



*Health Information Management Program
Bachelor of Science Degree Program*

2022-2023

STUDENT HANDBOOK

Missouri Western State University
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WELCOME

Welcome to Missouri Western State University's Health Information Management (HIM) Program. This student handbook has been developed to assist you in completing your baccalaureate degree at Missouri Western State University. You are responsible for reading the material carefully and discussing any questions you might have with a faculty member of the Program Coordinator. You are responsible for complying with the policies as stated in this handbook and specific course syllabi.

HIM Students are expected to read the regulations and policies in the 2022-2023 MWSU Undergraduate Catalog, MWSU Student Handbook and Code of Conduct, and HIM Program Student Handbook and to conform to them. It is the student's responsibility to know and abide by the regulations and policies and meet the requirements for a baccalaureate degree in HIM.

In keeping with the requirements of Title IX of the Education Amendments Act of 1972 regarding sex discrimination, Section 504 of the Rehabilitation Act of 1973 regarding disability discrimination and the Age Discrimination Act of 1975 as to age discrimination, as well as other applicable federal and state laws and regulations as they pertain to discrimination in the areas of age, race, creed, color, religion, sex, national origin, and the disabled, Missouri Western State University follows a policy of nondiscrimination in the areas mentioned above about all employment practices and to the awarding of student financial aid as well as recruitment, admission, housing, placement, and retention of students.

The policies and procedures of these requirements are located in the MWSU Student Handbook and Code of Conduct.

Title IX concerns should be directed to:

Title IX Coordinator
Office of Student Affairs
Room 228--Blum Union
(816)-271-4432
titleix@missouriwestern.edu

MISSION

The mission of the Health Information Management program at Missouri Western State University is to provide a quality educational program focused on educating students to succeed in the classroom, fulfill the professional role of health information management (HIM) practitioners, develop life-long learning attitudes, function as valuable members of the health care team, and provide service and leadership to the rapidly expanding and growing health care and HIM communities.

PHILOSOPHY

The Health Information Management program is committed to developing students as individuals and leaders and integrating theoretical and practical knowledge through classroom instruction and professional practice experiences.

ACCREDITATION

The Bachelor of Science degree in Health Information Management is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM),

200 East Randolph St., Ste. 5100
Chicago, IL 60601
(312)235-3255
info@cahiim.org.



Health Information Management

.....Turning Information Into Knowledge

- Do you want a career in health care but not provide "hands-on" care?
- Do you like science and working with computers and the law?
- Do you like working as a team with physicians, nurses, therapists, and other experts?
- Do you want a dynamic career that has many diverse opportunities?
- Do you want to be respected as an authority on medical data?

If so, then a career in health information management may be for YOU!!! It allows you to use diverse talents because this career combines PATIENT CARE, LEADERSHIP, and TECHNOLOGY.

"What Is Health Information?"

Health information management (HIM) is the practice of acquiring, analyzing, and protecting digital and traditional medical information vital to providing quality patient care. HIM professionals are highly trained in the latest information management technology applications and understand the workflow in any healthcare provider organization, from large hospital systems to private physician practice. They are vital to the daily operations management of health information and electronic health records.

Health information management professionals work in various settings and job titles. They often serve in bridge roles, connecting clinical, operational, and administrative functions. These professionals affect the quality of patient information and patient care at every touchpoint in the healthcare delivery cycle. Having skilled HIM professionals on staff ensures an organization has the correct information on hand when and where it is needed while maintaining the highest standards of data integrity, confidentiality, and security.

Health information technology refers to the framework used to manage health information and exchange health information in a digital format. Professionals in health IT focus on the technical side of managing health information, working with software and hardware used to manage and store patient data. HIT professionals are usually from Information Technology backgrounds and provide support for electronic health records and other systems HIM professionals use to secure health information.

Health Informatics (HI) is a science that defines how health information is technically captured, transmitted, and utilized. Health informatics focuses on information systems, informatics principles, and information technology as it is applied to the continuum of healthcare delivery. It is an integrated discipline with specialty domains that include management science, management engineering principles, healthcare delivery, public health, patient safety, information science, and computer technology. Health Informatics programs demonstrate uniqueness by offering varied options for practice or research focus.

There are four major focus research areas in informatics education reflecting various disciplines:

1. Medical/Bio Informatics – physician and research-based, attracts medical students
2. Nursing Informatics – clinical and research-based, attracts nursing students
3. Public Health Informatics – public health and bio surveillance-based, attracts public health students
4. Applied Informatics – addresses the flow of medical information in an electronic environment and covers process, policy, and technological solutions that attract HIM students

<http://www.ahima.org/careers/healthinfo?tabid=what>

The profession's impact in the coming years is best demonstrated in the **AHIMA Mission, Vision, and Values.**



AHIMA's Mission

Empowering people to impact health

AHIMA's Vision

A world where trusted information transforms health and healthcare by connecting people, systems, and ideas

AHIMA's Transformation Values

- Outcome focused
- Agility
- Quality
- People driven

We see the person connected to the data, ensuring their information stays human—because when information stays human, it stays relevant. This perspective is critical to the success of all modern health organizations. (AHIMA, 2021)

PROFESSIONAL EDUCATIONAL OPPORTUNITIES

There are many career paths available to someone interested in this profession. Earning a credential puts you in a position as a leader and helps define you as a role model in the health informatics and information management community. Completing your education and investing in certification enables you to improve your earning potential, opening the door for many more career possibilities, and network with many professionals who help provide ongoing support for your long-term career goals.

Certification

To ensure that its members meet professional standards of excellence, AHIMA issues credentials in health information management, coding, healthcare privacy and security, documentation improvement, and health data analysis. Members earn credentials through a combination of education and experience, and finally, performance on national certification exams. Following initial certification, AHIMA members must maintain their credentials and thereby the highest level of competency for their employers and consumers through rigorous continuing education requirements.

The Registered Health Information Administrator (RHIA)

RHIAs are skilled in collecting, interpreting, analyzing patient data, and using classification systems and medical terminologies. Additionally, they receive the training necessary to assume managerial positions related to these functions. RHIAs interact with all levels of an organization, often serving as a critical link between care providers, payers, and patients, managing patient health information and records, and administering clinical, financial, financial, and administrative computer information systems.

RHIAs enjoy job placements in a broad range of settings that span the healthcare continuum, including office-based physician practices, nursing homes, home health agencies, mental health facilities, and public health agencies. The growth of managed care has created additional job opportunities in HMOs, PPOs, insurance companies, electronic health record vendors, health information exchanges, and education. Prospects are solid in these settings for RHIAs who possess advanced degrees in business, health information management, or health administration.

"A degree in health administration or information management often includes courses in health services management, accounting and budgeting, human resources administration, strategic planning, law and ethics, health economics, and health information systems."

Bureau of Labor Statistics, US Department of Labor, *Occupational Outlook Handbook*, Medical and Health Services Managers, on the Internet at <https://www.bls.gov/ooh/management/medical-and-health-services-managers.htm> (visited August 24, 2021).

The Certified Coding Associate (CCA)

New coders who earn the CCA will immediately demonstrate their competency in the field, even if they don't have much job experience. Earning a CCA reflects a commitment to coding, even for those who are new in the field. CCA holders will also distinguish themselves from non-credentialed coders and

those who hold credentials from other organizations that do not require the higher level of expertise necessary to earn AHIMA certification.

The Certified Coding Specialist (CCS)

Certified Coding Specialists are professionals skilled in classifying medical data from patient records, generally in the hospital setting. These coding practitioners review patients' records and assign numeric codes for each diagnosis and procedure. To perform this task, they must possess expertise in the ICD-10-CM classification system and the surgery section within the CPT coding system. In addition, the CCS is knowledgeable in medical terminology, disease processes, and pharmacology.

Hospitals or medical providers report coded data to insurance companies or the government, in the case of Medicare and Medicaid recipients, for reimbursement of their expenses. Researchers and public health officials also use coded medical data to monitor patterns and explore new interventions. Coding accuracy is thus essential to healthcare organizations because of its impact on revenues and describing health outcomes. Accordingly, the CCS credential demonstrates a coding practitioner's tested data quality and integrity skills. The CCS certification exam assesses mastery or proficiency in coding rather than entry-level skills.

If you have experience coding inpatient records or coding the hospital portion of ambulatory surgery and emergency room care, you should consider obtaining this certification. Certification is becoming an implicit industry standard.

The Certified Coding Specialist-P (CCS-P)

The CCS-P is a coding practitioner specializing in physician-based settings such as physician offices, group practices, multi-specialty clinics, or specialty centers. This coding practitioner reviews patients' records and assigns numeric codes for each diagnosis and procedure. To perform this task, the individual must possess in-depth knowledge of the CPT coding system and familiarity with the ICD-9-CM and HCPCS Level II coding systems. The CCS-P is an expert in health information documentation, data integrity, and quality. Because patients' coded data is submitted to insurance companies or the government for expense reimbursement, the CCS-P plays a critical role in the health provider's business operation. The employment outlook for this coding specialty looks highly favorable with the growth of managed care and the movement of health services delivery beyond the hospital.

The CCS-P certification exam assesses mastery or proficiency in coding rather than entry-level skills. If you perform coding in a doctor's office, clinic, or similar setting, you should consider obtaining the CCS-P certification to attest to your ability.

The RHIT, RHIA, CCA, CCS, and CCS-P are the only worldwide HIM credentials currently accredited by the National Commission for Certifying Agencies (NCCA).

The US Department of Labor's Bureau of Labor Statistics projects a 32% increase in employment between 2019-2029 for qualified medical and health services workers with bachelor's degrees.

Certified in Healthcare Privacy and Security (CHPS)

The Certified in Healthcare Privacy and Security (CHPS) credential is a specialty credential denoting advanced competency in designing, implementing, and administering comprehensive privacy and security protection programs in healthcare organizations.

Becoming certified in healthcare privacy and security demonstrates that you have chosen to focus and advance your career by specializing in the privacy and security dimensions of HIM. You signify a commitment to advancing privacy and security management practices and lifelong learning and professional development by being recognized for your particular expertise.

Certified Health Data Analyst (CHDA)

The Certified Health Data Analyst demonstrates expertise in health data analysis and the knowledge to acquire, manage, analyze, interpret, and transform data into accurate, consistent, and timely information while balancing the "big picture" strategic vision with day-to-day details. CHDA professionals also exhibit broad organizational knowledge and the ability to communicate with individuals and groups at multiple internal and external levels.

Certified Documentation Improvement Practitioner (CDIP®)

Professionals earning the CDIP credential will:

- Knowledgeable and competent in clinical documentation in patient health records;
- Be leaders and role models in the Health information management community; and,
- Demonstrate competency in capturing documentation necessary to communicate patients' health status and conditions thoroughly.

CONTINUING EDUCATION REQUIREMENTS

Lifelong learning is essential. To help encourage the pursuit of education, continuing education is one part of the American Health Information Management Association's ongoing activities.

RHIAs must complete 30 hours of continuing education within a two-year cycle, and RHITs must complete 20 hours. In 1994, the House of Delegates adopted maintenance of certification guidelines.

Eighty percent of all continuing education units must be earned within the HIM Domain, which includes the domain areas listed below:

- Domain I. Data Structure, Content, and Information Governance
- Domain II. Information Protection: Access, Disclosure, Archival, Privacy, and Security
- Domain III. Informatics, Analytics, and Data Use
- Domain IV. Revenue Cycle Management
- Domain V. Health Law and Compliance
- Domain VI. Organizational Management and Leadership
- Domain VII. Clinical Foundations
- Domain VIII. Evolving Topics/Other HIM Relevant Topics

https://www.ahima.org/media/gq5jeclv/recertification_guide_2021.pdf

Continuing education hours are also required for other credentials.

THE PROFESSIONAL ORGANIZATION FOR HIM ADMINISTRATORS

American Health Information Management Association

The American Health Information Management Association (AHIMA) is a professional healthcare organization with more than 103,000 members in health information management. As experts in clinical data and information management, membership is vital to the healthcare industry. Our members possess unique knowledge and skills critical for classifying health information, transitioning from paper to computer-based medical records, and promoting data quality. Maintaining patient confidentiality and information security, developing industry standards, and providing health information education are also achievements accomplished by members of AHIMA.

SOURCE: Taken from <http://www.ahima.org>

AHIMA is governed by a Board of Directors elected by the membership. The board oversees the association, sets strategy, and maintains fiscal oversight and fiduciary responsibility.

<https://www.ahima.org/who-we-are/governance/>

The membership has also adopted a Code of Ethics that guides the practice of people who choose the profession. It also serves as a starting point for evaluating workplace policies and procedures. The 2019

House of Delegates updated the Code of Ethics. See <http://bok.ahima.org/doc?oid=105098#.XSza1OhKjct>

The Association headquarters is based in Chicago with a satellite office in Washington, DC.

Component State Associations

In addition to a national organization, component state associations (CSA) promote the profession through additional educational offerings, advocacy, and networking. A portion of the dues paid to AHIMA is passed on to your state association. As long as you work or live in Missouri, you can choose Missouri Health Information Management Association (MoHIMA) <http://www.mohima.org> as your CSA Health Information Management Association.

Regional Associations

Regional associations work very diligently to help promote the profession by offering increased networking and educational opportunities. In this area, Kansas City Health Information Management Association (KCHIMA) and Pony Express Health Information Management Association in St. Joseph (PEHIMA) welcome student participation. More information is available from a faculty member.

SHIMA

Missouri Western State University Health Information Management Program offers a Student Health Information Management Association (SHIMA) through our online learning management system (Canvas) to provide our online students with a connection to other students in the MWSU HIM Program. This SHIMA course is offered at no cost to students. Vital information is added so that students have this in one area. Scholarship and job opportunities are also posted here.

AHIMA's Access Communities

AHIMA Access connects you to a network of peers and resources to help solve HIM issues. Access is available to members, including student members of AHIMA.

Students who are HIM degree-seeking at Missouri Western State University must obtain AHIMA student membership. See <http://www.ahima.org/membership> for a membership application. The membership is also bundled with textbooks used for HIF300 Health Data Management and HIF410 Human Resources/Operations Management.

Once a member of AHIMA, there are many opportunities to serve as a volunteer and experience the professional advantages of participating in an association that depends on the knowledge and skills of its more than 103,000 members to move the profession forward.

FACULTY

Faculty members are available to students for consultation concerning curriculum and other matters during online office hours and online appointments. Faculty members serve as advisors to students enrolled in the Health Information Management program as a major. You are encouraged to have regular contact with your faculty advisor regarding your progress in the program.

Full-time faculty may be contacted by calling the faculty member, the program administrative assistant, or the School of Nursing and Health Professions administrative assistant.

Phone numbers are:

Coordinator – Interim contact: Dr. Crystal Harris, Dean

- 816-271-5827
- crharris@missouriwestern.edu

Mechel McKinney, MBA, RHIA, Assistant Professor, PPE Coordinator

- 816-271-5949
- mmckinney5@missouriwestern.edu

Jondenna Johnston, Administrative Assistant

- 816-271-4491
- jjohnston6@missouriwestern.edu

School of Nursing and Health Professions 816-271-4415

Fax 816-271-5849

Other faculty involved with the program will provide an e-mail address with the appropriate syllabus.

CURRICULUM

The HIM curriculum is designed to ensure the student is provided life skills (i.e., critical thinking, problem-solving, literacy, etc.) and professional skills and reflects the national model curriculum with associated AHIMA Curriculum Competencies for the academic level. All CAHIIM-accredited degree programs must comply with the curriculum map.

The current AHIMA Curriculum Competencies for the Health Information Management Baccalaureate Degree are in Appendix I. Commission on Certification for Health Information Management (CCHIIM) for RHIA Examination Content is in Appendix II.

General education courses "foster the skills necessary to function as responsible adults and contributing members of society." They are also the education courses you must complete and the professional courses.

General Education Requirements for Baccalaureate Level Health Information Management

Intent: To prepare practitioners capable of understanding society and their societal roles. General education elements should be interspersed throughout the curriculum to enhance the educational outcomes expected of program graduates. General education should include but is not limited to the following:

- Arts and Humanities
- Mathematics
 - Statistics
- Microcomputer literacy
 - Word processing
 - Spreadsheets
 - Database management
 - Graphics and presentation applications
- Natural Sciences
- Oral and written communication skills
- Social Sciences

All of the professional HIM classes are offered online. Students in the online program need to be self-motivated, self-directed, and active lifelong learners capable of creating their knowledge after interacting with information from various resources.

When you decide that Health Information Management is the career for you, you need to meet with your advisor and complete a Major Declaration Form located [here](#). A sample Program can be viewed at the School of Nursing and Health Professions link [here](#).

CANVAS

Canvas is the learning management system (LMS) used by MWSU to offer online classes. If you are new to online education, you should become familiar with this information.

1. If you have never taken a Canvas class before, use this link to obtain more information. <https://www.missouriwestern.edu/online/canvas-tutorials-for-students/> You can take advantage of printable guides and many tutorials ranging from basic instructions to more advanced references.
2. Make sure your popup blocker is off to access the information behind the icons.
3. To see the names and e-mail addresses of the others in your class, go to the People tab in the Canvas class. You can compose individual messages by clicking on the envelope for each student or browsing. Also, use the Inbox on the left-hand vertical ribbon in Canvas to e-mail the entire class, the instructor, or just specific individuals in your class.
4. An online class is not easier than being in the classroom. It is harder. YOU must take charge of your learning. YOU must discipline yourself and your time to stay engaged in a meaningful way.

Minimal requirements for success include:

- You must be proficient and efficient in knowing how to access the Internet for the course website and other Internet-based materials. Consistently check your e-mail and course website for announcements, updates, etc. This probably means once a day during the week and at least once over the weekend.
- Use the discussion boards and other tools provided by Canvas to communicate with your classmates and the instructor.
- It is your responsibility to keep up with the reading and the assignments and take the quizzes and tests on time.
- You should spend at least 3 hours per credit hour per week studying, reading, and completing the assignments for this class. That would equal six hours per week for a 2-credit hour class. Please contact the instructor if you have issues or need help with this requirement.

COURSE DESCRIPTIONS

The course descriptions for all courses required to complete the certificate or the baccalaureate degree are outlined in the *MWSU Undergraduate Catalog* or found on the web page. See the BS HIM Requirements thumbnail on the right-hand area of this page: <https://www.missouriwestern.edu/him/>

PROFESSIONAL PRACTICE EXPERIENCE(PPE)

The HIM program has two PPE-focused courses, HIF 371 and HIF 465. PPE I is offered in the junior year of the student's HIM studies once the student has taken health care delivery systems, been grounded in the principles, formats, content, and requirements of health record documentation, and covered the legal aspects of health information.

The second PPE is completed in the last semester of the student's required classes. The student must have senior-level standing in the program to take this class. This course focuses on strengthening skills such as presentations and writing abilities, workflow analysis, project management, decision making, teamwork, and leadership. The balance of the course is spent orienting and participating in management activities and working on an on-site project under the supervision of a site mentor.

Professional practice experience involves going to various healthcare settings, and students are responsible for any extra expenses incurred during the PPEs. This might include transportation, housing, health testing, and proper work attire. Usually, time at a site is only available during typical working hours, so employed students must make arrangements to be absent from their place of employment. Students can expect to travel up to two hours from MWSU for practicum sites. If a student resides more than two hours from MWSU, please contact the PPE Coordinator for questions.

More information is found in the *MWSU HIM PPE Handbook*. It will be provided to you as you begin HIF 371 and HIF465. See also the MWSU 2022-2023 Catalog.

Criminal Background Check

Before placing a student in a PPE site, the student must obtain a criminal background check. More information will be provided at the beginning of class. Any results from criminal background checks that could relate to the health and safety of patients will be reported to the site supervisor before the student's PPE. At a minimum, each background check will include a review of the following:

- Missouri Highway Patrol Criminal Background Check
- Other State Criminal Background Check (previous residences other than MO/KS in the past seven years)
- US Dept. of Health and Human Services and the Office of Inspector General's database for individuals and businesses excluded or sanctioned from participating in Medicare, Medicaid, or other federally funded programs
- General Services Administration/Excluded Parties List System
- Missouri Western State University Sex Offender Registry
- Other State or National Sex Offender List (previous residences other than MO/KS)
- Name, Social Security Number, and Address Verification
- United States Treasury - SDN and Blocked Person List Website

Students are also required to verify current immunization status, proof of liability insurance, TB testing results, proof of health insurance, any site-specific orientation, additional entrance requirements, and HIPAA training.

Any student identified through the background check as a felon may not be able to meet site-specific requirements, which might lead to the student's inability to meet course objectives, and will be reflected in the final course grade and may lead to course failure.

Illness/Absence from PPE

- Students who experience a severe illness or injury, have surgery, or experience childbirth during an academic term will be required to furnish a medical release to return to participation in professional practice experience.
- Additionally, a student may be sent home from PPE due to illness or other medical conditions if the faculty member supervising PPE is deemed appropriate.
- The nature of professional practice learning experiences, requirements for direct faculty supervision of students, and specific agency requirements and schedules may prevent opportunities for students to "make up" missed PPE days. An alternate assignment will be required for any missed PPE day.

Inability to participate fully in a professional practice learning experience due to illness, injury, or other medical conditions, which may include a medical release for "light duty only," which results in the student's inability to meet course objectives will be reflected in the final course grade and may lead to course failure.

Service Work Policy

You will not be expected to perform activities instead of paid staff, and you are not permitted to be paid (in any manner) for the time spent in the facility as a student. The exception is if you are an intern at a site that has accepted you into their paid internship program.

MWSU RESOURCES

- **Library Resources:** The Library maintains over 224,200 volumes and holds more than 1,578 journal titles that are healthcare-related. Holdings are varied and include 72 electronic databases, many electronic reference titles, state and federal documents, CDs, DVDs, and videodisks. Students have access to the library, which is open seven days a week.

Professionally trained librarians provide individual assistance to students and can assist with locating information and materials via interlibrary loans or computerized reference database services. Library personnel includes seven professional staff, five full-time and two part-time staff members, and ten FTE student workers.

The library has several collaborative learning areas with computers, printers, scanners, and small and large study rooms for individuals and groups. Laptops are available for in-house loan. Wireless access is open throughout the library and the main campus.

The library's online catalog and most databases are available to students and faculty via the library's website, and online students also have MWSU library access. Mobile applications of many of the online databases are also available.

Interlibrary loan services are available through the MWSU Library catalog or online. Examples of databases pertinent to HIM faculty and students include EBSCOhost, JSTOR Life Sciences, CINAHL, and LexisNexis.

The library is a member of MOBIUS, the Missouri Bibliographic Information User System, a consortium of 59 academic libraries with over sixty Missouri colleges and universities members. The MOBIUS Common Library Platform project is a virtual collection of approximately 23 million items in the libraries of Missouri's colleges and universities. Students and faculty can request library materials online through MOBIUS and receive them usually within one to two days via a statewide delivery system.

- **Campus-based Technology Resources:**

The following software is available in most labs on campus:

7-Zip; Adobe Reader; Adobe Flash Player; Audacity; Chrome; Microsoft Office; SPSS Statistics 20; iTunes; Java; McAfee VirusScan Enterprise; Microsoft Silverlight; Mozilla Firefox; Notepad++; QuickTime; VLC Media Player; Internet Explorer. If you are purchasing a new computer, the minimal recommendations for online students are:

Minimum Configuration

- 13"-15" monitor
- Windows 10 or macOS 10.14 Mojave operating system (or later respectively)
- i5 processor
- 8 GB Ram
- 256 GB Solid State Drive
- Battery 8 hours
- 3 year warranty

Preferred Configuration

- 13"-15" monitor
- Windows 10 or macOS 10.14 Mojave operating system (or later respectively)
- i7 processor
- 16 GB Ram
- 500 GB Solid State Drive (1 TB if majoring in computer science, art or cinema or other large file size area)
- >1 USB 3.0 port
- Battery 10-14 hours
- 3 year warranty

Information Technology Services (IT) provides a Help Desk at <https://mwsu.moiohelpdesk.com/> to provide and coordinate technical solutions for network and service requests. Many questions can be answered online there.

If you have an issue that could cause a life safety issue, property damage, or is stopping a business function, please call and report the emergency to Technology Services at 816-271-4555. The campus policy department can be reached at 816-271-4438.

Adaptive Technology provides services and equipment to assist students and faculty with functional limitations (e.g., visual and auditory limitations).

- Converting textbooks to Braille, digital files displayed on monitors with large fonts, and digital files converted to speech.
- Speech to text and text to speech software and hardware.
- Provide computers that can convert Web pages into enlarged text and speech are available

Textbook Resources

The Barnes and Noble bookstore provides a one-stop shopping center on campus for textbooks, apparel, computers, and related software and accessories. The bookstore offers an option for purchasing online, and students may also buy from other online textbook suppliers, such as AHIMA or Amazon. Students who have an AHIMA Student Membership may purchase AHIMA published textbooks at a reduced cost. Students should not buy used books unless assured that the course does not utilize web sources associated with the book. Used books will not have access to these required web sources. If unsure, students should contact the professor listed on the course syllabus to confirm that purchasing a used book will not impede success in the course. Many of the AHIMA books used in the HIM program have additional bundled services, such as adaptive electronic learning tools, AHIMA student membership, and the RHIA exam prep book used for the HIF470 Senior Seminar taken in the student's last semester comes bundled with the RHIA exam fee.

Financial aid—Access to financial aid services can be obtained in the following ways:

- On the web <https://www.missouriwestern.edu/finaid/>
- In the *MWSU 2022-2023 Undergraduate Catalog*, <https://forms.missouriwestern.edu/catalog/finaid.pdf>
- Information is provided at every registration event and throughout the academic year via Missouri Western's e-mail system.
- Students can access their financial aid information through their self-service Banner via their Goldlink portal.

- **Counseling**—Counseling services are designed to help with academic and personal issues that might interfere with their educational pursuits, such as time management, managing stress, overcoming test anxiety, improving concentration, and other behavioral health issues. Counseling sessions on a short-term basis are offered at no additional cost to MWSU students. Information is available online at <https://www.missouriwestern.edu/counseling> and resource pamphlets and first-year orientation formats.

- **Testing**— The Testing Center is responsible for standardized tests offered to University students, prospective students, and community residents; and monitors testing for students and community residents whose exams need to be proctored. Students receive this information in the following ways: <https://www.missouriwestern.edu/mwsu-testing-centers/>

- The *MWSU 2022-2023 Undergraduate Catalog* also provides information at <http://catalog.missouriwestern.edu/undergraduate/university-information/student-services/>
 - Students needing accommodated testing should contact the Accessibility Resource Center in Eder 203 or visit <https://www.missouriwestern.edu/arc/>

- **The Accessibility Resource Center**- Assists qualified students in providing reasonable accommodations. This office works with faculty to assist in the provision of approved accommodations. HIM students with testing accommodations for a documented disability are provided a secure and appropriate environment to take exams.
- **Career Development Center**- Students receive this information in the following ways:
 - One-on-one career advising to help students learn about themselves, choose a significant and successfully pursue career goals, or on-campus career fairs.
 - Students access current information by visiting the Career Development Center (CDC).
Information is available online at <https://www.missouriwestern.edu/careerdevelopment/>.
 - The Career Development Center provides job postings, career fairs, mock interviews, resume assistance, and employment opportunities.
- **Student Success and Academic Advising Center**- Student Success & Academic Advising Center is committed to the growth and development of all students. Student Success assists with the educational maturity of students through academic advising and intervention programs. The Student Success staff helps students explore the variety of majors at Missouri Western and makes arrangements for students to connect with faculty advisors and resources across campus. A plethora of resources for students and faculty is available at <http://www.missouriwestern.edu/advising/>
- **The Center for Academic Support Services (CAS)**- provides quality student tutors and staff who support classroom instruction while encouraging students to set and reach their academic goals. In addition to its tutoring services, the Center provides supplemental instruction sessions for specific courses and offers various workshops. Students may be self-referred or referred by a faculty member. HIM students also utilize services provided by the Center to improve study and test-taking skills, which are essential during the first or second semesters of HIM classes as they transition to the academic challenges of Health information Management classes. The CAS is currently developing an online support and tutoring process for students who only take online courses.
Access their services here: <https://www.missouriwestern.edu/cas/>
- **Student Health Center and Health/Fitness Resources Services**- provided by the Esry Student Health Center are available to all MWSU students. Its mission is to promote and maintain optimal physical and emotional health and well-being of students. With an emphasis on health education and promoting wellness and healthy lifestyles, students are encouraged to be concerned about and responsible for their health to enhance the overall educational experience.
- **Tobacco Use Policy** Smoking, smokeless products, and nicotine delivery devices are prohibited in the professional practice experience environment and on the campus of MWSU (see Tobacco Use Policy in the *MWSU Student Handbook and Code of Conduct*.) Tobacco products include, but are not limited to: cigarettes, traditional and electronic, cigars, pipes, hookah, smokeless tobacco

(chewing tobacco, snuff, snus, etc.), other tobacco administering products, or products including nicotine (excluding Nicotine Replacement Therapy).

ATTENDANCE

Even though classes are taught online, prompt and regular attendance at academic appointments (general studies courses, labs, PPEs) is essential for academic work. The responsibility for attendance rests with the student. For more information about the course, attendance refers to the class syllabus or *MWSU Student Handbook and Code of Conduct* at <https://www.missouriwestern.edu/studentaffairs/>.

For more information about attendance at a PPE, refer to "Instructions to Students" in the PPE Student Handbook. Online students' attendance will be evaluated by completing assignments and other required work and logging into the class learning management system (LMS). The current LMS used by MWSU is Canvas.

STUDENT ORGANIZATIONS

Every student has the opportunity to join an organization or club in the student area of interest. These include student government, religious groups, band, chorus, plays, sororities, and fraternities. For a detailed list of university-recognized clubs and organizations currently active on campus, see the Official Handbook for MWSU Recognized Student Organizations. This can be located online at <https://orgs.missouriwestern.edu/>.

The Health Information Management Program offers an online association for all HIM students. This is provided through a Canvas course. The Student Health Information Management Association (SHIMA) will house important information for HIM students to associate themselves with other HIM students and professional organizations. Information for HIM scholarships will also be made available here and in associations in the area where students are encouraged to participate for networking purposes. Job postings sent to the HIM Program will also be posted here.

SCHOLARSHIPS AND FINANCIAL AID

Students seeking financial aid should contact a representative in the Financial Aid Office located in Eder Hall. The representative can assist students with information regarding various types of loans, grants, and scholarships.

Information regarding professional HIM Organizations will be provided through the SHIMA course. Any questions or inquiries can be directed to the HIM Program Director.

HEALTH EXAMINATION AND HEALTH INSURANCE REQUIREMENTS

Students should be aware that neither the school nor clinical agencies provide health insurance for students nor that each individual is responsible for their health care. Students must maintain health insurance coverage and be prepared to provide proof of coverage.

GRADING SCALE

Specific requirements for each course and the method for determining the student's course grade can be found in each course syllabus. The grading scale utilized by the program is as follows:

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

A letter grade of "C" or better in all HIM major and support courses is required. Courses of CR (credit) or NCR (no credit) in primary or support courses taken at MWSU do not meet a course requirement. **Effective with Fall 2010 incoming students, a cumulative GPA must be obtained to graduate.**

ACADEMIC REGULATIONS

Professional Conduct & Appearance

You are expected to follow AHIMA's *Code of Ethics*. You will come in contact with all kinds of confidential information during your professional education. You must not disclose this information to unauthorized individuals, including family and friends. Breach of confidentiality of any health information either in the lab or from a clinical site is cause for dismissal from the program.

A signed Statement of Confidentiality is required of every student entering the program. Print off a copy found at the back of this handbook and return it to the Administrative Assistant.

johnston6@missouriwestern.edu

Professional appearance promotes an image of a competent and knowledgeable person. You are expected to reflect a professional impression on all field trips and PPEs. You will need to obtain a nametag that must be worn whenever visiting a PPE. More specifics on professional appearance can be found in "Instructions to Students" in your PPE Student Handbook.

Academic Performance

Students are responsible for meeting the standards for academic performance established for each course in which they are enrolled. If a student believes that the grade received was based on something other than the performance in the class; that the grade assignment was the result of more exacting or demanding standards than were applied to other students in the course; or that the work of the grade was representative of a substantial departure from the instructor's previously announced standards, an appeal may be made. It is the responsibility of the student to initiate and proceed through the grade appeal process as outlined in the *MWSU Student Handbook*.

Honesty

Academic honesty is required in all academic endeavors. Violations of academic honesty include plagiarism, cheating, seeking credit for another's work, falsifying documents or academic records, or any other fraudulent activity. Violations of academic honesty may result in a failing grade on the assignment, failure in the course, or expulsion from the University. When a student's grade has been affected, violations of academic honesty will be reported to the Provost or designated representative on the Academic Honesty Violation Report forms.

Students may form study groups. However, individual assignments must reflect personal work. Professors may specify a project designed for a group effort. Students must be clear when submitting assignments; their work reflects the professor's expectations for authorship. It is a severe academic violation to replicate or paraphrase another student's work on an individual assignment and submit it as your own.

Copying from the Internet or using Chegg, Brainly, Quizlet, Course Hero, or other similar online sources is not in compliance with academic honesty.

Please see the *MWSU Student Handbook and Code of Conduct* for specific activities identified as violations of this policy and the student due process procedure. The handbook is available on the Student Development website at <https://www.missouriwestern.edu/studentaffairs/>. Syllabi may contain more specific examples of dishonest behavior.

Student Conduct

Specific information regarding the Missouri Western expectations of student conduct can also be found by clicking on the Student Code of Conduct at the Student Handbook tab found on this same website <https://www.missouriwestern.edu/studentaffairs/>. This includes community expectations, definitions of conduct, conduct hearings, sanctions, guidelines, and student rights and appeals.

Social Network Communication

The use of social media is extremely popular with everyone, including students in the HIM Program. The School of Nursing and Health Professions has approved a Social Media Policy. It is attached as Appendix III.

Academic Advisement

All degree-seeking students are assigned an advisor who helps provide information regarding degree requirements, semester class selection, and career direction. Students should meet with their academic advisor at least once each semester to plan schedules for the next semester of study. A degree-seeking student should declare a major once 24 credit hours of course work have been attempted. HIM students will not be allowed to register for the next semester until an advisement session, either online or face-to-face, has been completed. Especially undergraduate students should be aware prompt scheduling of advising is highly suggested, as undergraduate general education courses fill quickly.

Grade-Point Averages and Probation and Suspension

Refer to the *MWSU Student Handbook* tab on this page <https://www.missouriwestern.edu/studentaffairs/> for information regarding grades, probation, suspension, and grade appeal.

Computer Literacy

Students must have an MWSU e-mail account and have basic computer skills, including the ability to type and edit a Word document and attach a document to an e-mail. Before taking your first online class, you must take and get a 100% on an online assessment exam.

Computing Guidelines

MWSU computing facilities are provided to promote and support academic pursuits. Computing guidelines are located in the 2022-2023 Handbook and Student Code of Conduct. Every student needs to read and follow the policies found on this website.

TRANSFER CREDIT

"MWSU adheres to the guidelines of the Missouri Articulation Agreement. Transfer course work is evaluated and awarded on the same basis as credit awarded at MWSU. Consequently, the criteria used to assess currently enrolled MWSU students are equally applicable to transfer students. "

<http://catalog.missouriwestern.edu/undergraduate/university-information/admission/transfer/>

Information regarding transfer credit is also found in the *Registration Guide*

<https://www.missouriwestern.edu/registrar/registration/>

Students have the right to appeal denied transfer credit. The steps for appeal are outlined in the 2021-2022 *MWSU Undergraduate College Catalog*,

<http://catalog.missouriwestern.edu/undergraduate/university-information/admission/transfer/> Transfer

credit can be granted by the HIM Program Coordinator for HIM and support classes as listed on the Major Declaration Form. The Program Coordinator at MWSU uses the transfer guidelines outlined above, carefully evaluating all classes to ensure they were taken at a regionally accredited college or University.

Other guidelines established by the program include classes being evaluated for transfer credit must have been taken at an accredited CAHIIM HIT or HIM program, grade of C or greater must have been obtained. Students must earn a minimum of 30 credit hours in upper-division courses. Lower-division transfer courses accepted as meeting upper-division departmental course requirements cannot be used to fulfill this requirement, and the student must earn 30 of the last 45 credit hours at MWSU.

ADVANCED PLACEMENT

MWSU gives credit for Advanced Placement Program Tests. More information is available at

<https://www.missouriwestern.edu/mwsu-testing-centers/clep/> Currently, the courses accepted for

Advanced placement applies to general studies and not to any professional courses in the HIM program.

EXPERIENTIAL LEARNING

The HIM program works with students who have prior HIM experience and want consideration for experiential learning. Portions of a professional practice experience may be waived and some classes depending on the type and verification of experiential learning.

The burden of proof falls on the student to request the waiver for either PPE or a class. The student must be able to provide adequate authentication to the supervising PPE faculty, faculty advisor, and Program Coordinator.

Depending on the student's request, appropriate authentication may include such items as:

- Attestation in writing from a current supervisor with the current job description
- Verified resume
- Copy of a certificate reflecting current job competency, i.e., certified med tech, certified coding specialist, certified professional coder, etc.

Suppose the student is allowed to waive a PPE or a portion of a PPE due to professional HIM experience. In that case, the student will need to participate in any PPEs that are not reflected in prior or present experiences.

EVALUATION

You are requested to participate in an ongoing evaluation process.

1. At the end of the semester, you will be asked to provide input for each course. Your comments will not affect your academic status.
2. An exit exam will be given after your final semester in the program.
3. Evaluation continues after graduation with follow-up surveys to graduates and employers.
4. To measure student progress toward educational goals, students must participate in periodic assessment efforts at MWSU. Grades, transcripts, and graduation will be held if the student does not participate in this required testing.

GRADUATION REQUIREMENTS

To be considered a candidate for graduation, the student must follow the graduation requirements stated in the *Missouri Western State University Undergraduate Catalog*.

ACADEMIC CALENDAR

The Academic Calendar is located at <https://www.missouriwestern.edu/acadaff/calendars/>.

AGREEMENT OF RESPONSIBILITY

I have read and understand the information in this HIM Student Handbook. I agree to be bound by these policies and those in the MWSU *Student Handbook*, *Student Code of Conduct*, and the Missouri Western State University *Undergraduate Catalog*. It is the student's responsibility, not the University or a member of the faculty or staff, to know and abide by the regulations and policies and meet the requirements.

I understand that I must obtain a letter grade of C or higher in all my HIM core and support classes and a cumulative 2.5 GPA to graduate.

**Please sign and submit a copy to the HIM Program Administrative Assistant,
jjohnston6@missouriwestern.edu.**

Printed Name

Student Signature

Date

CONFIDENTIALITY STATEMENT

MISSOURI WESTERN STATE UNIVERSITY

HEALTH INFORMATION MANAGEMENT PROGRAM

Throughout the Health Information Management Program at Missouri Western State University, I (student's name) _____ will have limited access to patient medical information. I realize that patient information is private and must be kept confidential. I also realize that unauthorized disclosure of any information is punishable by a fine and/or imprisonment.

Throughout my educational program at Missouri Western State University, I will at no time inappropriately disclose confidential information in any medium, and I will adhere to the Code of Ethics of the American Health Information Management Association.

I understand that unauthorized disclosure of patient information will be cause for an immediate termination from the HIM program at Missouri Western State University.

Signature

Date

APPENDIX I Current AHIMA Curriculum Competencies

AHIMA Taxonomy Level

Baccalaureate Degree Competencies

Domain I. Data Structure, Content, and Information Governance

- 5 I.1. Compare diverse stakeholder perspectives through the delivery of health care services.
- 4 I.2. Analyze strategies for the management of information.
- 5 I.3. Evaluate policies and strategies to achieve data integrity.
- 5 I.4. Recommend compliance of health record content across the health system.
- 3 I.5. Utilize classification systems, clinical vocabularies, and nomenclatures.
- 5 I.6. Evaluate data dictionaries & data sets for compliance with government standards.

Domain II. Information Protection: Access, Disclosure, Archival, Privacy, and Security

- 5 II.1. Recommend privacy strategies for health information.
- 5 II.2. Recommend security strategies for health information.
- 4 II.3. Analyze compliance requirements throughout the health information life cycle.

Domain III. Informatics, Analytics, and Data Use

- 4 III.1. Examine health informatics concepts for the management of health information.
- 4 III.2. Analyze technologies for health information management.
- 5 III.3. Interpret statistics for health services.
- 4 III.4. Examine health care findings with data visualizations.
- 5 III.5. Compare research methodologies pertaining to health care.
- 5 III.6. Manage data within a database management system.
- 3 III.7. Identify standards for exchange of health information.

Domain IV. Revenue Cycle Management

- 5 IV.1. Evaluate the assignment of diagnostic and procedural codes and groupings in accordance with official guidelines.
- 5 IV.2. Manage components of the revenue cycle.
- 5 IV.3. Evaluate compliance with regulatory requirements and reimbursement methodologies.

Domain V. Health Law & Compliance

- 5 V.1. Comply with legal processes impacting health information.
- 5 V.2. Evaluate compliance external forces.
- 4 V.3. Analyze components of risk management as related to a health organization.
- 4 V.4. Analyze the impact of policy on health.

Domain VI. Organizational Management & Leadership

- 4 VI.1. Facilitate fundamental leadership skills.
- 5 VI.2. Assess the impact of organizational change.
- 4 VI.3. Analyze human resource strategies for organizational best practices.
- 5 VI.4. Leverage data-driven performance improvement techniques for decision-making.
- 4 VI.5. Verify financial management processes.
- 4 VI.6. Examine behaviors that embrace cultural diversity.
- 5 VI.7. Assess ethical standards of practice.
- 4 VI.8. Facilitate consumer engagement activities.
- 4 VI.9. Facilitate training needs for a healthcare organization.
- 5 VI.10. Compare project management methodologies to meet intended outcomes.

Supporting Body of Knowledge (Prerequisite or Evidence of Knowledge) NOTE: No taxonomy levels on Body of Knowledge criteria

1. Pathophysiology and Pharmacology
2. Anatomy and Physiology
3. Medical Terminology
4. Computer Concepts and Applications
5. Math Statistics

APPENDIX II

Registered Health Information Management Examination

Exam Specifications

The RHIA is a timed exam. Candidates have four hours to complete the exam—the total number of questions on the exam range between 170 and 200 total items. The exam is given in a computer-based format.

AHIMA exams contain various questions or item types that require you to use your knowledge, skills, or experience to select the best answer. Each exam includes scored questions and pre-test questions randomly distributed throughout the exam. Pre-test questions are not counted in the final results.

The passing score for the RHIA is 300.

Competencies for RHIA fall into five domains. Each domain accounts for a specific percentage of the total questions on the certification exam. See the Exam Content Outline below for greater detail.



Registered Health Information Administrator (RHIA) Exam Content Outline (Effective March 1, 2021)

Domain 1: Information Governance (19%)

Tasks:

1. Evaluate the integrity of health data
2. Apply knowledge necessary to process the required clinical data elements for quality reporting (e.g. facility committees, payers)
3. Understand and apply data dictionary standardization policies
4. Manage data standards based on organizational policy
5. Complete data analysis to inform management
6. Apply knowledge necessary to develop policies and procedures for data management and information governance
7. Manage health record content and documentation

Domain 2: Compliance with Uses and Disclosures of PHI (26%)

Tasks:

1. Manage patient access to their health information
2. Apply knowledge necessary to advocate for patients and families in the process of obtaining health information
3. Apply knowledge necessary to process healthcare information requests according to legal and regulatory standards
4. Monitor access to Protected Health Information (PHI) within the organization
5. Apply knowledge necessary to comply with retention and destruction policies for healthcare information
6. Apply knowledge necessary to monitor release of information workflows
7. Follow breach of information protocols
8. Apply knowledge necessary to ensure compliance with privacy initiatives
9. Ensure compliance with security initiatives
10. Monitor organizational compliance with health laws, regulations, or standards

Domain 3: Data Analytics and Informatics (24%)

Tasks:

1. Develop productivity reports
2. Prepare to support end users in EHR applications
3. Apply knowledge necessary to create visual representations of data for decision-making
4. Provide summary reports based on trends
5. Apply knowledge necessary to use database management techniques (e.g. data mining)
6. Manage the integrity of the master patient index
7. Apply knowledge necessary to audit documentation using a focused tool (e.g. CDI, quality, safety)
8. Apply knowledge necessary to optimize health information technology to improve workflow
9. Support health information exchange solutions
10. Examine clinical, administrative, and specialty service applications
11. Validate healthcare statistics for organizational stakeholders



Domain 4: Revenue Management (16%)

Tasks:

1. Apply knowledge necessary to educate providers on value-based care programs and guidelines
2. Validate coding accuracy
3. Monitor health plan clinical documentation requirements
4. Conduct clinical documentation improvement (CDI)
5. Verify the claims management process
6. Assign diagnoses and procedure codes and groupings according to official guidelines
7. Apply knowledge necessary to conduct revenue integrity activities
8. Apply knowledge necessary to perform fraud prevention

Domain 5: Management and Leadership (15%)

Tasks:

1. Apply knowledge necessary to implement strategies to support organizational initiatives
2. Apply knowledge necessary to collaborate on contract management (e.g., vendors, outsourcing)
3. Apply knowledge necessary to perform human resource management activities (e.g., recruiting staff, creating job descriptions, resolving personnel issues)
4. Apply knowledge necessary to perform work design and process improvement activities
5. Apply knowledge necessary to facilitate training and development
6. Apply knowledge necessary to assist with preparation of budgets
7. Assist with entity accreditation, licensing, or certification processes

APPENDIX III

Social Media

Web-based tools that allow interactive and highly accessible communication between individuals are broadly referred to as social media. Social media and the use of electronic devices can improve and strengthen the knowledge and understanding of the student, instructor, and client.

Health professions students are responsible for understanding the benefits, responsibilities, and potential consequences of their participation in social media. The use of social media by health professions students reflects on their professional self-image and the global image of healthcare professionals. All use of social media should reflect positively on the individual and the profession.

Types of Social Media: (examples included, but are not limited to the following)

- Blogging – Blogger
- Micro blogger – Foursquare, Google, Twitter
- Post casting – Blueberry
- Social and Professional networking – Facebook, LinkedIn
- Social networking sharing – Reddit
- Social bookmarking/Social tagging – Google Reader
- Video hosting – YouTube, TikTok
- Photo sharing – Instagram, Snapchat

Standards of Social Media for Health Professions Students:

- Health professions students should be aware of the potential impact of each post made, understanding that contacts may view the post as a reflection of the individual health professional and the entire health profession.
- Health professions students should not "check in" on Facebook or other media sites via electronic devices while at clinical sites.
- Health profession students must be informed about the privacy setting of the social media sites because those settings may change frequently.
- Health professions students who use social networking sites should know how their professionalism may be affected by using the same areas by friends or peers.
- Health professions students must always recognize their ethical and legal obligations to maintain the client's privacy and confidentiality. Transmission of any client or institution-related image that might be reasonably anticipated to violate the client's rights or the institution's privacy or cause embarrassment is prohibited. Any images of health professions students in uniform posted on social media sites must reflect a positive image.

- Health profession students must care about having online social contact with clients because the distinction between professional and personal relationships may become blurred.
- Health professions students must not post unfavorable remarks about academic or clinical institutions, faculty, staff, or patients.
- Health profession students must not use any form of social media to make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, or homophobic posts. This also includes making comments about individuals or groups with disabilities or individuals or groups with particular religious or political views.
- Social media policies may vary among clinical sites. Rules for using personal devices (i.e., cellphones, laptops) in the clinical setting or classroom must be followed for each institution.

Consequences:

Disciplinary action for inappropriate social or electronic media use will be determined case-by-case. Improper use of social media may violate state and federal laws and result in both civil and criminal penalties, including possible fines and possible imprisonment.

Defamation suits, invasion of privacy, or harassment claims may also result in personal liability for the student. If the student's conduct violates the policies of an educational or clinical institution, additional consequences up to and including dismissal from the program may occur.

***Approved by SNHP (formerly DONAH)
12-07-12***

APPENDIX IV

TITLE IX—Harassment, Discrimination, and Sexual Misconduct

Consistent with its mission, Missouri Western seeks to ensure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX, and University policy prohibit harassment, discrimination, and sexual misconduct. Missouri Western encourages anyone experiencing harassment, discrimination, or sexual misconduct to talk to someone from the Campus and Local Resources list found on the Title IX Policies and Procedures Resources tab: <https://www.missouriwestern.edu/titleix/resources/> about what happened so they can get the support they need and Missouri Western can respond appropriately.

There are both confidential and non-confidential resources and reporting options available to you. Missouri Western is legally obligated to respond to reports of sexual misconduct, and therefore we cannot guarantee the confidentiality of a report unless made to a confidential resource. Responses may vary from support services to formal investigations. As a faculty member, I am required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX coordinator with relevant details, such as the names of those involved in the incident. For more information about policies and resources or reporting options, please visit the following website: <https://www.missouriwestern.edu/titleix/sexual-misconduct-policy/>

Students have received information via e-mail regarding training regarding Title IX. Student employees may have additional required training. Please follow the link in the e-mail sent to your MWSU student account to complete the training. Students who do not complete the training will receive a hold on their account, prohibiting future semester enrollment until the training is complete. These training courses will ensure that all students are appropriately educated about these important regulations.