

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**Printing in the HIM Laboratory:**

The HIM lab is a learning lab for HIM coursework. It is not a generic computer lab, available for personal use. There are several computer labs on the Health Science and Main Campus for personal use of computers and printers. Students will be required to login using their Accessnet usernames and passwords to gain access to the computers.

Black and White Printers: There is a University quota and each student will pay for printing beyond that limit. The printing utilization will be provided to the department for each HIM student.

Printers located in the Computer lab are not to be used for any reason while class is in session.

**Maintenance of Physical Space**

- Food and smoking are strictly prohibited
- Beverages with a lid are permitted.
- Students are expected to clean up the working area, when they are finished. This includes both sides of the lab (computers and tables). All trash (papers, CD, disks, etc.) should be cleaned

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from the tables and floors:

- Rearrangements of chairs and tables are sometimes necessary for comfort or special functions; all furniture should be returned to its proper place before leaving the laboratory.
- Damage or breakage of equipment will be the responsibility of the person who caused the damage. This individual will be assessed for repair or replacement in accordance with the College Policy on Breakage/Damage.
- Students are provided with lockers located just outside the computer lab. These lockers are for your convenience and should be used accordingly.

**Code of Ethics**

The Code of Ethics is updated periodically by AHIMA to reflect important professional values and current practice situations. The most recent code of ethics can be found at: [http://www.ahima.org/about/ethicscode.aspx](http://www.ahima.org/about/ethicscode.aspx). You should be guided by this Code in all of your work as a HIM student and professional and it is your responsibility to be thoroughly comfortable with the contents.

**Sending an e-mail**

- Use spell check.
- Do not use abbreviated words as done in text messages.
- Properly close your e-mail with the appropriate salutation.
- Adhere to proper use of upper and lower case.
- Use a respectful and professional tone at all times

**Checking e-mail**

- All academic related communication will be routed to your Temple email address, only.
- Check your Temple e-mail regularly and at the least daily. You may forward your Temple mail to another email service and/or your smartphone to ensure prompt delivery and review
- Add an alias to email to ensure the recipient is aware of the sender

**Meeting with faculty**

- During office hours, students should feel free to meet with a faculty member without an appointment unless otherwise noted on the class syllabus
- During non-office hours, students are expected to make an appointment in advance to meet with a faculty member
- Faculty will include the preferred method of communication (phone, email, etc.) on the syllabus. Students are expected to use the preferred method of communication to ensure the faculty is aware of the meeting request.
- Faculty will typically respond to messages sent to the preferred method of communication within 2 business days.
III. PROFESSIONAL CURRICULUM

CURRICULUM REQUIREMENTS

The professional curriculum requirements include the following:

- Biomedical sciences, including anatomy, physiology, language of medicine, pharmacology and medical science
- Information Systems
- Information and Communication Technologies
- Healthcare Privacy, Confidentiality, Legal, and Ethical Issues
- Healthcare Delivery Systems
- Healthcare Statistics and Research
- Healthcare Information Requirements and Standards
- Clinical Classification Systems
- Health Data Structure, Content, and Acquisition
- Reimbursement Methodologies
- Quality Management and Performance Improvement
- Data Security
- Human Resources Management

- Strategic Planning and Organizational Development

Course descriptions will be provided in the course syllabi and can also be found on the HIM Website. Enrollment in an independent study course requires prior approval by the HIM faculty advisor.

INTERNSHIPS

Exemplary professional behavior is the keystone of professional practice. In an internship setting, students are also expected to act in a professional manner at all times. The rules of conduct for this experience are detailed in the clinical internship materials. Students are expected to abide by AHIMA’s Code of Ethics and to appropriately represent Temple University at all times while on internship. Failure to meet the academic and/or professional behavior standards may result in a student being denied participation in an internship course.

Clinical education is an integral and required component of an educational program for health information management. The HIM program includes two required clinical internship courses HIM 4185: Professional Practice Internship and HIM 4286: Management Internship.

HIM4185:
The Professional Practice Internship is the first exposure to the health information management activities as a health care related site. Examples of Professional Practice Internship sites include: Thomas Jefferson University Hospital, Hospital of the University of Pennsylvania, and Connexin.
Software: Students will participate in HIM 4185 in Fall of the Senior.

HIM4286:

The Management Internship is an intensive 4 week internship experience at an out of area health care related site. Students complete management projects such as Computer Assisted Coding, Case Mix, EHR Vendor Selection, and Department of Health Audits. Students have the opportunity to choose internship sites throughout the United States. Examples of previous sites include: Johns Hopkins Hospital, Cleveland Clinic, NYU Medical Center, and Cincinnati Children’s Hospital Medical Center. Securing internship sites for the entire senior class is time consuming. The process begins in October and details of individual placement status will be posted on a Google document that the students can access at any time. The student will be notified as soon as a placement is secured.

Internship Logistics:

- Students are responsible for all arrangements and costs associated with internship such as housing, transportation, parking, and site-specific additional requirements including additional background checks, immunizations, and drug screen and specific requirements of the individual sites.
- Students are expected to maintain professional behavior at all times during internship. Students must be on prompt, dress in professional business attire, communicate in a professional manner and comply with the policies of the site.
- The HIM Internship Coordinator will provide internship syllabi and handbooks
- Internship Site Selection: The Internship Coordinator will work with students for appropriate placements.
  - Students are to be advised that the final decision for internship placements rests with the Coordinator, not the student. Students are expected to accept the internship placements whether it is local, regional or national. Failure to accept the internship assignment or meet the academic and/or professional behavior standards will result in a delay in the internship placements.
  - Any delay in internship placement will result in a delay in graduation.
  - The Internship Coordinator may assign a student to internship dates that may differ from the semester enrolled, including during breaks or summer sessions, when necessary

INTERNSHIPS REQUIREMENTS

In order to participate in the clinical internship, students are required to meet the health, immunization and background check requirements of the Health Information Management Department and affiliated health systems. Health requirements and background check requirements are stored in CertifiedBackground.com. Documentation must be submitted to the Internship Coordinator verifying that each of the requirements has been satisfied before the internship can be arranged. Failure to provide this documentation will result in a delay in scheduling the internship site and a possible delay in graduation. Specific sites may have additional requirements such as pre-employment physicals, employee orientation, HIPAA Compliance Program Completion, which must also be satisfied in order for the internship to begin. At a minimum, each student must provide documentation related to the criminal background checks and immunizations.
Criminal Background Check

- Students who have a positive child abuse check or criminal background check for any offense found on the list of Prohibitive Offenses Contained in Act 1996 as Amended by Act 13 of 1997 cannot be placed on internship. Internship is a part of the required coursework for the BSHIM program. Students with such offenses may be referred to student advising for assistance in exploring alternative academic options.

- Any student who has been charged with or convicted of a criminal offense must immediately disclose this information to the Internship Coordinator. Failure to disclose such information will result in dismissal from the Health Information Management program.

- Students with PENDING/UNRESOLVED charges will not be permitted to participate in internship until all charges are resolved and documented. This may result in delay of completion of internship and possible delay in graduation.

- Background checks are conducted by and stored in Certifiedbackground.com. Background checks must be completed by September 15, 2013 for the incoming Junior class of 2013.

Immunization Requirements

Students will be permitted to participate in Internship only upon complete documentation of all the immunizations listed below. For more information on immunizations please visit the Student Health Website at: [http://www.temple.edu/studenthealth/HSC_Immunizations.html](http://www.temple.edu/studenthealth/HSC_Immunizations.html)

Students must submit Laboratory Results for the following immunizations:

- Measles Titer (blood test)
- Mumps Titer (blood test)
- Rubella Titer (blood test)
- Hepatitis B Surface AB (blood test)
- Varicella Titer (blood test)
- Tetanus/Diptheria
- Tuberculin Skin Test (PPD)

COURSES INCLUDING PRE-REQUISITES

The course listing, pre-requisites and/or co-requisites for students admitted in the Fall of 2013 are available at Temple University's Undergraduate Bulletin. A letter grade of a C or better is required to satisfy ALL pre-requisite and required courses. A grade below a C will not be accepted. The pre-requisite and required courses are shown in the figure below.
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<tbody>
<tr>
<td>Term 5</td>
<td>HIM 2203 U.S. Healthcare System (3)</td>
<td>HIM 2215 IT Fundamentals (3)</td>
<td>HIM 3101 Health Record Documentation (3)</td>
<td>HIM 3106 Pathophysiology (3)</td>
<td>HIM 1101, Kin 1223, Kin 1224</td>
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<td>HIM 3106 (old 3206) Pathophysiology (3)</td>
<td>HIM 3107 HIM Leadership and Strategic Mgmt (3)</td>
<td>HIM 3101 CO-req</td>
<td>HIM 3111 Statistics and Research in Health Care (3)</td>
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<td>HIM 3107 HIM Leadership and Strategic Mgmt (3)</td>
<td>HIM 3101 CO-req</td>
<td>HIM 3111 Statistics and Research in Health Care (3)</td>
<td>QD</td>
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<td>Term 6</td>
<td>HIM 3203 Electronic Health Record Systems (3)</td>
<td>HIM 3208 International Classification of Disease (3)</td>
<td>HIM 3106 Clinical Procedures (2)</td>
<td>HIM 3106 Pharmacology (1)</td>
<td>HIM 3106 Professional Development (1)</td>
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<td></td>
<td>HIM 3208 International Classification of Disease (3)</td>
<td>HIM 3106 Clinical Procedures (2)</td>
<td>HIM 3106 Pharmacology (1)</td>
<td>HIM 3106 Professional Development (1)</td>
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<td>HIM 3208 International Classification of Disease (3)</td>
<td>HIM 3106 Clinical Procedures (2)</td>
<td>HIM 3106 Pharmacology (1)</td>
<td>HIM 3106 Professional Development (1)</td>
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<td>Term 7</td>
<td>HIM 4101 Health Info: Infra &amp; Standards (3)</td>
<td>HIM 4102 Legal Aspects of Health Information Mgmt (3)</td>
<td>HIM 4107 Healthcare Quality Improvement (3)</td>
<td>HIM 4105 CPT Coding (3)</td>
<td>HIM 4113 Healthcare Reimbursement (3)</td>
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<td>HIM 4101 Health Info: Infra &amp; Standards (3)</td>
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<td>HIM 4113 Healthcare Reimbursement (3)</td>
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<td>Term 8</td>
<td>HIM 4202 HIM Project Management (3)</td>
<td>HIM 4206 Intermediate Coding (3)</td>
<td>HIM 4104 HIM Operations Management (3)</td>
<td>HIM 4286 Management Internship (4)</td>
<td>HIM 4298 HIM Senior Seminar (3)</td>
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<td></td>
<td>HIM 4202 HIM Project Management (3)</td>
<td>HIM 4206 Intermediate Coding (3)</td>
<td>HIM 4104 HIM Operations Management (3)</td>
<td>HIM 4286 Management Internship (4)</td>
<td>HIM 4298 HIM Senior Seminar (3)</td>
</tr>
<tr>
<td></td>
<td>HIM 4202 HIM Project Management (3)</td>
<td>HIM 4206 Intermediate Coding (3)</td>
<td>HIM 4104 HIM Operations Management (3)</td>
<td>HIM 4286 Management Internship (4)</td>
<td>HIM 4298 HIM Senior Seminar (3)</td>
</tr>
<tr>
<td></td>
<td>HIM 4202 HIM Project Management (3)</td>
<td>HIM 4206 Intermediate Coding (3)</td>
<td>HIM 4104 HIM Operations Management (3)</td>
<td>HIM 4286 Management Internship (4)</td>
<td>HIM 4298 HIM Senior Seminar (3)</td>
</tr>
<tr>
<td></td>
<td>HIM 4202 HIM Project Management (3)</td>
<td>HIM 4206 Intermediate Coding (3)</td>
<td>HIM 4104 HIM Operations Management (3)</td>
<td>HIM 4286 Management Internship (4)</td>
<td>HIM 4298 HIM Senior Seminar (3)</td>
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<tr>
<td></td>
<td>HIM 4202 HIM Project Management (3)</td>
<td>HIM 4206 Intermediate Coding (3)</td>
<td>HIM 4104 HIM Operations Management (3)</td>
<td>HIM 4286 Management Internship (4)</td>
<td>HIM 4298 HIM Senior Seminar (3)</td>
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The content of this Student Handbook is subject to change as necessary.
<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
<th>Spring Semester</th>
<th>Credits</th>
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<tr>
<td><strong>Freshman Year – Pre-Professional</strong></td>
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<tr>
<td>English 0802 - Analytical Reading &amp; Writing (GW)</td>
<td>4</td>
<td>Anatomy &amp; Physiology I*</td>
<td>4</td>
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<tr>
<td>Quantitative Literacy (GQ)</td>
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<td>IH 0851 - Mosaic I (GY)</td>
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<tr>
<td>HIM 1101 : Medical Terminology</td>
<td>3</td>
<td>Race &amp; Diversity (GD)</td>
<td>3</td>
</tr>
<tr>
<td>Arts (GA)</td>
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<td></td>
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<td>Human Behavior (GB)</td>
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<td><strong>TOTAL</strong></td>
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<td><strong>TOTAL</strong></td>
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<tr>
<td><strong>Sophomore Year – Pre-Professional</strong></td>
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</tr>
<tr>
<td>IH 0852 - Mosaic II (GZ)</td>
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<tr>
<td>Elective (English 2007 - Writing for Business &amp; Industry is recommended)</td>
<td>3</td>
<td>HIM 2215: Healthcare IT Fundamentals</td>
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<td>World Society (GG)</td>
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<td>General Elective</td>
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<td>Anatomy &amp; Physiology II*</td>
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<td>HIM 2203: (old HIM 3103) U.S. Health Care System</td>
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<td>Statistics : Math 1013 OR Stat 2101 OR Soc 1167</td>
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<td>General Elective</td>
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<td><strong>TOTAL</strong></td>
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<td><strong>TOTAL</strong></td>
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<tr>
<td><strong>Junior Year – Professional Curriculum</strong></td>
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<td></td>
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<tr>
<td>HIM 3101: Health Record Documentation</td>
<td>3</td>
<td>HIM 3297: (Old HIM 4197) HIM Human Resource Management</td>
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</tr>
<tr>
<td>HIM 3106 (old 3206): Pathophysiology</td>
<td>3</td>
<td>HIM 3212: Clinical Procedures</td>
<td>2</td>
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<tr>
<td>HIM 3107 (OLD HIM 3211): HIM Leadership and Strategic Management</td>
<td>3</td>
<td>HIM 3208: International Classification of Disease</td>
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<td>HIM 3111: Statistics and Research in Health Care</td>
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<td>HIM 3203: Electronic Health Record Systems (EHRS)</td>
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<td>HIM 3113: Healthcare Database Design and Development</td>
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<td>HIM 3214: Pharmacology</td>
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<td>HIM 3271: Professional Development</td>
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<td><strong>TOTAL</strong></td>
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<td><strong>TOTAL</strong></td>
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<td>HIM 4101: Health Informatics: Infrastructure &amp; Standards</td>
<td>3</td>
<td>HIM 4104: HIM Operations Management</td>
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<tr>
<td>HIM 4102 (OLD HIM 3202) : Legal Aspects of Health Information Management</td>
<td>3</td>
<td>HIM 4202 Project Management</td>
<td>3</td>
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<tr>
<td>HIM 4105: CPT Coding</td>
<td>3</td>
<td>HIM 4206: Intermediate Coding</td>
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<tr>
<td>HIM 4113 (old 4213) : Healthcare Reimbursement Systems</td>
<td>3</td>
<td>HIM 4286: Management Internship</td>
<td>4</td>
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<tr>
<td>HIM 4207 Healthcare Quality Improvement</td>
<td>3</td>
<td>HIM 4298: HIM Senior Seminar (WI)</td>
<td>3</td>
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<tr>
<td>HIM 4185 (old 3285): Professional Practice Internship</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIM 4121: Healthcare Data Analytics</td>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>17</td>
<td><strong>TOTAL</strong></td>
<td>16</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>123</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The content of this Student Handbook is subject to change as necessary
PARTICIPATION IN PROFESSIONAL DEVELOPMENT EVENTS

Students are encouraged to attend professional development events during the Junior and Senior years. Attendance at these events are critical aspects of a student’s preparation for engaging in the HIM community, participating in life-long learning, and for continuing education once the RHIA has been achieved. In addition, participation in professional events is crucial in networking and procuring internship and job opportunities.
IV. ACADEMIC POLICIES AND PROCEDURES

ACADEMIC SCHEDULE

Students must have an approved Health Information Management roster from a HIM faculty member beginning with the fall semester of the junior year. This approval is for all courses – HIM and other courses (such as electives for extended study students or courses for a minor). All rosters must be approved by the HIM faculty advisor.

ADMISSION

Applications for admissions are due by March 1, 2014. Current Temple students may apply via a paper application which can be found on the HIM website. Transfer students can apply online using the Banner system. Transfer students must submit all prior transcripts. Successful completion of all HIM prerequisites with a C or better and a cumulative GPA of at least 2.8 is required in order to be considered for admission.

HIM prerequisites:
- QB Math 1013, Stat 2101, Soc 1167 or
- Kinesiology 1223
- Kinesiology 1224
- CIS 1055 or computer competency exam (74% or higher)
- HIM 1101 Medical Terminology
- HIM 2215 Healthcare IT Fundamentals
- HIM 2203 US Healthcare System

AWARDS AND SCHOLARSHIP OPPORTUNITIES

Department Awards:

The Health Information Management awards the following honors at the College of Health Professions Diploma Ceremony in May.

**Academic Achievement Award:**
Presented to the graduating senior who has demonstrated academic excellence through attainment of the highest grade point average in the professional course work of the Department.

**Human Relations Award:**
Presented by the faculty and senior class to the graduating senior who has demonstrated a special ability in the area of interpersonal relationship -- a skill of particular importance in management, requiring perspective, humor, sensitivity and the talent for positive interaction with peers, faculty, staff and clinical internship personnel.

20 Page The content of this Student Handbook is subject to change as necessary
**Professional Excellence Award:**
Presented by the faculty to the graduating senior who has demonstrated distinguished professional development.

**CLASS CANCELLATION**

Temple University's formal policy explaining inclement weather decisions is available online at: http://policies.temple.edu/getdoc.asp?policy_no=04.31.12. It is expected that each student will enroll in TUALERT. In the event of severe emergencies affecting University operations, information is available at each of the following locations:

- TUALERT
- Temple University home page (www.temple.edu)
- Temple University's weather hotline at 215-204-1975
- Temple University radio station WRTI-FM (90.1 FM)
- Local Radio stations will broadcast code numbers for HSC, Center City and Main campuses (#2101) for evening classes. Ambler campus code number for evening classes is 2426.

**EXAMINATIONS**

Students are required to attend examinations/quizzes on the scheduled date and time. Under special documented circumstances, a student may request a change of a scheduled regular examination. All requests must be received in advance and are subject to the faculty member's discretion.

Final examinations must be taken in accordance with the posted final examination schedule except for a documented emergency.

Students requiring accommodations based on the impact of a documented disability must inform the instructor at the beginning of the semester. The disability must be documented by the Office of Disabilities in Ritter Annex on main campus.

**EXTENDED STUDY**

Extended study is defined as any program of study which will extend completion of the professional curriculum beyond two academic years. Students who do not successfully complete course(s) are automatically placed in an extended study program. The Department Chair is the faculty advisor for all extended study students. Any revisions to the plan of study must be approved by the Chair prior to implementation.

**GRADING STANDARDS**

Students may receive penalties for spelling, grammatical and/or content organization deficiencies. A grade reduction may also be applied to any work submitted for evaluation after the stated due date. These decisions are at the sole discretion of the course instructor. A student is responsible for
monitoring his/her grades on blackboard and with his/her faculty. In addition, in most courses unacceptable acceptable or professional performance at the midterm and conclusion of the semester will be discussed with the student.

Grading Scale:
The Department of Health Information Management has adopted the following grading scale for use in all Departmental Courses:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>63-66</td>
</tr>
<tr>
<td>D-</td>
<td>60-62</td>
</tr>
<tr>
<td>F</td>
<td>59 or below</td>
</tr>
</tbody>
</table>

Students must receive a "C" (73) or better in order to pass all HIM courses. Any concern relative to final course grades should be discussed with the course instructor promptly, but no later than five working days from receipt of notification. Please refer to the College of Health Professions and Social Work Student Handbook for Policy on Appeal of Grade.

HONORS

See Temple policies for clarification of Dean’s List President’s Scholars and Graduation with honors at [http://www.temple.edu/bulletin/Academic_policies/policies_part3/policies_part3.shtm](http://www.temple.edu/bulletin/Academic_policies/policies_part3/policies_part3.shtm)

STUDENT AND FACULTY ACADEMIC RIGHTS AND RESPONSIBILITIES POLICY

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The University has adopted a policy on Student and Faculty Academic Rights and Responsibilities (Policy # 03.70.02) which can be accessed through the following link: [http://policies.temple.edu/PDF/99.pdf](http://policies.temple.edu/PDF/99.pdf)

The content of this Student Handbook is subject to change as necessary.
V. GENERAL INFORMATION

ADMINISTRATIVE PAPERWORK

Students requiring a letter of status verification, references, approval to take the RHIA exam, or other such correspondence, must submit the documentation to the department’s Student Services Coordinator with specific directions as to complete the forms, and a deadline. All paperwork must be submitted within 5 business days of the deadline.

COMMUNICATION

Student File

Each student has a mail file located by the HIM offices in Jones Hall. Important notices and graded materials will be placed in your mail file. Students are expected to check mail files regularly. There are also mail files for assignments and messages from the students to the faculty.

Student Email

All students are required to obtain a Temple email account upon entrance into the University. Students can go to the following site to obtain the Temple email address: http://accounts.temple.edu. All official University email correspondence including graduation information will be sent to this samplestudent@temple.edu address. This address will be listed as the official address for each student in the student’s records. Email is the primary method of communication between Temple University, faculty and students. You MUST check your Temple email daily.

Blackboard:

Blackboard is the Learning Management System used at Temple University. You are required to check blackboard daily for class communication and announcements.

Job and Internship Opportunities

As the department receives information regarding job or independent internship opportunities they will be posted on the HIM website. On occasion specific jobs may be routed directly to your Temple email.

COMPUTER SERVICES

TUhelp is a service that enables you to submit and track your technical support requests and inquiries to the Computer Services Help Desk. They can be reached 215-204-8000 or visit the TUhelp website at http://www.temple.edu/cs/helpdesk/default.asp for hours of operation as well as lots of other information.

EMPLOYMENT

The faculty recognizes that many students work in order to support their educational goals. Students who are employed must recognize that their primary responsibility is to the HIM courses. It is not acceptable to miss class due to work requirements.
EQUAL OPPORTUNITY POLICY

TEMPLE UNIVERSITY IS COMMITTED TO A POLICY OF EQUAL OPPORTUNITY for all in every aspect of its operations. The University has pledged not to discriminate on the basis of race, color, sex, age, religion, national origin, sexual orientation, marital status, or disability. This policy extends to all educational, service, and employment programs of the University.

Affirmative action at Temple has these inclusive objectives: To support the admission and successful participation of disadvantaged students, students with disabilities, and those for whom English is a second language. To employ and advance in employment of qualified women, minorities, individuals with disabilities, disabled veterans, and veterans of the Vietnam era.

Temple University’s equal opportunity/affirmative action program complies with federal regulations.

SAFETY SERVICES

Temple University is committed to the continuing safety of its students, visitors, and staff. By following the suggested walkways and tips included here you will make your nighttime travel as safe as possible. Temple has security posted throughout the campus including at the corner of Broad and Ontario.

Students are expected to sign up with TUAalert for safety notifications. Store the number of campus police in your phone at (215) 204-1234.

Below are a few safety suggestions:

- Always walk and park in well-lighted areas.
- Notify Campus Police of any suspicious activity or persons (215) 204-1234.
- Do not leave possessions and equipment unattended in buildings or on store counters.
- Do not leave anything visible in your auto, place all valuables in your vehicle’s trunk, and lock your vehicle. It is strongly recommended that available escort services be utilized (215) 204-TRIP.
- Use Allegheny Avenue entrance to the Broad Street line rather than the Erie Avenue entrance.
- Use ATM MAC machines located inside the University buildings.
- Do NOT talk on your cell phone while waking to your car!

STUDENT HEALTH

Physical Exam

Students are required to have a physical examination prior to the first internship. The College provides a Student Health Data form which must be completed by the student's physician. In some instances, additional or more current information may be required.
Health Insurance

All students must be covered by a health insurance policy such as Medicaid, a managed-care plan, an HMO or private carrier. Reasonably priced health coverage may be obtained through Temple. You will be asked to provide evidence of health insurance coverage before beginning the clinical internship each academic year.

Student Accident Insurance

Effective in Fall 2010, students in the College of Health Professions and Social Work are required to purchase the Student Accident Insurance Policy offered by Klais & Company, Inc. Information about this can be found at http://www.temple.edu/hr/students/accident.htm. The accident insurance will serve as gap or supplemental insurance to cover the cost of certain items not covered by health insurance.

STUDENT PROFESSIONAL ORGANIZATION

The HIM Department at Temple University prepares HIM students not only academically but also professionally to meet the information management challenges in the healthcare industry. It is our goal to support students to meet these challenges and achieve their career aspiration; so we encouraged students to join and become active participants in several health information management professional associations. Below is a listing of those professionally organizations that we recommend the HIM student to join:

- American Health Information Management Association (AHIMA) http://www.ahima.org
- Pennsylvania Health Information Management Association (PHIMA) http://www.phima.org/aboutphima.html
- Southeastern Pennsylvania Health Information Management Association (SePHIMA) http://www.sephima.org/

The Health Information Management Association (HIMSA) is a student professional created to expand the HIM student’s knowledge and increase experiences in the healthcare industry. To accomplish these goals, members plan fundraising activities to raise money to attend the events, organize networking activities with healthcare professionals, and participate in health-related service activities in the Philadelphia area. By participating in these activities, members will be able to increase their professional network, learn fundraising strategies and have an opportunity to serve the community. The organization has an open membership all HIM students are strongly encouraged to join and actively participate. Navigate here for more information https://temple-community.symplicity.com

SYSTEMS - TEMPLE UNIVERSITY AND HIM DEPARTMENT

AHIMA Virtual Laboratory

The American Health Information Management Association’s (AHIMA) e-HIM Virtual Laboratory is an internet-based software lab designed for health information management (HIM) education. The Virtual Lab features multiple software applications and corresponding lab lessons which offers a variety of critical HIM software applications including Athens/Cerner PowerChart, QuadraMed’s Master Patient Index suite, 3M Coding and Reimbursement System, McKesson’s Horizon Patient Folder, and HealthPort’s Electronic Document Management System. Each application is based on a commercially available product and has been customized for optimal experiential learning.
All of the applications included within AHIMA’s e-HIM Virtual Laboratory are among the best of breed and are industry standards. The HIM Department provides the virtual lab to students at no charge. Students must register for the software and must have a valid AHIMA membership.

**Oracle:**

The HIM Department is committed to using industry standard tools so students will have hands on experience with the systems they will use in the workplace. Accordingly, the HIM Department has procured a site license for Oracle to be used in the HIM 3113. Students are responsible for downloading and installing the software independently on their personal machines if they intend to work on assignments remotely.

**Degree Audit Reporting System (DARS)**

Undergraduate students and their advisors use the Degree Audit Reporting System to plan and track a student's academic career at Temple. DARS works in concert with our Banner Student information system to show how a student's course work to date, including transferred courses, will fulfill the academic requirements necessary to complete a degree in the major field of study.

Temple Students can access DARS through [http://tuportal.temple.edu](http://tuportal.temple.edu).

1. Login
2. Click on the **Student Tools** tab
3. In the **Records** channel -> click on **Degree Audit**.

**Academic Advising Database:**

Temple University utilizes an Academic Advising Database to track advising appointments and notes of discussions with students regarding advising matters. Students can view the notes in the database via the TUportal under the Student Tools section on the right hand side.

**HIM Department Website:** [www.temple.edu/him](http://www.temple.edu/him)

The HIM Department's website has a wealth of information related to the program, news, job opportunities, and professional development events. Students are expected to review the website regularly.

**UNDERGRADUATE BULLETIN**

Students are responsible for reviewing and understanding Temple University’s Undergraduate Bulletin which can be found on Temple’s website at [http://www.temple.edu/bulletin/](http://www.temple.edu/bulletin/). Students should be pay particular attention to the academic policies governing Academic Warning, Probation, Dismissal and Reinstatement, Grades and Grading and other policies, as appropriate.
VI. Contact Information

<table>
<thead>
<tr>
<th>Contact</th>
<th>Role</th>
<th>Room</th>
<th>*Phone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bond, Kesa</td>
<td>Assistant Professor</td>
<td>Jones Hall – 4th floor</td>
<td>2-2896</td>
<td><a href="mailto:Kesa.Bond@temple.edu">Kesa.Bond@temple.edu</a></td>
</tr>
<tr>
<td>Dixon, Jean</td>
<td>Articulation Coordinator</td>
<td>Jones Hall – 4th floor</td>
<td>2-4830</td>
<td><a href="mailto:jean.dixon@temple.edu">jean.dixon@temple.edu</a></td>
</tr>
<tr>
<td>Flite, Cathy</td>
<td>Interim Chair</td>
<td>Jones Hall – 4th floor</td>
<td>2-7654</td>
<td><a href="mailto:Cathy.Flite@temple.edu">Cathy.Flite@temple.edu</a></td>
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<tr>
<td>Foley, Maggie</td>
<td>Associate Professor</td>
<td>Jones Hall – 4th floor</td>
<td>2-4822</td>
<td><a href="mailto:Margaret.Foley@temple.edu">Margaret.Foley@temple.edu</a></td>
</tr>
<tr>
<td>Hines, Joe</td>
<td>Student Services Coordinator</td>
<td>Jones Hall - 419</td>
<td>2-4811</td>
<td><a href="mailto:hlthinfo@temple.edu">hlthinfo@temple.edu</a></td>
</tr>
<tr>
<td>Marselis, Cindy</td>
<td>Assistant Professor</td>
<td>Jones Hall - 420</td>
<td>2-9096</td>
<td><a href="mailto:Cindy.Joy.Marselis@temple.edu">Cindy.Joy.Marselis@temple.edu</a></td>
</tr>
<tr>
<td>McBride, Karen</td>
<td>Assistant Professor</td>
<td>Jones Hall – 4th floor</td>
<td>2-4820</td>
<td><a href="mailto:kmcbride@temple.edu">kmcbride@temple.edu</a></td>
</tr>
<tr>
<td>Katie O’Brien</td>
<td>Department Coordinator</td>
<td>Jones Hall – 4th floor</td>
<td>2-4813</td>
<td><a href="mailto:katieobrien@temple.edu">katieobrien@temple.edu</a></td>
</tr>
<tr>
<td>HIM Lab</td>
<td></td>
<td>SFC 322</td>
<td>2-4889</td>
<td></td>
</tr>
<tr>
<td>HIM Fax</td>
<td></td>
<td>Jones Hall - 420</td>
<td>215-707-6645</td>
<td></td>
</tr>
<tr>
<td>Security - (Jones Hall)</td>
<td></td>
<td>Jones Hall</td>
<td>2-3716</td>
<td></td>
</tr>
<tr>
<td>Security - SFC</td>
<td></td>
<td>SFC</td>
<td>2-4968</td>
<td></td>
</tr>
</tbody>
</table>

If dialing from the outside Temple, dial 215-707-xxxx.
VII. References


