

2025 - 2026 Student Handbook

Department of Health Services Administration
BS in Health Care Management



UAB // SHP

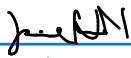
UAB SCHOOL OF HEALTH PROFESSIONS
DEPARTMENT OF HEALTH SERVICES ADMINISTRATION
HEALTH CARE MANAGEMENT PROGRAM
2025-2026 ACADEMIC HANDBOOK



08/07/2025

Jessica H. Williams, PhD, MPH,
Program Director

Date

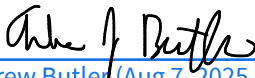


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08/07/2025

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Date



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08/07/2025

Andrew Butler, PhD
Dean, School of Health Professions

Date

TABLE OF CONTENTS

Table of Contents

DEAN'S WELCOME MESSAGE	4
OVERVIEW OF THE SCHOOL OF HEALTH PROFESSIONS.....	4
SECTION 1 – SCHOOL AND UNIVERSITY INFORMATION	6
ACADEMIC CALENDAR	6
ACADEMIC INTEGRITY CODE	6
ADVISING	6
AMBASSADORS.....	6
ASKIT	6
ATTENDANCE	6
BLAZERID / BLAZERNET / EMAIL	7
BLAZER EXPRESS	8
BOOKSTORE	8
CAMPUS ONECARD	8
CAMPUS MAP	8
CAMPUS SAFETY	8
CANVAS LEARNING MANAGEMENT SYSTEM	8
CATALOG	8
COMMUNITY STANDARDS AND ACCOUNTABILITY	8
COUNSELING SERVICES.....	9
DISABILITY SUPPORT SERVICES (DSS)	9
EMERGENCIES.....	9
UAB EQUAL EMPLOYMENT/EQUAL EDUCATIONAL OPPORTUNITY STATEMENT:	10
FERPA TRAINING	10
FINANCIAL AID	10
FOOD SERVICES	10
GRADUATE SCHOOL	10
GRADUATION.....	10
HEALTH INSURANCE	10
HIPAA TRAINING	11
HONOR SOCIETIES.....	11
IMMUNIZATION POLICY	11
INSTITUTIONAL REVIEW BOARD FOR HUMAN USE (IRB)	11
INTELLECTUAL PROPERTY.....	11
LACTATION CENTERS	12
LIBRARIES AND LEARNING RESOURCE CENTER.....	12
UAB STUDENT CONDUCT CODE	12
ONE STOP STUDENT SERVICES	13
PARKING	13
PLAGIARISM AND TURNITIN	13
RECREATION CENTER.....	13

SCHOOL OF HEALTH PROFESSIONS AWARDS	13
SCHOOL OF HEALTH PROFESSIONS SCHOLARSHIPS	14
SCHOOL OF HEALTH PROFESSIONS SHARED VALUES	14
SOCIAL MEDIA	14
STUDENT HEALTH SERVICES	14
TITLE IX	15
TUITION AND FEES	15
WEATHER	15
WITHDRAWAL FROM COURSE / PROGRAM	15
SECTION 2 – SHP AND UAB POLICIES.....	16
SCHOOL OF HEALTH PROFESSIONS POLICIES	16
DISMISSAL OF STUDENT FOR FAILURE TO MAKE SATISFACTORY ACADEMIC PROGRESS	16
EMERGENCY PLAN – SHPB/LRC/WEBB	16
BACKGROUND CHECK AND DRUG SCREEN POLICY	16
UAB POLICIES	20
ACADEMIC PROGRESS	20
HEALTH	20
EQUAL OPPORTUNITY	20
POLICE AND PUBLIC SAFETY	20
RESEARCH AND SCHOLARLY ACTIVITIES	20
SUBSTANCE USE/ABUSE	20
TECHNOLOGY	20
STUDENT COMPLAINTS	20
SECTION 3 – PROGRAM POLICIES	21
HEALTH SERVICES ADMINISTRATION FACULTY AND STAFF	22
HCM PROGRAM	23
HCM MISSION.....	23
HCM VALUES AND VISION	23
HCM APPROACH.....	23
HCM PROGRAM GOALS	24
HCM PROGRAM CONCENTRATIONS AND TRACKS	24
FAST TRACK PROGRAMS	25
HEALTH CARE MANAGEMENT CURRICULUM.....	25
HEALTH CARE MANAGEMENT COURSES	27
ADMISSION.....	28
HCM HEALTH REQUIREMENTS.....	30
ACADEMIC PROGRESS.....	30
COURSE REPEAT POLICY.....	32
HCM PROGRAM MINORS.....	32
HCM ACADEMIC AND OPERATIONAL POLICIES	33
ACADEMIC EXAMINATIONS AND TESTING.....	35
GRADING.....	35
ONLINE COURSES POLICIES	36

STUDENT COMPLAINTS	38
ACADEMIC MISCONDUCT	38
MANAGEMENT INTERNSHIP.....	38
INTERNSHIP APPLICATION AND PLACEMENT	39
INTERNSHIP PLACEMENT	40
REGISTRATION AND TIME REQUIREMENTS	40
INTERNSHIP POLICIES.....	41
INTERNSHIP HEALTH REQUIREMENTS	42
STUDENT ORGANIZATIONS	43
ACADEMIC ADVISING.....	43

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.



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

PROGRAM OVERVIEW

Welcome to UAB Health Care Management (HCM). The program is designed for aspiring leaders and committed professionals who are interested in careers working to improve our healthcare system in hospitals; managed care organizations; medical group practices; ambulatory, long-term care, insurance, and pharmaceutical companies; consulting firms; government agencies; and other for-profit and nonprofit sector health care organizations.

The academic major, like your chosen career, will be challenging and rewarding. The HCM faculty and staff are deeply committed to and passionate about health care and leadership. We are a diverse group with interests across a range of health care disciplines. Our common interest is in creating an environment that supports knowledge and learning, as well as personal and professional growth.

We recognize that health care management as a discipline combines two important bodies of knowledge – health care and management – and believe your education should reflect that notable distinction. We develop leaders in health care and aim to provide education beyond a basic understanding of business principles. Given today's rapidly changing healthcare environment, we aim to equip students to improve the health of their patients and communities.

This student handbook should be used as a guide during your time in the Health Care Management program. The handbook contains program policies and important information for students. Please take the time to read the handbook and refer back to it often as you progress through the program.

Our faculty and staff look forward to working with you.

Jessica H. Williams, PhD, MPH

Program Director and Professor

Health Care Management

HEALTH SERVICES ADMINISTRATION FACULTY AND STAFF

The Health Care Management Program is one of the seven academic programs in the Department of Health Services Administration in the School of Health Professions. Our faculty teach across programs and provide subject matter expertise in a broad range of health administration topics and areas of research. The HSA website has biographical and contact information on each of the faculty with primary appointments in the department.

<https://www.uab.edu/shp/hsa/people/primary-faculty>

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HCM PROGRAM

The Bachelor of Science in Health Care Management (HCM) was established at UAB in 1982. The program prepares graduates to be effective leaders in entry and mid-level management positions in all types of health care organizations, including hospitals, ambulatory care centers, physician practices, long term care facilities, home health care agencies, and more. The HCM degree can offer a pathway into graduate- level academic or professional degree programs.

HCM MISSION

Developing leaders to shape tomorrow's health care.

The Bachelor of Science in Health Care Management Program focuses on the development of capable, innovative, and ethical leaders who will shape the future of health care. These leaders typically serve in entry -and mid-level management positions within a variety of health system and health related organizations.

HCM VALUES AND VISION

Our shared vision is that we will be recognized as the global leader in providing exceptional, comprehensive, and market-relevant baccalaureate education in health services administration and research.

We are in alignment with UAB's Shared Values:

- **Collaborate:** Work as a team for the greater good.
- **Act with integrity:** Be accountable and always do the right thing.
- **Respect all:** Champion diversity and opportunities for all, with civility.
- **Excel:** Innovate and strive for excellence in everything we do.

HCM APPROACH

We are dedicated to evolving our curriculum offerings and course content to maintain value and relevance in a rapidly changing industry. This is achieved through continuous evaluation of the health care marketplace, partnerships with innovative healthcare organizations and leaders, and meaning reflection upon the standards of accreditation. We are a Certified Undergraduate Member of the Association of University Programs in Health Administration (AUPHA) and are active in the community of scholars in health administration education.

HCM PROGRAM GOALS

The undergraduate Health Care Management Program goals are as follows:

- To deliver an academically sound program of study that develops the knowledge and skills required of managers and professional staff in health care organizations.
- To make the program accessible to working health professionals.
- To recruit and retain a well-qualified and diverse student population.
- To employ teaching formats and instructional media appropriate to achieve desired learning outcomes.
- To establish and maintain professional networking relationships among faculty, students, and alumni.
- To provide a supportive and stimulating environment for faculty to achieve excellence in teaching, research and scholarship, and professional service.

HCM PROGRAM CONCENTRATIONS AND TRACKS

Students in the program will complete the HCM curriculum courses and select electives in collaboration with the HCM academic advisor that reflect the student's area of interest and develop business and management skills applicable to a variety of health care organizations.

HCMG: On-campus students

HCMQ: Online only students prior to Internship term

Several specific concentrations and tracks are available to students based on the student's previous academic work, current professional status, personal interests, and future goals.

- The **General Manager** track prepares students for leadership positions managing health operations, developing a vision and strategies for growth, and to ensure patients receive high quality and efficient care.
 - The General Manager track also prepares students to pursue a graduate or professional degree program such as health administration, health informatics, occupational therapy, physical therapy, biotechnology, surgical physician assistant, medical school, dental school, or other graduate level health professions programs. Graduate program prerequisites can be added to the curriculum as required program electives.
 - Completion of the General Manager track along with a long-term care focused Internship qualifies a student for licensure examination through the Alabama Board of Examiners of Nursing Home Administrators.
- The **Clinical Manager** track is restricted to graduates of certificate and/or associate degree programs who are credentialed or licensed in a health professions discipline. Graduates of this track typically apply their management and leadership skills in facilities or organizational units that provide services in their clinical discipline.

FAST TRACK PROGRAMS

- **HCM Clinical Doctorate in Occupational Therapy (OTD) Fast Track** allows qualified students entering UAB as a freshman to complete the BS in Health Care Management and the Clinical Doctorate in Occupational Therapy degree program in less time than completing the degrees separately. An application is required for admission.
- **HCM Health Informatics Fast Track** allows qualified students to pursue the BS in Health Care Management and the MS in Health Informatics concurrently. An application and interview are required for admission.
- **HCM Healthcare Quality and Safety Fast Track** allows qualified students to pursue the BS in Health Care Management and the MS in Healthcare Quality and Safety concurrently. An application and interview are required for admission.

HEALTH CARE MANAGEMENT CURRICULUM

A minimum of 120 semester hours are required for graduation, including at least 40 semester hours in courses at the 300-level or above. Students take required core curriculum courses, program courses and electives to fulfill requirements for the selected curriculum track. With the assistance of the HCM academic advisor, students can incorporate coursework from other programs to fulfil prerequisites to qualify for a graduate program.

Health Care Management students must complete institutional core curriculum requirements, as listed in the UAB Undergraduate Catalog. Additional information about the core curriculum, including transfer credit, credit awarded for Advanced Placement, International Baccalaureate, and College Level Exam Program can be found in the UAB Undergraduate Catalog.

A minimum grade of C is required in all courses applied toward graduation, including core curriculum.

Through the curriculum, students will develop leadership fundamentals and communication skills and will broaden their global perspectives. Students will also gain skills in strategic planning, quality management, and in understanding ethical and legal issues. Students will develop their critical thinking skills and hone in on their ability to acquire and evaluate new knowledge and perspectives. The core curriculum also enables students to learn about ethnic, cultural, and social groups other than their own—which will enhance their performance in a multicultural work setting.

Graduates of the HCM can demonstrate achievement in the following professional goals:

- Communicate effectively in speaking and writing
- Solve problems by generating, evaluating, and selecting alternative solutions
- Acquire and synthesize knowledge from diverse sources
- Apply various analytical tools
- Pursue knowledge throughout their careers as lifetime learners
- Demonstrate ethical reasoning by analyzing, evaluating, and defending ethical decisions

- Analyze and assess own leadership skills and abilities, referencing theory and principles

HEALTH CARE MANAGEMENT COURSES

Health Care Organization, Financing, and Reimbursement

HCM 316 Accounting and Finance for Health Care (3 hours, Fall and Spring)
HCM 330 Health Care Systems (3 hours, All terms)
HCM 402 Economics for Healthcare Managers (3 hours, Fall)
HCM 416 Financial Management in Health Care Organizations (3 hours, Spring)
HCM 425 Healthcare Reimbursement Methods (3 hours, Fall)

Management and Leadership

HCM 401 Organizational Studies in Health Care (4 hours, Spring)
HCM 403 Operations Management in Health Care Organizations (4 hours, Spring)
HCM 405 Human Resources Management in Health Care Organizations (4 hours, Fall)
HCM 407 Strategic Management in Health Care Organizations (3 hours, Spring)
HCM 481 Management Internship (3 or 6 hours, All Terms)

Ethics, Law, Regulation, and Policy

HCM 325 Healthcare Law and Ethics (3 hours, Fall and Summer)
HCM 421 Introduction to Long Term Care Administration (3 hours, Fall)
HCM 480 Health Care Policy and Reform (3 hours, Fall)

Evaluation and Outcomes

HCM 350 Medical Terminology (3 hours, All Terms)
HCM 360 Statistics for Managers (3 hours, Fall and Spring)
HCM 375 Epidemiology (3 hours, Spring and Summer)
HCM 450 Quality Improvement for Health Professionals (3 hours, Spring)
HCM 460 Research Methods (3 hours, Fall)

Information Resources

HCM 320 Microcomputer Applications for Health Care Managers (3 hours, Fall and Summer)
HCM 435 Survey of Clinical and Administrative Information Systems (3 hours, Spring)

HCM Electives

HCM 306 Introduction of Cultural Awareness/Competency (3 hours, Fall)
HCM 550 Healthcare Lean Six Sigma Green Belt Seminar (2 hours, Summer)
HCM 470 Introduction to AI and Data Analytics for Healthcare (4 hours, Spring)

ADMISSION

Students intending to enroll in the Health Care Management program must meet all UAB undergraduate admission and academic requirements. Entering freshmen are admitted directly to the HCM program through the UAB Office of Undergraduate Admissions and designate a concentration or fast track through the program's academic advisor. Admission to the program from high school requires graduation from an accredited high school with a grade point average (GPA) of 2.5 or higher on a 4.0 scale. Transfer admissions from another college or university and UAB students changing their declared major to HCM must have an overall GPA of 2.5 or higher and an institutional GPA of 2.5 or higher, if applicable. The following additional requirements also apply for admission and progression in the HCM program.

- HCM fast track programs have additional admission requirements.
- The **Clinical Manager** track is restricted to credentialed graduates of certificate and/or associate degree programs; students are not placed in the clinical track directly from high school.

The following table outlines admission requirements for students within each track of the Health Care Management Program.

Overview of HCM Admission Requirements

	General Manager Track	Clinical Manager Track
Freshman Admission	Graduate of accredited high school with GPA of 2.5 or higher on 4.0 scale	Graduate of accredited high school with GPA of 2.5 or higher on 4.0 scale Certificate or license in health professions discipline
Transfer Admission	Overall GPA of 2.5 or higher on 4.0 scale UAB institutional GPA of 2.5 (if applicable)	Overall GPA of 2.5 or higher on 4.0 scale Certificate or license in health professions discipline

Fast Tracks

The HCM fast track applications are completed through the HCM Program and the UAB Graduate School for the program of interest.

HCM Clinical Doctorate in Occupational Therapy (OTD) Fast Track

- Must have completed less than 30 hours of coursework
- High School or Overall GPA of 3.0 or above
- ACT of 24 or above (or equivalent)
- Placement in or completion of English Composition I and Pre-Calculus Algebra or higher

HCM Health Informatics & HCM Healthcare Quality and Safety Fast Tracks

- Must have completed 60 hours of coursework
- Must have an overall UAB GPA of 3.0 or higher on a 4.0 scale.
- Must have three years of work experience in healthcare (Healthcare Quality and Safety only)
- Must complete the admission and interview process for the graduate program

Additional Fast Track Academic Requirements:

- A minimum 3.0 overall GPA and 3.0 UAB institutional GPA must be maintained to remain enrolled in a Fast Track.
- A grade of B is required for all prerequisite courses in the OTD Fast Track.
- Students are required to apply to the graduate program and pay the graduate school application fee.
- Because of the rigid structure of the curriculum, a student may not have an opportunity to retake a course and may be dismissed from the track.
- A student unable to continue in a Fast Track may transfer into an alternative track provided admission requirements are met.

HCM HEALTH REQUIREMENTS

HCMG (on-campus)

- Required at admission:
 - Proof of Immunizations
 - Proof of Insurance
 - Background Check & Drug Screen Learning Module
- Required the semester prior to Internship:
 - Proof of current Immunizations
 - Proof of Insurance
 - FERPA & HIPAA Training Certificates
 - Completion of a Background Check & Drug Screen

HCMQ (online only prior to Internship term)

- Required at admission:
 - Proof of Immunizations
 - Background Check & Drug Screen Learning Module
- Required the semester prior to Internship:
 - Proof of current Immunizations
 - Proof of Insurance
 - FERPA & HIPAA training certificates
 - Completion of a Background Check & Drug Screen

ACADEMIC PROGRESS

The program faculty and administration expect students to maintain an acceptable quality of academic performance from the time of admission through graduation. The following outlines minimum standards for academic performance to continue in the program:

- A minimum grade of C is required in all courses applied toward graduation, including

core curriculum and HCM program coursework.

Students may retake courses for which they earned less than the minimum accepted grade (subject to maintaining the minimum GPA required and the HCM course repeat policy in the next section).

A minimum 2.5 Overall GPA and 2.5 UAB institutional GPA must be maintained to remain enrolled in the General Manager or Clinical Manager tracks of the Health Care Management program.

- Students must have a 2.5 Overall GPA and 2.5 UAB institutional GPA to enroll in HCM 481 Management Internship.
- All coursework in the Health Care Management curriculum must be completed prior to enrollment in the required HCM 481.
- Students are required to complete an exit exam as part of the HCM 481 course. The exit exam will survey knowledge and retention of materials from the entire Health Care Management program. If the student fails to pass the exam with a score of 70 percent or higher, the student will be required to retake the portion of the exam below the requirement. A study guide will be provided in the course.

COURSE REPEAT POLICY

Students may repeat any course in an effort to improve grades and/or to improve understanding of the course content. Students are encouraged to seek advice of an academic advisor before repeating courses. A student may repeat an individual course no more than one time (for a total of two attempts). Under exceptional circumstances, and upon approval of a formal electronic appeal submitted to the Associate Dean of the College or School in which the course is taught, a student may be allowed to repeat a course for a second time (for a total of 3 attempts). A student may not appeal to repeat a course more than a second time.

Both the original grade and the repeated grade(s) will show on the student's transcript. Both grades will also be calculated in the student's grade point average (GPA) unless the forgiveness policy is applied. It is the student's responsibility to request through the Office of the Registrar application of the forgiveness policy to a repeated course. The process is not automatic and is not initiated by the HCM program. For additional info, see the Academic Forgiveness Policy in the Undergraduate Catalog.

HCM PROGRAM MINORS

Undergraduate students matriculating at the University of Alabama at Birmingham may earn a minor in Health Care Management or Health Information Management. Students must have an overall GPA of 2.5 or higher for admission to the minor. All courses must be completed with a grade of a C or better.

Health Care Management Minor

The Minor in Health Care Management is designed to allow students interested in the field of Health Care Management to gain skills and knowledge that will prepare them with an understanding of the healthcare delivery system and management functions. The minor requires completion of 21 semester hours of coursework.

Required Courses:

- HCM 330 Health Care Systems (3 hours)
- HCM 401 Organizational Studies in Health Care (4 hours)
- HCM 403 Operations Management in Health Care Organizations (4 hours)
- HCM 405 Human Resources Management in Health Care Organizations (4 hours)

Select two 400 level electives:

- HCM 402 Economics for Healthcare Managers (3 hours)
- HCM 407 Strategic Management in Health Care Organizations (3 hours)
- HCM 416 Financial Management in Health Care Organizations (3 hours)
- HCM 421 Introduction to Long Term Care Administration (3 hours)
- HCM 425 Healthcare Reimbursement Methods (3 hours)
- HCM 435 Survey of Clinical and Administrative Information Systems (3 hours)
- HCM 450 Quality Improvement for Health Professionals (3 hours)
- HCM 460 Research Methods (3 hours)
- HCM 480 Health Care Policy and Reform (3 hours)

Health Information Management Minor

The Minor in Health Information Management is offered by the Health Care Management program to provide students the opportunity to gain skills and knowledge in the management of health information and in the operation of electronic health record systems. The minor is comprised of 18 semester hours of coursework.

Required Courses:

- HCM 325 Healthcare Law and Ethics 3 hours
- HCM 330 Health Care Systems 3 hours
- HCM 425 Healthcare Reimbursement Methods 3 hours
- HCM 435 Survey of Clinical and Administrative Systems 3 hours
- HCM 418 Documentation Standards of Health Data 3 hours
- HCM 475 Electronic Health Records 3 hours

HCM ACADEMIC AND OPERATIONAL POLICIES

The Health Care Management Program policies and procedures are established to provide an environment that is conducive to learning. In addition to UAB and SHP policies, the following policies describe overall program operational and academic policies. It is not an exhaustive list

and additions/revisions are likely to be made during your tenure with the Health Care Management Program. Should there be a programmatic question or need not addressed in one of the published policies in this handbook, you should contact the HCM program director or an academic advisor of the program.

ACADEMIC EXAMINATIONS AND TESTING

- Students are expected to read and comply with all academic regulations as published in the UAB catalog, the SHP catalog, the UAB Class Schedule, and the HCM Handbook.
- Because of the nature of professional instruction in the HCM program, it is difficult to make up missed assignments and exams. If serious circumstances, such as illness, make absence unavoidable, the student is responsible for making arrangements to reschedule any missed assignments or exams within one week after the original due date. The instructor may require a signed statement from a physician or other relevant documentation.
- Quizzes and examinations will be administered through the Canvas course sites and will be given only on the scheduled dates at specified times. Scheduled examinations may be taken on an alternate date only if appropriate arrangements are made one week prior to the time of the examination. Students in both in-class and online sections may complete examinations through UAB's remote proctoring service (Respondus Lockdown Browser & Monitor: <https://www.uab.edu/elearning/academic-technologies/respondus-lockdown-browser>)
- The course syllabus will note testing requirements for each course. Failure to follow this policy may result in a grade penalty or a zero for the examination.
 - Make-up exams for unexcused absences will be conducted at the discretion of the course instructor. An instructor may apply a penalty or a zero for the examination. In the event of illness or family emergency, the student must obtain a signed statement from a physician or other relevant documentation and submit it to the instructor.

GRADING

The purpose of this section is to provide the student with a safeguard against receiving an unfair final grade, while respecting the academic responsibility of the instructor. Program grading policies attempt to balance two extremely important principles. First, instructors have the right to assign a grade based on any method that is professionally responsible and applied equitably. Second, every student has a right to receive a grade assigned upon a fair evaluation using methods that are neither arbitrary or biased and free of error.

- Faculty in each course are responsible for grading assignments, papers, exams and projects. Grading criteria are published in each course syllabus. Assignment, project and course grading methods should be explained to students at the beginning of the term.

- A student may appeal a grade if the student alleges that the grade was awarded in error or as the result of unfair action or bias toward individual students. The grade appeal considers whether a grade was determined in a fair and appropriate manner; it does not attempt to grade or re-grade individual assignments or projects. It is incumbent on the appellant student to provide evidence that the final grade is in error or represents unfair treatment. The following circumstances are considered legitimate grounds for an appeal:
 - **Arbitrariness:** The grade awarded or method used to evaluate lack a systematic or reasonable association with the student's academic performance.
 - **Prejudice:** The grade awarded was motivated by ill will and is not indicative of the student's academic performance.
 - **Deviation:** A substantial change in the articulated method of calculation of the final score or in evaluation of an assignment made in close proximity to or after the assignment is due.
 - **Error:** The instructor made a mistake in fact and reliance on the mistaken fact is the basis of the awarded grade.
- Grades awarded as a result of academic dishonesty or academic misconduct are not considered under this section. Students desiring to appeal grades awarded for academic misconduct will follow processes provided in UAB Academic Integrity Code.
- Students must initiate a grade appeal within the first two weeks of the term after the disputed grade is received, using the procedure outlined below.
 - The student should first discuss the grade and grading criteria with the course instructor. If, following further explanation by the course instructor, the student believes the grade should have been higher, a request should be made of the instructor to reconsider the grade assigned.
 - The only valid basis for grade appeal beyond reconsideration by the course instructor is to assert that the instructor assigned a grade that was arbitrary, prejudiced, deviated from the stated evaluation criteria, or was made in error.
 - If the student is unable to resolve the issue with the instructor and believes that grade was low due to one of the four circumstances under which an appeal can be taken, student may submit a written request to the program director for review within 5 business days of the determination of the course instructor. If the course instructor is the program director, the written request may be submitted to the Chair of the Department of Health Services Administration. The director or chair will respond to the student's request within 5 business days.
 - If the director or chair determines that there is a legitimate basis for the petition and upholds the student's appeal, the director or chair will ensure that the assigned grade is appropriately changed.
 - The determination and decision of the program director or chair is final.
 - If the student alleges that the determination, decision, or process of appeal were inconsistent with the policies and procedures of the program, school, or university, the student may request a review by the Associate Dean as outlined in the UAB Academic Integrity Code.

ONLINE COURSES POLICIES

- Students registering for the online section of courses are responsible for ensuring that

they have the technology resources and knowledge necessary to fully engage in online learning. The program, school, and university have numerous resources available to students, including assistance configuring your personal computer, troubleshooting issues, and tutorials on using the learning management system (Canvas) and other course technology. Links to resources are posted in all online courses.

- Online courses may have lectures, discussions, and other activities that require synchronous (the instructor and students participate together in course activities at a prescheduled time) or asynchronous (the instructor posts the activities to be performed by the student offline within an allotted time frame). The course instructor should be contacted and arrangements made if it is necessary to miss scheduled activities.
- Students are responsible for maintaining current virus scan software on their personal computers. Files should be scanned before uploading onto the Canvas course site or sent as e-mail attachments. Files containing a virus will be deleted to protect the integrity of the UAB system. No credit will be given for assignments that cannot be evaluated due to presence of a virus.
- Student names must be included on each paper document and within the text file of all documents submitted electronically. Students should keep a backup copy of all files transmitted to the instructor and all papers submitted in hard copy until final course grades have been recorded.
Students who experience technical problems while accessing course materials on the Canvas course site should contact Canvas Tech Support. Solutions to common problems and other helpful information are available via the main login screen of the Canvas. If you experience PC or Internet Browser problems, please contact the UAB AskIT Help Desk at (205) 996-5555.
- To access courses, students should go to the UAB Canvas Learning Management System Website and then login using their Blazer ID and password. All courses for which you are registered should be listed. Students having trouble logging in should contact the AskIT HelpDesk at (205) 996-5555.
- Course instructors will establish minimum participation requirements for online students which may include the frequency and duration of activity on the course site. Success in online courses require high levels of participation. Students are encouraged to exceed minimum expectations as to time spent on task.

STUDENT COMPLAINTS

Students should always feel free to voice concerns or complaints about the program to the appropriate faculty member including course directors, academic advisors, the HCM Program Director, Director of Student Affairs and Department Chair. If the student has a complaint or concern about a particular course, the student should first approach the course director. If the complaint is not resolved with the course director, the student should then approach the HCM Program Director. If the complaint is still not resolved with the HCM Program Director, the student may approach the Department Chair. If the complaint is still not resolved with the Department Chair, the student may approach the Associate Dean for Academic and Faculty Affairs. Complaints regarding Title IX or Disability Support Services Issues should involve the respective office.

ACADEMIC MISCONDUCT

The Academic Integrity Code 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 Profession, the AIC is the Associate Dean for Academic and Faculty Affairs. The full text of the Academic Integrity Code is available at: <https://www.uab.edu/one-stop/policies/academic-integrity-code>

MANAGEMENT INTERNSHIP

The Management Internship (HCM 481) provides a formal period of preceptor supervised observation and “real-world” experience during which the students will be expected to apply their knowledge of basic management concepts, organizational theory, finance and reimbursement, information technology, healthcare quality, and healthcare delivery systems gained during their didactic course work. The management internship provides students with opportunities to observe and to participate in the daily activities of operational managers in healthcare organizations. Internships are available in hospitals, long term care organizations, clinics, health organizations and health related companies. Healthcare research experiences are also available.

Students should gain experience in assessing and responding to the organizational environment in which a manager functions. Using the knowledge, skills, and problem-solving tools learned in the classroom the students will undertake activities and projects designed to permit students to experience diverse managerial roles including, but not limited to planning, organizing, decision- making, communicating, and personnel management functions. All program coursework must be completed prior to entering the internship.

During the students’ time within the organization, they should focus on observation, activities, and projects in six basic areas.

- **Management Experience** - The students should have an opportunity to research, observe and become familiar with the nature and structure of the organization.
- **Technical Experience** - The students should understand and be able to discuss the technical aspects of the organization's business(es).
- **Project Experience** - Students are expected to develop, with their preceptor, specific projects where they are responsible for specific outcomes.
- **Cultural Experience** - The students should become familiar with the cultural aspects of the organization.
- **Personal Management Experience** - The internship opportunity gives the students the chance to operate in a situation where they are expected to be at a specific job for a specific time. The students should be aware of the work requirements of the job and of their response to those requirements.
- **Service-Learning Experience** - The Health Care Management Internship is designed as a service-learning experience. Service learning is an educational approach that integrates community service, academic learning, and civic learning.

INTERNSHIP APPLICATION AND PLACEMENT

All coursework in the Health Care Management curriculum must be completed prior to enrollment in the required HCM 481.

Internship may <u>not</u> be taken with:	Internship <u>may</u> be taken with:
HCM major degree requirement courses	Electives
UAB Core requirement courses	Courses toward a minor degree
	Pre-requisites for graduate school

The student will be notified of internship eligibility by the Internship Instructor during the semester prior to the internship term. The student will participate in the Internship application process and be provided a copy of the current Internship Handbook. Once the student has completed the application process, the instructor will review the information provided by the student and use the student's career goals and objectives to match the student with an appropriate internship site and preceptor.

Health Care Management students with 4 or more years of management experience in a health professions discipline may be eligible for an alternative internship. Eligibility for alternative internship experience will be determined by the internship course instructor and/or program director.

INTERNSHIP PLACEMENT

- The Instructor will use the information from the application process to select potential internship sites. The Instructor will select and assign the internship.
- The student may request a specific internship site or preceptor. The Instructor will review the request and determine if the request meets the internship objectives.
- A student can complete an internship at a current place of employment. In this situation, a student cannot undertake an internship experience with a current direct supervisor. The student should also complete activities or duties outside of current job responsibilities. A student can complete the internship in a different department, with a different manager or an administrator at a higher level. The Instructor will either approve or recommend a different site.
- The process of securing the internship site for the student may be lengthy especially for out-of-state internships. An affiliation agreement is required for all internship sites.
- When the site has been selected and the internship preceptor confirmed, the Instructor will notify the student and provide instructions on setting up a meeting with the preceptor to plan the internship and establish an appropriate schedule.

REGISTRATION AND TIME REQUIREMENTS

The internship requires a significant commitment of time and effort. The Health Care Management Internship is a three or six credit hour course required of all Health Care Management majors. The management internship should be taken in the student's last semester after all program coursework has been completed. The internship may be completed in the fall, spring, or summer semester. The internship is an *unpaid*, educational experience.

The internship hours are composed of on-site time and facility-based projects planned with the internship preceptor. A schedule for the required hours should be developed between the student and the preceptor.

Students who are currently employed may need to discuss the internship requirements and job responsibilities with their supervisor. It may be necessary to discuss schedule flexibility, vacation or other work schedule adjustments. Remote internship options may be available.

Credit Hours

- General Manager: 6 credit hours (minimum of 240 internship hours)
- Clinical Manager Track: Register for 3 credit hours (minimum of 120 internship hours)

PLEASE NOTE: Internships, practica, or other professional practice courses are not designated as 'online' even if the degree program is offered online. **Tuition for professional practice courses is assessed based on the student's official residency status. If your official residency is out of state at the time of internship, you will be charged out-of-state tuition regardless of the location of your internship.**

INTERNSHIP POLICIES

During the internship, the student is required to follow organizational policies. These typically include policies and procedures that are consistent with the organization's hiring practices. The student is expected to behave in a professional and ethical manner which includes complying with all rules, policies and procedures that are standard for employees in the internship organization. It is expected that the student dress in a professional manner that fits the culture of the organization. The preceptor can provide information about dress codes. Failure to comply could impact the final course grade or result in dismissal from the internship site. The preceptor and student should inform the internship instructor of any questions or concerns.

The student is responsible for transportation, meals and lodging expenses incurred during the internship.

INTERNSHIP HEALTH REQUIREMENTS

IMMUNIZATIONS

Even for non-clinical activities in healthcare organizations, interns may be at a higher risk of contracting or transmitting certain diseases. Therefore, the School of Health Professions has a policy that all Healthcare Management students (HCMG & HCMQ) must be immunized for Measles, Mumps, Rubella (MMR); Tetanus, Diphtheria, Acellular, Pertussis (Tdap); Varicella, Meningococcal and Tuberculosis.

Students are required to comply with any third-party organization vaccination requirement unless an exemption is approved by that third-party organization. If a student does not comply with a vaccination requirement or receive an exemption, the internship placement may be impacted.

BACKGROUND CHECK AND DRUG SCREEN

All Health Care Management students are required to undergo a background check and drug screen through CastleBranch prior to internship. The background check and drug screen are not waived for any reason.

The student will receive CastleBranch instructions during the internship placement process. The student will use a Package Code and payment will be required at the time of the request.

Codes and prices:

AH01: \$92.74- first background check and drug screen

AH01re: \$81.74- repeat background check and drug screen

AH01DT: \$47.99- repeat drug screen only (includes dilute negative results)

The results of the background check and drug screen are posted to the CastleBranch site in a secure environment, where the school representative can view the results. The Internship Instructor receives a compliance report.

If the results of the background check or drug screen contain an issue, the results may be shared with the internship site representative to determine if the student can participate in the internship experience. A student with a background check or drug screen issue may not be able to complete the internship at certain site or may not be able to complete the internship or program.

If an additional drug screen is required, the cost is the responsibility of the student. If the result is deemed inconclusive by CastleBranch, the student is required to retake the test. Please follow the test instructions closely.

If an internship site requires additional screenings, the intern may be responsible for the cost.

INSURANCE

Students are required to follow the UAB health insurance requirement. Students are also covered by liability insurance provided by UAB during their internship.

HIPAA & FERPA

Students are required to complete the UAB HIPAA & FERPA training prior to internship. The student is expected to adhere to the organization's Health Insurance Portability and Accountability Act (HIPAA) & Family & Educational Rights & Privacy Act (FERPA) confidentiality policies. The University of Alabama at Birmingham does not consider itself a party to this arrangement and will not enter into any HIPAA arrangements between the student and the organization. A student who violates the confidentiality rules may be subject to dismissal from the internship.

PHYSICAL EXAMS

A physical exam may be required by the internship organization.

STUDENT ORGANIZATIONS

- **Health Care Management Student Association (HCMSA)**
The HCM Student Association is open to all HCM major and minor students. The Association sponsors service and fraternal activities during the academic year. Information on HCMSA membership is provided at the time of program admission.
- **Upsilon Phi Delta Honor Society (UPD)**
The mission of the Upsilon Phi Delta Honor Society is to recognize, reward, and encourage academic excellence in the study of healthcare management and policy.

Membership in UPD is open to individuals who meet the national and local standards of the organization and are accepted into membership of the UAB chapter.

As a member of Upsilon Phi Delta, students also have the opportunity to wear graduation cords, signifying this accomplishment and your membership in UPD.
- Students enrolled in Fast Tracks may join the graduate program student association.

ACADEMIC ADVISING

- The HCM Academic Advisor is located in the School of Health Professions Building,

room 550C.

- Students should communicate and have consistent contact with their assigned HCM academic advisor for academic and career-related counseling.
- Students are provided with the access to the HCM Student Center on Canvas upon admission to the HCM program. The site includes program information, resources, and announcements.
- A complete program of study and audit of program curriculum can be viewed in the Graduation Planning System (GPS), which can be accessed through BlazerNet.