



Department of Health Informatics

2008-2009

Student Handbook

**Bachelor of Science
Post-Baccalaureate Certificate
Master of Public Health in Informatics**



Medical College of Georgia • School of Allied Health Sciences

Department of Health Informatics

This handbook is prepared to communicate information and policy which is specific to the Department of Health Informatics (DHI) in compliance with Medical College of Georgia (MCG), School of Allied Health Sciences (SAHS) and School of Graduate Studies (SGS) policies. Since the English language contains no singular pronoun which includes both sexes, wherever the word "he" appears in this handbook, it signifies he/she. Likewise, wherever the word "his" appears, it signifies his/her.

Policies apply to all students enrolled in the Health Information Administration Bachelor of Science, the Post-Baccalaureate Certificate, and the Master of Public Health in Informatics (iMPH) Programs. In addition, students should refer to the applicable MCG, SAHS and SGS policies, as well as applicable state and federal guidelines, as provided in the Policies and Regulations section of this handbook.

Section I. General Policies and Procedures

Policies & Regulations	4
MCG Policies	4
SAHS Policies	4
State and Federal Regulations	4
Departmental Policies	4
Confidentiality Agreement and HIPAA Training	5
Grades/Appeals	6
Criminal Background Checks	7
Immunizations	7
Online Student Identification Policy	7
Drug Screen Policy	8
Student Technologies	9
Georgia VIEW (Vista)	11
Counseling Services/Advisement	13
Communication with DHI	15
Assignments, Evaluations and Exams	16
Use of On-Campus Facilities and Equipment	18
Campus Services Directory	21

Section II. Bachelor and Post-Baccalaureate Programs

HIA Admission and Selection	23
Accreditation	23
Mission, Goals and Communities of Interest	24
HIA Undergraduate Courses	26
HIA Certificate Courses	27
Creating and Maintaining an ePortfolio	28
AHIMA's Virtual Lab	29
Practicum Courses and Sites	30
Grade Requirements	32
Course Challenging	33
AHIMA	34
HIA Comprehensive Exam Policy	36
RHIA Certification Exam	37
Honors, Awards and Scholarships	38

Section III. Master of Public Health in Informatics

Admission and Selection	44
MPH Scholastic Regulations	45
Accreditation	45
Mission and Values	46
MPH Full-Time Curriculum	47
CITI Training	48
Scholarships–Bill and Melinda Gates Foundation	
Graduate Research Day	

Appendix

Student Information Form	
Confidentiality Agreement	

Policies and Regulations

MCG Policies

Links to MCG policies related to ***academic probation, academic suspension, withdrawal, dismissal, and campus review body*** are shown below.

- [MCG Academic Regulations](#)
- [MCG Student Handbook](#)

The following link is provided for reference to MCG's policy on use and disclosure of patient health information.

- [MCG Policy 9.0.04, "Privacy of Health Information"](#)

SAHS Policies

The following link provides reference to SAHS policies and procedures, including the Student Grievance and Appeal Procedure.

- [SAHS Policies and Procedures](#)

State and Federal Regulations

MCG complies with provisions of state and federal regulations, including the Georgia Open Records Act, Family Education Rights and Privacy Act, and the Health Insurance Portability and Accountability Act. The following links provide reference to these state and federal laws.

- [Georgia Open Records Act](#)
- [Family Educational Rights and Privacy Act \(FERPA\)](#)
- [Health Insurance Portability and Accountability and Accountability Act \(HIPAA\)](#)

Departmental Policies

Required Withdrawal from the University

DHI subscribes to the MCG policy which is as follows: "A student may be administratively withdrawn from the Medical College of Georgia when in the judgment of the School of Allied Health Sciences it is determined that the student exhibits behavior which:

- poses a significant danger or threat of physical harm to the student or to the person or property of others, or;
- causes the student to interfere with the rights of other members of the university community or with the exercise of any proper activities or function of the university or its personnel, or;
- causes the student to be unable to meet institutional academic, disciplinary or other requirements for admission and continued enrollment, as defined in the student conduct code, MCG Catalog, Student Handbook and other publications of the university, or;
- casts doubt upon a student's character and/or on the potential capabilities as a health science or basic science professional.

Prior to making a decision, the dean may consult with the student's parents and personal physician, if any, and other health professionals as appropriate" (**see the *MCG Student Handbook***)

Conduct and Personal Appearance Policy

Honor Code and Student Conduct Code

Students are expected to abide by the Code of Ethics of the AHIMA (***HIA Students, see the AHIMA section of this handbook***) and the **MCG Student Conduct Code** (HIA & MPH Students).

Personal Appearance Policy

The image you project is influenced by your personal appearance. Consequently, to be neatly groomed and tastefully dressed at all times is a must in our profession. Your wardrobe should be tastefully coordinated, neat, and clean.

Business attire **must** be worn when visiting health care facilities or engaging in practicum assignments at a site. Clothing which is excessively casual or too dressy is not considered appropriate business attire. Examples of inappropriate attire include jeans, shorts, athletic attire, T-shirts, tank tops, mid-riff tops, and "evening wear." Footwear such as thongs, hiking boots or tennis shoes are also inappropriate.

In addition, body adornment fads such as visible body piercing and jewelry (excluding earrings), are not appropriate while the student is on campus or at a health care facility. Tattoos must not be visible when appropriate attire is worn. Hair should be clean and neatly styled. Fingernails should be neatly manicured and of a business length. Female students may use subdued nail polish; however, colors such as blue, green, black or purple are considered inappropriate.

Students must also comply with all practicum/internship site rules and regulations, including dress codes established by the site for employees and/or students. Students who do not comply with site requirements may be subject to appropriate action by the site directors/clinical faculty.

Personal appearance is a matter of common sense and an awareness of the importance of personal grooming and proper attire. We expect that your appearance will reflect the pride you have in yourself, the school, and your chosen profession.

IMPORTANT! MCG student ID badges must be worn at all times while the student is on campus and during all practicum sessions. Public Safety is authorized to remove from campus any student who is not wearing the MCG Student ID Badge.

Confidentiality Agreement and HIPAA Training

Each student will sign a **Confidentiality Agreement** agreeing to hold any and all medical information learned during the course of academic and clinical activities in strictest confidence, and in understanding that the violation of confidentiality will result in dismissal from the academic program. Students should also be aware that medical information is confidential under state and federal laws and improper disclosures may subject the student to civil and/or criminal liability.

In addition to signing the Confidentiality Agreement, all new incoming students will complete the mandatory Health Insurance Portability and Accountability Act (HIPAA) training. **IMPORTANT! Please make completion of this required training a priority.**

Students should review the following MCG Policy 9.0.04, "[Privacy of Health Information](#)." Questions or concerns regarding HIPAA and its requirements should be directed to Christine Adams, HIPAA Privacy Officer, at chradams@mcg.edu or (706) 721-5631.

Grades/Appeals

Grades by the Web

Students are able to obtain their 'unofficial' grades through their individual WebCT Vista courses. In general, grades will be available by 5:00 PM on the second business day after exams have ended.

'Official' grades will be available through 'Pulse,' our student information system. You can log in and explore right now. More and more options will become editable so visit often!

- Learn Financial Aid Status
- Register for Classes
- See your Class Schedule
- Review or Pay Your Account
- Print or Request a Transcript

For more details on how to perform the above tasks, check out the [PULSE Web User Guides](#). For assistance with PULSE, contact the [IT Service Desk](#), (706) 721-4000.

Departmental Appeals Procedure

Students should first seek guidance from their department faculty advisor and then from the department Chairman. Within five working days of notification of the action or decision, the student seeks guidance through an appointment with the faculty member.

At that point, if the situation is not resolved, within five working days of the appointment, the student presents an appeal to the department Chairman, who will appoint a committee to meet within the next five working days to hear the facts of the appeal.

External Appeals Process

If at that point, the situation is still not resolved, within five working days of notification of the committee's action, the student may submit an external appeal, as applicable.

Appeal Process through SAHS

An HIA student who reasonably believes he has been discriminated against on an academic or non-academic basis because of race, sex, age, physical disability, or religion, or who has been subjected to sexual harassment, shall follow the [SAHS Student Grievance and Appeal Procedure](#). Students should first file an initial complaint with their department faculty advisor or department chairman and/or with the dean's office of the SAHS.

Appeals Process through MCG Campus Review Body

The [Campus Review Body \(CRB\)](#) is a centralized, institutional body for hearing appeals by students who have been sanctioned because of misconduct or academic failure. For guidance on this MCG policy, refer to the link above in this section.

Criminal Background Checks

The healthcare-related facilities associated with our clinical education program require background checks on incoming students to insure the safety of the patients and staff you will interact with. You will be required to order your background check in sufficient time for it to be reviewed by the facility prior to starting your clinical rotation. A background check typically takes 3 normal business days to complete. The background checks are conducted by PreCheck, Inc., a firm specializing in background checks for healthcare workers. Your order must be placed online through StudentCheck.

Go to www.PreCheck.com and click on the Student Check link and then click the Student button. Complete all required fields and hit Continue to enter your payment information. The payment of \$48.50 (plus state tax for students living in Texas) can be made securely online with a credit or debit card. You can also pay by money order, but that will delay processing your background check until the money order is received by mail at the PreCheck office. You will be provided an order confirmation number and instructions on how to check the status on the completion of your report by email.

PreCheck will not use your information for any other purposes except to complete a background check. Your credit will not be investigated, and your name will not be given out to any businesses.

If you need assistance, please contact [PreCheck](#).

Immunizations–Student Health Services

In order to meet USG immunization requirements, you must have your immunizations documented and verified on the 'Certificate of Immunization Form.' This form, together with other medical information previously mailed to you, must be completed and returned to the MCG Student Health Services Office; AF-1040; Augusta, GA 30912-9070. If you need to contact the Student Health Services Office you can reach them at (706) 721-3448. Please keep a copy of any documentation sent to Student Health Services for your personal records.

IMPORTANT! ALL Students MUST meet the immunization requirements in order to register for classes.

Online Student Identification Policy

All online students are required to submit a scanned copy of their driver's license and an image of themselves which meets the following guidelines:

1. 2x2 inches in size
2. Face size from 1" to 1-3/8"
3. Taken within the last six months, showing current appearance
4. Color or black and white
5. Full face, front view
6. .jpg or .gif format only
7. Dark glasses or nonprescription glasses with tinted lenses are not acceptable unless needed for medical reasons.

The files should be emailed to the department representative located on the New Student Checklist. The department representative will collect all images, verify identifications, and submit the .jpg images to the appropriate party for creation of MCG ID badges. ID badges will be returned to a department representative and will be forwarded to the online student. **Failure to comply with this policy in a timely manner will result in denial of access to WebCT Vista.**

Drug Screens

Healthcare facilities that host student practicums/internships **MAY** require a drug screen. It is advisable but not required, that each student be proactive and complete a drug screen prior to the beginning of any clinical site rotation.

Facilities in the Augusta area that provide drug screens include:

LabCorp	3636 Wheeler Road, Suite B1 Augusta, GA 30909 Phone: (706) 210-0423 Hours: M-F 8:00 AM-5:00 PM
Quest Diagnostics	Augusta Laboratory Inc. 1223 Augusta West Parkway Augusta, GA 30909 Phone: (706) 868-0472 Hours: M-F 8:00 AM-5:00 PM
MCG Student Health Services	Pavillion II; AF-1040 Phone: (706) 721-3448 Hours: M-F 8:30 AM-5:00 PM

Student Technologies

Technical Requirements

IBM-compatible PC

- Pentium III processor or equivalent, or higher; (Pentium IV highly recommended);
- 512MB of RAM (1GB or higher recommended);
- CD-ROM, CD-RW or DVD-RW recommended;
- 40GB hard drive (60 GB or higher preferred);
- SVGA (1024 x 768 or higher) display;
- Full duplex sound card with speakers/headphones and microphone;
- Web Cam highly recommended;
- Windows operating system; Windows XP; **(Note: most applications do not support Microsoft Vista operating system)**
- High-speed Internet connection through an ISP account or a network; cable, DSL or satellite high-speed access required. (Dial-up Internet connection is NOT acceptable for this program)

Software

- Microsoft Internet Explorer 6.0 or higher;
- Windows Media Player 9.0 or higher for access;
- Microsoft Office 2007 Professional (or higher to include Access 2007);
- Adobe Acrobat Reader 6.0 or higher.

Proprietary browser versions (those not downloaded directly from Microsoft) may not work reliably with online systems. If you use other “Office” type programs, please note that some instructors may require you to convert your files to a MS-Office compatible format for online submission. Your connection to the Internet may initiate behind a firewall; however, the firewall settings may have to be adjusted to allow for proper functioning of our Web-based tools.

GroupWise

GroupWise is the official e-mail system used by MCG. Please visit these websites in order to become more familiar with GroupWise:

- [Student GroupWise E-mail Tipsheet](#)
- [GroupWise 7 Client & Web Access Resources](#)
- [Email & Messaging](#)

One45

One45 is a web-based evaluation system that DHI will use to conduct surveys, complete necessary departmental forms and final course evaluations each semester. Beginning Fall semester, students will receive an introductory GroupWise email containing a login and a password along with instructions on how to log into One45. Students will be encouraged to log into the system and anonymously complete final course evaluations.

MyMCG

MyMCG is your personal connection to MCG information resources. This customizable Web portal serves as the campus intranet, providing individualized and campus-wide content not available on the public www.mcg.edu site. See [Welcome to MyMCG](#) for more information about the portal purpose, privacy, development, and news. For assistance, please visit the [MyMCG help site](#).

Secure Exam

Secureexam® Browser is a security application that locks down any web-based tool or platform, transforming school specific applications into secure testing vehicles. Secureexam® Browser creates a secure test environment by locking down the Windows operating system on the test-taker's laptop or desktop computer, only allowing access to the test application via our secure Internet browser. Secure Exam will be made available to you via GroupWise email.

ITSS Help Desk

The MCG ITSS Help Desk can you with:

- Login/Password issues for GroupWise and MyMCG
- Spyware, adware and virus issues
- Software installation
- Operating system troubleshooting
- Wireless configuration
- Hand-held devices
- Brief tutorials on supported software features
- Distribution point for site-licensed software (MS Office 2007 available at Student Help Desk)
- Liaison to other campus support units
- ...and more!

GeorgiaVIEW (WebCT Vista)

Contacts and Course Information

If at any time during the course you need assistance, and it is not readily available from within the course, please contact your instructor. For technical support, contact the [Online Support Center \(OSC\)](#) or EDD at (706) 721-8972.

Announcements

Announcements will be made on your MyVista page or in the Bulletin Board. They will be reminders or a heads-up on any changes that are made. Be sure to check there every 3-4 days or you may miss some important information!

Bulletin Board

The Bulletin Board provides the opportunity for student-to-student discussion with each unit. It is a chance to get to know your fellow students as well as to indicate your progression through the course. Your instructors may also require you to respond to topics they post on the Bulletin Board.

Student Conduct Code

Please be aware of the [MCG Student Conduct Code](#), and your responsibility to work honorably and professionally in pursuit of your degree.

Library Resources

The [Greenblatt Library](#) has many online resources available. It is worth the time to know how to use these!

Pop-Up Blockers

If you have a pop-up blocker installed, you will be unable to access quizzes or any other file that “pops up” or opens in a new window. You will need to disable your pop-up blocker (at least temporarily) while working in the course.

<http://cte.jhu.edu/elc/support/popup/popupstopie.htm>

Check this FAQ page for help with pop-ups: [Personal Firewalls and Popup Stoppers](#)

Java Settings

You will need Java 1.5.0_5 installed. Correct Java application is a must. **IMPORTANT! Vista is Java dependent! To download Java:**

- Go to the [GeorgiaVIEW Vista Orientation](#) link.
- Choose the browser you use and directions are provided in a video tutorial.

Computer Resolution/Settings

Your resolution should be set at 1024 x 768. To set up your screen resolution in Windows XP: Click 'Start' on the right side. Click 'Control Panel.' Double-click the 'Display' icon (a new window opens). Click on the 'Settings' tab, then look under 'Screen' area, drag the slider to 1024 x 768, then click 'Apply.'

Virus Scans

If you are working from home, be sure your computer is virus free. You should have virus scanning software installed and set up to run a least once a week (refer to Downloads and Plugins below).

Types of Browsers

Internet Explorer, Safari, and Firefox are supported by Vista! Use the 'Check Browser' link on your MyVista page to see which browser you are running and for other important information! Secure Exam browser will be provided by DHI and must be used for testing with WebCT Vista. **IMPORTANT! You will need Java 1.5.0_5 installed. The correct Java application is a must. Vista is Java dependent! (refer to previous section on Java settings).** It is impossible to design a course for every browser on the planet. If something does not work in one browser (Firefox) try the other (Internet Explorer). If you have an older computer, update the browsers before starting this course. Of course nothing will work without the right plugins.

Downloads/Plugins

If you do not see a page, an image, or a PDF document (requires Adobe Acrobat Reader plugin) that you know should be there, go the '[Software Downloads](#)' webpage to download other available campus technologies such as GroupWise Email and Messaging, Anti Virus software, Adobe Acrobat, Firefox and a variety of other software.

Browser's Cache Settings

It is very important that you have your CACHE set correctly in your browser. It is especially important when viewing quizzes in WebCT and when the instructor has updated content in the course. Please check this setting, because the browser default setting is usually different from the required setting! **IMPORTANT! Your setting MUST be set to refresh pages "Every time I view the page" or "Every visit to the page"** in order for updates to be available in real-time.

For instructions on how to set your cache, click on this link: [How do I set Browser Cache for use with WebCT?](#)

Counseling Services/Advisement

Academic Counseling Services

Any student wishing to obtain assistance in tutoring, study skills/learning skills, standardized examination orientation and remediation and other academic counseling/assistance may do so through the [Office of Educational Outreach and Partnerships](#).

The [Office of Student Diversity](#) provides a range of services in support of the university's commitment to:

- Diversity in the faculty, staff, and student body, supported by practices and programs that embody the ideals of an open democratic and global society.
- A teaching/learning environment that leads to a diverse and well prepared student body.
- A shared responsibility for meeting the health care needs of a widely dispersed and highly diverse population.

Personal Counseling Services

Any student wishing to obtain personal counseling may contact:

- A clinical psychologist (Student Health Center) available to students by appointment or for crisis intervention in the event of an emergency. Services include individual, marital and family therapy. Special areas include the treatment of depression, stress and coping, relationship problems, eating disorders, substance abuse therapy, and divorce adjustment. Services are confidential and records are kept separate from any other medical file the student may have. Appointments are made by calling (706) 721-3448. Student Health is located in AF-1040, Pavilion II.
- The Department of Psychiatry and Health Behavior telephone number is (706) 721-3284. Counseling and psychotherapy services are provided with strict confidentiality of records. Records are maintained by the attending physician. No information shall be provided to third parties, including faculty and administration, without the student's written informed consent or as required by law.
- The student may also contact the Associate Vice President for Enrollment and Student Services Administration Building, Room 168, (706) 721-0955.

Develop Good Habits—Easy Steps to Managing Your Time

1. Plan a schedule of balanced activities. Your schedule should include both fixed and flexible activities:
 - a. *Fixed Items*—Eating/Classes/Study/Work/ Organizational meetings;
Flexible Items Sleeping/Recreation/Personal Affairs/Relaxation;
 - b. Be sure to schedule **class time, meal time, sleep time, study time, and free time**;
 - c. For college classes, plan two hours of study time for every hour you are in your lecture classes;
 - d. Adjust your study hours according to your experience as you find out how long it takes to master your assignment, not simply to “cover it.”
2. Write down important dates on a monthly calendar that you check daily.

Include: Tests, due dates for term papers, assignments, lab reports, and social events.

3. Study at a regular time and in a regular place.
4. Study as soon after your lecture class as possible.
5. Limit your blocks of study time to no more than two hours on any one course at a time.
6. Before you leave any class, close your book and see if you can recall 3-5 main ideas that have been presented in the lesson.
7. Double your time estimates, and start long jobs (paper, projects) ahead of time.
8. Eat well-balanced meals and take time for good meals.

(Adapted from Health Pathways, HCOP Program, California and HOUSE CALL, OAA, MCG, Georgia)

Communication with DHI

IMPORTANT! GroupWise e-mail is the official means used by MCG to communicate with students. Therefore, new students should logon and check their e-mail immediately upon registration. Please read the [Student GroupWise E-mail Tip-sheet](#) for more information about GroupWise. DHI will periodically also communicate with students via Groupwise. In order to receive important announcements and messages, all students must check Groupwise e-mail regularly—at least weekly. Call the ITSS Help Desk at (706) 721-4000 if you have difficulty with GroupWise.

E-mail from other domains (i.e., Yahoo, Gmail, etc.) will not be accepted or recognized as official e-mail.

Contacting the Course Instructor

Students must contact the course instructor immediately when emergencies arise that would prevent them from attending class or completing assignments and/or tests by the timeframe designated in the course schedule. Faculty have the right to deduct points for unexcused absences or assignments not submitted by the deadline and to give a grade of “zero” on missed tests for unexcused absences and/or completions by the deadline. In the event of an absence from a practicum session, the student must notify the site director or his designee at the clinical site prior to the reporting time of the practicum session. **In addition, the student is required to contact the MCG course instructor by phone prior to the reporting time of the practicum session.**

Assignments, Evaluations and Exams

Assignment Policy

All assignments are due on the date and time specified. Since all online assignments are open for a period of time, if an extension has not been requested and approved in advance, the missed assignment will result in a zero if not submitted by the published deadline.

Assignment due extensions

Assignment deadline extensions will be considered if the request is received by email no later than 24 hours prior to the assignment due date. At the discretion of the instructor deductions may be taken from the final grade of the assignment as a result of an extension,

Technical difficulty

Technical difficulties beyond the students' ability to solve independently are rare; however if the student encounters a problem that requires assistance, the student **MUST** contact the instructor within two hours of the problem via email. If email is not accessible, the student must call the department within two hours of encountering the problem.

WebCT Vista (GeorgiaView) Scheduled Maintenance

Maintenance of the WebCT system is scheduled on a regular basis and the calendar of maintenance is published on the WebCT homepage. Students are advised to avoid this time for posting and taking quizzes as there is risk of disconnection from the server; this is not an acceptable excuse for not submitting an assignment by the due date.

Course Evaluations

To assist faculty and students in achieving the goals of the department, courses are evaluated within the last two weeks of the semester. One45 is used to administer online course evaluations and ensures that the course evaluations are confidential and anonymous. At the end of the semester, aggregate course evaluation results are compiled and maintained by DHI. The course instructor and the Chairman have access to course evaluation results to review for course improvement and program outcomes measurements.

Evaluation of Course Assignments

Quality of Written and Oral Presentations/ Projects/Tests

The health information professional must be competent in written and oral communication, and must be skilled in presenting information in an organized and visibly attractive format. In addition to being evaluated on the accuracy of its content, presentations, projects, and tests will be graded on grammar, neatness/legibility, spelling, composition and pronunciation (oral assignments). Regardless of the accuracy of the content, the faculty may consider failure to meet the above conditions sufficiently important to warrant a failing grade on the assignment.

Evaluation of Oral and Written Presentations

Oral and written presentations are evaluated based on the guidelines distributed by each course instructor.

Written Presentations: APA format is to be used in the developed of written papers. Faculty members reserve the right to require a specific format for written papers and also to have a paper with gross grammatical and spelling errors corrected before evaluating it for content. An approved DHI Style Guide for preparing reports is located on the DHI Website under '[Student Resources](#).'

Tests and Final Examinations

To protect the integrity of test items, tests will be retained by the faculty. Faculty will be available to discuss test results with the student.

Use of On-Campus Facilities and Equipment

Classroom Expectations

Regular, punctual class attendance is expected of all campus students. Specific attendance requirements and penalties are established by each faculty member and are described in the course syllabi.

Inappropriate and/or disruptive behavior will not be tolerated. When necessary, appropriate disciplinary action will be taken to control the learning environment of the classroom. Inappropriate and disruptive behavior includes students arriving late for class and leaving the classroom before the end of the class session. Faculty have the right to deny a student entrance into the classroom if the student arrives late. Faculty also have the right not to allow a student back into the classroom if the student leaves the room without permission during a class session.

Beezers and cell phones must be turned off while the student is attending class, lab, or a practicum. Students may not place or receive phone calls during a class or lab session.

Class Policy for Severe Weather Conditions

To determine whether or not to attend/hold classes when weather conditions are severe, proceed according to the following guidelines.

- Go online to your MyMCG page for announcements from the MCG Institution.
- Listen for a media announcement on the day in question. **DO NOT RELY ON ANNOUNCEMENTS MADE ON THE PREVIOUS DAY.**
- Do not attend/hold a class which begins within 30 minutes of the announced cancellation/suspension time. For example, class normally begins at 10:30 AM; announcement is for suspension until 11:00 AM or cancellation beginning at 11:00 AM.
- Announcements regarding class suspension or cancellation apply equally to practicum courses. **IMPORTANT! Students are asked to notify Practicum Sites if their classes have been suspended.**

Keep foremost in mind that cancellation and suspension are done to protect us from the risk of incidents which could result in more serious loss of class time and in personal injury. Do not take unnecessary risks.

Telephone Calls

Students needing to make long distance calls, as a requirement of a course project, may use the departmental telephone as arranged by the course instructor. Students are not to provide the departmental telephone number to friends, relatives or employers for routine, non-emergency communications.

Smoke-Free Environment Policy

MCG is committed to the promotion of a healthy environment for all Georgia citizens including students, employees, and patients of MCG. On November 15, 2007, the MCG campus became a "smoke-free" institution. The use of tobacco products by any person while in an

MCG building or vehicle is prohibited. Provided that certain requirements are met, exceptions to this policy may be granted for private rooms in residence halls, long-term patients of the Georgia War Veterans Nursing Home, and for patients whose physician prescribes “smoking privileges” which are properly documented in the patient’s medical record.

Classrooms

DHI classrooms are located in the Health Sciences Building (EC). Classrooms and laboratories **must** be locked when not in use. Students are required to close all classroom/lab doors upon exit.

Computer Laboratories

Department of Health Informatics (DHI) computers are available for student use in the following locations:

- Jennings Building (EB 1028)
- Health Sciences Building (EC 2204 & EC 2231)

Students may obtain access to the Jennings Building computers through the DHI office staff. These DHI computers are available during regular office hours, Monday–Friday from 9:00 AM–4:00 PM. Computers are also available for student use in the MCG Library and the MCG Student Center. Assistance with problems using student email accounts may be addressed to the Information Technology Support Services (ITSS) Help Desk at (706) 721-4000.

Priority use of computers in DHI classrooms (EC 2204 & 2231) is given to students during scheduled classes or labs held in the classrooms. Outside of scheduled classes or labs, students may access EC 2204 and EC 2231 computers via Smart card. These computer laboratories must be locked at all times when not in use. The last student leaving rooms in the EC building where computers are located, is responsible for ensuring that all computers and printers are turned off, lights are turned off, and the room is locked. Students should immediately report any problems with EC computers to the IT staff.

Computer Use Policy

The following applies to student use of DHI computers in the Jennings Building and the Health Sciences Building. Students who violate this policy may lose their privilege to use DHI computers. **NOTE: Student computer activity may be monitored during on-campus class.**

1. Do not load external software programs or download files from the Internet to the system’s hard drive unless directed to do so by your course instructor.
2. Do not delete any existing programs or files.
3. If you encounter problems, use the following procedure:
 - a. Seek assistance from the course instructor or designated lab monitor if the problem occurs during a class or lab period.
 - b. If the problem is unresolved, place an “Out of Order” sign on the affected workstation and move to another workstation.
 - c. Report the unresolved problem to the Department office staff, along with a written notation of any “error messages” encountered.
4. Save all personal work to an external media, such as a CD-RW or thumb drive. Do not save work to the drive C (hard drive). Computers in the labs are subject to random, periodic maintenance of hard drives, including deletion of

- personal document files.
5. **Do not eat or drink while working or sitting at a PC workstation.**
 6. Do not alter the “look” of the desktop. All settings are to remain in their original modes.
 7. Do not change print settings on networked or local printers. Be as efficient as possible when printing.
 8. When you have finished using a computer, be sure to shut it down properly. To shut down a PC properly, make sure that you are in desktop mode; then, from the Taskbar, select Start/Shutdown/Shutdown/ OK. NOTE—If the computer “hangs up” at any time during computer use, try simultaneously pressing the Shift/Alt/Delete keys to ‘End the Task’ and resume working or to properly shut down.
 9. Never leave the computer laboratories open and unattended. If you are the last person leaving the room, make sure that:
 - a. **ALL** computers and printers are shut down;
 - b. Lights are turned off in the room; and
 - c. The door is locked before you leave the room;
 - d. The room key has been returned to Department office staff.
 10. As a member of the MCG/MCGHI community, you are required to comply with MCG and MCGHI policies and procedures related to the [Acceptable Computer Use](#).

Note: Students are responsible for purchasing paper for the printers and computer media unless provided by a faculty member during the completion of a special assignment.

Guidelines for the Use of the Departmental Library

1. All books, journals, periodicals, and electronic media must be checked out with the office staff.
2. No more than **3** books, journals, periodicals, or electronic media may be checked out at any one time.
3. Books may be kept out for a period not to exceed **2 WEEKS**, periodicals for a period not to exceed **3 DAYS**, and electronic media must be returned the same day, unless otherwise indicated. Electronic media must be viewed in either the classroom building or DHI conference room.
4. All books, journals, periodicals, and electronic media must be returned to the office staff by the due date.
5. All library material should be returned directly to the office staff. Students are not to reshelv books.
6. Students who repeatedly incur overdue material will lose checkout privileges.
7. Materials designated as “Permanent Reserve” may not be removed from the Department.

Materials Reserved by the Faculty

1. Books, journals, and periodicals will be placed on reserve by the faculty for required reading assignments and may be checked out through the office staff.
2. Reserve materials may be checked out during the day for a period not to exceed **3 hours**. At 4:00 PM, reserve materials may be checked out to be returned by 9:00 AM the next morning.

Campus Services Directory

Educational Design & Development (EDD)	(706) 721-8972
Information Technology Support & Services (ITSS)	(706) 721-4000
Office of Academic Admissions (OAA)—AA-170	(706) 721-2725
Student Financial Aid—AA-2013	(706) 721-4901
Registrar's Office—AA-171	(706) 721-7315
Campus Life Services (Student Affairs)—DA-2006	(706) 721-3356
Student Health	(706) 721-3448
Student Center Bookstore	(706) 721-3581
Greenblatt Library	(706) 721-3441
Public Safety, Parking & Transportation Services—HT-1147	(706) 721-2953
Wellness Center	(706) 721-6800

Section II.

Bachelor of Science and Post-Baccalaureate Programs

HIA Admission and Selection

The DHI places primary emphasis on college GPA, references, and an evaluation of the student during a personal interview in selecting a student for admission.

Technical Standards for the Admission and Graduation of HIA Students

The following standards are developed under the premise that the student:

- can be reasonably expected to meet such standards on admission,
- maintains the validity of this expectation throughout his progress through the curriculum,
- meets the minimal level of competence established for each course, and
 - A. With reasonable accommodations, the student must be able to:
 1. Receive information via lecture, videotape, slides, class discussion, texts, computer-assisted instruction, films and audiocassettes; communicate his level of understanding and raise questions for clarification.
 2. Demonstrate the ability to successfully carry out assignments at practicum sites.
 3. Understand and follow instructions from DHI department employees, and faculty; communicate his level of understanding and raise questions for clarification.
 - B. After appropriate instruction, with minimal assistance from others, the student must be able to meet the [Domains, Subdomains, and Tasks](#) for RHIA's.

Accreditation

The Health Information Administration (HIA) programs at MCG are accredited by CAHIIM—the [Commission on Accreditation for Health Informatics and Information Management Education](#). CAHIIM is the accrediting organization for degree-granting programs in health informatics and information management.

CAHIIM serves the public interest by establishing quality standards for the educational preparation of future health information management (HIM) professionals. When a program is accredited by CAHIIM, it means that it has voluntarily undergone a rigorous review process and has been determined to meet or exceed the standards set by the sponsoring professional organization—the American Health Information Management Association (AHIMA)—in cooperation with the Commission. CAHIIM accreditation is a way to recognize and publicize best practices for HIM Education Programs.

Mission, Goals and Communities of Interest

HIA Mission

The primary purpose of the HIA program at the Medical College of Georgia (MCG) is to prepare competent entry-level health information management professionals for a variety of roles within the health care delivery system of the State of Georgia and the nation. Our department is also committed to enhancing the visibility of the role of the health information professional by providing support, continuing education, and consultation to the general and professional publics as well as the institution. To further this mission, faculty in the DHI will participate in the promotion and expansion of excellence in research and scholarly activities related to healthcare delivery, health information management, and education.

HIA Program Goals

1. The HIA curriculum will include, at a minimum, the required knowledge cluster content and experiences to enable students to meet current RHIA entry-level competencies.
2. Faculty will demonstrate current knowledge and expertise in the areas they teach.
3. Graduates will demonstrate RHIA entry-level competencies.
4. The HIA program will provide leadership and educational opportunities to its community of interest.

Communities of Interest

The DHI in the School of Allied Health Sciences (SAHS) at the Medical College of Georgia in Augusta, Georgia serves the following communities of interest:

Students

The MCG is a state-assisted university and is a unit of the University System of Georgia (USG). Chartered in 1828 as a single academy to provide instruction in “several branches of the healing art,” MCG is a major academic health center and a health sciences university. The Institution, consisting of the schools of Allied Health Sciences, Dentistry, Graduate Studies, Medicine, and Nursing, serves a highly focused and specialized student body. The MCG is committed to the provision of outstanding educational programs for health professionals, biomedical scientists, and educators at the undergraduate, graduate, and postgraduate levels. The MCG is also committed to lifelong learning through excellence in teaching and the total development of students in response to the health needs of the State of Georgia.

The SAHS seeks to prepare students who can make decisions and achieve higher levels of excellence in their personal and professional lives. In addition, DHI supports activities relating to student advising, prospective student counseling, minority student recruitment and retention of enrolled students. The Department supports the needs of nontraditional students by providing part-time enrollment, distance education, and by offering a post-baccalaureate certificate program to qualified healthcare professionals, business administration and computer information systems graduates. Faculty in the Department make every effort to respond to student needs by providing an educational process which is responsive to the variability in student aptitude and interest, yet rigorous enough to ensure that that each acquires the entry-level competencies necessary to function as a competent health information professional.

Marketplace

The primary communities served by this Department are healthcare providers, healthcare institutions, healthcare related industries such as software vendors, and consulting companies specializing in coding, billing and reimbursement, and compliance. Graduates of this program have fulfilled the needs of local, regional, and national employers. Increasingly, graduates are serving employers in alternative care settings (such as long-term care and rehabilitative services).

DHI strives to meet these manpower needs by adjusting the curriculum to reflect the changes in the healthcare environment. In addition, faculty members provide consultation services as requested by employers in a variety of settings. Annually, the Department conducts a survey of employer satisfaction with graduate preparation. Survey results are used to assess and modify, if necessary, the curriculum.

Alumni

Alumni success on the national registration exam and career success are key indicators of the program's success. Therefore, the Department relies on the alumni for feedback and program support. Alumni are periodically asked to respond to surveys intended to gather information about their satisfaction with the program and how well it prepared them to enter the profession upon graduation. In return for this support by alumni, the Department maintains a job bank, responds to requests for consultative services, and provides continuing education programs.

Local, State, and National Professional Associations

DHI serves the interests of various associations by preparing and encouraging students and graduates to assume active participation in professional associations at the local, regional, and national levels. Faculty members also provide leadership and active participation in various professional associations at the local, regional, and national levels.

SAHS and MCG

The Department serves the needs of the School and University by providing courses in which students in other programs may enroll and by providing guest lecturers in courses of other programs. Faculty also provide assistance at the Institutional and School levels by participating on a wide variety of academic administration committees and by providing consulting services to units of the University and its sister units in the hospital and clinics.

Other Healthcare Practitioners

The DHI assists healthcare practitioners in the community by providing consultative services and continuing education programs. This type of service is also provided throughout the state and nation. Specifically, the Department provides a course offered to physicians and healthcare practitioners, entitled "Physician's Guide to Practice Management."

Practicum Sites

The Department assists practicum sites by providing students who are trained in the didactics of the profession. Faculty also provide consultation and other resources to these facilities.

HIA Courses

SAHS Course Descriptions (PDF)

Undergraduate

Fall Semester–Junior Year

Course No.	Title	Credits
HINF 3101	Management Principles	4
HINF 3206	Introduction to Health Information Management	3
HINF 3207	Healthcare Statistics & Data Management	2
HINF 3208	Record Processing Practicum	2
HINF 3312	Medical Terminology	2
HINF 3516	Computer Fundamentals	4

Spring Semester–Junior Year

HINF 3102	Human Resource Management	4
HINF 3103	Managerial Practicum	2
HINF 3314	Pathophysiology/Pharmacology	5
HINF 3415	Health Data Classifications & Coding Systems	3
HINF 3517	Introduction to Database Design & Health Information Systems	4

Fall Semester–Senior Year

HINF 4104	Budget & Finance	3
HINF 4209	Legal Aspects & Ethics	2
SAHS 3610	Ethics for Health Professionals (5-weeks)	1
HINF 4416	Procedural Coding & Principles of Reimbursement	3
HINF 4518	Advanced Database Design & Health Information Systems Analysis	4
STAT 4020	Statistics & Research Methods	3

Spring Semester–Senior Year

HINF 4105	Management Capstone	2
HINF 4212	Quality Management	2
HINF 4211	Health Care Delivery Systems	2
HINF 4519	Systems Design Implementation	2
HINF 4722	Administrative Practicum	9
Total Credit Hours		68

All schedules are subject to change based on student prerequisites.

HIA Courses

Post-Baccalaureate Certificate

For Business Administration/Health Care Administration/ Computer Science Majors

Fall Semester

Course No.	Title	Credits
HINF 3207	Healthcare Statistics & Data Management	2
HINF 3206	Introduction to Health Information Management	3
HINF 3003	Introduction to Health Information Systems	1
HINF 3004	Systems Analysis & Design	1
HINF 3000	Legal Aspects & Ethics	1
HINF 3312	Medical Terminology	2

Spring Semester

HINF 3415	Health Data Classifications & Coding Systems	3
HINF 3314	Pathophysiology/Pharmacology	5
HINF 3102	Human Resource Management	4
HINF 3001	Quality in Healthcare	1
HINF 3006	Office Administration in HIM	1
HINF 3007	CPT/HCPCS Coding & Reimbursement Essentials	1

Summer Semester

HINF 3005	HIA Practicum (10 weeks)	2
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For Allied Health/Nursing Majors

Fall Semester

HINF 3101	Management Principles	4
HINF 3206	Introduction to Health Information Management	3
HINF 3207	Health Care Statistics & Data Management	2
HINF 4104	Budget & Finance	3
HINF 3003	Introduction to Health Information Systems	1
HINF 3004	Systems Analysis & Design	1
HINF 3000	Legal Aspects & Ethics	1

Spring Semester

HINF 3102	Human Resource Management	4
HINF 3415	Health Data Classification & Coding Systems (ICD 9)	3
HINF 3001	Quality in Healthcare	1
HINF 3007	CPT/HCPCS Coding & Reimbursement Essentials	1

Summer Semester

HINF 3005	HIA Practicum (10 weeks)	2
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Creating and Maintaining an ePortfolio

All students are required to begin compiling an ePortfolio during the first semester of active enrollment in the HIA program. Completed coursework should be maintained in the ePortfolio from project and assignments completed throughout the program. The medium used to maintain an ePortfolio varies but may include CD-ROM, DVD, Flash-drive, and/or website. Students will submit their final, compiled ePortfolios for faculty evaluation during a designated course prior to completion of the HIA program. **NOTE: Students are encouraged to omit personal information such as address, phone number or social security number from the ePortfolio.**

What is an ePortfolio?

"A collection of artifacts, evidence, and reflections documenting what one knows and is able to do in a professional field."

"...to prompt reflection, to provide a record of professional development, to demonstrate achievement or program goals, to encourage professional discourse, and to give students a portable artifact for job interviews."

Example Artifacts Contained in an ePortfolio

Sample coursework (projects and assignments) as evidence of competency, such as: Current resume; reflective statements and writings; term papers; spreadsheets and graphs; PowerPoint presentations; screen shots and other documentation from Systems projects; and Web pages. Other artifacts may include: evaluations; videos, graphics, or artwork; references, employment; honor/award certificates; personal web pages; evidence of community involvement; and copies of current transcript.

Advantages of an ePortfolio to the Student

- Creation of a portfolio that would be of interest to employers; to show the students' personality; to showcase the students' technological skills.
- Students can choose what artifacts to include that demonstrate knowledge or skills relating to accreditation standards.
- Can be designed according to purpose (Learning, formative and summative assessment, and employment).
- Highly flexible and customizable that over time becomes a professional vita
- Multiple structures/views
- Sharable/facilities interaction
- Transportable
- Faculty may view the portfolio at any time for evaluation and assessment.

Creating a Portfolio

- [Developing a Portfolio—College of St. Catherine Career Development](#)
- [Creating Your Portfolio—Colorado State, College of Business](#)
- [Martin Kimeldorf Portfolio Library](#)
- [Creating A Portfolio—University of Wisconsin Career Services](#)
- [Get To Work: Introduction to Portfolios](#)

AHIMA's Virtual Lab

AHIMA offers an e-HIM[®] Virtual Laboratory (VLab) that provides educators and students in campus-based and distance learning colleges and universities with virtual access to a full array of health information management technologies.

AHIMA has recognized the importance of technology training for health information management students, as well as the difficulty programs face in making the technology available to their students. Developed in partnership with health information technology software corporations, the Virtual Lab allows students to work with the software they will encounter in the workplace, in a safe environment that closely simulates real world application of those technologies. (Reference: <http://campus.ahima.org/vlab/>)

The DHI will utilize the VLab throughout the HIA curriculum to provide simulations and for completion of assignments.

HIA students will be emailed instructions, through their GroupWise e-mail accounts, during the first semester of active enrollment and required to enroll in the VLab. Assignment grades in various courses in the HIA curriculum are dependent upon participation in the VLab; therefore, it is imperative that students respond to the email. The enrollment process involves multiple steps and confirmations.

Practicum Courses and Sites

General Policies for Practicum Courses

Practicum courses involve performance of functions in local hospitals and other health care facilities. HINF 3208 and HINF 4722 are graded on a pass/fail basis. The credit hours for these courses are not used in calculating a grade point average for Dean's List eligibility or Honor's Graduation (**See the *Academic Honors section of this handbook***). All other DHI courses are based on a 4.0 GPA system defined by the USG guidelines from the USG Board of Regents Policy Manual 305. The two practicum courses, HINF 3208 and HINF 4722, clearly reflect the alternative grading in their course syllabi.

Background checks are required prior to beginning a practicum course. (See the *Criminal Background Checks section in this handbook*).

The practicum course instructor is responsible for assigning students to the sites (or in the case of online students, giving final approval to the online students' arrangements made in accordance with course policy); stating objectives of the experience; communicating these objectives to clinical site directors; assuring that the experience is of value to the student; assuring that the student conducts himself appropriately in the setting; and evaluating the student's performance. The clinical site director is responsible for assigning appropriate personnel to students for training purposes; providing space; providing equipment and supplies and assisting in the evaluation of student performance.

While engaged in a practicum, students will: wear MCG student ID badges, follow dress codes of the site, and follow all applicable rules and regulations established by the site for employees and/or students. (**See the *Personal Appearance section in this handbook***). A student may apply for consideration for exemption from the HINF 3208 course by showing evidence to the faculty that through previous work experience the learning objectives of the course have been mastered. To be considered for exemption the student must meet the following criteria:

1. The student must have work experience in at least two health information departments; preferably at least one of the facilities is an acute care hospital; minimum total work experience is one and one-half years.
2. The student must submit a letter from the immediate supervisors at each of the facilities the student is using as evidence of having mastered course objectives. The letters must verify the student's work assignments during employment, and must include a brief description of the work responsibilities.
3. The student must submit a written report, approximately 15 pages in length, in which the student includes the following:
 - a. A description of one of the facilities where the student worked. The description should include the history, organization, services offered, and role of the facility in the community (one page).
 - b. A description of the HI department in terms of its place within the organizational structure, staffing, management, etc. (limit to half a page).
 - c. A description of the filing system maintained by the facility, including the: numbering system; filing system; purging procedure; charge-out system; equipment used (type of shelving, etc.); MPI system and information maintained; and student's evaluation of the related systems, procedures, and equipment.
 - d. A description of the procedures (in the order in which they occur) involved in the flow of patient care data and the completion of a medical record such as quantitative and qualitative analysis, coding, handling of incomplete charts, etc. Include a description of the actions taken if doctors do not complete charts.
 - e. A comparative description of the transcription services provided by the two facilities

where the student has been employed. (If an outside service is used, describe its structure and the terms of the contract.) Students should include their evaluation of the systems, procedures, and equipment used.

4. The student must submit all required documentation at least 6 weeks before the course begins.
5. Upon receipt and review of the documentation, the course instructor and chairman will make the final decision concerning the disposition of the student's request for exemption from the course. Simply submitting the documentation described above does not ensure the student's exemption from the course.

Work Service Policy

In the performance of assignments for Practicum courses, students must demonstrate proficiency in certain procedures. Students are required to perform certain defined activities with appropriate supervision and direction. Students may not, however, be substituted for regular staff in the clinical setting. Students may not take the responsibility or the place of qualified staff.

Administrative Practicum and HIA Practicum

Seniors (See [Guidelines for Arranging Practicums](#))

During the Spring semester of the senior year, students in the baccalaureate program engage in a full-time (40 hours per week) hospital affiliation for six weeks (HINF 4722).

Post-Baccalaureate (See [Guidelines for Arranging Practicums](#))

During the Summer semester, students in the post-baccalaureate certificate program engage in a part-time affiliation (HINF 3005). The HINF 3005 affiliation requires a minimum of 40 hours in a practice site.

Communication with Site Directors

In the event of an absence from a practicum session, the student must notify the Director of the Health Information Management Department or his designee at the clinical site prior to the reporting time of the practicum session. **In addition, the student is required to contact the MCG course instructor by phone prior to the reporting time of the practicum session.**

Undergraduate Grade Requirements

The DHI accepts only grades of “C” or better in all courses in the curriculum. All courses in the HIA curriculum are considered essential to further study; therefore, failure to achieve a grade of “C” or better in any course may be cause for suspension from the program.

Failure to achieve a grade of “C” or better in two or more courses may be cause for suspension from the program. (Interested parties should see the MCG Catalog regarding academic probation, suspension and dismissal). Each faculty member determines and communicates the system of grading used in the courses for which he or she is responsible. Unless otherwise indicated on an applicable course syllabus, the DHI complies with grading systems that parallel the USG guidelines listed in USG Board of Regents Policy Manual 305: A = 100–90; B = 89–80; C = 79–70; D = 69–60 and F = Below 60.

Academic Probation. Any undergraduate student whose grade point average (GPA) for any semester is below 2.0 (on a 4.0 scale) or whose cumulative MCG GPA is below 2.0 at the end of any semester shall be considered on academic probation (subject to the provisions of the following dismissal and suspension policies). More stringent departmental probation standards may be applied.

Academic Dismissal is the involuntary separation from the university of a student who fails to maintain academic standards. Any undergraduate student shall be dismissed whenever he/she:

- Receives a failing grade in all academic courses in any semester in which the student attempts more than one academic course;
- Fails to achieve and maintain at least a 1.80 cumulative GPA for all resident work after 30 hours and a 2.0 for all resident work at the end of any academic year thereafter;
- Fails to achieve a semester GPA of at least 2.0 in the semester immediately following his/her placement on probation.

Any student dismissed for academic reasons and seeking to be readmitted may reapply for the next regular admission date following standard application procedures.

Where circumstances warrant, a student dismissed under the provisions of this policy may be reinstated as a student on probation upon written authorization of the dean and subject to conditions of continuation established by the dean at the time of reinstatement.

Academic suspension differs from academic dismissal in that a time period may be stated after which return to the program may be permitted. A student who has been suspended may be advised of any conditions necessary for reinstatement and may be permitted to re-enroll at the appropriate time after meeting these conditions.

Course Challenging

A student may apply to challenge a course (except module courses) by showing evidence to the appropriate faculty member that through previous coursework, and/or coursework resulting in a degree, or other relevant experience, there has been an opportunity for the learning objectives to have been mastered. Students enrolled in a post-baccalaureate program are not eligible to challenge a course.

To apply for challenge, the student must make arrangements with the appropriate faculty at least six weeks before the course begins. Specific criteria for exemption will be established by the faculty responsible for the course.

Course Challenging by Exam (without letter grade)

The following are general guidelines. Criteria relating to Practicum courses are listed under the 'Practicum Courses' section of this handbook.

- The student should not register for the course in which he/she plans to challenge.
- The challenge exam must be taken at least six weeks before the course is taught and passed with a score of at least 90%. Only one challenge opportunity will be provided and a fee may be charged.
- If the student fails to pass the exam with a score of at least 90%, the student must register for the course as a regular student.
- If the challenge exam is passed with a score of at least 90%, the course will be posted on the student's transcript as "K" with earned credit. It will not be calculated in the GPA.
- Students should be aware that challenging a course in this manner may reduce the number of hours they take for credit classifying them as "part-time" students. Matriculation/Tuition fees are based on the amount of hours negotiated by a student. If a student challenges a course which results in the total credit hours taken in a semester to be less than 12 hours, the student is considered part-time and is charged tuition per credit hour.
- Students receiving financial aid should investigate the criteria for receiving aid. Some financial aid packages require the student to negotiate the curriculum on a full-time basis.

Course Challenging by Exam (with letter grade)

The following are general guidelines.

- The student should register for the course in which he/she plans to challenge and attend classes.
- A comprehensive exam must be taken and passed with a score of at least 90%. Only one challenge opportunity will be provided. It will be within the first four weeks after class begins.
- If the comprehensive exam is passed with a score of at least 90%, a letter grade with earned credit will be posted on the student's transcript.
- If the student fails to pass the exam with a score of at least 90%, the student must continue in the course as a regular student.

American Health Information Management Association (AHIMA)

AHIMA Membership

Students are strongly encouraged to become a student member of [AHIMA](#). Learn how you can become a member of AHIMA and the benefits of becoming a student member of AHIMA!

AHIMA Code of Ethics

Preamble

The ethical obligations of the HIM professional include the protection of patient privacy and confidential information; disclosure of information; development, use, and maintenance of health information systems and health records; and the quality of information.

Code of Ethics

The following ethical principles are based on the core values of the AHIMA and apply to all health information management professionals.

Health information management professionals:

- I. Advocate, uphold and defend the individual's right to privacy and the doctrine of confidentiality in the use and disclosure of information.
- II. Put service and the health and welfare of persons before self-interest and conduct themselves in the practice of the profession so as to bring honor to themselves, their peers, and to the health information management profession.
- III. Preserve, protect, and secure personal health information in any form or medium and hold in the highest regard the contents of the records and other information of a confidential nature, taking into account the applicable statutes and regulations.
- IV. Refuse to participate in or conceal unethical practices or procedures.
- V. Advance health information management knowledge and practice through continuing education, research, publications, and presentations.
- VI. Recruit and mentor students, peers and colleagues to develop and strengthen professional workforce.
- VII. Represent the profession accurately to the public.
- VIII. Perform honorably health information management association responsibilities, either appointed or elected, and preserve the confidentiality of any privileged information made known in any official capacity.
- IX. State truthfully and accurately their credentials, professional education, and experiences.
- X. Facilitate interdisciplinary collaboration in situations supporting health information practice.
- XI. Respect the inherent dignity and worth of every person.

Revised and adopted by AHIMA House of Delegates on July 1, 2004.

AHIMA's Mission, Values and Vision

Mission

- The AHIMA is the community of professionals engaged in health information management, providing support to members and strengthening the industry and profession.
- AHIMA provides career, professional development and practice resources, sets standards for education and certification; advocates public policy that advances HIM practice; facilitates member communication; and promotes the contributions of its members.
- A code of ethical health information management practices; the public's right to private and high-quality health information; and the celebration and promotion of diversity

Vision

- A world in which the public values the contribution of health information management professionals and the AHIMA, in the advancement of health through quality information. Read the full text version of [AHIMA Mission Statement](#).

Comprehensive Examination Policy

A graduation requirement of the DHI is the successful complete of a comprehensive examination. This comprehensive examination is given to HIA baccalaureate students during Spring semester of the senior year in HINF4105 and to certificate students prior to the completion of summer semester in HINF 3005.

The examination simulates the AHIMA National Certification Examination in length, format, time allowed to complete and overall content. The examination is distributed among the following entry-level competencies (*see [RHIA Exam section of this handbook](#)*):

- Health Data Management
- Health Statistics, Biomedical Research and Quality Management
- Health Services Organization and Delivery
- Information Technology and Systems
- Organization and Management

RHIA Examination Content Outline

The content of the Registered Health Information Administrator (RHIA) exam is based on HIM references and the status of regulations and legislation on or before December 31 of the previous year.

The exam consists of multiple-choice questions written at three different cognitive levels. The three cognitive levels are recall, application, and analysis. The levels represent an organized way to identify the performance that entry-level practitioners will utilize on the job.

RHIA Competencies & Resources

RHIA Competencies

RHIA Examination Content and Guidance

RHIA Examination content and resources to aid in preparing for the exam.

Cognitive Level	Purpose	Performance Required
Recall (RE)	Primarily to measure memory	Identify terms, specific facts, methods, procedures, basic concepts, basic theories, principles and processes
Application (AP)	To measure simple interpretation of limited data	Apply concepts and principles to new situations; recognize relationships among data; apply laws and theories to practical situations; calculate solutions to mathematical problems; interpret charts and translate graphic data; classify items; interpret information
Analysis (AN)	To measure the application of knowledge to solving a specific problem and the assembly of various elements into a meaningful whole	Select an appropriate solution for responsive action; revise policy, procedure or plan; evaluate a solution, case scenario, report or plan; compare solutions, plans, ideas, or aspects of a problem; evaluate information or a situation; perform multiple calculations to arrive at one answer

Honors, Awards and Scholarships

Academic Honors Dean's List

To recognize superior academic performance among undergraduates, a Dean's List is compiled each semester. The achievement of each student who qualifies is acknowledged and noted on the student's permanent record. To qualify for the Dean's List, a student must have attempted 12 or more hours of graded academic work in a semester and have achieved a GPA of at least 3.50 (based on a 4.0 GPA system defined by the USG guidelines from the USG Board of Regents Policy Manual 305). Courses which are graded on a Pass/Fail basis are not included in the calculation of grade point average for the determination of the Dean's List or Honors. These courses will clearly reflect this grading alternative in the applicable course syllabus.

Graduation with Honors

Baccalaureate Degrees

The MCG awards undergraduate degrees with honors to candidates who meet specific standards of academic excellence as measured by the grade point average. In order to be considered for a degree with honors, a student must have completed a minimum of 60 semester hours in residence for a baccalaureate degree, and only work taken in residence will be considered. The honors GPA is computed beginning with the semester of initial enrollment or with enrollment in the School of Nursing or current program for students in the SAHS. The standards are as follows: Summa cum laude 3.90; Magna cum laude 3.70; Cum laude 3.50.

Certificates

The MCG awards honors to students who successfully complete a program of study in a certificate program. In order to be considered for a certificate with honors, a student must have completed a minimum of 30 semester hours in residence, and only work taken in residence will be considered. The honors GPA is computed beginning with the semester of initial enrollment or current program for students in the SAHS. The standards are as follows: Highest Honors 3.90; High Honors 3.70; Honors 3.50.

For baccalaureate degrees and certificates, grade point averages will be rounded to the nearest hundredth to determine eligibility. This distinction of high academic achievement is placed on the student's diploma or certificate and is noted on the permanent record.

Awards and Scholarships

Local, State and National Professional Scholarships

American Health Information Management Association (AHIMA) Fore Scholarships

AHIMA's Foundation of Research and Education (FORE) offers Merit Scholarships to outstanding students pursuing degrees towards careers in Health Information (HIM) and Health Information Technology (HIT). FORE also offers student loans to students pursuing degrees in HIM or HIT, as well as to students enrolled in coding specialist programs associated with a regionally accredited college or university. For further information regarding FORE scholarships and loans, visit this website:

<http://www.ahima.org/fore/student/programs.asp>.

Georgia Health Information Management (GHIMA) Scholarship

The GHIMA has established an annual scholarship, in the amount of \$500, to assist students who are enrolled in an accredited Associate, Baccalaureate, or Masters degree program in HIM in the state of Georgia. The recipient of the award will be selected on the basis of financial need, scholastic achievement, demonstrated leadership, and potential as an outstanding HIM professional.

Candidates for the scholarship will submit applications to the GHIMA Central Office Coordinator (COC) who will forward the applications to the Education Committee. The decision to award the scholarship is made by the GHIMA Board of Directors based on the recommendations of the Education Committee. At the discretion of the Education Committee, personal interviews may be conducted, if needed. The Board of Directors may approve one \$500 award, two \$250 awards, or no awards to be given in a single year. Students will receive scholarship award criteria and application instructions from the HIM school in which they attend. The deadline for application typically varies with scheduling of GHIMA's Annual Meeting. The scholarship award is presented during the GHIMA Annual Meeting. For application and award criteria information, visit the GHIMA website at: <http://www.ghima.org> .

Augusta Area Health Information Management (AAHIMA) Scholarship

The AAHIMA typically offers a yearly \$500 scholarship to a rising senior HIM student who has exhibited professionalism, leadership, and initiative. To be eligible, the student must have a 3.0 GPA at the end of fall semester and have shown initiative in at least three of seven specified activities. During fall semester, DHI faculty will provide new students with scholarship criteria and application instructions. Applications are usually due in early February and the AAHIMA scholarship award is presented during MCG Honors Day in early May.

MCG Scholarship

MCG Chapter of the Alpha Eta Society

The Alpha Eta Society is the national Honor Society for the Allied Health Professions and was established on March 17, 1975. Its purpose is the promotion of scholarship and friendship, and recognition of high attainment in the allied health professions. At present, there are 35 chapters nationwide, including chapters at the following institutions: Bowling Green State University, Community College of Philadelphia, Erie Community College, Fairleigh Dickinson University, Georgia State University, Medical College of Georgia, State University of New York at Buffalo, University of Alabama in Birmingham, University of Florida, and University of Tennessee. The MCG chapter was established in October of 1975.

Student Membership: Student membership in the society is a mechanism for honoring those graduating students who excel in academic, professional, and personal endeavors. Academic excellence is a preliminary qualification for consideration as a Society member, but there are three additional categories to be considered in the decision for nomination of any student. These areas, school activities, community activities, and leadership activities, serve to indicate the capabilities and efforts of a student to approach his profession and career in a manner that exemplifies enthusiasm and a willingness to serve as both a leader and a contributor to his field in Allied Health Sciences.

Eligibility: The student must be registered in the final semester of an associate, baccalaureate, graduate degree or professional certification program in the SAHS at MCG, with a cumulative GPA of at least 3.50 out of 4.00.

The total number of students to be nominated by a department is limited. It is possible that one, two, or no nominations to be submitted in a given year. The bylaws of the National Alpha Eta Society have

been revised to read: “No more than twenty percent of the graduating class of a specified program shall be invited to membership or in those programs with less than ten students, no more than two students will be invited to membership.” Therefore, each department will be notified prior to a nomination period as to the number of students who may be nominated from each program’s graduates. Students within a program are to be considered at the time the class is graduating. Students finishing out of sequence need to be considered with the next graduating class.

Alpha Eta Scholarship Guidelines: In the scholarship area, the student must have a cumulative GPA of 3.50 or better, for the courses described below, through the current semester and a projected GPA of 3.50 through graduation. The cumulative GPA is compiled from non-prerequisite courses that are part of the MCG degree program in the student’s area. For example: prerequisite requirements are not considered. Courses, though taken at another institution, that are part of the MCG program toward a degree, are considered.

- Schools: In the school activity area, students should include all activities in which the student participated relating to his/her program, department, or school in the way of service or memberships.
- Community: In the community activity area, students may use outside activities as example of participation, since temporary residence in Augusta is commonplace and opportunity for community activities could be minimal.
- Leadership: In the leadership activity area, students should indicate those instances when he/she held a position of responsibility in an organization or activity rather than participation alone.

Departmental Scholarships

Charlotte Johnston Memorial Scholarship

The Charlotte Johnston Scholarship is an award that recognizes a deserving rising senior in the DHI. The recipient of the award will be selected on the basis of financial need, scholastic achievement, demonstrated leadership, and potential as an outstanding health information practitioner. To be considered for this award, a student must submit a letter of application. The letter should include the following information:

1. Name
2. Local address
3. Permanent address
4. Telephone number where student can be reached
5. Current cumulative GPA
6. Description/explanation of financial need
7. Description of activities and accomplishments that illustrate leadership and potential as an outstanding health information practitioner
8. Description of future HIM goals

In addition, the student must submit at least one letter of recommendation from a credentialed health information practitioner. Applications should be submitted to the student’s faculty advisor. Deadline for receipt of application: No later than mid-March.

The DHI faculty serves as a review committee of applications received. It is possible for one or no awards to be given in a single year. The amount of the scholarship will vary each year in accordance with funds available.

The faculty will consider the following factors in selecting a recipient:

1. Financial need
2. Scholastic achievement
3. Demonstrated leadership in the school and professional associations
4. Attendance and participation in professional associations
5. Consistent demonstration of professionalism, a dedication to ethical conduct, and a respect for the individual as a peer, as a superior, or as a subordinate
6. Performance indicative of the student's potential as a successful health information manager and one who will enhance the visibility of the profession to the general and professional publics.

Carmen Reyes Scholarship

The Carmen Reyes scholarship was established in memory of Carmen Reyes, a 1998 graduate of the HIA program at MCG. The purpose of this scholarship is to provide financial aid to a single parent enrolled in the baccalaureate HIA program in the SAHS. If no person meets this stipulation, then the funds may be available to a married student with children enrolled in the same program. The student needs to maintain a 2.5 GPA. The funds may be used for books or tuition. The amount of scholarship will be \$250 for the first year and re-determined each year, as funds are available.

Departmental Award

Juanita Sirmans Award for Outstanding Achievement in Health Information Management

An award for outstanding achievement by an HIA student in the Baccalaureate program was established in 1977 by Juanita Sirmans, founder and first Director of the MCG HIM program.

The objectives of the Award are to:

1. Encourage students to strive for excellence in preparation for a life-long profession;
2. Encourage students to set personal goals and find ways to meet them;
3. Encourage student awareness of the need for growth and development of the whole person, and that academic achievement is not the only criterion used to measure a successful life;
4. Develop an awareness in students for the need for personal involvement in the activities of daily living in our society to gain personal and professional satisfaction in giving of themselves to others and,
5. Develop in students of this program increased pride in being a graduate of the MCG.

The student selected will be presented with an engraved plaque at the Honors Day Ceremony. A departmental plaque, located in the department, will have the student's name and the year of the award engraved on it.

The faculty serves as a review committee and makes the recommendation for presentation of the award to the Chairman. It is possible for one, two, or no awards to be given in a single year.

Only full-time students in the upper 40% of the class at the end of the Fall semester, senior year will be eligible for the award. By faculty consensus the class rank requirement may be waived for a student who has shown extraordinary development throughout the program. Examples of such development area: more active participation in class, improved attitude, increased maturity, etc. These attributes are

deemed contributory to professional growth and development.

Besides academic achievement, the recipient of the award must have demonstrated, *while an MCG student*, the characteristics of professionalism, leadership, and initiative.

The following examples are ways in which a student may demonstrate these characteristics:

1. Attendance of meetings of the local professional association (AAHIMA)
2. Service on a committee of the AAHIMA
3. Preparation of a paper for publication
4. Part-time employment performing a health information function during the two-year period.
5. Participation in school activities (MCG, SAHS, DHI) such as Student Government, student publications, service as class officer, and/or committee membership.
6. Organization of a **major** class endeavor (class parties are not considered a major endeavor), such as fund-raising activities, coordinator of exhibits for Allied Health Day or recruitment activities.
7. Contribution to the community such as volunteer work, involvement in church organizations, fund-raising for United Way, Cerebral Palsy, Muscular Dystrophy, etc.

Interested students must submit supporting data (typewritten) to their faculty advisor by March 1. The award recipient(s) will be announced at the last class meeting prior to graduation.

Section III.

Master of Public Health in Informatics

MPH Admission and Selection

The DHI places primary emphasis on undergraduate college GPA (3.0 or higher), official GRE* scores less than five years old and three letters of recommendation acknowledging your academic and/or professional accomplishments provided by current or past professors and/or professional employment supervisors. For those whose first language is not English, official TOEFL scores (less than two years old) must be submitted.

*In special occasions, waivers of the GRE requirement will be granted to professionals with terminal degrees (MD, PhD, DDS, DMD, ScD, EdD, DBA, etc.) from accredited United States universities.

School of Graduate Studies Technical Standards

The qualification for admission to and graduate from the various programs in the School of Graduate Studies (SGS) is dependent upon possession of the following technical standards:

1. The intellectual capacity to meet curricular requirements including the ability to effectively solve experimental problems, measure, calculate, reason, analyze, integrate and synthesize in a timely fashion. In addition, they must be able to comprehend three dimensional relationships.
2. Physical ability to pursue teaching, sever and/or independent research including the ability to observe and participate in experiments in the basic sciences. Candidates must be able to acquire information from verbal communications, written documents, films, slides or videos.
3. The ability to communicate effectively with mentors, peers and other professionals in the academic community, and with patients if appropriate to the academic program.
4. Sufficient emotional stability to permit management of the demands associated with the pursuit of professional activities, including the full utilization of their intellectual abilities, for the exercise of good judgment and the prompt completion of all responsibilities. They must be able to adapt to changing environments, display flexibility and learn to function in the face of uncertainties.

These technical standards are minimum requirements for participation in graduate programs at the MCG which require significant laboratory or research-oriented activities.

MPH Scholastic Regulations

Grades, Academic Performance and Progress

Satisfactory progress toward a degree in the SGS requires that a student maintain a cumulative grade point average (GPA) of at least 2.8 for all courses attempted. A **minimum** grade of C (or satisfactory in courses graded S and U) must be earned for each course applying toward a graduate degree, and a 2.8 cumulative GPA in all courses attempted toward the degree is required for graduation.

Academic Probation and Dismissal

Any student whose cumulative GPA for a degree program drops below a 2.8 is placed on academic probation. Such status is noted on the student's academic transcript. While on probation, the student must earn a minimum of a 3.0 each semester until the cumulative GPA is raised to at least a 2.8. Students who fail to earn at least a 3.0 each semester while on probation shall be considered for academic dismissal from the SGS.

Transfer Credit

Transfer of graduate credit is never automatic; any credits transferred do not reduce the residence requirement for any advanced degree. At the discretion of the Associate Dean and the faculty of the major program, up to 6 semester hours of credit toward a master's degree may be transferred. A request for credit transfer should be initiated by the student through the program's director.

Withdrawal from the School of Graduate Studies

A student who wishes to withdraw from the program should complete the procedures outlined on the Withdrawal Form available in the Registrar's office. To re-enter the program, the student must complete a reactivation form, which may be obtained from the Registrar's office. If the student is not pre-registered for the term, it is not a withdrawal.

MPH Accreditation

The MCG is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award one-year and advanced certificates and degrees at the associate, baccalaureate, master's, first professional and doctoral level. The Master of Public Health program is seeking accreditation from the [Council on Education for Public Health](#); the iMPH program became a candidate for accreditation from CEPH the Fall of 2005. The Health Information Administration program is accredited by the Commission on Accreditation for Health Informatics and Health Information Management Education (CAHIIM).

MPH Mission and Values

Our Mission

The mission of the informatics Masters of Public Health Program at the MCG is to prepare leaders who manage, analyze, disseminate, and apply information to enhance wellness and quality of life for individuals and communities. This is accomplished through an academic experience that combines excellence in education, research and service related to public health and health informatics.

Our Values

Leadership—As the only public health program in the University System of Georgia with an informatics concentration, the MPH program at the Medical College of Georgia leads the way in preparing public health professionals. The faculty and staff are dedicated to the success of our program; therefore, we value mentorship and the development of leaders.

Social Responsibility—The faculty, staff and students of the MPH program at the Medical College of Georgia value social responsibility. We recognize and embrace our duty of service to humanity.

Compassion—As a community of educators and discoverers, the MPH program values compassion. Empathy, kindness and humanity characterize the interactions of our faculty, staff and students with those we serve.

Diversity—As a public health program, we embrace diversity and are committed to be an agent for social, cultural, and economic change and growth. Our faculty, staff and students comprise a community that reflects the diverse mix of citizens we serve.

Professionalism—As a team of professionals bound by ethical conduct, trust, mutual respect and shared goals, the iMPH program exemplifies professionalism and collaboration in all endeavors. Our faculty, staff and students fulfill their duties with a spirit of collegiality and the highest of ethical standards.

Partnership—As a member of the Medical College of Georgia campus community, the iMPH program values partnership with our colleagues and constituents within the institution and beyond. Our faculty, staff and students embrace a strong commitment to education, research and service.

Excellence—As a contributor to the Medical College of Georgia's mission of improving health and reducing the burden of illness in society, the faculty staff and students of the iMPH program value excellence through superior performance.

iMPH Curriculum for Full-time Students

[School of Graduate Studies Course Descriptions \(PDF\)](#)

Fall Semester–Year 1

Course No.	Title	Credit
IMPH 8700	Introduction to Environmental Health	3
STAT 7010	Introduction to Biostatistics I	3
IMPH 8000	Computerized Health Information Systems	3
IMPH 8001	Public Health Informatics	3

Spring Semester–Year 1

STAT 8130	Introduction to Epidemiology	3
IMPH 8600	Fundamentals of Health Promotion	3
IMPH 8100	Health Care Information Requirements & Standards	3
IMPH 8200	Health Care Data Content & Structure	3

Summer Semester–Year 1

IMPH 8800	Health Decision Support Systems	3
IMPH 8722	Internship	2

Fall Semester–Year 2

IMPH 7101	Health Care Management Principles	3
IMPH 8400	Health Data Management & Knowledge Discovery	3
IMPH 7209	Health Law & Ethics	3
IMPH 7104	Healthcare Financial Management	3

Spring Semester–Year 2

IMPH 7102	Human Resource Management	3
IMPH 7210	Healthcare Performance Improvement	3
IMPH 8500	Health Information System Analysis & Project Management	3
IMPH 8999	Capstone Course PH/HI Cases/Project	3
Total Credit Hours		53

CITI Information

As part of MCG's desire to meet increasing federal requirements on human subjects research and the desire of MCG to insure that our research meets the highest ethical standards in the protection of human subjects, MCG has adopted the CITI training course on human subjects research as a requirement for all individuals involved in human subject research. This includes all studies which involve human subjects in any manner as well as research on medical, psychological, educational, or other records derived from individuals. The CITI course is available for completion by all researchers at MCG.

We ask all iMPH students who conduct research to take this course as soon as possible to prepare them for the training of all personnel involved with their research work. The IRB requires that all individuals identified as investigators or co-investigators have completed the CITI course certification. This applies to all new proposals, revisions and renewals.

The training is available immediately to everyone at MCG at no cost to individuals. You are urged to complete this training as soon as possible so that there are no delays in the approval of your research applications or renewals. The course will present you with a great deal of important information which should also aid you in the planning and execution of your research projects and insure the highest standards for MCG research.

- [Collaborative IRB Training Initiative \(CITI\)](#)
- [Initial Certification/Registration for CITI](#)

There are several Learner Groups available at MCG. If you need assistance choosing the Learner Group that best suits your research area, contact Kim Koss at (706) 721-1481.

Suggested Learner Group for MPH researchers:

- **Group 2: Non-FDA Regulated Research (14 Modules)**



MONDAY, AUGUST 11, 2008

- Global Development
- Global Health
- United States
- For Grant Seekers
- Newsroom
- Grantee Profiles
- About Us



2007 Annual Report
[View Report](#)

Making Capitalism More Creative

In an essay for TIME magazine, Bill Gates urges a more creative capitalism to help reach the world's neediest people. "If more companies follow the lead of the most creative organizations in their industry, they will make a huge impact on the world's worst problems," he writes. Visit TIME's site to learn more.



[Go to Web site](#)

Excerpt from Upcoming AIDS Anthology

Read an excerpt in *The New Yorker* from *AIDS Sutra: Untold Stories from India*, an anthology to be published this fall. The book—a project of Avahan, our HIV prevention initiative in India—features essays by some of India's top writers, each exploring a unique aspect of the country's AIDS epidemic.

[Go to Web site](#)

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ANNOUNCEMENTS

- **Jul 30, 2008**
 Bill & Melinda Gates Congratulate...
- **Jul 23, 2008**
 Michael Bloomberg and Bill Gates Join to Combat Global...
- **Jul 22, 2008**
 Foundation Celebrates Groundbreaking for New...
- [More...](#)

HIGHLIGHTS

- **How We Work**
 Learn about our approach to giving.
- **What We Heard**
 A summary of our Grantee Perception Reports
- **Get Involved**
 Learn how you can help
- **Email Scam Alert**

✉ Email Updates

Sign up to receive news, announcements, and newsletters by email.

ABOUT THE FOUNDATION

- | | |
|------------------------|---|
| Our Values | Guiding Principles Letter from Bill & Melinda Gates |
| Our Work | Our Approach Grant Highlights Annual Reports Financials What We're Learning |
| Key Policies | Conflict of Interest Reporting of Unethical Conduct Privacy Terms of Use |
| Quick Facts | Fact Sheet Leadership Timeline New Campus Gates Foundation Trust |
| Working with Us | Jobs Getting Involved Contact Us |

Medical College of Georgia

School of Graduate Studies Homepage

[A-Z Index](#) | [MCG Home](#) | [Site Se](#)**School of
Graduate Studies**Medical College of Georgia
School of Graduate Studies
Augusta, GA 30912-1500Fax: (706) 721-68
Phone: (706) 721-32
Email: GradStudies@mcg.edu[About Us](#)[Prospective Students](#)[Current Students](#)[Calendar](#)[Seminars](#)[Faculty Resources](#)

MCG

My MCG

one45
SOFTWARE INC

One45

pulse

Pulse



WebC

Current Students

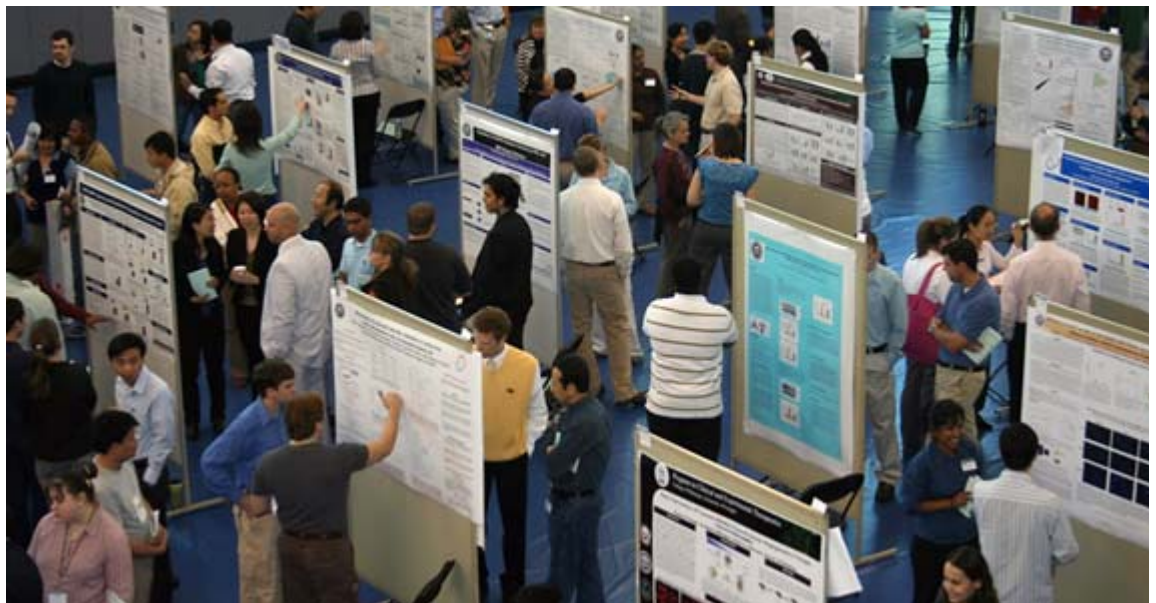
Graduate Research Day[GRD 2008](#)[2008 Abstract Form](#)[GRD 2007](#)**Contact****Michael Brands, Ph.D.**Coordinator, Graduate
Research Day
mbrands@mcg.edu
706-721-9785**Marvis Baynham**School of Graduate Studies
mbaynham@mcg.edu
706-721-3278**Past GRD Years**[Past GRD Awards](#)
[GRD 2007 Photo Gallery](#)**Graduate Research Day 2008**

Friday March 28, 2008

Keynote Address:

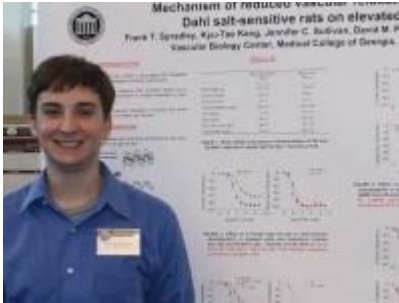
"The Genomics of Restriction and Modification"**Dr. Richard J. Roberts, Nobel Laureate**
Chief Scientific Officer, New England Biolabs, Inc.

Dr. Roberts shared the 1993 Nobel Prize in Physiology or Medicine with Dr. Phillip Sharp for the discovery of split or discontinuous genes and the process of mRNA splicing. Their findings ushered in a scientific revolution that profoundly changed our views of gene structure and expression. In addition, his long-standing interest in restriction endonucleases and DNA methylases has led to the identification of numerous such enzymes and promoted their use as tools in fields ranging from biomedical sciences to evolutionary biology and forensics. He is a leader in the Open Access publication movement. Dr. Roberts has been the recipient of awards, honorary professorships and honorary doctorates from universities around the world.



Congratulations to all 108 participants in the 24th Annual Graduate Research Day sponsored by the School of Graduate Studies. There was an impressive display of

research efforts and accomplishments that made us all proud of our students, trainees and post-doctoral fellows. Thank you to the Graduate Research Day committee and judges for all they did to make the day run smoothly and be such a wonderful success again this year! Finally, congratulations to all our winners...



Frank Spradley

2nd Year Ph.D. Student in Vascular Biology
Advisor: Jennifer Pollock, Ph.D.

Excellence in Biomedical Research

Sponsored by: Fisher Scientific

"Reduced NO Responsiveness of Aorta from Dahl Salt-Sensitive Rats with Elevated Diet Fat"



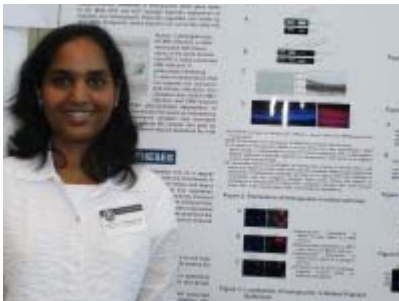
Shalini Padmanabhan

5th Year Ph.D. Student in Pharmacology
Advisor: Balakrishna Prasad, Ph.D.

Lowell M. Greenbaum Award for Research Excellence in Pharmacology

Sponsored by: Pharmacology and Toxicology

"CamKII Signaling Regulates Expression and Function of the Dopamine Transporter"



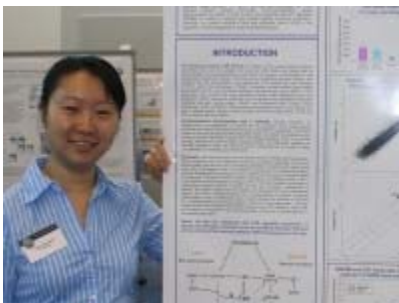
Jaya Pranava Gnanaprakasam

4th Year Ph.D. Student in Biochemistry and Molecular Biology
Advisor: Vadivel Ganapathy, Ph.D.

R. August Roesel Memorial Award for Research Excellence in Biochemistry

Sponsored by: Biochemistry and Molecular Biology

"Expression of Iron Regulatory Protein Hemojuvelin in Retina and its Potential Role in Cytomegalovirus-Induced Retinitis"



Yewei Xin

3rd Year Ph.D. Student in Physiology
Advisor: William Rainey, Ph.D.

Virendra B. Mahesh Award for Research Excellence in Endocrinology

Sponsored by: MCG Foundation

"Farnesoid X Receptor Regulation of Adrenal Cell Steroidogenic Enzyme Expression"

Michael Dinkins

3rd Year Ph.D. Student in Cell Biology and Anatomy
Advisor: Ellen K. LeMosy, M.D./Ph.D.

Excellence in Research Award

Sponsored by: Cellular Biology and Anatomy

"Mutation to Cysteine of the Conserved Serine in the Dead Man Walking (DMW) Cathepsin Like Domain Results in an Apparent Dominant Negative Effect"



Wongyoung Cho

2nd Year Ph.D. Student in Molecular Medicine

Advisor: Nahid F. Mivechi, Ph.D.

Excellence in Research Award

Sponsored by: Molecular Medicine

"Deletion of Heat Shock Transcription Factor, HS Leads to Delayed Chemical-Induced Hepatocellular Carcinoma in Animal Models"



David A. Osmond

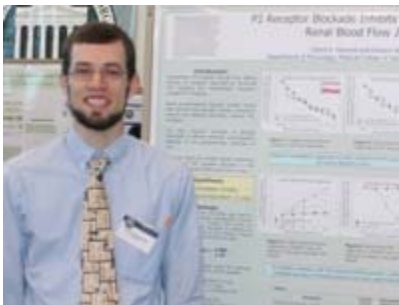
4th Year Ph.D. Student in Physiology

Advisor: Edward W. Inscho, Ph.D.

Excellence in Research Award

Sponsored by: Physiology

"P2 Receptor Blockade Inhibits Autoregulation of Renal Blood Flow *In Vivo*"



Kin Lai Ting

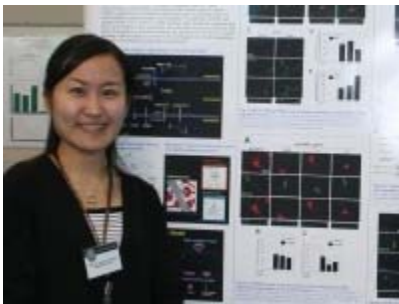
2nd Year Ph.D. Student in Neuroscience

Advisor: Lin Mei, Ph.D.

Excellence in Research Award

Sponsored by: Neuroscience

"Neuregulin Plays Role(s) in Spine Formation and Maturation in Gabaergic Neurons"



Mohammed Abdelsaid

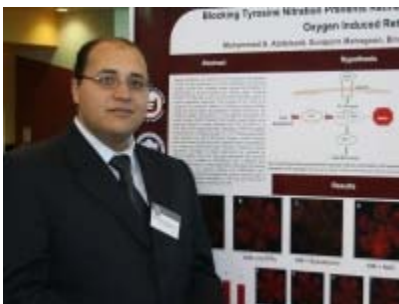
1st Year Ph.D. Student at UGA's College of Pharmacy

Advisor: Azza B. El-Remessy, Ph.D.

Excellence in Research Award

Sponsored by: UGA Clinical and Experimental Therapeutics

"Blocking Tyrosine Nitration Prevents Retinal Avascularization in a Model of Oxygen Induced Retinopathy (OIR)"



Deepesh Pandey

2nd Year Ph.D. Student in Vascular Biology

Advisor: David Fulton, Ph.D.



Excellence in Research Award

Sponsored by: Vascular Biology

"NADPH Oxidase 5 (NOX5) Activity is Regulated Coordinately by PKC and MAPK Kinase Pathways "



Amber Brown

1st Year Ph.D. Student in Graduate Nursing

Advisor: Lucy Marion, Ph.D.

Excellence in Research Award

Sponsored by: School of Nursing

"Faith-Based Interventions: Are They Reported Using Recommended Consort Guidelines"



Jennifer Edmunds

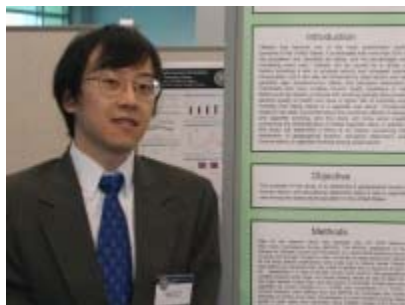
2nd Year M.S.N. Student in Graduate Nursing

Advisor: Cynthia Chernecky, Ph.D.

Excellence in Research Award

Sponsored by: School of Nursing

"Practice Based Data on Arterial Lines in Adult ICU Patients"



Patrick Lai

2nd Year M.P.H. Student in Health Informatics

Advisor: Erik Stuckart, M.P.H.

Award for Excellence in Public Health

Sponsored by: Department of Health Informatics

"The Impact of Geography, Education Level, and Income Status in Regards to Cigarette Smoking Among Obese Adults in the United States"

Alexander Beerhorst

Graduated Spring 2007- Master of Science in Medical Illustration

Advisor: Andrew E.B. Swift, M.S.

Educational Multimedia Excellence Award

Sponsored by: Medical Illustration

"Mechanisms of Capillary Hyper-Permeability in the Inflammation of the Lungs: An Animal of the Extravasation of Neutrophils During Acute Lung Damage"

Saurabh Aggarwal

2nd Year Ph.D. Student in Vascular Biology

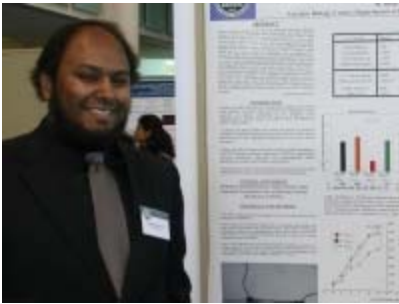
Advisor: Stephen M. Black, Ph.D.



Excellence in Research Award

Sponsored by: School of Graduate Studies

"BNP/CGMP Signaling and Endothelial Permeability *in vitro* and *in vivo*"



Mohammed Irfan Ali

3rd Year Ph.D. Student in Vascular Biology
Advisor: David Stepp, Ph.D.

Excellence in Research Award

Sponsored by: School of Graduate Studies

"Peripheral Insulin Resistance Accounts for Vascular Dysfunction in Obesity"



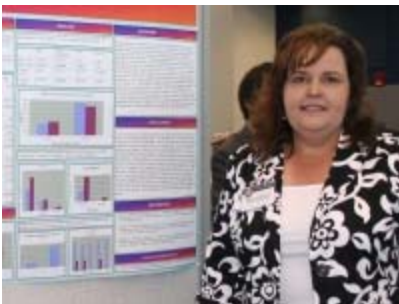
Craig Brooks

5th Year Ph.D. Student in Cellular Biology and Anatomy
Advisor: Zheng Dong, Ph.D.

Excellence in Research Award

Sponsored by: School of Graduate Studies

"BAK Regulates Mitochondrial Morphology and Pathology During Apoptosis by Interacting with Mitofusins"



Barbara Brumbaugh

3rd Year M.P.H. Student in Health Informatics
Advisor: Vibha Kumar, M.B.B.S.

Excellence in Research Award

Sponsored by: School of Graduate Studies

"Patient and Family Centered Care- Quantifying the Results: Comparison Study of Two Intensive Care Units at an Academic Medical Center"



Gail Cresci

2nd Year Ph.D. Student in Biochemistry and Molecular Biology
Advisor: Vadivel Ganapathy, Ph.D.

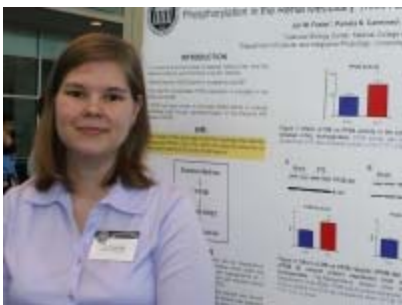
Excellence in Research Award

Sponsored by: School of Graduate Studies

"Butyrate is Anti-Inflammatory in the Gut :Is GPR109A the Effector Molecule?"

Jan Foster

4th Year Ph.D. Student in Vascular Biology
Advisor: Jennifer Pollock, Ph.D.



Excellence in Research Award

Sponsored by: School of Graduate Studies

"PP2B Upregulation Mediates Increased NO Production Independent of NOS3 Phosphorylation in the Renal Medullary Thick Ascending Limb During Diabetes Mellitus"



Ying Lin

International Graduate Exchange Trainee, Molecular Medicine
 Advisor: William S. Dynan, Ph.D.

Excellence in Research Award

Sponsored by: International Graduate Exchange Program

"Identification of Protein Biomarkers Associated with Lymph Node Metastasis in Colorectal Cancer"



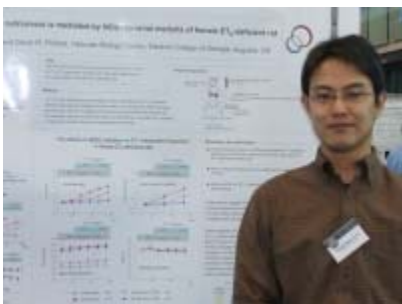
Ping Ye

Postdoctoral Associate in Physiology
 Advisor: William Rainey, Ph.D.

Excellence in Postdoctoral Research Award- Oral Presentation

Sponsored by: International Post-doctoral Services Office

"Steroidogenic Factor-1 Inhibits CYP11B2 Expression and Aldosterone Production in Adrenocortical Cells"



Daisuke Nakano

Postdoctoral Associate in Vascular Biology
 Advisor: William Rainey, Ph.D.

Excellence in Postdoctoral Research Award - Poster Presentation

Sponsored by: International Post-doctoral Services Office

"ETA-Dependent Natriuresis is Mediated by NOS1 in Renal Medulla of Female ETB-Deficient Rat"





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Please email comments, suggestions or questions to:
Gretchen Caughman, gcaughma@mcg.edu
March 30, 2007

Appendix



Medical College of Georgia
Department of Health Informatics
Student Information Form

Personal Information

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

City *State* *ZIP Code*

MCG Box #: _____ (*Campus students only*)

Home Phone: () _____ Alternate Phone: () _____

E-mail Address: _____

Birth Date: _____ Marital Status: _____

Spouse's Name: _____
(If applicable)

Spouse's Employer: _____ Spouse's Work Phone: () _____

Job Information

Title: _____

Supervisor: _____ Department: _____

Work Location: _____ E-mail Address: _____

Work Phone: () _____ Cell Phone: () _____

Emergency Contact Information

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

City *State* *ZIP Code*

Primary Phone: () _____ Alternate Phone: () _____

Relationship: _____



Confidentiality Agreement

I UNDERSTAND AND AGREE that in participating in educational activities which involve the availability or use of protected health information (PHI) whether in the clinical setting, or in the classroom, I must hold such information in strict confidence.

In addition to the above, I understand that redacted medical records in our simulated record room may not be removed from the laboratory, and I agree not to remove them. Also, when using information from medical records for classroom assignments and presentations, I will ensure that no specific patient identifiers are used.

I understand the importance of maintaining patient privacy and confidentiality and I agree to report suspected breaches of confidentiality and/or privacy concerns to the Chair of the Department of Health Informatics.

Further, I understand that proven violations of confidentiality will result in dismissal from the Department of Health Informatics and may subject me to civil and/or criminal liability.

Signature of Student

Date

WitnessDate