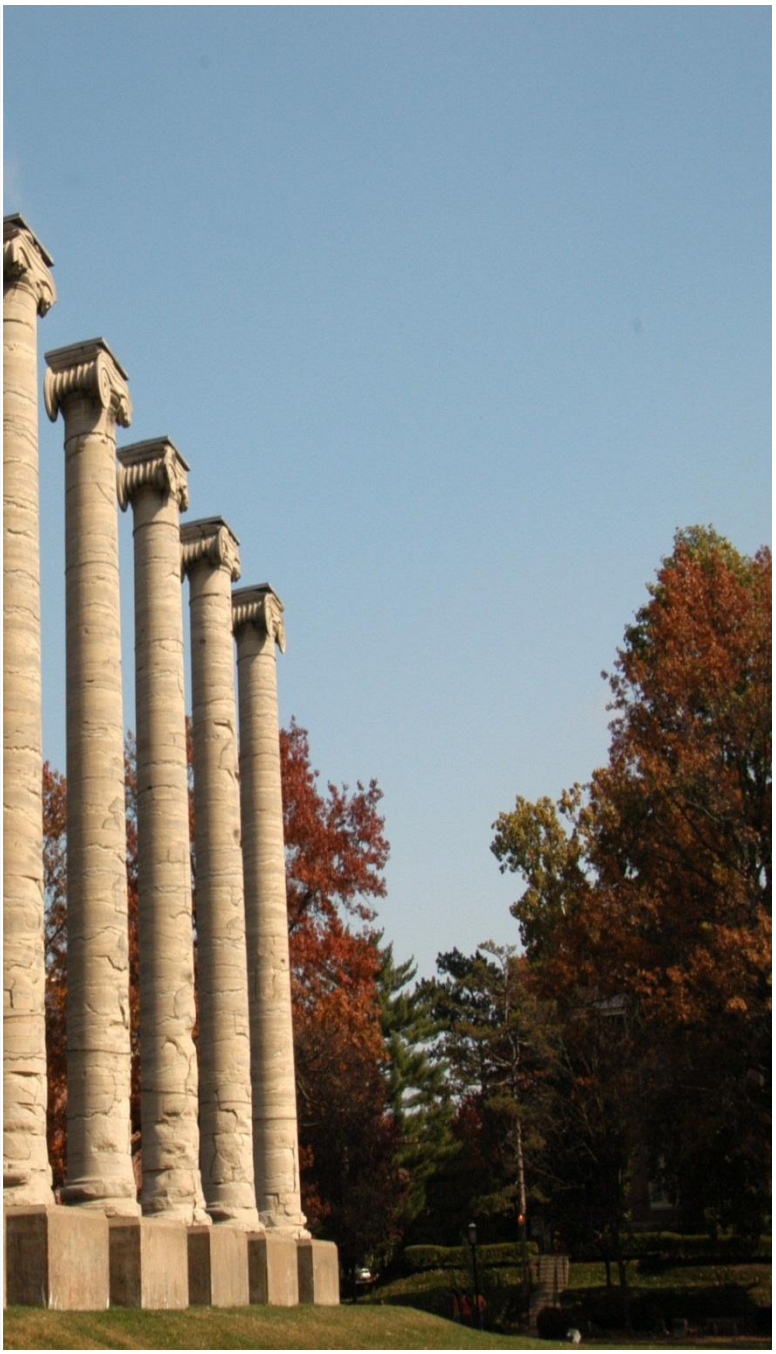
HEALTH MANAGEMENT AND INFORMATICS

STUDENT HANDBOOK

2013 - 2014



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This document contains information on the Department's mission, values, and guiding principles; selected resources; and an overview of where to access Department and University policies and regulations. In addition, it contains copies of sample plans of study, and requirements for graduation. The handbook is meant to provide general guidance, but is subject to change as University and Departmental policies change.

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UNIVERSITY OF MISSOURI STATEMENT OF VALUES

http://www.missouri.edu/about/values.php

The University of Missouri, as the state's major land-grant university, honors the public trust placed in it and accepts the associated accountability to the people of Missouri for its stewardship of that trust. Our duty is to acquire, create, transmit, and preserve knowledge, and to promote understanding. We the students, faculty, and staff of MU hold the following values to be the foundation of our identity as a community. We pledge ourselves to act, in the totality of our life together, in accord with these values.

RESPECT

Respect for one's self and for others is the foundation of honor and the basis of integrity. A hallmark of our community is respect—for the process by which we seek truths and for those who engage in that process. Such respect is essential for nurturing the free and open discourse, exploration, and creative expressions of truth and honesty. Respect is demonstrated by a commitment to act ethically, to welcome difference, and to engage in open exchange about both ideas and decisions.

RESPONSIBILITY

A sense of responsibility requires careful reflection on one's moral obligations. Being responsible imposes the duty on us and our university to make decisions by acknowledging the context and considering consequences, both intended and unintended, of any course of action. Being responsible requires us to be thoughtful stewards of resources—accountable to ourselves, each other, and the public we serve.

DISCOVERY

Learning requires trust in the process of discovery. Discovery often fractures existing world views and requires acceptance of uncertainty and ambiguity. Therefore, the university must support all its members in this life-long process that is both challenging and rewarding. As we seek greater understanding and wisdom, we also recognize that knowledge itself has boundaries—what we know is not all that is.

EXCELLENCE

We aspire to an excellence which is approached through diligent effort, both individual and collective. Pursuing excellence means being satisfied with no less than the highest goals we can envision. Pursuing excellence involves being informed by regional, national, and global standards, as well as our personal expectations. We recognize and accept the sacrifices, risks, and responsibilities involved in pursuing excellence, and so we celebrate each other's success. We commit ourselves to this process in an ethical and moral manner.

These statements are mere words until we integrate them as values in our individual lives and reflect them in our institutional policies and practices. We pledge ourselves to make them effective in the very fabric of our lives, our community, and all our relationships with others, thereby enhancing the development of individuals and the well-being of society.

HEALTH MANAGEMENT AND INFORMATICS MISSION STATEMENT
School of Medicine, University of Missouri
http://hmi.missouri.edu/about/mission.html

The HMI Department develops, translates, and disseminates knowledge, innovations, and evidence-based solutions to improve the performance of complex health systems through health management and informatics to advance the health of Missouri's communities, the nation, and globally through international partners by:

- Creating a culture of collaborative relationships in research, education, and service to generate innovative ideas and solutions;
- Providing professional and research-oriented health management and informatics education and fostering lifelong learning;
- Delivering data, technical assistance, and consultation by partnering with health, human service, and policy-making organizations; and
- Developing innovative commercial products and services for health and education related applications.

GUIDING PRINCIPLES

Community
Contribute to and maintain a community of interdisciplinary scholarship and collaboration, with respect for and commitment to the ongoing mission of the HMI Department.

Value
Create value through knowledge about health organizational processes using evidence-based decision making to provide solutions designed to improve health.

Knowledge
Develop learning partnerships among the faculty, students, staff, and health professionals for creating, disseminating, and applying knowledge to achieve high levels of performance of health and educational processes.

Leadership
Foster an environment in which faculty, staff, students, and alumni provide the required vision to develop and manage technical innovation and organizational change in the provision of equitable health care, in addition to developing and fostering networks for continuous professional development.

Technology
Discover and apply innovative health management and health informatics solutions to organizations for the purpose of delivering high quality, safe, and valued health care, research, and educational services.

Quality
Create an environment for excellence and continuous improvement in all education, research, and health services delivery processes both within the HMI Department and as a service to our partners, students, alumni, and associates.

ACADEMIC REGULATIONS

Inside and Outside the Classroom – Expectations of Professional Conduct
Students are expected to conduct themselves responsibly and professionally when dealing with all members of the University of Missouri community as well as at networking events, job interviews, and other functions where they are representing HMI. Students are expected to avoid any impropriety or appearance thereof in the use of social media. In addition, students are expected to help maintain the appearance and the functionality of the building, classrooms, and other facilities.

Student Responsibility
It is each graduate student's responsibility to be familiar with the information presented in this handbook, as well as the University of Missouri's guidelines, and to know and observe all regulations and procedures relating to the program he/she is pursuing. In no case will a regulation be waived or an exception granted because students plead ignorance of, or contend that they were not informed of, the regulations and procedures.

Responsibility for following all policies and meeting all requirements and deadlines for graduate programs rests with the student.

Important links to University of Missouri policies:

Student Standard of Conduct
http://www.umsystem.edu/ums/rules/collected_rules/programs

Additional policies can be found on the MU Academic Integrity website
http://osrr.missouri.edu/guidelines/index.html

For Safe Computing Policies, please see http://doit.missouri.edu/about/policies/. In particular, please familiarize yourself with MU's Acceptable Use Policy:
http://www.umsystem.edu/ums/rules/collected_rules/facilities/ch110/110.005_acceptable_use_policy. Information pertaining to misuse of computing resources is also discussed in in MU's Standard of Conduct document (see link above).

HMI PROFESSIONAL DEVELOPMENT OPPORTUNITIES & RESOURCES

Summer Internship Experience
A 12-week internship is required for health services management students to earn the MHA degree. While not required for the MS in Health Informatics degree, informatics students are welcome to undertake the internship experience as well. Our Executive-in-Residence, Rick Sommer, works with students to find internship placements. All students completing an internship are required to attend informational meetings, resume workshops, and job interview preparation sessions. Enrollment in HMI 8689 – Field Experience in Health Management and Informatics (three credit hours) for the summer semester in which the internship is completed is also required. There will be deliverables due during the course of the internship, and a required presentation at the beginning of the following Fall semester.

Friday Forums
ALL students, both MHA and HI, are required to attend Friday Forums. Friday Forums are valuable professional networking and educational sessions, and will be held from 12:00 noon to 1:00 pm on Fridays throughout each semester. Beyond presentations and Q&A sessions, most of the Friday Forum speakers are also engaged in developing their hiring networks, and travel to campus with an eye toward recruitment.

Friday Forum speakers will include health industry executives, leading physicians, legislators, scholars, and current administrative fellows. Occasionally, special forums will be held on days and times other than Friday noontime to take advantage of available speakers.

The consequences of absence from Friday Forums include missed professional networking opportunities for internships and post-graduation job placements – including fellowships - and diminished ability of HMI faculty to provide strong letters of recommendation for fellowship and job applications.

A current line-up of Friday Forum presentations will be maintained at
http://hmi.missouri.edu/students/seminars_forums.html

Internship and Post-Graduation Application Workshops
The department will arrange resume and interview workshops on an “as needed” basis throughout the academic year. These workshops are an opportunity for faculty and alumni to review and comment on students’ personal statements, resumes, cover letters, interview preparation, etc. for summer internships and post-graduation placements.

Student-Alumni Mentoring
Students are offered multiple opportunities to collaborate with program alumni in areas such as career planning and professional networking. Veronica Kramer, HMI's Alumni Relations Liaison, helps assign each student an alumna or alumnus to serve as a mentor.

Resume Book
The HMI Resume Book is a valuable networking tool that features a brief resume and photograph of each student in the final year of their degree program. The Resume Book is completed each year by the time of the HMI Fall Institute, where current HMI students will have the opportunity to network with HMI alumni.

HMI's most recent Resume Book is available at:
http://www.hmi.missouri.edu/alumni/resume_book/20122013_HMI_Resume_Book.pdf

Fall Alumni Institute
Each year the HMI Department hosts the Fall Institute, which is scheduled to coincide with Homecoming Weekend. This year's events will include scheduled time for student networking with HMI alumni, a career positioning panel discussion, roundtable sessions for students and alumni, and scheduled social activities.

Inter-Professional and Case Competition Opportunities
In the Spring Semester of their second year, HMI students participate in the University of Missouri's Inter-professional Curriculum in Quality Improvement, Patient Safety, and Teamwork, where they collaborate with medical, nursing, pharmacy, respiratory therapy, and other health professions students in case-based problem solving and development of recommendations.

HMI students also have the opportunity to participate in regional and national case competitions such as the *University of Kansas Regional Case Competition, the University of Alabama-Birmingham Health Administration Case Competition, and the Clarion Inter-professional Case Competition* hosted by the University of Minnesota. In the Clarion Competition, a team of four MU students—consisting of a medical, nursing, HMI, and other health professions student—are given a case study and are charged with creating a root cause analysis and set of actionable recommendations. The team ultimately presents to a panel of inter-professional judges that evaluates their analysis and recommendations in the context of real world standards of practice.

Professional Conferences
HMI students will have the opportunity to attend national conferences, such as the American College of Healthcare Executives' (ACHE) annual Congress on Healthcare Leadership and the Healthcare Information and Management Systems Society (HIMSS) annual conference and exhibition. Each year, HMI's Graduate Student Association (HMIGSA) awards conference funding to students who apply.

Student Participation in Professional Organizations
Professional organizations in which students may be interested:

Health Services Management
- American College of Healthcare Executives (ACHE)
- Medical Group Management Association/American College of Medical Practice Executives (MGMA/ACMPE)
- Health Care Financial Management Association (HFMA)
- AcademyHealth
- Institute for Healthcare Improvement (IHI)

Health Informatics
- American Medical Informatics Association (AMIA)
- Healthcare Information & Management Systems Society (HIMSS)
- American Health Information Management Association (AHIMA)

The benefits of active participation in professional organizations are many:
- Professional networking to support career building

- Scholarships and awards
- Attend and participate at national/regional meetings
- Receive professional newsletters and research publications
- Access job banks and industry data
- Lifelong learning (including post-graduation credentialing and certification)
- Reduced membership rates for students

Websites:

- http://www.ache.org
- http://www.mgma.org
- http://www.hfma.org
- http://www.ihi.org
- http://www.amia.org
- http://www.himss.org
- http://www.academyhealth.org
- http://www.a4hi.org

HMI Student Sibling Program

HMIGSA coordinates the HMI Student Sibling Program. Each first year student is paired with a second year student who acts as a mentor.

FINANCIAL AID

All need-based and federal aid is handled by Mizzou's Office of Student Financial Aid. Any questions regarding your FAFSA or financial aid package from the University should be directed to Student Financial Aid: http://financialaid.missouri.edu/index.php. As resources permit, the HMI Department provides merit-based financial assistance to all students who qualify. In order to be considered for merit-based aid from the Department, you must have a GPA of 3.0 or above. Students who are admitted with a GPA below 3.0 will become eligible for financial assistance if they complete at least one semester of coursework and raise their GPA to a 3.0 or higher. All students who meet the minimum GPA requirement are automatically considered for the various types of financial aid awarded by the Department. A separate application is not required.

The three categories of aid offered by the HMI Department are out-of-state fee waivers, Graduate Research Assistantships (GRAs) and scholarships.

Out-of-state fee waivers waive non-resident tuition fees (currently $541.40 per credit hour) for students who are not Missouri residents. In addition to the non-resident fee waiver, students receive a $1,000 ($500 per semester) scholarship, which is applied directly towards their bill. International students are eligible for out-of-state fee waivers. Assuming students make satisfactory academic progress, the out-of-state fee waiver is guaranteed for two years.

A limited number of Graduate Research Assistantships are awarded each academic year, depending upon funds available and alignment of project needs with student skills and interests. GRA positions REQUIRE a minimum of 10 hours of work per week (some positions require as much as 20 hours), for which students earn an hourly wage of $13.08. Students with a GRA also receive a full tuition waiver (please keep in mind that the tuition waiver applies to tuition only, and does not cover any fees – including fees associated with certain courses such as those offered by the MBA program – or credit hours taken in excess of 15 per semester). Students are encouraged to check http://www.hiremizzoutigers.com/ regularly for available GRA and GTA positions in other university departments.

HMI awards two scholarships annually to Health Administration students: the Maienschein Memorial Scholarship ($1250 per academic year; student must be a Missouri resident) and the AUPHA Foster McGaw Scholarship ($750 cash award; student must be a U.S. citizen). For Health Informatics students, two GRA positions funded by the Ernst & Young Scholarship in Health Informatics are awarded annually. In addition, HMI will notify students of deadlines and qualifications for external scholarship opportunities offered by professional associations.

Students may also receive scholarship awards from the University of Missouri. Information about University scholarships and federally financed loans can be obtained by visiting the MU Web site at http://www.sfa.missouri.edu or by calling the financial aid office at (573) 882-7506.

IT & ACADEMIC RESOURCES

Student Mailboxes and E-Mail
It is your responsibility to stay informed. You are expected to check your HMI mailbox – located in CE706, the student lounge – a minimum of twice per week and your Mizzou e-mail daily for official communications from HMI faculty and HMI Student Services. Failure to do so is not an acceptable excuse for missing important notices, deadlines, etc. Students are strongly advised to have all personal mail delivered to their homes or permanent addresses and not to their school mailboxes.

Student E-mail
Please see http://webmail.mizzou.edu/

MIZZOU Information Technology
Please see http://mizzouit.missouri.edu/ for more information. Mizzou IT is the website that contains information about computing and telecommunications needs. It is designed to be a "one-stop shop" for everything IT, including hardware, software, e-mail, networking, tech support, PawPrints, security, phone services, computer training, web hosting, printing, computing sites, and student ID cards. Mizzou IT is part of the Division of Information Technology (DoIT).

IAT Services Training

Classroom Courses
MU faculty, staff and students have several options for obtaining computer skills training. All IAT Services Training courses are available at no charge. Available courses can be found at http://doit.missouri.edu/training/catalog.html

Open Lab Sessions
IAT Services Training offers Open Lab Sessions on most Friday afternoons from 1 p.m. - 4 p.m. in N3 Memorial Union for additional assistance with your actual project.

Health Sciences Library
Current information maintained at http://library.muhealth.org/

In order to gain access to the HSL after 5:00 p.m., students may have their TigerCard or MUHC badge programmed. Students can request the programming for ONE of their badges to work with the outer door of the HSL at Kentucky Avenue. If they have two badges, only one can be set up to work with the door to gain access to the library. The TigerCard is an acceptable card for programming. Hospital Security staff members have been advised that programming of the TigerCard can be done. The duties of most of the officers lie in other areas, so it is understandable that the person on duty might not remember. If a student is told otherwise by the person on duty, they should remind the person respectfully and gently that Chesly Manning has stated that the programming of the TigerCard for HMI students is possible. Once the programming is done, if the card does not swipe correctly, the student should report the problem to Hospital Security. Please allow up to 48 hours for the programming of the badge to take effect after you come by the Hospital Security office. During restricted access hours (Reading Days and final exams), students should be prepared to show their TigerCard or MUHS badge at the HSL door in order to enter.

Graduate Tutoring at the Writing Lab, Student Success Center
The Writing Center is funded for undergraduates, but help can be offered to graduates on a more limited basis. Please see our Grad Students page for more information about how you can make an appointment. https://writery.missouri.edu/graduate_students/gradstudents.html

Student Competency in Referencing Tutorial
https://hmi.missouri.edu/moodle/course/category.php?id=6
To assist students in complying with proper citations in papers and reports, the Department has developed a web-based interactive tutorial. This tutorial provides an opportunity for students to learn about and practice the use of the American Psychological Association (APA) reference style to cite the work of others properly. While this tutorial focuses on the APA style of referencing, the content is relevant for other styles of referencing. Be sure you know what style is required by an instructor in a specific course. In this web-based tutorial, APA guidelines and rules are offered and you have the opportunity to demonstrate what has been learned by completing a short quiz. The tutorial remains available as a resource to which students can return when questions of proper form arise.

English Language Resources
The MU International Center maintains a list of English language and conversation classes at http://international.missouri.edu/come-to-mu/living-in-columbia/local-english-language-and-conversation-classes.php

The Intensive English Program (IEP) is for international students who would like to improve their English skills: http://iep.missouri.edu/

Information on MU's International Teaching Assistant Program (ITAP) is available at http://gradschool.missouri.edu/resources/preparing-faculty/international-teaching-assistant/index.php

HMI STUDENT SERVICES INFORMATION

HMI Student Services Team and Staff Contacts
Dr. Sue Boren – Director of Graduate Studies
Dr. Lanis Hicks – Associate Chair of HMI
Candace Ingram – Office Associate (conference room booking)
Veronica Kramer – Student Recruitment Specialist, Alumni Relations Liaison, HMIGSA Advisor
Allison Miller – Executive Assistant to the Chair
David Moxley – Associate Director of Executive Programs
Renee Pearman – Senior Support Analyst Specialist (IT)
Margaret Rossano – Student Services Advisor
Rick Sommer – Executive-in-Residence (internship placements)
Ted Weatherford – HMI Department Administrator
Gina Whitworth – Administrative Associate (HR & Payroll)

The matrix on the following page shows which Student Services team or staff member to contact in various situations.

situation	who to contact											
	Margaret Rossano	Veronica Kramer	Rick Sommer	Sue Boren	Candace Ingram	course instructor	faculty mentor	Allison Miller	Renee Pearman	Ted Weatherford	David Moxley	Gina Whitworth
Oral Comprehensive Examination	x						x					
plan of study	x											
DARS (Degree Audit Reporting System)	x											
registration for HMI classes & classes in other departments	x											
graduation	x											
plan to complete a thesis	x											
would like to be considered for a GRA position/Information about scholarship opportunities	x											
add the HI certificate	x											
add a dual degree	x											
CPT & OPT (International Students)	x											
verification of enrollment	x											
HMI GSA		x										
Fall Institute		x										
providing a name of or connecting a prospective student with HMI		x										
post graduation fellowships information distribution			x				x					
summer internships			x									
Friday Forums			x									
resume review			x									
internship interview preparation			x									
academic concerns				x			x					
obtain a letter of recommendation			x	x		x	x					
obtain a letter of recommendation from the program director/department chair (Dr. Simoes has asked Dr. Boren to provide these letters as Director of Graduate Studies)				x								
quality issues related to a course or the program				x								
apply to particpate in case competitions (Kansas City, UAB, CLARION)				x								
faculty mentor or course instructor is not responsive to your emails				x								
you would like to change your faculty mentor				x								
quality improvement suggestions				x								
applying for Student Associate status with the American College of Healthcare Executives (ACHE) please complete the application online and provide Sue Boren's name and email borens@health.missouri.edu				x								
reserve the classroom (CE705) or a conference room (CE714 or CE730)					x							
questions or concerns about a specific course						x						
discuss healthcare, research, and education interests							x					
send summer internship reports to			x				x					
schedule an appointment with Dr. Simoes								x				
printing from the HMI computers									x			
HMI computer issues									x			
workspace in the student lounge										x		
Moodle issues											x	
paycheck concerns												x
human resources concerns												x
other situation not mentioned here and you do not know who to ask	x			x								

HMI FACULTY MENTOR AND ADVISING INFORMATION

A faculty mentor is defined as a guide, an advocate, a sympathetic ear, and a resource for information. As you meet with your faculty mentor at first during the orientation lunch and then over the following semesters you may wish to talk about the following topics: why you chose health care, learning goals, career goals, what you like to do in your free time, etc.

Here are guidelines for graduate students and faculty that can lead to a successful mentoring relationship:

Commitments of Graduate Students

• I have the primary responsibility for the successful completion of my program.

• I will meet regularly with my faculty mentor and provide him/her with updates on my progress and activities. I will initiate the regular meetings.

• I will be proactive by expressing my questions and concerns, so that I can get what I need.

• I will be knowledgeable of the policies and requirements of my graduate program, graduate school, and institution. I will commit to meeting these requirements.

Commitments of Faculty Mentors

• I will be committed to the success of the graduate student. I will help to plan and direct the graduate student's development and set reasonable and attainable goals.

• I will meet one-on-one with the student on a regular basis.

• I will admit when I do not have expertise in a particular area, but I will look for other people who might be appropriate resources on that topic.

• I will provide an environment that is intellectually stimulating, emotionally supportive, safe, and free of harassment.

*** If you ever have any questions or concerns about your faculty mentor pairing, please contact Dr. Sue Boren (Director of Graduate Studies) or Margaret Rossano (Student Services Advisor).

HMI PROGRAM ACADEMIC INFORMATION

Plan of Study for the Master of Health Administration Degree

Semester	Course	Hours
Fall - Year 1	HMI 7410 - Health and Human Service Systems	3
	HMI 8460 - Administration of Health Care Organizations	3
	HMI 8544 - Managerial Epidemiology	3
	ACCTCY 7310 - Accounting for Managers (Foundation)	
	ECONOM 1014 - Principles of Microeconomics (Foundation)	
	Program Total	**9**
Spring - Year 1	HMI 8524 - Health Economics	3
	HMI 8461 - Human Resources in Health Care	3
	Professional Elective	3
	Professional Elective	3
	FINANC 7410 & 7420 - Managerial Finance I and 2 (Foundation)	
	Program Total	**12**
Summer Year 1	HMI 8689 - Field Experience in Health Management and Informatics	3
	Program Total	**3**
Fall - Year 2	HMI 8573 - Decision Making for Health Care Organizations	3
	HMI 7430 - Introduction to Health Informatics	3
	HMI 8472 - Financial Management for Health Care Organizations	3
	HMI 8470 - Strategic Planning and Marketing for Health Care Organizations	3
	Professional Elective	3
	Program Total	**15**
Spring - Year 2	HMI 8450 - Methods of Health Services Research	3
	HMI 8571 - Decision Support in Health Care Systems	3
	HMI 8574 - Health Care Law	3
	HMI 8575 - Health Policy and Politics	3
	Professional Elective	3
	Program Total	**15**
	Total Credit Hours	**54**

Plan of Study for the Master of Science in Health Informatics Degree

MSHI PLAN OF STUDY (36 CREDITS)	
Foundation (3 credits)	• HMI 7430 - Introduction to Health Informatics
Core (18 credits)	• HMI 8441 - Theory and Application of Controlled Terminologies (Biomedical and Health Ontologies and Applications) • HMI 8437 - Data Warehousing and Data/Text Mining for Health Care • HMI 8870 - Knowledge Representation in Biology and Medicine • HMI 8573 - Decision Making for Health Care Organizations • HMI 8571 - Decision Support in Health Care Systems • HMI 8435 - Information Security, Evaluation, and Policy
Concentration (elect at least two) (6 credits)	• HMI 8443 - Enterprise Information Architecture • HMI 8478 - Knowledge Management in Health Care • HMI 8610 - Consumer Informatics
Research (9 credits)	• STAT 4510/7510 - Applied Statistical Models I **or** • STAT 7150 - Applied Categorical Data Analysis **or** • STAT 7020 - Statistical Methods in the Health Sciences **In addition:** • Two semesters (6 credit hours) HMI 8090 - Thesis research in HMI **Please note:** HI students may elect to complete a thesis, but it is NOT required. They may choose to complete an independent research project as opposed to a thesis, but still must complete two semesters of HMI 8090.

Plan of Study for the Graduate Certificate in Health Informatics

Grad Certificate Form

Graduate Certificate Plan of Study

Submit to the Graduate School, 210 Jesse Hall.

Student name: _____

Mizzou ID number: _____

Certificate program: Health Informatics

Anticipated certificate completion date: _____

(if applicable)

Academic program: Health Management and Informatics

Degree (i.e. MS, MA, PhD): _____ Major: _____

Consult the Graduate Catalog for a list of approved graduate certificates.

Proposed Plan of Study: List the course numbers, course titles, number of credit hours and the term in which the courses have been/will be taken. The certificate Plan of Study must be approved by the official certificate coordinator.

Course number	Title	Hours	Semester/Year	Grade
7430	Introduction to Health Informatics	3	Fall	
8443	Enterprise Information Architecture	3	Spring	
8435	Information Security, Evaluation, and Policy	3	Fall	
8571	Decision Support in Health Care Systems	3	Spring	

Total Hours (12 graduate hours minimum) 12

The program of study is approved as stated. Subsequent changes must be reported on a Program of Study Course Substitution form.

Student signature _____ Date _____ Graduate dean's signature _____ Date _____

Certificate coordinator's signature _____ Date _____

DO NOT WRITE IN THIS BOX (office use only) Date copies sent to the coordinator: _____

9/09

The plans of study displayed on the previous pages should serve as a general guide. Each student's plan of study will differ slightly, depending on whether the student needs to complete pre-requisite courses, would like to pursue a dual degree or HI certificate, etc. Students create their plans of study in consultation with the HMI Student Services Advisor. During the student's second year, the student's faculty mentor and the HMI Director of Graduate Studies sign the official Plan of Study (M1) document that the HMI Student Services Advisor must submit to the Graduate School for approval before a student may graduate.

Degree audits and M1 forms are now automatically generated through MU's DARSweb. Students may access their degree audits and M1s by logging into DARSweb at http://registrar.missouri.edu/degree-audits/. Alternatively, they may log in to MyZou and access their degree audits through the DARSweb link provided there. Students should contact the HMI Student Services Advisor if they have questions regarding plans of study, progress towards the degree, or DARSweb access.

HMI FALL 2013 AND SPRING 2014 CLASS SCHEDULES

Fall 2013 Residential Class Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00					
8:15					
8:30		HMI 8472		HMI 8437	Required Excel
8:45		Riley/Becklenberg		Yoo	Training for First
9:00	HMI 7430	8:30-11:00 a.m.	HMI 7430	8:30-11:00 a.m.	Year Students:
9:15	Phillips	CE705	Phillips	CE705	23-Aug
9:30	9:00-10:15 a.m.	HA-2	9:00-10:15 a.m.	HI	06-Sep
9:45	CE705		CE705		20-Sep
10:00	HI-1/HA-2/HI Cert		HI-1/HA-2/HI Cert		8:30 a.m.-12:00 p.m.
10:15					
10:30	HMI 8435		HMI 8435		Required Access
10:45	Kim		Kim		Training for all HMI
11:00	10:30 - 11:45 a.m.		10:30 - 11:45 a.m.		8573 Students:
11:15	CE705	HMI 8870	CE705	HMI 8870	30-Aug
11:30	HI / HI Cert	Popescu	HI / HI Cert	Popescu	8:00 a.m.-12:00 p.m.
11:45		11:15-12:30 p.m.		11:15-12:30 p.m.	
12:00		CE705		CE705	FRIDAY FORUM
12:15		HI		HI	All Students
12:30	HMI 8544		HMI 8544		12:00-1:00 p.m.
12:45	Simoes		Simoes	HMI 8610	
13:00	12:30-1:45 p.m.	HMI 8470	12:30-1:45 p.m.	Boren	HMI 8470
13:15	CE705	Bopp	CE705	12:30-2:15 p.m.	Bopp
13:30	HA-1	12:45-2:00 p.m.	HA -1	CE730	12:45-2:00 p.m.
13:45	HMI 8610	CE705		HI	CE705
14:00	Boren	HA-2			HA-2
14:15	1:00-1:45 p.m.	HMI 8460		HMI 8460	
14:30	CE 730	Rathert		Rathert	
14:45	HMI 8573	2:15-3:30 p.m.		2:15-3:30 p.m.	
15:00	Wakefield	CE705		CE705	
15:15	2:00-5:00 p.m.	HA-1		HA-1	
15:30	CE705				
15:45	HA-2/HI	HMI 7410		HMI 7410	
16:00		Weatherford		Weatherford	
16:15		3:45-5:00 p.m.		3:45-5:00 p.m.	
16:30		CE705		CE705	
16:45		HA -1		HA -1	
17:00					

NOTES

Executive Courses:

8437 EHI-2/R Yoo F/S
8524 EHA-1 Hicks F/S/S
8524 EHI-1 Hicks F/S
8574 EHA-1 Sill F/S/S
8461 EHA-1 Khatri F/S/S
8478 EHI-2/ Nelson F/S
8571 EHA-2 Alafaireet F/S/S
8571 EHI-1 Alafaireet F/S
8573 EHA-2 Wakefiled F/S/S
8575 EHA-2 Phillips F/S/S

TIPS for KIDS - 2nd Years - all Friday

Spring 2014 Residential Class Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00		HMI 8524		HMI 8524	
8:15		Health Econ		Health Econ	
8:30	HMI 8443	Hicks	HMI 8443	Hicks	
8:45	Ent. Info. Arch.	8:00-9:15 a.m.	Ent. Info. Arch.	8:00-9:15 a.m.	
9:00	Alafaireet	HA-1	Alafaireet	HA-1	
9:15	8:30-9:45 a.m.		8:30-9:45 a.m.		
9:30	HI	HMI 8478	HI	HMI 8478	
9:45		Knowl Mgmt in		Knowl Mgmt in	
10:00	HMI 8461	Hlth Care	HMI 8461	Hlth Care	
10:15	Human Resources	Popescu	Human Resources	Popescu	
10:30	Khatri	9:30-10:45 a.m.	Khatri	9:30-10:45 a.m.	
10:45	10:00-11:15 a.m.	HI	10:00-11:15 a.m.	HI	
11:00	HA-1	HMI 8575	HA-1	HMI 8575	
11:15		Health Plcy & Pltc		Health Plcy & Pltc	
11:30		Phillips		Phillips	
11:45		11:00-12:15 p.m.		11:00-12:15 p.m.	
12:00		HA-2		HA-2	FRIDAY
12:15					FORUM
12:30	HMI 8565	HMI 8441	HMI 8565	HMI 8441	CE705
12:45	Health	Cntrl Term Theory	Health	Cntrl Term Theory	
13:00	Ethics	& App	Ethics	& App	
13:15	Phillips	Yoo	Phillips	Yoo	
13:30	12:30-	12:30-1:45 p.m.	12:30-	12:30-1:45 p.m.	
13:45	1:45 p.m.	HI	1:45 p.m.	HI	
14:00	HA1/HA2		HA1/HA2		
14:15	HMI 8810	HMI 8571	HMI 8810	HMI 8571	
14:30	Res. Mthds	Dec. Support in	Res.Mthds	Dec. Support in	
14:45	in HMI	Hlth Care	in HMI	Hlth Care	
15:00	Boren	Alafaireet	Boren	Alafaireet	
15:15	CE730	2:00-3:15 p.m.	CE730	2:00-3:15 p.m.	
15:30	1:30-2:45	HA-2/HI	1:30-2:45	HA-2/HI	
15:45	p.m.		p.m.		
16:00	HMI 8574		HMI 8574		
16:15	Hlth Care Law		Hlth Care Law		
16:30	Sill		Sill		
	3:00-4:15 p.m.		3:00-4:15 p.m.		
	HA-2		HA-2		
	[Placeholder-will		[Placeholder-will		
	not be taught in 2014]		not be taught in 2014]		

NOTES

*All classes are held in CE705 unless otherwise noted

*In addtion to the classes listed on this schedule, all second-year students will register for HMI 8450 and/or HMI 8090 in order to complete their EMS project, independent research project, or thesis. They will meet with their group and project or thesis advisor at mutually agreed-upon times as their schedule allows.

Executive Courses:

7410-01	EHA-1	Hicks
7410-02	EHI-1	Kim
7430-01	EHA-2	Phillips
7430-02	EHI-1	Phllips
8435	EHI-2/HI-1&2	Harris
8441	EHI-2	Moxley
8460	EHA-1	Rathert
8544	EHA-1	Simoes
8470	EHA-2	Bopp
8472	EHA-2	Riley

Finance 7410 - TuTh 9:30-10:45 a.m.

Finance 7420 - TuTh 9:30-10:45 a.m.

Finance 3000 - MoWe 8:00-9:15 a.m. OR MoWe 9:30-10:45 a.m.

CMP_SC 3380 - MoWe 9:00-9:50 a.m.; Lab Mo 12:00-12:50 p.m., Tu 10:00-10:50 a.m.

GRADUATE SCHOOL ACADEMIC INFORMATION

The University confers a variety of master's degrees to students who satisfy the general requirements of the Graduate School and the specific requirements of the degree-granting Department or area program. Please see http://gradschool.missouri.edu/academics/graduation-requirements/masters-grad-requirements.php for information on the Graduate School's master's graduation requirements. For the HMI Department's specific degree requirements, please contact the Student Services Advisor.

Information pertaining to graduate programs offered by the Department of Health Management and Informatics can be accessed at http://www.hmi.missouri.edu/index.php?q=node/1.

Dual Master's Degrees and Certificates
A student may pursue and complete two master's degrees simultaneously at MU. HMI has formal dual program agreements with several other schools and departments. Students seeking a master's degree in health administration at MU may expand their studies to obtain the following:

- Master of Science in Health Informatics (MS)
- Master of Business Administration (MBA)
- Juris Doctor (JD)
- Master of Science in Industrial Engineering (MS)
- Certificate in Health Informatics
- Certificate in Health Ethics
- Certificate in Public Health (offered through the MPH program)

While HMI does not have a formal dual agreement with the Master of Public Health or Master of Public Administration programs, many students also choose to pursue an unofficial MHA/MPH or MHA/MPA dual degree.

Students seeking a master's degree in health informatics at MU may expand their studies to obtain the following:

- Master of Health Administration (MHA)
- Certificate in Health Ethics
- Certificate in Public Health

Policies governing dual degree and certificate study can be accessed at http://gradschool.missouri.edu/academics/graduation-requirements/dual-degree-requirements.php.

Students who choose a dual degree option must apply separately to each degree program. Earning a dual degree typically takes less time than completing two degrees independently. Students can earn the Certificate in Health Informatics, Certificate in Health Ethics, or Certificate in Public Health within the regular two-year course of study.

Thesis Option

A research thesis option (in place of an individual project) is available for health informatics students. Students who wish to complete a Master's Thesis should notify the Student Services Advisor by the end of their first year of graduate studies. Please consult http://gradschool.missouri.edu/academics/thesis-dissertation/index.php for further information.

Graduate Examination Requirements

Each candidate must pass a final examination to demonstrate mastery of the fundamental principles of the work included in the course of study offered for the degree. All candidates for the MA or MS degrees must complete either a thesis or a substantial independent project, which cannot be co-authored.

Where no thesis is presented by the candidate, the final examination committee, comprised of at least three members, is designated by the departmental or area program Director of Graduate studies with the approval of the Graduate School. Certification of completion of the examination, signed by the Director of Graduate Studies, is forwarded to the Graduate School.

Where a thesis is presented in partial fulfillment of graduation requirements, a final examination committee of at least three faculty members is approved by the Graduate School to administer the final examination. Members of the committee, including the third reader of the thesis, may be recommended by the adviser and the department or area program Director of Graduate Studies. No fewer than three members of the committee must sign the report of the master's degree examining committee, which is then forwarded through the departmental or area program Director of Graduate Studies to the Graduate School.

The candidate must be enrolled at the University during the semester or session in which a thesis is defended, a master's project is presented, or the completion of a master's comprehensive exam is certified.

HM Oral Comprehensive Examination Policies & Procedures

Purpose: To demonstrate ability to:

1. Define the dimensions of complex problems or situations.
2. Select, integrate, and apply relevant material and evidence to formulate and defend arguments.
3. Present an analytical thought process in resolving the problem.
4. Present and defend conclusions, based on practical feasibility and conceptual and theoretical soundness.

Mode: The examination will be oral, interactive with faculty, without references, and involve an intensive discussion of health management and informatics issues and areas.

1. All students will be required to complete their examination during the fourth semester on campus or during the final semester if more than four semesters of didactic work are taken.
2. Students will receive more information about the exam content in the months leading up to the exam. They should consult their faculty mentor with specific questions.
3. The committee will consist of at least three members, two of whom will be full-time faculty with appointments in HMI, and one representing the field

(HMI alumni often serve in this capacity). Additional faculty members might be assigned.

4. The Student Services Advisor will appoint the examination committees and schedule the time and place of the examinations. The faculty mentor will serve as committee chairperson to the degree the schedule permits.
5. Students will receive a grade of pass or fail; two-thirds of the committee must agree on the grade.
6. Students failing the examination, in most instances, will be allowed to repeat it, and, in most situations, will be given requirements to complete before re-examination.

Progress Toward Degree

Reasonable rate of progress toward your degree is governed by both the campus-wide policies of the Graduate School, and academic program regulations. The Graduate School maintains extensive information on academic progress as well as requests for extension and appeals, grading and credit, and probation and termination at http://gradschool.missouri.edu/academics/progress/graduate-stud-progress/master-stud-progress.php. For information on HMI academic program regulations, please contact the HMI Student Services Advisor.

Time Limit for Master's Degree Completion

The program for the master's degree must be completed within a period of eight years beginning with the first semester of enrollment in which the student is accepted to a degree program or from the date of the oldest coursework used on the plan of study. For academic advice or assistance with degree program planning, students should contact the HMI Student Services Advisor.

Graduation and Commencement

Graduation and commencement information may be found at http://gradschool.missouri.edu/academics/graduation-commencement/index.php. As graduation approaches, second-year students are encouraged to check the Graduate School's Master's Timeline for Graduation & Commencement - http://gradschool.missouri.edu/academics/graduation-commencement/timeline-deadlines/master-timeline.php -to make sure that they do not miss any important deadlines.

ADDITIONAL STUDENT RESOURCES

Graduate School Information – http://gradschool.missouri.edu

Graduate Student Associations – http://gsa.missouri.edu/

Graduate Faculty Senate – http://gfs.missouri.edu/index.php

MU International Center – http://international.missouri.edu/

CAMPUS INFORMATION AND RESOURCES

Important Phone Numbers – http://www.missouri.edu/directories/

Resources for Current Students
A plethora of information about almost everything at Mizzou is available at http://www.missouri.edu/students/index.php?lid=aud

Accommodations for Students with Disabilities
The University of Missouri complies with the Americans with Disabilities Act and other applicable laws and regulations. If you have a disability and need accommodations, please contact Disability Services, S5 Memorial Union, Voice (573) 882-4696, TTY (573) 882-8054, or email disabilityservices@missouri.edu as soon as possible so that appropriate arrangements can be made. For more information, please visit the Web site at http://disabilityservices.missouri.edu. If you need this information in an alternative format (Braille, large print, or digital format), Disability Services can provide assistance.

Athletic Information – http://mutigers.com

Campus Map – http://map.missouri.edu

The Mizzou Store (formerly the University Bookstore) – http://www.themizzoustore.com/

Parking and Transportation
If you have a vehicle, you will need to acquire a parking permit in order to park on campus. Please see http://parking.missouri.edu/html/main.cfm for general parking and transportation information and for the link to the student parking application.

Recreation Services and Facilities – http://www.mizzourec.com

Security
The University Police Department strives to keep the University community as safe as possible and has compiled an extensive listing of tips to help reduce your chances of becoming a victim of crime. This five-page document includes tips for personal safety in parking garages, rape prevention, vehicle theft, traffic and pedestrian safety, and robbery prevention: http://www.mupolice.com/docs/safetytips.pdf.

Student Health Center – http://studenthealth.missouri.edu/