Student's Handbook

Health Information Management

Bachelor Degree Program

Dear Students,

Warm welcome to the Department of Health Information Management

The purpose of this handbook is to provide you with key information regarding the Department of Health Information Management and to explain you how our program works. It is important that you read this handbook to familiarize yourself with your program of study and departmental policies and procedures before you begin the studies. Updates and policy/procedure changes will be posted on the student bulletin. Additional information can be found in the PSMCHS catalog and the College Unified regulations for study and examinations. (http://www.psmchs.edu.sa.)

The HIM Program is a new program at The Prince Sultan Military College of Health Sciences. As an HIM professional, you will be responsible for the development and administration of systems for the storage, use, and disclosure of health information. We hope that your study in the Department of Health Information Management will encounter many new and challenging ideas about the application of health information technology in health care.

HIM professionals requires knowledge of clinical medicine, the electronic health record, health care database administration, data analytics, coding and classification systems, quality and human resource management, as well as ethical, legal, regulatory and accrediting agency requirements. This focus also shapes our teaching, as you will see from the range of courses we offer. The HIM faculty body is committed to educating students who will manage the health information requirements for the Saudi health care system. We host regular lectures and seminars as part of our continuing learning program to which you are warmly invited.

We wish you a rewarding learning experience in PSMCHS

The Health Information Management (HIM) profession began in 1928 as an outcome of the Clinical Congress of the American College of Surgeons, which recognized the importance of the medical record in supporting clinical standards, serving as the communication link for those providing patient care, and providing documentation of physician expertise. The health information system supports patient care, quality and utilization management, financial reimbursement, legal affairs, education, research, public health, planning and marketing endeavors.

Globally, there is a movement away from paper-based systems to electronic health records. The electronic health record (EHR) is a longitudinal electronic record of patient health information generated by one of more encounters in any care delivery setting. The advantages of the EHR are well known. The Electronic Health Record improves accessibility of patient health data and information, facilitates updating and customization of the record, enhances durability, and has the potential for engaging patients in their own healthcare.
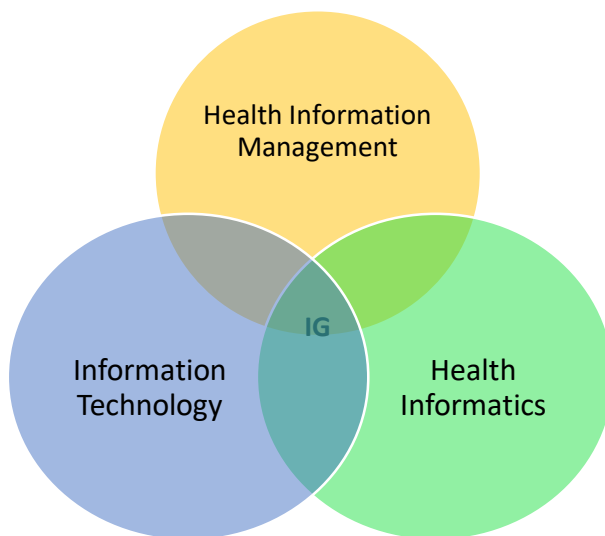
* IG: Information Governance

In Saudi Arabia, the government has made e-Health a top priority. We recognize that with the growth of digitization of the health record in Saudi Arabia, there will be an increased need for competent health information managers in the collection, analysis, and dissemination of quality healthcare data and information. The HIM bachelor's program at PSMCHS remains committed to teaching excellence and producing competent, confident graduates in this field. While the fields of Health Information Management, Health Informatics, and Information Technology do share similar interests, specifically the electronic health record (EHR), there are distinct differences. The HIM curriculum at PSMCHS includes all aspects of the Venn diagram given above. We focus on Health Information Management, in relationship to the electronic health record (EHR) where the domains of knowledge overlap to produce new generation Health Information Management professionals who possess the expertise to develop, implement, and/or manage individual, aggregate and public health care data collection and reporting systems.

PROGRAM VISION, MISSION, AND GOALS

The Health Information Management program is accredited by the Saudi Commission for Health Specialties. Our HIM program has been designed to prepare graduates to manage and guard patient health information and medical records, enable computer information systems, collect and analyze patient data, and use classification systems. The HIM graduates also manage people and operational units and interact with all levels of an organization that employ patient data in everyday operations and decision-making capabilities. Health Information professionals serve patients by protecting their medical data.

Prince Sultan College focuses on educating and training health care professionals with competitive abilities and leadership skills. The college offers academic programs, research, and provides community services in accordance with the best quality standards for the development of health care at the national level. The HIM program is committed to educating students for a future in Ministry of Defense hospitals characterized by change with an increased dependency on information and communication technology, and life-long learning.

PROGRAM MISSION STATEMENT

The Health Information Management program is to graduate HIM specialists with leadership skills through professional education, research, and community activities to meet the national standards of quality.

PROGRAM VISION STATEMENT

The Health Information Management program aspires to be recognized as a source of innovative ideas and quality producer of empowered graduates to serve as leaders in health information management.

PROGRAM GOALS

1. To foster student learning through high quality, career-oriented education that integrates information technology and health care.
2. Prepare confident, innovative, and contributing professionals who are competent to work in an e-Health environment by helping them possess critical-thinking and problem-solving abilities, as well as, communication and interpersonal skills.
3. Maintain a research favorable environment in the HIM department.
4. Acquire required infrastructure of the Health Information Management Department to ensure sustainable development and create a good learning environment.

DEPARTMENT TEACHING PHILOSOPHY

In keeping with our departmental vision, the Health Information Management program at the Prince Sultan Military College of Health sciences (PSMCHS) is attempting to offer a practical, responsive program that will meet the needs of future employers while providing exceptional service to our students.

The central belief in our departmental teaching philosophy is that 'with the application comes the awareness': in this respect, we strive to keep our courses practically oriented so that students get hands-on experience in all areas of their training, especially in lab settings. Although this approach is not appreciably different from the approach of many other clinical disciplines, we maintain that for optimal learning the student must take in active role in his or her learning process in the classroom or lab rather than remain the passive recipient of lectures. To support this approach, the majority of HIM curriculum core courses have been designed with active learning activities in place, such as structured class discussions or debates, collaborative groups that center around research and projects that promote independent learning, and portfolio formats. We offer courses that require students to take an active role in problem-solving, open-ended responses and application, analysis and synthesis, rather than simple knowledge acquisition of routine learning.

Furthermore, the HIM program is attempting to produce middle managers with entry-level skills needed to make progress in an ever-changing healthcare landscape that demands technological applications. We have placed increased emphasis on developing skills in information technology to keep in pace with the recent advancements in the health care system of the country.

The e-Health sector in Saudi Arabia already has committed funding by the government. We recognize that with the growth of digitization of the health record in Saudi Arabia, there will be an increased need for competent health information managers in the collection, analysis, and dissemination of quality healthcare data and information. The HIM bachelor's program at PSMCHS remains committed to teaching excellence and producing competent, confident graduates.

EMPLOYMENT OPPORTUNITIES

Employment opportunities for HIM professionals are found increasing in the Ministry of Defense (MOD) hospitals in a need's assessment survey. In addition, the demand for HIM professionals is growing simultaneously with the advancement in the healthcare industry. As the health information management profession grows in Saudi Arabia, in concert with e-Health initiatives, there will be a growing market in the workplace for Saud nationals who are HIM professionals.

Job titles should continue to vary as HIM professionals assume expanding roles in the area of electronic medical record systems, document management systems, performance improvement, business product and service options, and E-Health commerce over the next decade.

Although Saudi Arabia is still reliant on paper-based or hybrid systems, the migration of healthcare organizations to the electronic health record (EHR) will affect the entire HIM (Medical Records) profession. As a result, many new and slightly altered job descriptions and titles are emerging. Meanwhile, the description below details some of the traditional job positions and responsibilities of HIM Professionals:

- Chief Health Information Officer / Director
- HIM Manager
- Health Data Analyst
- Medical Coding Specialist
- Data Abstractor
- Data Quality Manager
- Documentation / EHR Trainer
- Health Information Project Manager

According to an informal survey conducted by the American Health Information Management Association in 2005, the following are examples of some positions held in the e-HIM world today:

- Clinical Analyst

- Clinical Applications Coordinator

- Clinical Project Manager, Senior Project Manager

- Clinical Research Associate

- Clinical Vocabulary Manager

- Enterprise Applications Specialist

- Health Information Services Department Technician

- Information Privacy Coordinator

- Records and Information Coordinator

- Risk Management Specialist

- Senior Document Coordinator

PROGRAM DESCRIPTION

- Program title and Code: Health Information Management – HIM

- Total credit hours needed for completion of the program: 133 credit hours.

- Program duration: 5 years (8 semesters and 1-year Internship).

The undergraduate Health Information Management program is a multi-disciplinary program that provides students with a versatile yet focused skill set. The program is structured so that it meets college requirements for the pre-clinical academic year where basic framework for entry into the clinical program. The clinical requirements constitute core courses that develop clinical, information technology, leadership, and management skills.

The following table gives an overview of the Health Information Management program and its classifications according to the major discipline.

OVERVIEW OF THE HEALTH INFORMATION MANAGEMENT PROGRAM:

LEVEL I								
Course Code	Course Title	Level	Credit Hours (Lecture +Practical +Clinic)	Contact Hours				Pre-Requisite
				L	P	C	Total	
ENG 108	English Language I	1	7 (7+0+0)	21	0	0	21	
MATH 101	Mathematics I	1	3 (3+0+0)	3	0	0	3	
SDS 100	Self-Development Skills	1	3 (3+0+0)	3	0	0	3	-
COM 100	Computer Studies I	1	3 (1+2+0)	1	4	0	5	
FPE 101	Fitness & Development	1	1(0+3+0)	0	3	0	3	-
TOTAL			17 (14+5+0)	28	7	0	35	
LEVEL 2								
Course Code	Course Title	Level	Credit Hours (Lecture +Practical +Clinic)	Contact Hours				Pre-Requisite
				L	P	C	Total	
ENG 109	English Language II	2	5 (5+0+0)	15	0	0	15	ENG 108
BIOL 101	Biology I	2	4 (3+1+0)	3	2	0	5	-
CHEM 101	Chemistry I	2	4 (3+1+0)	3	2	0	5	-
PHYS 101	Physics I	2	4 (3+1+0)	3	2	0	5	-
IST 100	Islamic studies	2	2 (2+0+0)	2	0	0	2	-
Total Hours/Week			19 (16+3+0)	26	6	0	32	
LEVEL 3								
Course Code	Course Title	Level	Credit Hours (Lecture +Practical +Clinic)	Contact Hours				Pre-Requisite
				L	P	C	Total	
ENG 230	English Academic Writing	3	2 (2+0+0)	6	0	0	6	-
ANP 201	Anatomy and Physiology	3	4 (3+1+0)	3	2	0	5	-
HIS 145	Health Care Delivery Systems	3	3 (3+0+0)	3	0	0	3	-
HIM 200	Principles of Health Care Data management	3	2 (2+0+0)	2	0	0	2	-
HIS 111	Medical Terminology	3	2 (2+0+0)	2	0	0	2	-
ARB 213	Arabic Studies I	3	2 (2+0+0)	2	0	0	2	-
HIM 201	Epidemiology	3	2 (2+0+0)	2	0	0	2	-
Total Hours/Week			17 (16+1+0)	26	6	0	32	

LEVEL 4

Course Code	Course Title	Level	Credit Hours (Lecture +Practical +Clinic)	Contact Hours				Pre-Requisite
				L	P	C	Total	
HIM 210	Health Care Data sets and standards	4	3 (2+1+0)	2	3	0	5	HIM 200
HIM 211	Advanced Medical	4	3 (2+1+0)	2	3	0	5	HIS111
COMP 212	Computer Networks	4	2 (2+0+0)	2	0	0	2	-
HIM 213	Electronic health records	4	4 (3+1+0)	3	3	0	6	HIM 200
HIS 144	General pathology	4	3 (3+0+0)	3	0	0	3	ANP 201
HIM 215	Legal health aspect and confidentiality	4	2 (2+0+0)	2	0	0	2	-
Total Hours/Week			17 (14+3+0)	14	9	0	23	

LEVEL 5

Course Code	Course Title	Level	Credit Hours (Lecture +Practical +Clinic)	Contact Hours				Pre-Requisite
				L	P	C	Total	
HIM 300	Database Management and analytics for HIM professional I	5	3 (2+1+0)	2	3	0	5	HIM 210
HIM 301	Health Service Management	5	3(3+0+0)	3	0	0	2	-
COMP 302	System Analysis and Design I	5	3 (2+1+0)	2	3	0	5	-
HIM 303	Health Information Systems	5	2 (2+0+0)	2	0	0	2	HIM 213
HIM 304	Health care Documentation Practices	5	3 (2+1+0)	2	3	0	5	HIM 200
BST 312	Biostatistics	5	2 (2+0+0)	2	0	0	2	-
IST200	Islamic studies II	5	2 (2+0+0)	2	0	0	2	
Total Hours/Week			18 (15+3+0)	15	9	0	24	

LEVEL 6

Course Code	Course Title	Level	Credit Hours (Lecture +Practical +Clinic)	Contact Hours				Pre-Requisite
				L	P	C	Total	
HIM 310	Database Management and Analytics for HIM Professionals II	6	4 (2+2+0)	2	6	0	8	HIM 300
HIM 311	Health Data Classification and Coding Systems I	6	4 (2+2+0)	2	6	0	8	HIM 211
COMP 312	System Analysis and Design II	6	2 (1+1+0)	1	3	0	4	COMP 302
HIM 313	Health Economics	6	2 (2+0+0)	2	0	0	2	
IST 201	Islamic Studies III	6	2 (2+0+0)	2	0	0	2	
RM 320	Research Methodology	6	2 (2+0+0)	2	0	0	2	BST 312
ARB 214	Arabic Studies II	6	2 (2+0+0)	2	0	0	2	
Total Hours/Week			18(13+5+0)	13	15	0	28	

		LEVEL 7							

Course Code	Course Title	Level	Credit Hours (Lecture +Practical +Clinic)	Contact Hours				Pre-Requisite
				L	P	C	Total	
HIM 400	Professional Practice	7	3 (0+0+3)	0	0	9	9	HIM310 & HIM311
HIM 401	Health Data Classifications and Coding Systems II	7	3 (1+2+0)	1	6	0	7	HIM 311
HIM 402	Healthcare Finance	7	2 (2+0+0)	2	0	0	2	
HIM 403	Secondary Data Sources & Databases in Health Care	7	3 (2+1+0)	2	3	0	5	HIM 210
HIM 404	Healthcare Statistics	7	2 (1+1+0)	1	3	0	4	BST 312
PSY 203	Psychology for Health Care Professionals	7	2 (2+0+0)	2	0	0	2	
Total Hours/Week			15 (8+4+3)	8	12	9	29	

		LEVEL 8							

Course Code	Course Title	Level	Credit Hours (Lecture +Practical +Clinic)	Contact Hours				Pre-Requisite
				L	P	C	Total	
HIM 411	Quality Management in Health Care	8	2 (2+0+0)	2	0	0	2	
HIM 412	Health Insurance and Reimbursement Methodologies	8	2 (2+0+0)	2	0	0	2	
HIM 413	SNOMED-CT for E-Health Environment	8	2 (1+1+0)	1	3	0	4	HIM 401
HIM 414	HIM Professional Ethics	8	2 (2+0+0)	2	0	0	2	
GP 490	Graduation Project	8	2 (2+0+0)	2	0	0	2	RM 320
IST 300	Islamic Studies IV	8	2(2+0+0)	2	0	0	2	
Total Hours/Week			12(11+1+0)	11	3	0	14	

DURATION - 12 MONTHS

Exemplary professional behavior is the keystone of professional practice. In a clinical setting, students are also act in a professional manner at all times. The rules of conduct for this experience are detailed in the clinical internship handbook. Students enrolled in a program of health information management are expected to abide by the Code of Ethics of Saudi Council for Health Specialties for health information management and to maintain a demeanor appropriate to that code at all times. HIM students are representing PSMCHS at the internship sites.

Clinical education is an integral and required component of an educational program for health information management. The HIM program includes a twelve months clinical internship. The clinical coordinator will work with students for appropriate placements, with an understanding that the final decision for the placements rests with the cooperating hospitals. The student may have a preference, but the student must go where and when they are assigned, whether on a local or national basis (depending upon whether the student is male or female. *Clinical Internship Handbook contains all materials relevant to the internship experience*.

STUDENT HEALTH DATA

Student vaccinations are required. One of the requirements of the students training in hospital sites are that the student vaccination record is up to date. Hospital policies prohibit students from participating in clinical training unless their vaccination has been completed.

ACADEMIC POLICIES AND PROCEDURES

ADMISSION

Admission to the PSMCHS HIM bachelor's degree program is based on the following criteria:

- Overall CGPA of at least 3.5 in high school.

- English language proficiency demonstrated through standardized testing.

- Formal interview process.

- Interest in the profession demonstrated through a 200-word original essay explaining why the candidate wishes to enter the HIM profession.

In all departmental courses, student's performance is systematically examined and evaluated. Student will be evaluated based on performance in assigned researches, presentations, quizzes, mid-term examinations and final examinations. A grade reduction may also be applied to any assignments submitted for evaluation after the stated due date. These decisions are at the sole discretion of the instructor. The Department Head will notify students of unacceptable performance at the midterm and conclusion of the semester.

The overall assessment for each course comprises two parts:

1. Continuous Assessment	60% (10+20+25+5) • 10% (Quizzes, researches, Group discussions) • 20% (Unit Tests) • 25% Mid-term Examination • 5% Attendance and Performance
2. Final Assessment	40% Final Term Examination
Total (60+40) = 100%	

Professional Practice Assessment comprises the following components:

1. Field experience report and Presentation	30%
2. Mid-term Examination	20%
3. Attendance and Performance (Evaluation of competencies acquired during professional practice)	10%
4. Final term exam	40%
Total (30+20+10+40) = 100	

All students must obtain 60% from the total assessment to pass in each course. Failure in courses undertaken will result in the student being ineligible for placement at a clinical internship site, which will delay graduation.

GRADING SCALE

The Department of Health Information Management has adopted the PSMCHS facility-wide grading scale for use in all departmental courses:

Letter grade	Numerical	GPA	Grade scale
A+	>95	5.00	Excellent
A	90-94	4.75	Excellent
B+	85-89	4.50	Very Good
B	80-84	4.00	Very Good
C+	75-79	3.50	Good
C	70-74	3.00	Good
D+	65-69	2.50	Pass
D	60-64	2.00	Pass
F	<59	1.00	Fail

EXAMINATIONS

Students are required at attend examinations on the scheduled date and time. Final examinations must be taken in accordance with the posted final examination schedule except for a documented emergency. During an examination, students must turn off cellular phones and pagers. All notebooks, books, purses, electronic equipment and other supplies are to be off the desk. During an invigilated final exam, students must abide by the college policies.

GRADUATION REQUIREMENTS

- Should pass all the courses of HIM curriculum.
- Successful completion of the internship program.

Please refer to the College website at http://www.psmchs.edu.sa to ensure that you are ready for graduation.

PROFESSIONAL VALUES

ACADEMIC AND PROFESSIONAL BEHAVIORS

The Department of Health Information Management expects each student to adhere to the high ethical and moral standards of the health information management profession. Students and faculty work together in a common endeavor to seek the truth, to discover the truth, and to speak and publish the truth. The faculty of HIM Department is fully dedicated for the training of Health information Management students to boost up their learning and professional skills needed for delivering high quality service in the health care system.

ACADEMIC CHEATING

Generally, academic cheating is the thwarting or breaking of the general rules of academic work or the specific rules of the individual courses. it includes falsifying data; submitting, without the instructor's approval, work in one course which was done for another; helping others to plagiarize or cheat from one's own or another's work' use of any unauthorized assistance in taking quizzes or exams; or actually doing the work of another person. The following actions will be considered as cheating:

- **Plagiarism**

Plagiarism is an academic violation and will **not** be accepted. The plagiarism policy applies to every aspect of your coursework including exams, quizzes, assignments, research papers, etc. It is important that students fully cite any outside ideas, text and visual aids of their reference in that work, using the APA Style Guide.

If you copy from, rely on, or paraphrase from your text or from any other source, you must include in-text citations and complete end-of-text citations. For any source, you must include the proper reference material including the full URL and date accessed if the source is from the Web.

Students agree that by taking courses in the HIM curriculum that all required papers may be subject to submission for textual similarity review to Turnitin.com reference database solely for detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com site: http://www.turnitin.com

How to avoid plagiarism.

PSMCHS considers plagiarism a breach of scholarly ethics. Students must not adopt or reproduce ideas, words, or statements of another person without an appropriate acknowledgement. Students must give due credit to the originality of others and acknowledge indebtedness whenever they do any of the following:

- Quote another person's actual words, either oral or written;
- Paraphrase another person's words, either oral or written;
- Use another person's idea, opinion, or theory; or
- Borrow facts, statistics, or other illustrative material, unless the information is common knowledge.

If an instructor finds evidence of plagiarism, he or she should promptly document the case in writing and counsel the student accordingly. Continued offenses will result in conferences with Academic Affairs on the most appropriate course of action.

- Inventing or falsifying data on lab assignments, reports, case studies, or any written or verbal assignments;
- Using the answers to problems in the back of a textbook or from previous classes as though they were original;
- Copying on examinations;
- Obtaining answers for homework assignments or laboratory exercises from another student;
- Obtaining a copy of an examination or materials from another student who has already taken the course, i.e., an examination, a project or research paper.

CLASSROOM ATTENDANCE

Enrollment in a course required regular, on time attendance for all classes. PSMCHS attendance policy states that the instructor should take attendance at "zero hour". For example, for a 9:30 class, attendance must be taken at 9:30. Any student attempting to enter the class after "time zero," from 9:31 onwards may be admitted at the discretion of the instructor, but he or she must be marked absent on the attendance register.

There is no such thing as an excused or unexcused absence. All cases of absence or lateness are recorded as absences on the register. If a student presents at a later time with a medical excuse, he or she must submit to the Department Head who may liaise with the Registration Department to determine to validity of the excuse.

It is expected that students will be present for all scheduled quizzes, examinations, group projects or individual presentations, etc. Failure to attend these classes may result in the student receiving a "0" for that assessment. In an emergency situation, the student should notify the instructor as soon as possible with details.

Please note that there are breaks of at least five (5) minutes between consecutive classes. There are normally 7 classes of 50 minutes each on the daily College timetable.
Classes should also finish on time and should not be cut short arbitrarily. Exceptions to this include classes used for examinations or practical, both of which may finish early if all students have completed their work.

PROFESSIONAL BEHAVIOURS

HIM students are conformed to the Saudi Commission of Health Specialties Code of Ethics. HIM students are bound to keep the confidentiality of patient health data and assure the security of the data they are handling in the hospital environment. Information obtained during the period of Professional practice experience and internship that pertain to patients, physicians or hospital business is confidential and must not be disclosed to unauthorized individuals including family and friends. Protecting the confidential information from unauthorized individuals includes proper handling of the medical record and transcription files used at professional practice sites. They should never be left unattended where unauthorized individuals may have access. To disclose this information in any other instance is sufficient cause for strict disciplinary action from the college. Students may be required to sign a confidentiality statement at various professional practice sites.

Behaviors and attitudes are equal in importance to academic excellence for a HIM professional. A professional work ethic requires a Commitment to punctuality, attendance, and completing assignments on time. These skills and attitudes will also be expected during the professional course of study.

Unacceptable professional behaviors include, but are not limited to:
- Arriving late for a class, lab., and/or a quiz/exam
- Misuse of printers in the HIM lab. For personal use.
- Skipping classes.
- Using cell phones or other electronic devices for personal use in the classroom.
- Talking, eating and/or drinking in the classroom in a manner that is disruptive to others.
- Handing in materials past the due date and time.
- Failing to fully and equally participate in group/team projects, debates, or structured discussions.
- Using nonverbal communication to show disrespect including: sleeping, yawning, and inappropriate body language, sitting in inappropriate postures.

In cases where a student shows persistent indiscipline, he or she will be given two verbal warnings and then dismissed from the classroom. In the event of a dismissal, the incident should be reported to the Head of Department, using the "Record of Student Discipline" form. This is forwarded, through the relevant coordinator, to the Student Affairs Department, and the student is then called in for counseling. A copy of the form is also placed, for purposes of documentation, in the student's file.

COUNSELING AND GUIDANCE SERVICES

Student Rights and Guidance Unit of PSMCHS

Seeking to communicate with students and working to introduce them to their rights and obligations of the student at the college and to explore their views in that. As competent to oversee student activities programs at the college and motivate students to participate. This unit also works to guide the students academically.

As part of this unit, HIM department provides faculty advisors for help out the student regarding student's academic program and academic counseling will be rend upon request from the student. Students are requested to make an appointment with the advisor for each semester before registration or during registration.

Directorate of Student Affairs

This unit specializes in providing diverse student services such as issuing cards, reducing the tickets; exchange the official uniforms, organizing cultural and social events, issuing evidence tariff, and others.

CODE OD ETHICS

You can refer to student's affair office or the college web site for more information:
http://www.psmchs.edu.sa/images/student-affairs-st-rights.pdf

GENERAL INFORMATION

DRESS CODE

HIM students are expected to comply with PSMCHS Uniform dress code in the college as well as in the health care setting during professional practice period.

A student who does not follow the instruction, will be issued with 'Uniform code violation letter''

USE OF LEARNING LAB/CLASS ROOM

HIM Computer lab is a learning lab for HIM courses. It should not be for any personal purpose. Equipment in the lab is intended to use for work associated with assigned HIM courses exclusively.

MAINTENANCE OF PHYSICAL SPACE

- Food items are strictly prohibited in the labs / classrooms.
- Students are expected to clean up the working are, when they are finished with the work.
- Rearrangements of chairs and tables are sometimes necessary for comfort or special functions, all furniture should be returned to its proper place before leaving the laboratory.
- Damage or breakage of any equipment will be the responsibility of the person who caused the damage.

GUIDELINES TO WRITE RESEARCH REPORTS

Research reports as part of continuous assessment should be written in the following format:

- **Title:** Title of your research should be precise.
- **Introduction:** The introduction is an important part of your research paper. While your introduction should be relatively concise, state your research question clearly and explain why we should care about the answer. Preview your argument and conclusions and provide a roadmap through the paper– let the reader know where you are going and what to expect from your study. You can use references too.
- **Literature review:** You must review the relevant literature for your topic and demonstrate your understanding of the current state of theory and evidence on your topic. You include the literature review to explain both the basis for and contribution of your research project.
- **Problem definition:** This should be statement about an area of concern, a condition to be improved upon, a difficulty to be eliminated, or a troubling question that exists in scholarly literature, in theory, or in practice those points to the need for meaningful understanding and deliberate investigation.
- **Methodology/Approach:** In this section, you should explain how you are supposed to solve the problem, what approach or what methodology you are supposed to use in your paper. (e.g.: questionnaires, survey etc.)
- **Results and Discussion:** Here you should explain the results generated in the methodology section
- **Conclusion:** Should contain the final extract of your research performed.
- References: If you mention reference to an external source in your paper, you should write where you found that source (Citation). Give the credit to the original author by writing the authors surname and publication year.
- **Bibliography:** This section should contain the list of references on a specific topic or associated areas. It can be a list of references to materials you have used in the course of your research. This will help the evaluator to know the sources you used throughout your research. (Format for writing bibliography-: Author's name, Title, series /edition, year of publication, place of Publication, Publisher)

RELEVANT PROFESSIONAL ORGANIZATIONS

Organization Abbreviation	Organization Name	Organization Website
SAHI	Saudi Association of Health Informatics	www.sahi.org.sa
SHIMA	Saudi Health Information Management Association	Not available
AHIMA	American Health Information Management Association	www.ahima.org
HIMAA	Health Information Management Association Australia	www.himaa.org.au
CHIMA	Canadian Health Information Management Association	https://www.echima.ca
HIMA	Health Information Management Association of India	www.himaindia.com
IFHIMA	International Federation of Health Information Management	www.ifhima.org/

HIM GRADUATION ATTRIBUTES

#	Program Graduation Attributes
1	Advanced understanding of all aspects of primary and secondary health care data management and key perspectives of EHR infrastructure, standards and data exchange in e-health system.
2	Leadership skills and ability to work collaboratively and effectively in a health care system demonstrating ethical, legal and social responsibility as a health information management professional.
3	Proficient in morbidity and mortality coding by critically comprehend clinical data and following appropriate coding rules.
4	Skills in Health data analysis in EHR systems and decision making on clinical documentation quality.
5	The ability to investigate and scientifically analyze issues and new developments in health information management, and communicate the results using the most appropriate mechanisms.

CONTACT INFORMATION

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