

2025 - 2026 Student Handbook

Department of Health Services Administration
Graduate Programs in Health Informatics



UAB // SHP

UAB SCHOOL OF HEALTH PROFESSIONS
DEPARTMENT OF HEALTH SERVICES ADMINISTRATION
MASTER OF SCIENCE IN HEALTH INFORMATICS
GRADUATE CERTIFICATE IN CLINICAL INFORMATICS
2025-2026 ACADEMIC HANDBOOK

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08/21/2025

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INTRODUCTION

DEAN'S WELCOME MESSAGE

Welcome to the University of Alabama at Birmingham School of Health Professions!

We are one of the six schools comprising the renowned UAB Academic Health Center. We offer more than 30 programs and 40 offerings at the certificate, baccalaureate, master's, and doctoral levels. And we are home to nearly 3,000 undergraduate and graduate students.

I encourage you to take advantage of all our vast resources, state-of-the-art facilities and research opportunities during your academic and clinical education. Also, please make the most of your access to the world-class faculty who are here to teach and support your journey.

Our degrees and programs are fully accredited by their respective professional organizations. This means you will be eligible for licensure, national certification or registrations upon graduation. Graduating from the School of Health Professions means you will be well prepared to make a difference in your community.

I look forward to seeing you grow in your respective fields and watching you become the leader we know you can be.

A handwritten signature in dark ink, appearing to read "Andrew J. Butler". The signature is fluid and cursive, with the first name "Andrew" and last name "Butler" clearly distinguishable.

Andrew J. Butler, PhD, FAPTA

OVERVIEW OF THE SCHOOL OF HEALTH PROFESSIONS

The UAB School of Health Professions (SHP) is one of the largest academic institutions of its type in the United States. What began in the 1950s as a collection of training programs in various para-professional disciplines has grown into an internationally recognized center of academic and research excellence.

Today, we have five academic departments – Clinical and Diagnostic Sciences, Health Services Administration, Nutrition Sciences, Occupational Therapy, and Physical Therapy – that are housed in four buildings: Susan Mott Webb Nutrition Sciences (WEBB), Learning Resource Center (LRC), the School of Health Professions (SHPB), and the Center for Biophysical Sciences and Engineering (CBSE).

We are proud of many accomplishments including:

- *U.S. News & World Report* ranks all eligible SHP programs in the nation's top 25.
- Research funding is at an all-time high of \$26+ million and growing.
- Nearly 10 of our programs you will only find in Alabama at UAB.
- Our school has never been stronger or better positioned as a national leader in health professions education. And this status will only grow stronger as we continue to welcome students like you.

DISCLAIMER

This Handbook is an overview of general academic regulations specific to SOHP programs at UAB. Although UAB will make its best efforts to abide by this handbook, UAB reserves the right to interpret and apply its procedures and policies, and to deviate from these guidelines, as appropriate in the particular circumstances and in accordance with the mission and goals of the program. UAB also reserves the right to address issues not covered in this handbook and to make changes to the policy without advance notice. Changes become effective at the time the proper authorities determine so and the changes apply to both prospective students and those already enrolled. Please refer to our website for the most up-to-date version.

All students are responsible for knowing and abiding by the general University rules and regulations pertaining to graduate study at UAB and the specific academic requirements of their particular degree program. This Handbook is not intended to nor does it contain all policies or regulations applicable to students. Each student is responsible for familiarizing him/herself with the contents of this Handbook. Although the policies contained herein are intended to reflect current rules and policies of the University, users are cautioned that changes or additions may have become effective since the publication of this material. In the event of a conflict, current statements of Board policy contained in the Bylaws, Rules, official minutes, and other pronouncements of the Board or Chancellor, or superseding law, shall prevail.

This Handbook does not constitute a contract and may not be deemed or construed as part of any contract between UAB and any student or student representative.

SECTION 1 – SCHOOL AND UNIVERSITY INFORMATION

ACADEMIC CALENDAR

All dates related to registration, payments of tuition and fees, drop/add dates, other administrative requirements, and official school holidays are recorded on the [UAB Academic Calendar](#).

ACADEMIC INTEGRITY CODE

The University established a new Academic Integrity Code effective August 23, 2021. This Code, which applies to undergraduate, graduate, and professional students as well as all academic activities, defines academic misconduct and outlines procedures for breaches of the code. Policies are established for resolution of charges of academic misconduct, and these processes are managed by the Academic Integrity Coordinator (AIC). In the School of Health Professions, the AIC is the Associate Dean for Academic and Faculty Affairs, the office is located in SHPB 660. The full text of the Academic Integrity Code is available at: [Academic Integrity Code](#).

ADVISING

Undergraduate student advising is provided through advisors assigned to each program as well as through the Office of Student Services. Advisor and recruiter contact information can be found on the [Office of Student Services Website](#). Graduate student advising is provided through the SHP graduate programs.

AMBASSADORS

Ambassadors help to spread awareness of the School of Health Professions and its multifaceted undergraduate and graduate programs, serve as liaisons between the department and university-wide student organizations, and serve as a student voice in school and university committees. The SHP Ambassadors help to support the programs within the school that will impact recruitment and retention initiatives. Learn more about the SHP Ambassadors [HERE](#).

ASKIT

AskIT is the technology help desk for faculty, staff, and students. They provide free support via telephone, email, or in-person. You will be asked to supply your BlazerID when you request assistance.

Phone: (205) 996-5555 Email: askit@uab.edu Website: https://uabprod.service-now.com/service_portal

ATTENDANCE

Class attendance is expected in all SHP programs. Specific class, laboratory, or clinical site attendance requirements may be more stringent than university guidelines. Refer to the program requirements in this handbook and in course syllabi for policies. The UAB attendance policy is as follows:

The University of Alabama at Birmingham recognizes that the academic success of individual students is related to their class attendance and participation. Each course instructor is responsible for establishing policies concerning class attendance and make-up opportunities. Any such policies, including points for attendance and/or participation, penalties for absences, limits on excused absences, total allowable

absences, etc., must be specified in the course syllabus provided to students at the beginning of the course term. Such policies are subject to departmental oversight and may not, by their specific prescriptions, negate or circumvent the accommodations provided below for excused absences.

The University regards certain absences as excused and in those instances requires that instructors provide a reasonable accommodation for the student who misses assignments, presentations, examinations, or other academic work of a substantive nature by virtue of these excused absences. Examples include the following:

- Absences due to jury or military duty, provided that official documentation has been provided to the instructor in a timely manner in advance.
- Absences of students registered with Disabilities Services for disabilities eligible for “a reasonable number of disability-related absences” provided students give their instructors notice of a disability-related absence in advance or as soon as possible.
- Absences due to participation in university-sponsored activities when the student is representing the university in an official capacity and as a critical participant, provided that the procedures below have been followed:
 - Before the end of the add/drop period, students must provide their instructor a schedule of anticipated excused absences in or with a letter explaining the nature of the expected absences from the director of the unit or department sponsoring the activity.
 - If a change in the schedule occurs, students are responsible for providing their instructors with advance written notification from the sponsoring unit or department.
- Absences due to other extenuating circumstances that instructors deem excused. Such classification is at the discretion of the instructor and is predicated upon consistent treatment of all students.
- Absences due to religious observances provided that students give faculty written notice prior to the drop/add deadline of the term.

In these instances, instructors must give students the opportunity to complete assignments in a way that corresponds as much as possible to the nature, scope, and format of the original. Options may include making up exams or other assignments, rescheduling student classroom presentations, or arranging for early or late submission of written assignments. The course make-up policy should be included in the syllabus.

BLAZERID / BLAZERNET / EMAIL

BlazerID: All students receive a unique identifier, the BlazerID, established at: www.uab.edu/blazerid. Your BlazerID is required for accessing BlazerNET and other campus resources. To activate one’s BlazerID, select “Activate Accounts.”

BlazerNET is the official portal of the UAB information network and is accessible from any Internet-accessible computer, on- or off-campus. Access BlazerNET from UAB home page www.uab.edu then choose UAB Quicklinks.

Email: uab.edu UAB student email is provided through Microsoft Office 365, a cloud-based system. Students have 50 GB of email space and 25 GB of free file 1 TB storage. The UAB email is the official communication medium for courses, news, information, and announcements. Students should not forward their UAB account to a personal email account. UAB is not responsible for information not received by the student due to the ‘redirecting’ of a UAB account to another email server.

BLAZER EXPRESS

The UAB Blazer Express Transit System provides transportation throughout the UAB campus. With a valid UAB ID badge, students can enjoy fare-free bus transportation. All buses are ADA-accessible and

can seat approximately 35 riders. For an updated schedule, route maps, and hours of operation please go to www.uab.edu/blazerexpress/.

BOOKSTORE

There is one bookstore located on the UAB campus, offering a wide variety of products and services to students, including online purchasing and shipping. The bookstore stocks UAB memorabilia and college wear in addition to all required textbooks and course material.

UAB Barnes and Noble Bookstore

Location: 1400 University Blvd, Hill Student Center, Birmingham, AL. 35233

Hours: M – F 8:00am – 5:00pm | Sat 10:00am – 2:00pm | Sun Closed

Telephone: (205) 996-2665 Website: <https://uab.bncollege.com/shop/uab/home>

CAMPUS ONECARD

The UAB OneCard is the official university identification card. It is used for personal identification, for entry to campus events and the recreation center, for library checkout, and for other UAB services. It also serves as a declining balance card for the UAB meal plans and for Blazer Bucks accounts. Additional information is available at www.uab.edu/onecard.

CAMPUS MAP

UAB's campus map can be found at the following: www.uab.edu/map/

CAMPUS SAFETY

Campus safety procedures and resources can be accessed at <https://www.uab.edu/students/home/safety>.

CANVAS LEARNING MANAGEMENT SYSTEM

The Canvas Learning Management System is the platform used for managing instructional materials online. Canvas course sites are accessed through BlazerNET or at www.uab.edu/elearning/canvas. Students should monitor their course sites routinely for communication from faculty and to manage course assignments.

CATALOG

The UAB Catalog is published annually and includes UAB's courses, policies, and curricula. Students can link to the Undergraduate or Graduate catalog at www.uab.edu/catalog.

COMMUNITY STANDARDS AND ACCOUNTABILITY

[Community Standards and Accountability](#) is responsible for upholding the integrity and purpose of the university through the fair and consistent application of policies and procedures to students' behavior to ensure a community that respects the dignity and right of all persons to reach their highest potential. SARC delivers programs and services in order to promote student safety and success, the pursuit of knowledge, respect for self and others, global citizenship, personal accountability and integrity, and ethical development. More information can be found here: [UAB Student Advocacy, Rights & Conduct](#). The UAB student conduct code may be accessed online: [UAB Student Conduct Code](#).

COUNSELING SERVICES

Student Counseling Services offers no cost, confidential counseling for UAB students related to physical, emotional, social, intellectual, or spiritual concerns. Student Counseling Services is located in the Student Health and Wellness Center at 1714 9th Avenue South (3rd Floor), Birmingham, AL. 35233. For more information, call (205) 934-5816 or <https://www.uab.edu/students/counseling/>.

DISABILITY SUPPORT SERVICES (DSS)

Accessible Learning: UAB is committed to providing an accessible learning experience for all students. If you are a student with a disability that qualifies under the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act, and you require accommodations, please contact Disability Support Services for information on accommodations, registration, and procedures. Requests for reasonable accommodations involve an interactive process and consist of a collaborative effort among the student, DSS, faculty, and staff. If you have a disability but have not contacted Disability Support Services, please call (205) 934-4205 or visit [Disability Support Services](#).

If you are a student registered with Disability Support Services, it is your responsibility to contact the course instructor to discuss the accommodations that may be necessary in each course. Students with disabilities must be registered with DSS and provide an accommodation request letter before receiving academic adjustments. Reasonable and timely notification of accommodations for the course is encouraged and provided to the course instructor so that the accommodations can be arranged.

EMERGENCIES

Report suspicious or threatening activity to the UAB Police Department immediately. Law officers are available 24 hours, seven days a week. Also, more than 300 emergency blue light telephones connected directly to the police dispatch are located throughout campus.

UAB Police: Dial 911 *from a campus phone*

or call: (205) 934-3535 | (205) 934-HELP (4357) | (205) 934-4434

Emergencies affecting campus are communicated via the following:

- UAB Severe Weather & Emergency Hotline: (205) 934-2165
- University home web page: www.uab.edu
- Webpage: www.uab.edu/emergency
- Announcements on BlazerNET
- Cell phone messages and SMS text – register for B-ALERT notices via <https://idm.uab.edu/ens/b-alert>

UAB EQUAL EMPLOYMENT/EQUAL EDUCATIONAL OPPORTUNITY STATEMENT:

UAB is an Equal Employment/Equal Educational Opportunity Institution dedicated to providing equal opportunities and equal access to all individuals regardless of race, color, religion, ethnicity, national origin, sex (including pregnancy), genetic information, age, disability, and veteran's status. As required by Title IX, UAB prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to UAB's Assistant Vice President and Senior Title IX Coordinator. The Title IX notice of nondiscrimination is located at uab.edu/titleix

FERPA TRAINING

The Family Educational Rights and Privacy Act (FERPA) of 1974 provides protection for all educational records related to students enrolled in an educational program. Information about your rights and protection of your records is available at the following site: [FERPA](#). If you have questions or concerns about FERPA issues, you may email FERPA@uab.edu. All SHP students are required to complete FERPA Training.

FINANCIAL AID

Financial Aid Counselors are available each day in the One Stop Student Services Office located in the Hill Student Center, 1400 University Blvd. Suite 103, Birmingham, AL 35233. If you have general questions, you can call the Office of Student Financial Aid at (205) 934-8223 or send an email to finaid@uab.edu. For additional financial aid information: [Cost & Aid](#).

FOOD SERVICES

Dining facilities available on campus closest to the SHP buildings include the Commons on the Green – located on the Campus Green, south of 9th Avenue and the Campus Recreation Center. For additional information about meal plans and campus dining facilities: [Student Dining](#).

GRADUATE SCHOOL

The UAB Graduate School offers doctoral programs, post-master's specialist programs, and master's level programs. Graduate programs in SHP are coordinated through the Graduate School and students must adhere to the Graduate School policies and procedures. Graduate School information for current students is available at [Graduate School](#). Policies and Procedures for the Graduate School can be located in the [Graduate School Catalog](#).

GRADUATION

All students must complete an application for degree six months prior to graduating and no later than the deadline in the academic calendar. The University holds commencement every semester. Check the commencement website for the most current information: [UAB Commencement](#).

HEALTH INSURANCE

To ensure that all students have adequate health care coverage, including ongoing primary and specialty care, the University of Alabama at Birmingham (UAB) requires all students to have major medical health insurance. Students can provide proof of their own private coverage or be enrolled in the Student Health Insurance Plan. The plan is a 1-year commercial policy provided by United HealthCare and is re-negotiated annually. This policy is a comprehensive health insurance policy at an affordable cost that is specifically designed to meet the needs of UAB Students. If you are required to have insurance but have sufficient coverage on another plan and wish to opt out of the Student Health Insurance Plan, you are required to submit a waiver to Student Health Services at the beginning of every semester. More information including submitting a waiver can be found at this website: [Student Health Insurance Waivers](#).

HIPAA TRAINING

The Health Insurance Portability and Accountability Act (HIPAA) includes significant requirements for protecting individual privacy of health information. All students in the School of Health Professions must complete an online tutorial and be tested on HIPAA regulations at the time of program admission. A BlazerID is required to access the training site, located at [online learning](#). Compliance with the training requirement is monitored monthly.

HONOR SOCIETIES

All students in the School of Health Professions are eligible for consideration for the Alpha Eta Honor Society.

- The UAB Chapter of this Society recognizes students registered in the final term of a baccalaureate or graduate health professions program. Inductees must have a cumulative grade point average of 3.0 (4.0 = A) and be in the upper 10% of their program. Nominations are made by program directors in spring and summer terms.

IMMUNIZATION POLICY

To provide a safe and healthy environment for all students, faculty, and staff at the University of Alabama at Birmingham (UAB), first-time entering students, international students and scholars, and students in clinical & non-clinical programs, must provide proof of immunization against certain diseases: [Student Immunizations](#) unless they have an approved medical or religious exemption.

INSTITUTIONAL REVIEW BOARD FOR HUMAN USE (IRB)

Student researchers must comply with all requirements for protection of human subjects. Detailed information is available on the [IRB website](#).

INTELLECTUAL PROPERTY

Intellectual property refers to an asset that originated conceptually, such as literary and artistic works, inventions, or other creative works. These assets should be protected and used only as the creator intends. Training materials defining inventor status, patent criteria, and other intellectual property issues are available at: [University Policies on Patents, Copyright, and Intellectual Property](#).

LACTATION CENTERS

The University has provided several lactation centers for students, faculty, and staff across the campus. [Center locations](#). The School of Health Professions' lactation room is in the Susan Mott Webb Nutrition Sciences Building at 1675 University Blvd, Room 219A, Birmingham, AL 35233. Lactating students enrolled in the School of Health Professions have access to the room via their student ID/OneCard. If you cannot access the room, contact the building administrator, Julia Tolbert-Jackson at (205) 934-4133.

LIBRARIES AND LEARNING RESOURCE CENTER

UAB's libraries house excellent collections of books, periodicals, microforms, and other media. Students have online remote access to catalogs and online collections. Computers are available for student use during regular hours of operation. [UAB Libraries](#).

SHP Learning Resource Center (LRC)

The School of Health Professions Learning Resource Center (LRC) provides a unique set of enterprise solutions that promote an exciting, intriguing, and innovative learning environment. It provides a state-of-the-art media studio; audio/visual support; and information technology management of public, classroom, and testing labs.

Location: 1714 9th Avenue South (2nd Floor), Birmingham, AL. 35233.

Phone: (205) 934-5146

Email: shplrc@uab.edu

Lister Hill Library of the Health Sciences

This is the largest biomedical library in Alabama, and one of the largest in the south. Located across the crosswalk from the School, the LHL has extension libraries in University Hospital and The Kirklin Clinic. Dedicated librarians hold “office hours” in the Learning Resource Center weekly.

Location: 1700 University Blvd. Birmingham, AL. 35233

Website: <https://library.uab.edu/locations/lister-hill>

Phone: (205) 975-4821

Mervyn H. Sterne Library

A collection of more than one million items supporting teaching and research in the arts and humanities, business, education, engineering, natural sciences and mathematics, and social and behavioral sciences.

Location: 917 13th Street South, Birmingham, AL. 35233

Website: <https://library.uab.edu/locations/sterne>

Phone: (205) 934-6364 (Reference) | (205) 934-4338 (User Services)

UAB STUDENT CONDUCT CODE

The Student Conduct Code promotes honesty, integrity, accountability, rights, and responsibilities expected of students consistent with the core missions of the University of Alabama at Birmingham. This Code describes the standards of behavior for all students, and it outlines students’ rights, responsibilities, and the campus processes for adjudicating alleged violations. Behavior that violates UAB standards of conduct listed within the Student Conduct Code and elsewhere will be subject to disciplinary action through the appropriate conduct process. Whether it is determined that an individual or group is responsible for the violation(s), either by direct involvement or by condoning, encouraging, or covering up the violation, appropriate response will occur with respect to the individual(s) and/or group involved.

[Undergraduate Non-Academic Policies](#)

[Graduate Non-Academic Policies](#)

ONE STOP STUDENT SERVICES

The mission of the One Stop is to provide a single point of professional integrated service to students. The One Stop serves students who need assistance with academic records, financial aid, registration, student accounting, ONE card, and other related topics. One Stop is located in the Hill Student Center, 1400 University Blvd. Suite 103, Birmingham, AL 35233. You may contact the [One Stop](#) office by phone or email at (205) 934-4300; (855) UAB-1STP [(855) 822-1787]; onestop@uab.edu.

PARKING

Student vehicles must be registered with UAB Parking and Transportation Services, located at 608 8th Street South, Birmingham AL. 35294. The office is open Monday – Friday from 7:30am – 5:00pm. Parking is allocated on a first-come, first-served basis. Parking fees are established by location, payable by semester or year, and are billed to the student's account. For additional information: [UAB Student Parking](#).

PLAGIARISM AND TURNITIN

Plagiarism is academic misconduct that will result in a grade of zero and may result in dismissal from the School of Health Professions and UAB (see Academic Integrity Policy). All papers submitted for grading in any SHP program may be reviewed using the online plagiarism monitoring software. Please note that all documents submitted to [Turnitin.com](#) are added to their database of papers that is used to screen future assignments for plagiarism.

RECREATION CENTER

The [Campus Recreation Center](#), located at 1501 University Blvd, Birmingham, AL 35233, is open to faculty, staff, students, and their families. A valid student identification card or membership card is required for access. Facilities include basketball courts, racquetball courts, weight rooms, swimming pools, exercise rooms, and indoor track.

SCHOOL OF HEALTH PROFESSIONS AWARDS

All students in the School of Health Professions are eligible for consideration for the following awards.

- Alfred W. Sangster Award for Outstanding International Student – This award is presented annually to an international student in recognition of their academic and non-academic achievements.
- Cecile Clardy Satterfield Award for Humanism in Health Care – This award is made annually to recognize one outstanding student for humanitarianism, professionalism, and commitment to health care.
- Charles Brooks Award for Creativity – This award is made annually in recognition of creative accomplishments such as written publications or artistic contributions which complemented the student's academic activities.
- Dean's Leadership and Service Award – Presented to a maximum of three outstanding SHP students annually, this award recognizes leadership to the School, UAB, and the community.

A call for nominations will be sent to program directors each year. Please refer to the program section of this handbook for awards available to students in individual programs.

SCHOOL OF HEALTH PROFESSIONS SCHOLARSHIPS

SHP has several scholarship opportunities for students enrolled in SHP programs. The Scholarship Committee, comprised of faculty from each department, reviews and selects awardees. Please go to [this website](#) for a list of scholarships and instructions for application.

Application announcements are made by the Office of Academic and Faculty Affairs. Many programs in SHP also have scholarships available to currently enrolled students in those programs. Please refer to the program section of this handbook for more information.

SCHOOL OF HEALTH PROFESSIONS SHARED VALUES

Collaboration | Compassion & Caring | Excellence & Achievement | Integrity | Respect | Service | Social Responsibility | Stewardship

The School of Health Professions is a tight-knit community that is connected from students to staff to faculty to alumni. We are dedicated to serving all from campus to community and beyond. And we are a knowledge-driven mass that is committed to classrooms, laboratories, clinics and more.

SOCIAL MEDIA

Social media can serve as useful communication tools. However, health professions students should use the forums judiciously. For more information: [UAB Social Media Guidelines](#). The school's official sites are the following:

- X: https://x.com/uab_shp
- Facebook: <https://facebook.com/uabshp>
- YouTube: <https://youtube.com/uabshp>
- Vimeo: <http://vimeo.com/uabshp>
- LinkedIn: [UAB SHP LinkedIn](#)
- Instagram: https://instagram.com/uab_shp
http://instagram.com/uab_shp

STUDENT HEALTH SERVICES

The University provides prevention, counseling, and treatment services to students through Student Health Services (SHS) located at 1714 9th Avenue South (3rd Floor), Birmingham, AL. 35233. The clinic is open from 8:00am – 5:00pm Monday – Thursday; 9:00am – 5:00pm Friday. They are closed for lunch between 12:00pm – 1:00 pm weekdays. For more information: [Student Health Services](#). Appointments may be scheduled by calling (205) 934-3580.

TITLE IX

In accordance with Title IX, the University of Alabama at Birmingham does not discriminate on the basis of gender in any of its programs or services. The University is committed to providing an environment free from discrimination based on gender and expects individuals who live, work, teach, and study within this community to contribute positively to the environment and to refrain from behaviors that threaten the freedom or respect that every member of our community deserves. For more information about Title IX, policy, reporting, protections, resources, and supports, please visit the UAB Title IX webpage: <https://www.uab.edu/titleix/>.

TUITION AND FEES

Tuition and fees for the University are published annually under the “Students” tab of the UAB website. They may be paid through BlazerNET. SHP programs have specific fees attached to programs, courses, and/ or laboratories. For more information: [Tuition & Fees](#).

Payment deadlines for each semester are published on the official academic calendar. Please note that failure to meet payment deadlines can result in being administratively withdrawn from courses.

WEATHER

Severe weather situations that may affect the safety of students, faculty, and staff are communicated through the same channels as other emergencies. For more information: [Emergency Management](#).

Other information sources include:

- [B-ALERT System](#) (contact information must be setup and current)
- UAB Severe Weather & Emergency Hotline: (205) 934-2165

WITHDRAWAL FROM COURSE / PROGRAM

Withdrawal from a course or from your program is an official process and should be discussed with your academic advisor and / or program director. Most programs in the School of Health Professions are full-time and the curricula specifically sequenced. Withdrawal from a course may risk you having to wait to register for the class again. Withdrawals are made through the UAB registration system via the Student Resources tab in BlazerNET. Notice of program withdrawal should be given in writing to the program director. For more information: [UAB Add/Drop and Withdrawal Policy](#) including a medical withdrawal policy.

SECTION 2 – SHP AND UAB POLICIES

SCHOOL OF HEALTH PROFESSIONS POLICIES

DISMISSAL OF STUDENT FOR FAILURE TO MAKE SATISFACTORY ACADEMIC PROGRESS

[Dismissal of Student and Appeal Process](#)

EMERGENCY PLAN – SHPB/LRC/WEBB

[SHPB/LRC/WEBB Emergency Plan](#)

BACKGROUND CHECK AND DRUG SCREEN POLICY

Students in SHP programs are required to undergo a background check and drug screen using the school's approved vendor, [CastleBranch](#), at the time of program admission, and again, prior to placement in a fieldwork placement (clinical, internship, practicum, residency, etc.). Additional checks/screens may be required by the individual sites therefore, students should work with the program to ensure compliance requirements are met. Instructions for requesting the background check and drug screens are provided to students by their programs. Students enrolled in SHP undergraduate programs will complete a learning module in the campus learning management system by the first semester of enrollment.

The Office of Academic and Faculty Affairs is responsible for ensuring student compliance throughout the program. Students found to be non-compliant will not be allowed to matriculate in the program (orientation, attend class, fieldwork placement, etc.) until all requirements are met. Program Directors, Fieldwork Coordinators, and students will be notified of non-compliance and a hold will be placed on the students' account.

- Fees for these screenings will be the responsibility of the student.
- The rules and regulations governing individual fieldwork placement sites may include additional provisions and/or more stringent guidelines which supersede this policy. Fees for these screenings are the responsibility of the student.
- Should your criminal background check contain issues, or if you fail a drug screen that may prevent you from receiving or sitting for board certification/licensure, a representative from the Office of Academic and Faculty Affairs will contact you. Depending upon the outcome, students will have a registration hold placed on their account until in compliance and this may result in being dismissed from the program. See program's guidelines regarding specific consequences.

Programs requiring a criminal background check and drug screening by the end of the first semester of enrollment and again, prior to fieldwork placement (if applicable in the program requirements), are the following:

Administration Health Services, PhD
Biomedical Sciences to Biotechnology Fast Track
Biomedical Sciences to Clinical Laboratory Science Fast Track
Biomedical Sciences to Health Physics Fast Track
Biomedical Sciences to Nuclear Medicine & Molecular Imaging Sciences Fast Track
Biomedical and Health Sciences, MS
Biotechnology, MS

Biotechnology, PhD
Dietitian Education Program, Graduate Certificate
Genetic Counseling, MS
Health Administration (Residential), MSHA
Health Care Management to Healthcare Quality and Safety Fast Track
Health Care Management to Health Informatics Fast Track
Health Care Management to Occupational Therapy Doctorate Fast Track
Health Physics, MS
Medical Laboratory Science, MS
Nuclear Medicine & Molecular Imaging Sciences, MS
Nutrition Sciences, MS
 – Dietetic Internship Clinical Track
 – Dietitian Education Program
 – Research Track
Nutrition Sciences, PhD
Occupational Therapy, OTD – (entry level)
Physical Therapy, DPT
Physician Associate Studies, MSPAS
Rehabilitation Science, PhD

The following students enrolled in SHP undergraduate programs will complete a learning module in the campus learning management system by the first semester of enrollment. If a fieldwork placement (clinical, internship, practicum, residency, etc.) is required, students must complete criminal background checks and drug screens prior to the first day of the semester of a fieldwork placement.

Health Care Management, BS
Biomedical Sciences, BS
Biobehavioral Nutrition and Wellness, BS
Disability Studies and Rehabilitation Science, BS

Programs waived from the Criminal Background Check and Drug Screening requirements are the following: *

Applied Mixed Methods Research, Graduate Certificate
Biotechnology Regulatory Affairs, Graduate Certificate
Clinical Informatics, Graduate Certificate
Health Administration (International and Executive tracks), MSHA
Health Informatics, MSHI
Healthcare Finance Management, Graduate Certificate
Healthcare Leadership, DSc
Healthcare Leadership, Graduate Certificate
Healthcare Quality and Safety, MS
Healthcare Quality and Safety, Graduate Certificate
Health Services Research, MS
Healthcare Simulation, MS
Healthcare Simulation, Graduate Certificate
Nutrition for Community Health, Graduate Certificate
Nutrition Sciences, MS

- Clinical Track-Prior Learning
- Lifestyle Management and Disease Prevention Track

Low Vision Rehabilitation, Graduate Certificate

Multi-Tiered Approach to Trauma, Graduate Certificate

Occupational Therapy Doctorate (Post Professional)

Physical Therapy Residencies (Neurologic, Orthopedic)

Primary Care Physical Therapy for Underserved Populations, Graduate Certificate

*Students enrolled in exempt programs who participate in a course(s) incorporating community, corporate or other high impact, out-of-classroom activities such as service learning, capstone projects or other hands-on learning experiences, may be required by placement sites to submit background check and drug screening results. Students are responsible for the fees associated with such screening.



STUDENT INSTRUCTIONS FOR UNIVERSITY OF ALABAMA AT BIRMINGHAM SCHOOL OF HEALTH PROFESSIONS

About CastleBranch.com

CastleBranch is a secure platform that allows you to order your background check & drug test online. Once you have placed your order, you may use your login to access additional features of CastleBranch, including document storage, portfolio builders and reference tools. CastleBranch also allows you to upload any additional documents required by your school.

Order Summary

Required Personal Information

- o In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number, and e-mail address.

Drug Test (LabCorp or Quest Diagnostics)

- o Within 24-48 hours after you place your order, the electronic chain of custody form e-chain will be placed directly into your CastleBranch account. This e-chain will explain where you need to go to complete your drug test.

Payment Information

- o At the end of the online order process, you will be prompted to enter your Visa or MasterCard information. Money orders are also accepted, but will result in a \$10 fee and additional turn-around-time.

Place Your Order

Go to: www.castlebranch.com and enter package code:

AH01 - Background Check and Drug Test

You will be required to enter your program under "Student Information" classification

You will then be directed to set up your CastleBranch profile account.

View Your Results

Your results will be posted directly to your CastleBranch profile account. You will be notified if there is any missing information needed in order to process your order. Although 95% of background check results are completed within 3-5 business days, some results may take longer. Your order will show as "In Process" until it has been completed in its entirety. Your school's administrator can also securely view your results online with their unique username and password. If you have any additional questions, please contact the Service Desk at 888.723.4263 x 7196 or visit the website to submit your question at: <https://www.castlebranch.com/contact-us>.

UAB POLICIES

ACADEMIC PROGRESS

[GRADUATE](#)

[UNDERGRADUATE](#)

HEALTH

[IMMUNIZATIONS](#)

[NEEDLE STICKS AND EXPOSURES](#)

EQUAL OPPORTUNITY

[EQUAL OPPORTUNITY AND DISCRIMINATORY HARASSMENT](#)

POLICE AND PUBLIC SAFETY

[CAMPUS SAFETY](#)

[FIREARMS, AMMUNITION, AND OTHER DANGEROUS WEAPONS](#)

RESEARCH AND SCHOLARLY ACTIVITIES

[ACADEMIC INTEGRITY CODE](#)

[ETHICAL STANDARDS IN RESEARCH AND OTHER SCHOLARLY ACTIVITIES](#)

[PATENT](#)

SUBSTANCE USE/ABUSE

[ALCOHOLIC BEVERAGES, USE AND CONSUMPTION](#)

[DRUG FREE CAMPUS](#)

[NON-SMOKING](#)

TECHNOLOGY

[TECHNOLOGY RESOURCES](#)

STUDENT COMPLAINTS

[UAB COMPLAINT POLICY](#)

SECTION 3: PROGRAM POLICIES

GRADUATE PROGRAMS IN HEALTH INFORMATICS

PROGRAM OVERVIEW

The Graduate Programs in Health Informatics (GPHI) are innovative programs designed for clinical and administrative professionals who are seeking to engage in a rigorous forum for developing knowledge and skills that integrate the domains of information and communications technology, the healthcare delivery process, and leadership and management principles. All GPHI programs are accredited by the Southern Association of Colleges and Schools (SACS). The Master of Science in Health Informatics (MSHI) program at UAB is also accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The MSHI program allows students the opportunity to specialize in one of four tracks: Data Analytics, User Experience, Artificial Intelligence, or Informatics Research. UAB has been providing education in this field for over 40 years; our faculty members are recognized leaders in healthcare IT practice, research, and education.

We offer preparation to leaders in health informatics to meet the growing demand of highly prepared healthcare IT executive leaders in two ways 1) a Graduate Certificate and 2) a Master of Science in Health Informatics (MSHI). Entry into the MSHI program can be through a variety of channels:

- Direct application to the MSHI program
- Collaborative programs
 - Prior earned Graduate Certificate in Clinical Informatics from UAB
 - Enrollment in the Bachelor of Science in Health Care Management to Master of Science in Health Informatics fast-track program
 - Dual degree with Health Services Administration

CERTIFICATE/DEGREE CONFERRED:

Graduate Certificate – Graduate Certificate in Clinical Informatics

Master of Science Degree – Master of Science in Health Informatics (MSHI)

TERM OF ENROLLMENT:

Fall Semester

GPHI MISSION:

Through teaching, research, and service, the Graduate Programs in Health Informatics create a collaborative center of excellence dedicated to preparing students to become leaders in health informatics and information management.

The University of Alabama at Birmingham (UAB) is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, religion, national origin, sex, age, sexual orientation, disability, or veteran status.

ORGANIZATION OF PROGRAM

The Graduate Programs in Health Informatics are within the UAB Graduate School. The programs are housed within the Department of Health Services Administration, School of Health Professions, at the University of Alabama at Birmingham.

School of Health Professions

Dean: Andrew Butler, PhD

Department of Health Services Administration



Chair: Jane Banaszak-Holl, PhD

Graduate Programs in Health Informatics

Program Director: Sue Feldman, RN, MEd, PhD, FACMI

Director of Operations: Garrett Smith, MA

FACULTY & STAFF

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	<p>Erica Newcomb, MS Human Computer Interaction Credentialed Course Instructor School of Health Professions</p> <p>Department of Health Services Administration</p> <p>enewcomb@uab.edu</p>
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APPLICATION & ADMISSION

Admission Standards

Admission in good academic standing to the Graduate Programs in Health Informatics requires the following:

- An undergraduate, graduate, or professional degree from a regionally accredited college, university, or an international equivalent of a four-year degree
- Minimum GPA of 3.0 (4.0 = A) in the last 60 hours of course work
- Completion of a program-specific application that includes, but is not limited to, a personal statement, current resume or curriculum vitae (CV) outlining professional work experience, official transcripts, and an online application fee
- TOEFL/IELRS/PTEA/IELA/Duolingo test scores (International students only)
- Three confidential letters of recommendation

- Admission interviews (MSHI applicants only)

Prerequisites

The MSHI program requires an introductory programming language course in SQL. This requirement may be waived if the applicant's undergraduate or current work responsibilities require knowledge of the programming language. An online minicourse is available to students that do not meet this requirement.

Completion of three credit hours of an undergraduate or graduate course in statistics with a B or better in the last five years. An online minicourse is available to students who do not meet this requirement.

Application Procedures

The application procedure for Graduate Programs in Health Informatics requires an online application through the UAB Graduate School.

Admission

The Admissions Committee for the Graduate Programs in Health Informatics reviews applications and will conduct interviews when determining an entry decision. Applicants receive admission decisions via email from the Operations Director. The Dean of the UAB Graduate School will also communicate official admission decisions via email.

CURRICULUM

Students must complete all degree (or certificate) requirements in the chosen program of study. Students are required to master foundational concepts prior to moving on to topics that are more complex. The programs have an official course sequence pre-determined by the program, courses are only offered in certain semesters and some courses have prerequisites. It is highly encouraged to follow the prescribed sequence to ensure successful completion of your chosen program. For students whose sponsoring/funding agent requires nine credit hours per semester, you will work under advisement of the Program Director to enroll in elective courses to support your final capstone project. This enrollment satisfies the nine-semester-hour requirement for full-time status.

The following is the curriculum sequence for the Graduate Certificate in Clinical Informatics:

Fall	Course	Description	Credit Hours
	HI 611	Introduction to Health Informatics & Health Care Delivery	4
	HI 613	Analysis and Design of Health Information Systems	4
		Semester Hours	8
Spring	Course	Description	Credit Hours
	HI 614	Clinical & Administrative Systems	3
	HI 617	Principles in Health Informatics	4
		Semester Hours	7
		Total Hours	15

The following is the curriculum sequence for the single degree MSHI Program (those in collaborative programs, including those entering from the Certificate will have a different sequence):

Year 1 Core

1st Fall	Course	Description	Credit Hours
	HI 599	Professional Development	0
	HI 611	Introduction to Health Informatics & Health Care Delivery	4
	HI 613	Analysis and Design of Health Information Systems	4
Semester Hours			8
1st Spring	Course	Description	Credit Hours
	HI 614	Clinical & Administrative Systems	3
	HI 617	Principles in Health Informatics	3
	HI 620	Security and Privacy in Healthcare	3
Semester Hours			9
1st Summer	Course	Description	Credit Hours
	HI 618	Research Methods in Health Informatics	3
	HI 619	Databases and Data Modeling	3
	HI 621	Strategic Planning, Project Management and Contracting	3
Semester Hours			9

Year 2 Track – Data Analytics Track			
Fall	Course	Description	Credit Hours
	HI 599	Professional Development	0
	HI 641	Healthcare Data Analysis Challenges, Methods, and Tools	3
	HI 642	Advanced Data Management and Analytics for Healthcare	3
	HI 671	Data Analytics Capstone Project I	1
Semester Hours			7
Spring	Course	Description	Credit Hours
	HI 643	Business Intelligence for Healthcare	3
	HI 646	Advanced Quantitative Methods for Health Informatics	3
	HI 673	Data Analytics Capstone Project II	1
Semester Hours			7
Summer	Course	Description	Credit Hours
	HI 624	Leadership Theory and Development	2
	HI 675	Data Analytics Capstone Project III	3
Semester Hours			5
Total Degree Hours			45

Year 2 Track – User Experience Track			
Fall	Course	Description	Credit Hours
	HI 599	Professional Development	0

	HI 656	Human Factors in Healthcare Information Technology Systems	3
	HI 657	Human-centered Research Design Methods for Healthcare	3
	HI 672	Healthcare User Experience Capstone Project I	1
	Semester Hours		7
Spring	Course	Description	Credit Hours
	HI 658	Development of User Centered Health Information Systems	3
	HI 659	Qualitative Synthesis for Healthcare Insights	3
	HI 674	Healthcare User Experience Capstone Project II	1
	Semester Hours		7
Summer	Course	Description	Credit Hours
	HI 624	Leadership Theory and Development	2
	HI 676	Healthcare User Experience Capstone Project III	3
	Semester Hours		5
	Total Degree Hours		45

Year 2 Track – Artificial Intelligence Track			
Fall	Course	Description	Credit Hours
	HI 599	Professional Development	0
	HCI 611	Foundations of Artificial Intelligence in Medicine	3
	HI XXX	Elective (Informatics or research focus)	3
	HI 680	Artificial Intelligence Capstone Project I	1
	Semester Hours		7
Spring	Course	Description	Credit Hours
	HCI 614	Integration of Artificial Intelligence in Clinical Workflow	3
	HI 681	Artificial Intelligence Capstone Project II	3
	Semester Hours		6
Summer	Course	Description	Credit Hours
	HI 624	Leadership Theory and Development	2
	HCI 612	Applications of Artificial Intelligence in Medicine	3
	HI 682	Artificial Intelligence Capstone Project III	3
	Semester Hours		8
	Total Degree Hours		45

Year 2 Track – Research Track			
Fall	Course	Description	Credit Hours
	HI 599	Professional Development	0
	INFO 696	Biomedical Informatics Methods I	3
		*Elective (Imaging Informatics must take Imaging elective)	3
	HI 671	Data Analytics Capstone Project I	1
	Semester Hours		7

Spring	Course	Description	Credit Hours
	INFO 697	Biomedical Informatics Methods II	3
		*Elective (Imaging Informatics must take Imaging elective)	3
	HI 672	Data Analytics Capstone Project II	1
		Semester Hours	7
Summer	Course	Description	Credit Hours
	HI 624	Leadership Theory and Development	2
	HI 673	Data Analytics Capstone Project III	3
		Semester Hours	5
		Total Degree Hours	45

* Electives are at the approval of the Program Director.

Course Descriptions

Course	Description
HCI 611	Foundations of Artificial Intelligence in Medicine (3 Hours) This course introduces students to the fundamentals needed for implementing Artificial Intelligence (AI) in clinical settings—introduction to AI, introduction to healthcare system and clinical data, and introduction to tools and techniques used in AI.
HCI 612	Applications of Artificial Intelligence in Medicine (3 Hours) This course introduces students to applications of AI in medicine, machine learning—applications of AI to EHR data, deep learning—applications of AI to medical imaging data, and natural language processing—applications of AI to clinical documentation.
HCI 614	Integration of Artificial Intelligence into Clinical Workflow (3 Hours) This course introduces students to strategies and processes for integrating AI into existing clinical workflows. Using AI for medical diagnosis, using AI for Medical Prognosis, and Using AI for Medical Treatment.
HI 599	Professional Development (0 Hours) Professional development experiences associated with the MSHI degree program.
HI 611	Introduction to Health Informatics and Healthcare Delivery (variable 3-4 Hours) Overview of history and current status of health information technology (health IT) and health informatics within the US health care system, including approaches for planning, implementing and evaluating health IT and the legal and ethical issues involved in the use of health IT.
HI 613	Analysis and Design of Health Information Systems (4 Hours) Concepts, methods, approaches, standards, and tools in analyzing, modeling, designing, and implementing user centered health information systems.
HI 614	Clinical & Administrative Systems (3 Hours) Clinical and administrative systems with an emphasis on clinical decision support methods, tools, and systems. Types of methods, tools, and systems used in inpatient and outpatient settings, information flow across systems within healthcare settings, strategies for user centered design, implementation and evaluation of systems.
HI 617	Principles in Health Informatics (variable 3-4 Hours) Underpinnings in Health Informatics policies, practices, and principles; Inter-and intra-organizational application of socio-technical information systems and data to enhance research and practice in healthcare.
HI 618	Research Methods in Health Informatics (3 Hours) Fundamental concepts, methods, and approaches of qualitative and quantitative data analysis, including statistical analysis and measurement techniques, for clinical and health informatics.
HI 619	Databases and Data Modeling (3 Hours) Concepts of data modeling, database design and administration, data architectures, and data querying for transactional and analytical data systems. Study of various data models with application to health information projects using SQL in current database management systems.
HI 620	Security and Privacy in Healthcare (3 Hours)

	Security and privacy issues, legislation, regulations, and accreditation standards unique to the health care domain and relative to various group layers (individual, social, and society). Concepts, theories, methods, models, and tools related to technical security of data across networks, systems, databases and storage, audit mechanisms and controls.
HI 621	Strategic Planning, Project Management, and Contracting (3 Hours) Theory, practice, and processes needed for strategic planning of integrated health information systems. Assessing benefits of enterprise-wide information integration and tactics needed to realize these benefits. Steps needed for developing strategic plans and understanding drivers of information systems - corporate business alignment. Understanding key concepts of project management. Exposure to skills needed to negotiate contracts with vendors.
HI 624	Leadership Theory and Development (2 Hours) Exploration of leadership theory and development, and the role of leadership in internal and external advocacy. The emphasis is on the application of leadership theories to individuals and groups in healthcare settings.
HI 641	Healthcare Data Analytics Challenges, Methods, and Tools (3 Hours) Current factors, methods, and tools affecting data collection, management, analytics, integration, and reporting in healthcare, including use of various ontologies and standards, and healthcare challenges affecting data analytics.
HI 642	Advanced Data Management and Analytics for Healthcare (3 Hours) Automation of database management and basic Extract-Transform-Load (ETL) and data analytics tasks using advanced SQL. Creation and optimization of relational databases. Current data modeling and database architecture approaches and their uses in healthcare. Integration of data mining and analytics into database management platforms.
HI 643	Business Intelligence for Healthcare (3 Hours) Current concepts, methods and tools in Business Intelligence for healthcare. Approaches for data modeling for data warehouses, Extract-Transform-Load (ETL) processes, data marts, data integration, and data visualization.
HI 646	Advanced Quantitative Methods for Health Informatics (3 Hours) Concepts, methods, and tools used in advanced quantitative data analytics to address a range of problems in health informatics, including prediction, classification, and pattern recognition across a variety of levels (individual, social group, and society).
HI 656	Human Factors in Healthcare IT Systems (3 Hours) Overview of the importance of human factors engineering in the function of healthcare IT systems and specialized challenges to user experience (UX) research in the context of the healthcare system. Application of user-centered theory, principles, data, and methods to the design of healthcare IT systems. Implementation of UX research methods to evaluate and understand the interactions between healthcare IT systems and their users.
HI 657	Human-centered Research Design Methods for Healthcare (3 Hours) Design Thinking methodology intensive. Discussion of the importance of qualitative user research. Understanding of discovery to enable Identification of proper user research approaches and establishing research goals. Overview tools and processes for deep research discovery. Students will select a healthcare context for the application of research methods.

HI 658	Development of User Centered Health Information Systems (3 Hours) Development approaches involving principles of human-centered design, leading to high fidelity health information system prototypes.
HI 659	Qualitative Synthesis for Healthcare Insights (3 Hours) Overview and execution of qualitative research methods and data gathering within the healthcare context to enable the delivery of solutions. Focus on the application of research theories, methods, and tools to deliver insights and qualitative and quantitative outputs. Understanding socio-technical factors relative to fundamental interface design elements and interface layouts across modalities. Journey mapping, concepting, user flows, and wireframing will be generated.
HI 671	Data Analytics Capstone Project I (1 Hour) Initiation of first steps in identifying and developing the HI Capstone Project; the Capstone project is a focused investigation of a health informatics problem in a real-world setting and application of problem-solving methodologies for development and execution of solutions.
HI 672	User Experience Capstone Project I (1 Hour) Initiation of first steps in identifying and developing the HI Capstone Project; the Capstone project is a focused investigation of a health informatics problem in a real-world setting and application of problem-solving methodologies for development and execution of solutions.
HI 673	Data Analytics Capstone Project II (1 Hour) Continuation course for the HI Capstone Project involving project proposal development; the Capstone project is a focused investigation of a health informatics problem in a real-world setting and application of problems solving methodologies for development and execution of solutions.
HI 674	User Experience Capstone Project II (1 Hour) Continuation course for the HI Capstone Project involving project proposal development; the Capstone project is a focused investigation of a health informatics problem in a real-world setting and application of problems solving methodologies for development and execution of solutions.
HI 675	Data Analytics Capstone Project III (3 Hours) Final course for the HI Capstone Project involving project execution, management, and dissemination; the Capstone project is a focused investigation of a health informatics problem in a real-world setting and application of problems solving methodologies for development and execution of solutions.
HI 676	User Experience Capstone Project III (3 Hours) Final course for the HI Capstone Project involving project execution, management, and dissemination; the Capstone project is a focused investigation of a health informatics problem in a real-world setting and application of problems solving methodologies for development and execution of solutions.
HI 677	Research Capstone Project I (1 Hour) Initiation of first steps in identifying and developing the HI Capstone Project; the Capstone project is a focused investigation of a health informatics problem in a real-world setting and application of problem-solving methodologies for development and execution of solutions.

HI 678	Research Capstone Project II (1 Hour) Continuation course for the HI Capstone Project involving project proposal development; the Capstone project is a focused investigation of a health informatics problem in a real-world setting and application of problems solving methodologies for development and execution of solutions.
HI 679	Research Capstone Project III (3 hours) Final course for the HI Capstone Project involving project execution, management, and dissemination; the Capstone project is a focused investigation of a health informatics problem in a real world setting and application of problem solving methodologies for development and execution of solutions.
HI 680	Artificial Intelligence Capstone Project I (1 Hour) Initiation of first steps in identifying and developing the HI Capstone Project; the Capstone project is a focused investigation of a health informatics problem in a real-world setting and application of problem-solving methodologies for development and execution of solutions.
HI 681	Artificial Intelligence Capstone Project II (1 Hour) Continuation course for the HI Capstone Project involving project proposal development; the Capstone project is a focused investigation of a health informatics problem in a real-world setting and application of problems solving methodologies for development and execution of solutions.
HI 682	Artificial Intelligence Capstone Project III (3 Hours) Final course for the HI Capstone Project involving project execution, management, and dissemination; the Capstone project is a focused investigation of a health informatics problem in a real-world setting and application of problems solving methodologies for development and execution of solutions.
INFO 696	Biomedical Informatics Methods I (3 Hours) Biomedical informatics is the art and science of collecting, representing and analyzing patient and biomedical information and translating insights from the information into better health and new medical discoveries. The spectrum of informatics applications ranges from molecules (bioinformatics) to individuals and populations (clinical and public health informatics). We will examine the scientific field and research methods that form the foundation for biomedical informatics research. The course will include didactics, readings, hands-on tool explorations, and a summative work product. This foundational course is intended for informatics majors and students in allied fields (e.g., health, biological, or computer sciences) who are interested in exploring the field of informatics.
INFO 697	Biomedical Informatics Methods II (3 Hours) Part 2 of INFO 696

All students are required to complete a track-specific applied capstone project to fulfill the requirements for the MSHI program and to qualify for graduation. The capstone project should be useful to the organization for whom the project is being completed and must be approved in the fall semester by the academic advisor. The capstone is a series of three courses (fall, spring, summer) and is completed during the second year of the MSHI program. The capstone culminates with a formal presentation and written paper. NOTE: All coursework must be completed and submitted prior to graduation. Students

who have not completed the capstone project or cleared incompletes will graduate in the term in which all work has been satisfactorily completed.

DEGREE REQUIREMENTS

Steps to Completing Certificate or Degree

A summary of the steps required for the Graduate Certificate in Clinical Informatics and Master of Science in Health Informatics:

1. Admission to program
2. Adherence to academic performance policy (see section on academic performance)
3. Satisfactory completion of coursework
4. Application for certificate or degree – no later than two weeks into the expected term of graduation
5. Completion of all financial obligations to the University of Alabama at Birmingham
6. Conferring of certificate or degree

ATTENDANCE AND CONTRIBUTION – RESIDENTIAL VISIT AND ON-CAMPUS MEETINGS

- You are expected to attend all class meetings as defined by your instructors and the program (on-campus visits and synchronous web-enabled instructor/student meetings) and other planned meetings (e.g., team or group meetings).
- All residential visits are **mandatory**. If you must miss a portion of any session, inform the Program Director in advance (or as soon as is practical) of the reason that you must miss any portion of the residential visit. If you become ill or have a legitimate reason to leave class early, inform the Program Director of the circumstances.
- Please mark these dates on your calendar so that you can schedule around them:

Fall	Spring
August 20-22, 2025	January 14-16, 2026

- Be on time and do not expect to leave early.
- Be prepared and participate meaningfully in all meetings.
- Be interested in and interesting to others in your class. Participating is not only about what you learn, but what others might learn from you. Engage your instructor and peers in meaningful discussion of the class topics. Participants must be engaged and make significant contributions.
- It is our expectation that you will come to class prepared to contribute meaningfully in discussions. Class assignments are akin to business work assignments.
- Ask questions to seek understanding and answer questions to the best of your ability. If you do not understand an assignment or topic, it is your responsibility to explore ways to comprehend the material.

Professionalism and Dress Code

In general, business casual dress is expected during residential visits and when participating in professional practice experiences or professional presentations. Clothing that is immodest or suited for parties, sporting events, and other social occasions is not suitable for class.

Classroom Etiquette

All phones, tablets and other portable devices should be turned off during class. If you anticipate an emergency, set your device to vibrate. The use of cell phones for talking and/or texting in class is not allowed. Passing notes/whispering are distracting and inappropriate in a professional setting. Avoid leaving class for any reason. If you anticipate having to leave or must take a call, please inform the instructor in advance.

MINIMUM HARDWARE REQUIREMENTS*:

Operating System: Windows 10 (either on PC or VM on Mac)

Processor: 2 GHz (At least one dedicated core for VM on Mac)

Memory: 4 GB (4-6 GB for Mac)

Storage: 50 GB (50-70 GB for Mac)

Network: Reliable Internet connection (when needed by a software, ability to open ports on firewall)

Webcam and microphone

*Capstone project may demand higher hardware requirements

DISTANCE LEARNING AND CANVAS

Each course will employ a variety of distance-learning instructional methods. Course requirements may involve reading selections from texts, periodicals, and empirical literature; participating in online discussions with instructors and fellow students; conducting applied projects; writing research papers; and completing assignments that are designed to reinforce course principles and analytic skills. Students will access course materials, syllabi, readings, assignments, etc. via the online Canvas system or through the UAB library system. Canvas course sites can be accessed through BlazerNET or at www.uab.edu/canvas. Students should monitor their course sites routinely for communication from faculty and to manage course assignments. Course sites are available on the first day of class for each semester.

Assignments and due dates will be described in the course syllabus at the beginning of each semester. Course materials (including readings, assignments, and course announcements) will be available on Canvas. Students are responsible for accessing Canvas on a regular basis and are expected to be aware of all assignment due dates.

Assignments should be submitted via Canvas. Email is not a reliable method for submitting assignments and is discouraged for this purpose. Canvas has an email feature that should be used for all communication with instructors.

Communication between students and instructors is key to the success of any distance-learning activity. Instructors are accessible via email, phone call, and/or video conferencing during the off-campus portion of the course. Additionally, faculty are in the office regularly and you are encouraged to visit with them in person as geography permits. Please refer to the course syllabus for contact information and details regarding instructor availability and communication expectations.

Many of the courses have synchronous sessions that require attendance/participation. Each course syllabus will have scheduled dates/times and attendance requirements. It is the responsibility of the student to communicate with the course instructor if they cannot attend a required synchronous session. If a course has required synchronous sessions, they are typically scheduled in the evenings and not scheduled on Fridays.

TEST PROCTORING

Proctoring for online examinations will be done with either [ProctorU](#) or [Lockdown Browser and Monitor](#), at the discretion of the instructor. For both of these you will need a webcam as well as a computer with Internet access. Laptops with integrated webcams will work also. These test taking systems have a person watching while you take the exam and records the session. In both cases, you will have to show identification and comply with other instructions that are provided.

TEAM/GROUP ACTIVITIES

In preparation for students assuming leadership roles in health informatics, there is a strong emphasis on team participation in the MSHI program. Working in teams, often remotely, is a characteristic of the healthcare IT workplace today. Many courses will have at least one team or group project. In most cases, the teams are self-organizing—identifying leaders, setting internal deadlines, assigning tasks.

The team will establish a set of team norms, which include the expectations for participation, quality of work, communication, meetings, and deadlines, and response to infractions of the norms. To facilitate team collaboration, we will do a survey at the beginning of the program where students can indicate their preferred time to meet and other information that helps forming cohesive teams. This information will be shared with all instructors and if there are changes over the course of the program, the student needs to communicate the changes to their individual instructors.

ACADEMIC HONESTY AND INTEGRITY

Students are expected to adhere to the GPI policy on Academic Honesty and Integrity (detailed policy below). It is the student's responsibility to both understand and comply with this Code of Conduct policy and all UAB policies. If you have questions/concerns about the academic integrity policy, please contact the Program Director. Violations to the Code of Conduct Policy will be addressed on a case-by-case basis.

Course syllabi may have additional policies. Consequences may include, but are not limited to

1. counseling the student,
2. lowering the student's grade, including a grade of zero, and/or
3. dismissal from the program.

The GPHI follows the SHP Grievance Procedures for Violations of Academic Standards.

Policy on Academic Honesty and Integrity

The University of Alabama at Birmingham expects all members of its academic community to function according to the highest ethical and professional standards of behavior. The GPHI regards honesty and integrity as qualities essential to the professional practice and the health services. The purpose of this policy is to promote guidelines so that each student can fully develop his/her individual potential and to cultivate behaviors, attitudes, and values that will contribute to his/her performance as a leader. This policy governs student conduct in all academic activities associated with the GPHI. A description of expectations for non-academic conduct, violations of these expectations and possible disciplinary action is available at <https://www.uab.edu/one-stop/policies/academic-integrity-code>.

Each student is expected to

1. truthfully represent fact and self at all times and not misrepresent one's work at any time; (Examples include always making correct representation for work presented as one's own. Work presented as group work should be the product of the specified members of the group. Work presented as individual work should be the product of that individual alone. Group work assumes collaboration by all members of the group. All other work should be an individual effort.)
2. not seek an unfair advantage over other students, including, but not limited to, giving or receiving unauthorized aid during completion of academic requirements; (Examples of an unfair advantage include receipt and/or use of test and/or test preparation material, paper and/or paper preparation material, and project and/or project preparation material from either the current academic year or a prior academic year obtained without authorization and consent of a faculty member, use of instructors' manuals, or other material not intended for student use.)
3. report violations of these expectations and to cooperate with any investigation of an alleged violation; and
4. obey applicable organizational rules and laws, including confidentiality of information.

Reports of suspected academic misconduct can be confidentially initiated, without fear of retaliation, by a faculty or staff member, preceptor, or student colleague who has direct knowledge of such behavior. Some instances within an individual class on an individual assignment may be handled on a case-by-case basis with the instructor and may also be reported to the Program Director. If necessary (for instance, if another student is bringing forth a charge, or if a preceptor is bringing forth a charge), the instructor will

then notify the student of the charge and provide the student with an opportunity to respond. The Program Director may be notified of all reports of suspected academic misconduct that result in counseling a student.

USE OF GENERATIVE AI AND AI TOOLS IN THE CLASSROOM

The use of generative AI (GAI) and other AI tools, referred here to as “AI” collectively, in the classroom is at the discretion of the individual instructor. If AI is allowed in the classroom, the following are suggested guidelines – the guidelines of the individual instructor may vary:

Academic Integrity: The use of AI should not be a substitute for critical thinking or academic rigor. If you use AI, then you are expected to use it as a tool to complement and enhance your own knowledge and skills. Any form of academic misconduct, such as plagiarism, cheating, or misrepresentation of work, is strictly prohibited.

Citation and Acknowledgment: When using AI for the designated assignments, you must appropriately cite and acknowledge their use. This includes documenting the AI tools used, the prompts provided, and any other relevant information about the AI-assisted process. Failure to properly acknowledge the use of AI tools may be considered a form of academic dishonesty.

Review and Verification: AI tools have limitations, and their accuracy is not guaranteed. They may also perpetuate biases due to their algorithms. It is your responsibility to review and verify the output generated by AI and to use your own critical thinking skills and judgment in interpreting and utilizing the results. Any errors or omissions resulting from the use of AI are your responsibility.

Privacy and Protected Health Information (PHI): AI tools may pose privacy risks. You may not submit PHI to such platforms due to their inadequate safety measures. Always ensure that you comply with privacy regulations and protect sensitive information.

The University provides [University Guidance](#).

Academic Performance

To be in good academic standing in the Graduate School, a student must maintain a grade point average of at least 3.0 (on a 4.0 scale). Students may be dismissed upon earning the third “C” through the life of any GPHI program. Any courses that are being transferred in (such as certificate courses) in which a “C” was earned count toward this rule. Students will be considered to be making satisfactory progress toward the certificate or degree if they follow the prescribed course sequence established by the program. Students whose schedules vary from the sequence should discuss this variance with the Program Director.

Students who are admitted on probation must demonstrate their ability to perform at the level

required for graduation by establishing good academic standing at the end of the first semester. Students who do not accomplish this level of performance may be dismissed from the program and the UAB Graduate School.

A student who has been in good academic standing, but who at the end of any regular term fails to meet the criteria to continue in good academic standing (a 3.0 grade point average or better), may be placed on probation. Such a student must re-establish good academic standing within the next two regular terms of graduate study undertaken. Students who do not accomplish this level of performance may be dismissed from the Program and the UAB Graduate School.

A student who earns three grades of "C," or any grade of "F" on any course taken in pursuit of any GPHI degree may be dismissed from the program. For students in dual-degree programs or other collaborative programs, the programs are treated as one and the grades will apply across both programs. For example, if the student earns an "F" in a dual-degree program, that could result in dismissal from the GPHI in which the student is enrolled, even though the "F" was not earned in a course in the GPHI. It is the Program Director's prerogative to decide if a student may enter his/her final project with a grade point average of less than 3.0 in academic coursework needed to complete the MSHI degree. A student receiving a grade of "I" in a course has until the end of the following semester to remove the deficiency or the grade is automatically changed to an "F." **It is the student's responsibility to keep track of this timing and avoid this from happening. Once the "I" has rolled over to an "F," it will not be changed.**

Time Limitations

GPHI students are generally expected to complete all certificate/degree requirements within two semesters of matriculation for graduate certificate and 2 years of matriculation for master's students. If mitigating circumstances preclude completion of requirements within the time limits, please contact the Program Director with a request for extension that includes a plan and timeline for completion. This plan will be submitted to the Graduate School for approval. The time to degree cannot exceed five years from the date of the first course.

MSHI PROGRAM KNOWLEDGE, SKILLS, AND ATTITUDES

ESSENTIAL COMPONENTS

PROGRAM PURPOSE & OVERVIEW

Through teaching, research, and service, all Graduate Programs in Health Informatics are a collaborative center of excellence dedicated to preparing students to become leaders in health informatics and knowledge management. Students graduating with a Certificate in Clinical Informatics graduate with a broad understanding of how clinicians and administrators use information and technology in making clinical and administrative decisions. Students graduating with an MSHI graduate will gain a deeper understanding, with increased specificity in their area of specialization, of Health Informatics in the

truest sense. With courses in the effective design and use of information systems, databases, software, hardware and networks, students in any GPHI program learn how to successfully manage the flow of information throughout a healthcare ecosystem. Students also learn the value of building a solid business case for the purchase, implementation and use of technology across multiple diverse healthcare environments. Graduates are equipped with knowledge for upskilling and are prepared to become senior and executive level leaders in the healthcare industry. Admission requirements are published in the UAB *Graduate Catalog*.

REQUIRED SKILLS

REQUIRED ACADEMIC KNOWLEDGE, SKILLS, AND ATTITUDES

Academic knowledge, skills, and attitudes are those specifically needed to function within the classroom setting (online, in-person) to produce deliverables that meet requirements set forth by individual program faculty. These knowledge, skills, and attitudes are then transferable to the workplace. Specific foundational domains for competence for the MSHI are set forth by the American Medical Informatics Association and the Commission on Accreditation of Health Informatics & Information Management Education (CAHIIM – cahiim.org) (see Figure 1)

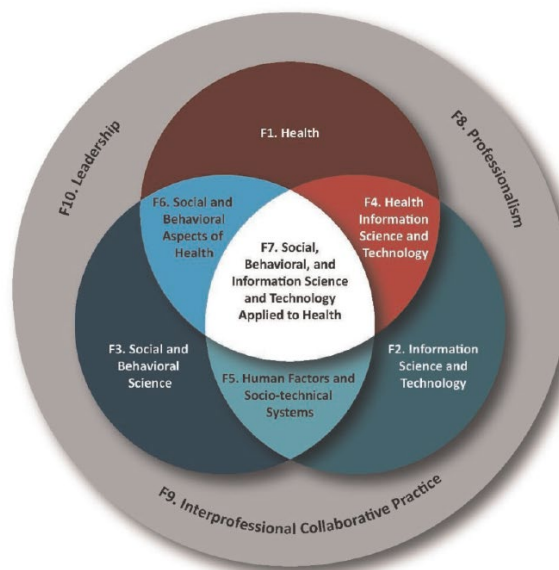


Figure 1. Foundational domains of applied health informatics. Graphic: Christina Lorenzo, MS in Biomedical Visualization, 2017, Department of Biomedical and Health Information Sciences, University of Illinois at Chicago.

Valenta, A. L.; Berner, E. S.; Boren, S. A.; Deckard, G. J.; Eldredge, C.; Fridsma, D. B.; Gadd, C.; Gong, Y.; Johnson, T.; Jones, J., AMIA Board White Paper: AMIA 2017 core competencies for applied health informatics education at the master's degree level. 2018, 25, (12), 1657-1668.

REQUIRED INTERPERSONAL & COMMUNICATION SKILLS

Interpersonal skills encompass verbal, non-verbal and written exchange of information. In order to be successful in the healthcare industry, graduates must possess effective interpersonal skills to manage a diverse variety of stakeholder relationships and the communication skills to clearly engage these stakeholders.

Professionalism

1. Commitment to ethical principles pertaining to business practices and security & confidentiality of information
2. The ability to identify, use and manage emotions (students' and others) in positive ways to maintain positive relationships with others
3. Ability to work in teams effectively
4. Ability to present information to a group of people in a structured, deliberate manner

Communication

1. Ability to communicate clearly with others in written and verbal form
2. Ability to use effective listening (verbal and non-verbal) skills to make appropriate decisions

DISABILITY SUPPORT SERVICES (DSS)

UAB is committed to providing an accessible learning experience for all students. If you are a student with a disability that qualifies under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, and you require accommodations, please contact Disability Support Services (DSS) for information on accommodations, registration and required procedures. Requests for reasonable accommodations involve an interactive process and consists of a collaborative effort among the student, DSS, faculty and staff.

Students who may need course accommodations should make an appointment with the instructor to discuss their needs. Students with disabilities must be registered with Disability Support Services (DSS) and provide an accommodation request letter before receiving academic adjustments. DSS is located in the Hill Student Center, Suite 409 1400 University Blvd, Birmingham, AL. Additional information is available on the UAB website at <http://www.uab.edu/students/disability/> or by calling (205) 934-4205 (Voice) or (205) 934-4248 (TDD).

REGISTRATION

It is each student's responsibility to be registered for the appropriate courses. Students are expected to register through the UAB registration portal on BlazerNet (<https://uab.edu/blazernet>). Registration may commence as soon as the student has received notification of admission from the Graduate School, but no sooner than 60 days before classes are to begin. Continuing students should register before final exams in their current semester. Certain courses will require an "override" by GPHI staff, and it is the responsibility of the student to contact the appropriate person to perform that override. Because of this need, it is **strongly recommended** that students register as early as possible and not wait until the last minute. We will not waive late registration fees. BlazerNET is available 24/7, but the Add/Drop function within Registration Tools will end when the registration period closes. Students experiencing difficulty

(outside of overrides) with BlazerNET should call the Registrar's Office at 1.205.934.8222 or email registrar@uab.edu.

Follow these steps to register using BlazerNET:

1. Access BlazerNET with your web browser.
2. Log in with your Blazer ID and strong password.
3. Click on the Student Resources tab
4. View the Registration Tools channel. Select either Look Up Classes to gather CRNs or Add or Drop Classes if you already have the course reference numbers.
5. Register for the appropriate courses by either clicking the checkbox to the left of the course on the Look Up Classes screen, or by submitting the CRNs in the blocks on the Add or Drop Classes page.
6. Please make sure that your course schedule states "Web Registered" and that you can view all of your classes on the Student Detailed Schedule page. A BlazerNET Registration Guide is available on the Student Resources tab if you need more assistance.

LATE REGISTRATION (ADD/DROP CLASSES)

Starting with the first day of regular classes, a late registration fee will be charged. Please see the UAB Academic calendar for the last day to Add/Drop classes.

SCHOLARSHIPS

A variety of scholarships and awards are available to MSHI students. Please consult with the Program Director or Operations Director for more information. Typically, emails will be sent out alerting students of scholarship opportunities.

PROFESSIONAL ORGANIZATIONS

Healthcare Information and Management Systems Society (HIMSS) (free student membership)

- www.himss.org

Alabama Chapter of HIMSS

- <http://alabama.himsschapter.org/>

American Medical Informatics Association (AMIA) (free student membership)

- <https://www.amia.org/>

THE STUDENT HANDBOOK WILL BE UPDATED ON AN ANNUAL BASIS AND IS SUBJECT TO CHANGE.

APPENDIX

Accreditation Requirements

The MSHI program is accredited by CAHIIM, the Commission on Accreditation for Health Informatics and Information Management Education. Accreditation is assessed against the 10 foundational domains for Health Informatics identified by the American Medical Informatics Association. MSHI courses are designed to address and assess competencies across these domains. As shown on the [CAHIIM website](#),

... students in the health informatics discipline should have working knowledge and competency of these foundational domains as they define and affect the practice of health informatics. The program graduate is expected to demonstrate the knowledge, skills, and attitudes that exist in the following domains:

- F1. Health
- F2. Information Science and Technology
- F3. Social and Behavioral Science
- F4. Health Information Science and Technology
- F5. Human Factors and Socio-technical Systems
- F6. Social and Behavioral Aspects of Health
- F7. Social, Behavioral, and Information Science and Technology Applied to Health
- F8. Professionalism
- F9. Interprofessional Collaborative Practice
- F10. Leadership