



# **Masters in Applied Health Informatics**

## **Student Orientation Handbook** *2016-2017*

*Stony Brook University Southampton  
Southampton, New York 11968*

## **Mission Statement**

### **School of Health Technology and Management**

The mission of the School of Health Technology and Management is to provide the highest quality education in a multidisciplinary learning environment that fosters research, scholarly activity, critical thinking, evidence-based practice, leadership, and professionalism, while affirming the importance of ethical behavior, human diversity, service, and a team approach to health care. To achieve this, the School endeavors to:

- promote patient health and well-being by teaching the knowledge, attitudes, and skills needed to ensure excellence in practice;
- expand knowledge through translational research, scholarship and creative activity;
- encourage innovative and responsible methods of managing and delivering high quality, cost-effective, accessible health care;
- respond to current and emerging public health challenges both locally and globally; and
- cultivate partnerships among faculty, staff, students, and community

## **I. MS Applied Health Informatics Curriculum**

The MS in Applied Health Informatics is comprised of 52 total credit hours including a clinical internship. The program is offered as a full-time course of study. Course offerings are subject to change, without prior notification.

### **MS Applied Health Informatics Core Curriculum (24 credits)**

The core curriculum is common to all students regardless of specialization.

- HHA 500 Health Care Delivery System *(3 credits)*
- HHA 501 Biomedical and Health Informatics Essentials *(3 credits)*
- HHA 502 Health Information Systems and HIT *(3 credits)*
- HHA 503 Regulations, Confidentiality, Privacy and Security *(3 credits)*
- HHA 504 Database Design and Development for Health Informatics Professionals *(3 credits)*
- HHA 505 Leadership and Management Essentials *(3 credits)*
- HHA 506 Research Design and Methodology for the Health Informatics Professionals *(3 credits)*
- HHA 507 Statistics for Health Informatics Professionals *(3 credits)*

### **Specializations (12 credits)**

Students select a specialization of study in one of the three specialty areas below. Each specialization requires students to complete 16 credits of clinical internship.

#### **1. Healthcare Privacy and Security Specialization Curriculum**

The goal of this specialization is to develop the knowledge, skills, and competencies required of health information privacy and security personnel (i.e. the ability to design, implement, administer comprehensive privacy and security protection programs, investigate threats in all types of healthcare organizations, etc.).

- HHA 520 Program Management and Administration for Privacy and Security *(3 credits)*
- HHA 521 Physical and Technical Safeguards of Health Information *(3 credits)*
- HHA 522 Forensic Analysis and Health Information Cybercrime *(3 credits)*
- HHA 523 Legal and Regulatory Issues, External Environmental Assessment, Compliance *(3 credits)*

#### **2. Clinical Informatics Specialization Curriculum**

The goal of this specialization is to develop the knowledge, skills, and competencies required of clinical informatics personnel. The curriculum aligns with domains and learning outcomes put forth by Gardner, et al. (2009) in the Journal of American Medical Informatics Association's article entitled, core content for the subspecialty of clinical informatics.

- HHA 530 Clinical Decision Making and Process Improvement *(4 credits)*
- HHA 531 Health Information Systems *(4 credits)*
- HHA 532 Leading and Managing Clinical Information Systems Change *(4 credits)*

### **3. Knowledge Management and Leadership Specialization Curriculum**

The goal of this specialization is to develop the knowledge, skills, and competencies required by leaders in Health Informatics. The curriculum aligns with domains and learning outcomes put forth by AHIMA Competencies for Master-level HIM.

HHA 540 Health Data Management (4 credits)

HHA 541 Information Technology and System (4 credits)

HHA 542 Advanced Organizational Leadership and Management (4 credits)

#### **Specialization Practicums (16 credits)**

Curriculum for specializations requires the students to complete three practicums (HHA: 584, 586, & 588) Students will be matched to a practicum site based on their interests and will align with student specializations.

##### **1. HHA 584: Specialization Practicum I (4 credits)**

This is the first course in a three-part experiential learning sequence designed to provide significant hands-on immersion into the practice of health informatics within a chosen specialization. The 120-hour experiential experience will require students to apply knowledge and skills acquired during the core and specialization course work.

##### **2. HHA 586: Specialization Practicum II (6 credits)**

This is the second course in a three-part experiential learning sequence designed to provide significant hands-on immersion into the practice of health informatics within a chosen specialization. This 180-hour practicum is a progressive experiential learning experience. Students are expected to demonstrate increasing proficiency of integration and application of didactic and experiential learning with the goal of demonstrating mastery of the chosen health informatics specialization. *Prerequisites: Successful completion of HHA 584 and departmental approval.*

##### **3. HHA 588: Specialization Practicum III (6 credits)**

This is the final course in a three-part experiential learning sequence designed to provide significant hands-on immersion into the practice of health informatics within a chosen specialization. This 180-hour practicum is a progressive experiential learning experience. Students are expected to demonstrate increasing proficiency of integration and application of didactic and experiential learning with the goal of demonstrating mastery of the chosen health informatics specialization. *Prerequisites: Successful completion of HHA 586 and departmental approval.*

## **II. MS in Applied Health Informatics Academic Standards**

Please refer to the School of Health Technology & Management policy and procedures manual.

<http://healthtechnology.stonybrookmedicine.edu/sites/default/files/2014%20SHTM%20Student%20Handbook%20for%20the%20Health%20Science%20Program%20%281%29.pdf>

## **III. Special Academic Requirements**

In addition to the academic policies of the school, refer to SHTM policy and procedure manual, each student must achieve a minimum grade of B- in each course. A student that receives a grade of below B- in a course may repeat the course one time. Additionally, students must maintain a 3.0 cumulative grade point average to remain in good academic standing and participate in practicum placements.

## **IV. Rules & Regulations**

### **Advising/Office Hours**

An appointment is recommended when in-depth advising is necessary, so time can be dedicated to addressing specific student questions or concerns.

If a student is experiencing a problem in a course, it is recommended that s/he speaks with the course instructor. If the problem cannot be resolved at this level, it is recommended that the student consult the Program Director.

### **Examination Policies**

During examinations, all books and notebooks must be placed face down on the floor. Students are not permitted to talk during exams unless they are given permission from their instructor. Sometimes, an exam will be proctored by a MS/AHI staff member who will be responsible for implementing the examination policies of the program. If a student is asked to move seats during an exam, s/he must comply. In addition, the use of programmable calculators is prohibited. All electronic devices must be turned off and put away. It is the student's responsibility to make sure that all test questions have been answered prior to leaving the examination area. Students cannot review or make changes to exams once they have left the room in which the examination is being given. If a student arrives late to an exam, they may not be permitted to take the exam. When scantron answer forms are used, students are required to return both their scantron and test copy. Only scantron answers will be considered for grading purposes.

### **Grading Scale**

Course grades on a 100 point scale are:

**A** (100 – 93); **A-** (92 - 90); **B+** (89-87); **B** (86-83); **B-** (82-80); **C+** (79-77); **C** (76-73); **C-** (72-70); **F** (69 OR LOWER).

### **Classroom Policies**

- Respect for the instructor and fellow students throughout class is expected.
- Students must be on time.
- Cell phones ringers must be set to vibrate only.
- Individual instructors may prohibit food, electronic devices, etc. Please check with instructor as to their individual policy.

- As per instructor's rules, students may be permitted to use their laptops or other electronic devices during classroom time for academic purposes only. Checking email, surfing the web for entertainment purposes is not permitted. Failure to adhere to this policy will result in the laptop being placed in the front of the room until the class has ended.
- Professional behavior, as defined in a subsequent section of this manual, is required. Students must conduct themselves accordingly.

*Individual faculty members may determine additions to and variations from these standards for each class.*

### **Attendance Policy**

The MS/AHI faculty believes in the importance of attendance at all classes. It is recognized that from time to time students may need to be absent from a class. Students are responsible for learning any educational information missed during any absence. The following program policy regarding absenteeism is adopted and applied to all absences/latenesses regardless of the reason:

- The attendance record of a student who is absent from more than 15% of the classes in any one course, or is late (defined as arriving after class is scheduled to begin) or returns to class late from break or fails to return to class after break or leaves class early (defined as before instructor has officially ended class) to more than 15% of the class sessions in any one course may result in a decrease in the student's final grade for any subsequent absence/lateness for the course in which the original absence/lateness occurred. In addition excess absences may be brought to the attention of the Program Director for further action.

### **Testing Accommodations for Absences due to Religious Holidays**

Students who are absent from class because of religious holidays and are therefore unable to take a midterm or final examination must, by law, be given an opportunity to take the examination at another time.

### **Procedures to Insure Compliance:**

- Faculty will keep attendance records. It is at the discretion of the instructor regarding the frequency in which attendance will be assessed. For example, an instructor might retake attendance after break without prior warning.
- Students must provide the appropriate documentation (ex. doctor's note, subpoena, etc.) for absences from examinations due to medical and/or family emergencies with their submitted petition.
- An absence may result in an adjustment (decrease) of the final grade for that course.

**Note:** *Signing a handwritten attendance sheet or submitting attendance electronically (eg. electronic class clickers) for another student is an act of academic dishonesty and will result in disciplinary action.*

### **Honesty and Integrity**

Academic integrity is the foundation of instruction, research and genuine learning. Faculty and students have the responsibility to maintain the highest levels of academic integrity for themselves and for the University. SBU regards acts of academic dishonesty as serious offenses against the educational community and the quality of scholarship, defrauding those who depend upon its integrity.

### **Privacy of Course Material**

When participating in social electronic communication (Twitter, You Tube, Facebook, Email, Text Messaging, etc.):

- a. A student assumes total responsibility for the content (photos, comments, videos, etc.) and monitoring.
- b. Students are prohibited from photographing or video or audio recording any part of Health Science coursework unless they have permission from the course instructor.
- c. All academic materials (exams, assignments, student projects and presentations, case studies, lectures, etc.) are confidential and must not be disseminated in any way unless the student receives approval from the Program Director, in writing.

### **Academic Integrity**

*This policy applies to every HHA course in the degree program.*

Each student must pursue his or her academic goals honestly and be personally accountable for all submitted work. Faculty and staff are required to report any suspected instances of academic dishonesty, as per the School of Health Technology and Management's Academic Policies and Procedures.

### **Professional Behavior**

Professional behavior is required from MS/AHI students at all times they are present on campus.

### **Performance Skills and Attitudes - Assessment Procedures**

In addition to mastery of cognitive skills and knowledge, students will be evaluated on their performance skills and attitudes. These include the following:

- Adherence to the University Code of Conduct
- Ability to work with and relate to peers, faculty and other members of the health care team
- Attitude
- Attendance and punctuality
- Appearance and professional demeanor

Successful completion of each course requires that students continuously maintain high standards. Regardless of the level of achievement in cognitive skills and knowledge, if professional behavior is not appropriate, students may not meet minimum requirements for successful completion of the course.

### **Unsatisfactory Performance Skills or Attitudes**

Unsatisfactory behavior such as disruption of class activities, expression of derogatory, disrespectful remarks to the instructor, other faculty, students or staff, inability to work with peers, or excessive unexcused absences may be cause for disciplinary action.

A student who has exhibited unsatisfactory behavior that may affect his or her final evaluation and academic standing shall receive a written warning that stated behavior may jeopardize successful completion and lead to failure of the course.

The details of these policies and procedures can be found in the *Academic Standing Policy* of the School of Health Technology and Management posted on the Health Science website. (<http://healthtechnology.stonybrookmedicine.edu/programs/hs/information>) In addition, all students are expected to adhere to the University's *Student Conduct Code*.

### **Critical Incident Management**

Stony Brook University expects students to respect the rights, privileges, and property of other people. Faculty are required to report any disruptive behavior that interrupts their ability to teach, compromises the safety of the learning environment, or inhibits students' ability to learn, as per the School of Health Technology and Management's Academic Policies and Procedures.

### **Records Review**

Students are responsible for reviewing their own academic profile on a regular basis to ensure that they have met all the requirements for graduation. Students who are unsure of their status should meet with an Applied Health Informatics advisor for an academic profile review. Program files are confidential. Students may request file material from their advisors.

### **FERPA/Access to Student Records**

Directory information (i.e., name, date of birth, major, class, dates of attendance, degrees, etc.) is available to the public upon request through the Registrar's Office. Students who wish to have their directory information suppressed from public view must file a request at the Registrar's Office using the Request to Suppress/Release Directory Information Form.

Students' academic records are private and confidential according to the Family Educational Rights and Privacy Act (FERPA). If you wish to grant access of your academic records (grades) to your parent or guardian, you must submit a notarized FERPA form to the Registrar's Office. Blank forms may be obtained by visiting the Registrar's office during regular operating hours. You may also access some forms online.

### **Office Policy**

Students may not use SHTM faxes, phones, photocopiers or any office equipment without the express permission of administrative staff.

### **Disability Support Services (DSS)**

The office of Disability Support Services (DSS) provides assistance and coordinates advocacy and support services for students and employees with disabilities. Assuring campus accessibility, assisting with academic accommodations and providing assistive devices are important components of its programs. DSS is located on West campus in the Educational Communications Center, Room 128, 631.632.6748 (voice and TT). [ws.cc.sunysb.edu/stuaff/disabled/](http://ws.cc.sunysb.edu/stuaff/disabled/)

### **Americans with Disabilities Act**

If a student has a physical, psychological, medical or learning disability that may impact course work, s/he can contact DSS to discuss accommodations. DSS will determine what accommodations are necessary and appropriate. All information and documentation is confidential.

Students with disabilities who may require emergency evacuation procedures are encouraged to discuss needs with professors and DSS at the **beginning of each semester, prior** to any hazardous situation. For procedures and information, go to: <http://www.ehs.sunysb.edu> and search *Fire Safety and Evacuation/Physical Disabilities*.

### **Testing Accommodations for Students with Disabilities**

Faculty members are required to provide academic accommodations for students once they have been approved by DSS. DSS is available to assist in that process. Students with documented disabilities who need accommodations when taking examinations should contact DSS. Once documentation has been approved, DSS will advise the faculty member of the accommodation to which the student is entitled. Readers, scribes and proctors, as well as the use of a computer and/or other assistive devices can be provided. Students must make the necessary arrangements with both **faculty** and DSS in a timely manner **according to DSS guidelines**. Please request that the accommodation letter be sent to the program director as the department plays a direct role in the facilitation of your accommodation.



### **Financial Aid**

Contact the HSC Office of Student Services for financial aid questions. 631-444-2111, Health Sciences Center, Level 2, Room 271.

### **E-mail/Blackboard Account**

Students should check their Stony Brook e-mail and Blackboard accounts on a daily basis to remain current on what is happening in the program. Correspondence is often sent via e-mail or through Blackboard which requires prompt attention (e.g., requests for meetings with faculty, graduation notices, classroom changes etc.). **Failure of a student to check his/her e-mail account will not be accepted as an excuse for missing any deadlines that may come with the notices.**

Blackboard accounts are to be used exclusively for academic purposes. Students are not permitted to use or share class distribution lists to promote non-academic endeavors (e.g., fundraisers, social or religious events, etc.)

### **Diversity Seminar**

All students are required to attend a 6 hour diversity seminar prior to their internship. The seminar will be offered during the fall semester of the MS/AHI program.

### **Laptops**

All students in the MS/AHI program are required to have a laptop. Laptop recommendations:

- Windows 7 or windows 8 (32 or 64 bit)
- i5 Processor or better
- 4GB of RAM minimum
- 250GB Hard Drive or larger

## **V. Miscellaneous Information**

### **Inclement Weather**

Classes at the University are only cancelled under extraordinary circumstances. Cancellation of classes or alteration of work schedules for non-essential employees are announced by the Office of the President following consultation among the President, the Vice President for Administration and other campus officers. The Governor of New York is the only official authorized by law to close the University.

Students are to assume classes are in session unless the University cancels classes. This information can be obtained by calling 631.444.SNOW.

**Note:** *Announcements will also be made on radio stations on Long Island and in New York City, including WABC (770 AM), WALK (1370 AM, 97.5 FM), WBLI (106 FM), WINS (1010 AM), WNBC (660 AM), and WUSB (90.1 FM).*

If an individual instructor needs to cancel class due to weather conditions, please check the class Blackboard account for faculty announcements.

### **Emergency Management: Evacuation Guidelines & Planning**

To report an emergency, **dial 632-3333**, to connect with University Police (on campus) and, **dial 911**, to connect with Suffolk County Police Departments (off campus). Stony Brook Southampton will provide an

orientation on the Evacuation Guidelines and Planning. Emails with the date and time of this orientation will be emailed directly to students.

Information for students with disabilities who may require emergency evacuation is in the *Americans with Disabilities Act* section of this manual.

### **SB Alert**

SB Alert is a comprehensive emergency notification system used to alert members of the campus community about major emergencies, immediate threats or impending situations that can pose harm to individuals, disrupt classes or impact facilities, activities or other operations. When activated, the system sends a voice, alphanumeric page, email and/or text message to ALL the devices entered into the SB Alert-Contact Information section.

Enrollment is not automatic. Individuals must register for the program on SOLAR. To find out more about SB Alert, to register or to elect not to receive emergency notifications:

<http://www.stonybrook.edu/commcms/emergency/alerts.shtml>

**FAILURE TO ENROLL WILL RESULT IN A NEGATIVE SERVICE INDICATOR ON YOUR SOLAR ACCOUNT.**

Please note that cell phone providers may charge fees for delivery of text messages based on current calling plans. Bear in mind, that messages are sent only when there is a real emergency. The benefit of receiving vitally important safety information will far outweigh the cost of a text message.

### **University Police**

University police officers have full police powers in the performance of their duties and have the same responsibilities as other New York State law enforcement officers. University police officers enforce campus parking regulations as well as vehicle and traffic law regulations. Vehicle, bike and/or foot patrols are radio equipped and are dispatched to respond to all incidents reported to the department.

### **IN AN EMERGENCY**

**Emergency University/Campus Police Hotline: 632-3333**

**Southampton Town Police: 728-3400 or 911**

On-call duty phone: 704-1305

General Information: 632-8000

<http://www.stonybrook.edu/southampton/resources/location.html>

### **Counseling and Psychological Services**

Located at Student Health Services, Second Floor

Stadium Road

Stony Brook, NY 11794-3100

- Across from H Quad.
- Wheelchair accessible, elevator to 2nd floor.
- Parking available next to the SHS building.

### **Sexual Assault**

Title IX prohibits sex discrimination in all forms. For information, counseling, or to file a complaint of discrimination or harassment on the basis of sex, which includes sexual violence, sexual assault, and sexual harassment, notify the Director for Title IX and Risk Management, using the contact information at: [http://studentaffairs.stonybrook.edu/cpo/wgrc\\_links.shtml](http://studentaffairs.stonybrook.edu/cpo/wgrc_links.shtml)

For more information and/or to report an incident please visit: [www.stonybrook.edu/titleix](http://www.stonybrook.edu/titleix).

### **Sexual Harassment**

The University is fully committed to the prevention and elimination of sexual harassment within the institution. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made, whether explicitly or implicitly, 1) a term or condition of an individual's employment or 2) when submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individuals; or 3) when such behavior has the purpose or effect of substantially interfering with an individual's work performance or 4) creates an intimidating, hostile, offensive work environment. Department chairs, directors, administrators, managers and supervisors are charged with the responsibility of maintaining a professional work environment in which all forms of harassment are prohibited.

Further, the use of the student-teacher professional relationship to seek personal relationships is an abuse of power and is specifically prohibited; individuals who fail to adhere to these guidelines will be subject to the penalties attached to unprofessional behavior.

The professionally trained staff in the Office of Diversity and Affirmative Action (ODAA) investigates and makes recommendations on allegations of sexual harassment. Individuals who are affected by or are aware of suspected cases of sexual harassment are urged to bring such situations to the University's attention by contacting the ODAA. Any person who believes that s/he has been subjected to sexual harassment or has any questions regarding the University's policy or procedure is invited to contact the ODAA at 632.6280.

### **Discrimination**

Stony Brook University prohibits unlawful discrimination and harassment on the basis of race, sex, age, color, religion, national origin, sexual orientation, disability, marital status or status as a disabled or Vietnam-era veteran in the implementation of any of its policies, procedures or practices regarding the terms, conditions, and privileges of employment for students, faculty, and staff. This nondiscrimination policy affects all employment practices including, but not limited to, recruitment, hiring, transfers, promotions, benefits, compensation, training, educational opportunities and terminations.

Should any person believe that he or she has been discriminated against, has been subjected to sexual harassment or has any questions regarding the University's policy or procedure, please contact the Office of Diversity and Affirmative Action (ODAA) at 631.632.6280.

### **Stony Brook Southampton Library**

The Stony Brook Southampton Library (631.632.5171) serves faculty, staff and students. The Library is generally open Monday – Thursday, 9 a.m. – 9 p.m. and Friday, 9 a.m. – 5 p.m. The Southampton library only lends materials to those holding Stony Brook identification cards.

**Exceptions to regular library hours** typically include Labor Day, Thanksgiving Break, Semester break periods, and Finals extended hours. Students should check for online updates at:

<http://guides.library.stonybrook.edu/Southampton>

### **Books**

Books for the MS Applied Health Informatics program can be purchased at the Stony Brook Bookstore, or online.

## Faculty

### **Interim Program Director**

Carmen McCoy, MA  
Fine Arts Building, SH Southampton  
Level 1, Room 120, Phone: 632-5089  
[Carmen.mccoy@stonybrook.edu](mailto:Carmen.mccoy@stonybrook.edu)

*Comments regarding this manual are always welcome. Suggestions can be sent to [Carmen.mccoy@stonybrook.edu](mailto:Carmen.mccoy@stonybrook.edu).*

*The information provided in this manual is a general description of the MS Applied Informatics major at Stony Brook University. Certain requirements and characteristics of course offerings are subject to change due to emerging developments. The Applied Informatics Program reserves the right to amend any typographical errors that may have occurred in the compilation of this handbook. Students are encouraged to contact the Program Director with any concerns or discrepancies.*

*This publication can be made available in an alternative format upon request.*

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