Health Information Management Program

Continuing Education

Student Handbook 2019-20
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Welcome to the Health Information Management program. You are entering into a profession full of diversity and opportunity. Sask Polytech HIM graduates have excellent hiring rates and national exam success.

The purpose of this handbook is to provide information that will be useful to you as a Health Information Management (HIM) student. Keep it handy throughout your program because it includes important dates, information about the program itself, regulations, and policies/procedures that apply to the students in the program.

CONTACT INFORMATION

If you have questions while in the HIM program the following people can be contacted. The Saskatchewan Polytechnic toll free number is 1-866-467-4278.

HIM program contacts:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone #</th>
<th>Email</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIM Program Head</td>
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<td>Arts &amp; Sciences Office Assistant</td>
<td>Marie Abbot</td>
<td>306-775-7666</td>
<td><a href="mailto:Marie.Abbot@saskpolytech.ca">Marie.Abbot@saskpolytech.ca</a></td>
<td>Regina Main Campus, room 1033</td>
</tr>
</tbody>
</table>
Transfer Credits or PLAR

Some students have prior knowledge that they wish to get credit for. Students that have recent education can apply for transfer credit. As per the website, students send the appropriate form and original transcripts to Registration, including any course syllabi/course outlines. Students with older education or informal education can follow the Prior Learning and Recognition (PLAR) process.

Stephanie Morrison:
- Anatomy and Physiology (APHY 100/162, 200/262)
- Communications (COMM 262)
- Critical Reading and Writing (ENGL 101)
- Database Programming (COSC 262)
- Health Information Systems (HINF 265)
- Introduction to Microsoft Excel 1 (COMP 174)
- Introduction to Microsoft Excel 2 (COMP 175)
- Introduction to Microsoft Access (COMP 176)
- Introduction to Microsoft PowerPoint (COMP 179)
- Statistics for Health Care (STAT 260)

Tara Fournier:
- Remaining HIM classes (eg. Medical Terminology (MED 161), Pathophysiology)

ACADEMIC POLICIES & PROCEDURES

Saskatchewan Polytechnic has policies and regulations in place to help standardize the student experience. They provide students with helpful information to enhance their success and to answer a variety of questions. You will find most policies, procedures and regulations on the Saskatchewan Polytechnic website.

As per the Saskatchewan Polytechnic Student Conduct (Academic) Policy and Procedure (1211a), students are required to act ethically, honestly, and in a manner that upholds academic integrity on all academic matters. One of the most common forms of academic misconduct that the HIM program sees is plagiarism. Please pay special attention to this when you review the policy and procedure and see the program page for further information; more details below on myCourses below.

Please also note the Saskatchewan Polytechnic Test Centre also has rules surrounding academic honesty.

Additional policies and procedures that are important to students include:
- Academic progress (1202): gives rules surrounding academic probation and being required to discontinue.
- Audit (1203): Rules surrounding student’s right to observe lectures.
- Confidentiality of personal information and records of applicants and student (1204): Rules surrounding access to student information
- Evaluation of student learning (119): Information surrounding how evaluations are set up.
- Grade appeal 1207: Students may also choose to appeal a grade if they feel the grade that they’ve received is incorrect or unfair.
- Grading system and student promotion (1208): Information on the passing grade, incomplete grades, grade point averages, promotion and transcripts
- Student Appeal (1210): Students who feel they have been unjustly treated have recourse to an appeal procedure. Students who choose to appeal a program decision must continue with their course during the appeal process.
- Student Conduct (Non-Academic) (1211b): Information surrounding a safe and secure environment at Sask Polytech.

**Tuition**

All tuition is due and payable upon registration of the program. Students who have not paid fees in full as per the Tuition and Fees policy and procedure 1214 will be assessed a late payment fee and may be discontinued from the program.

**Withdrawals:**
To withdraw from a class, the student must contact Registration Services. Emailing the course facilitator isn’t sufficient to withdraw from a class. Students must withdraw before the course end date and before the final exam is written. Please also notify your course facilitator to inform him/her that you are withdrawing. To find out if you are eligible for a refund, please see the Tuition and Fees procedure and refer to the section on Continuing Education/Extension Courses.

For more information, contact Registration Services – ceregistrationregina@saskpolytech.ca or call toll free 1-866-467-4278.

**TIMELINE FOR COMPLETION OF PROGRAM**

The entire program must be completed within five (5) years, as per Saskatchewan Polytechnic Credentials policy and procedure. It is important that you stay on track with your classes. The program has developed three and four year suggested study schedules for your convenience (see Appendix B).

Most courses have prerequisites or concurrent prerequisites. A prerequisite course must be successfully completed before another course. A concurrent requisite may be taken at the same time or prior to the required course. Courses frequently build upon one another and progress from more basic to more advanced concepts. Where applicable, each course lists the required prerequisite or concurrent prerequisite after the course description on the website. Prerequisites must be followed and may require students to adjust their course end dates. For example, although CLIN 237 is often offered from January until June, if you wish to complete PRAC 165 in the same year that you take CLIN 237, you will need to finish CLIN 237 by mid-April, rather than June, so you meet
the PRAC 165 prerequisite. **Carefully examine the suggested study schedule and the program web page for prerequisite information.**

Students are to complete a course plan for the semester or year within one week of starting classes. The plan helps students to examine the flow of their program and ensures timely completion. Please see **Appendix C** for the template.

**Extensions**
Extensions may be granted to students for a specific class due to exceptional circumstances. The program may require documentation of the extenuating circumstance. If a student requests an extension, it may delay the student’s progress in the program (prerequisites must still be observed) and can potentially add another year to their studies. A fee may be charged in association with the extension of a course.

**STUDENT SUPPORTS & SERVICES**

**Learning Services**
Your reading comprehension and basic math skills should already have been tested using the **ACCUPLACER** method after admission to the program. If you have not been tested, you are required to do so. Based on these test results, you may be encouraged to contact a Learning Services instructor for guidance in developing your strengths.

All four Sask Polytech campuses offer students face to face help. If you don’t live close to a campus they can also provide virtual access to their services. Learning Services has great resources on how to make the best use of a text, how to develop assignment reviews, study skills, etc.

**Online Writing Support:**
Learning services are available to students through the Saskatchewan Polytechnic Online Writing Services, which is an online service offered primarily to students enrolled in continuing education courses. Students can email onlinewritingsupport@saskpolytech.ca for online help. If you go to the main Saskatchewan Polytechnic web site and click on “Student Life”, select “Learning Services”, “Online Writing Support”.

**Tutors:**
Learning Services has a list of tutors available for a fee. While tutor availability is not guaranteed, in most circumstances tutors are available. Local libraries may have English Language supports and local colleges or universities may have tutoring lists available as well.

**For more information, contact Learning Services Administrative Support at 306-775-7729, Room 207.12 (Regina Sask Polytech Library – Main Campus).**
**Library Services**

As an HIM student you are a registered Saskatchewan Polytechnic Libraries user. This means you can access Saskatchewan Polytechnic’s extensive health and medical collection, both print and electronic. The library has several computer stations for student use. Saskatchewan Polytechnic also employs a proxy server (MyDesktop - see subsequent section) to enable remote access to electronic resources off-campus. There may be changes to MyDesktop as of September, 2019.

You can learn more about Saskatchewan Polytechnic Libraries services and resources by visiting their website. Under Research Guides → Health Information Management program, there are learning resources such as course resources, APA help, citations and reference and annotated bibliography information. You can find more writing supports here.

Diane Zerr is the continuing education librarian. She is an expert when it comes to research, citations and references. Use her knowledge!

To access online readings, go to:

- The Saskatchewan Polytechnic Libraries website (http://library.saskpolytech.ca/)
- Click on the Research Guides link
- Scroll down and click on the Health Information Management link (this is your one-stop-shop for HIM information)
- Click on the HIM Classes tab to access your readings

To access resources off-campus, please ensure you first log in to mySaskPolytech.

**For more information:** (http://library.saskpolytech.ca/ or email regina.library@saskpolytech.ca ) or contact the HIM Librarian, Diane Zerr Diane.zerr@saskpolytech.ca at or call 306-775-7413.

**Counselling Services**

Counselling Services offers a variety of information, with details stated on the website. Students requiring accommodations must go through Accessibility Services.

**For more information, contact the Counselling Services Administrative Assistant at 306-775-7436 in Room 228 or email StudentServicesRegina@saskpolytech.ca.**

**Indigenous Student Success Strategy**

The Indigenous Student Success Strategy was developed to provide all Indigenous students with a variety of services to enhance the student experience and remove barriers to success. Details can be found online.

**For more information, contact Kim Fellner at 306-775-7378 in Room 150.1 (Level 1 near Aboriginal Centre).**
**Students’ Association**
For a list of services offered through the Students’ Association, please see the Students’ Association website or [https://spsa.ca/](https://spsa.ca/)

For more information, call 306-775-7820 – contact crystal.gellner@spsa.ca.
Location: Room 145, level 1 student lounge (across from food services)

**Health Services**
Saskatchewan Polytechnic offers a variety of health care services, including access to a nurse practitioner. Please see the [website](https://spsa.ca/) for the variety of services offered.

For more information, contact the health nurses at 306-775-7348 or 306-775-7347 or reginacampushealth@saskpolytech.ca. Room 107.

**Incident Reporting**
In the event of an injury while on campus or in the classroom (i.e. slipping in classroom) students are to see the health nurse if necessary, and report the incident to the instructor and Program Head. Incident Reporting forms will be filled out and submitted to the Dean’s Office.

**Recreation Services**
For more information on services offered, see the Sports and Recreation website.

Contact information: recquestions@saskpolytech.ca,

**Child Care**
Regina, Prince Albert and Saskatoon campuses have onsite child care available. Students must be full time and more information is found on the [website](https://spsa.ca/). During the summer months the Centre may accommodate additional external children up to the age of 12.

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**STUDENT WRITING EXPECTATIONS & SUPPORTS**

**Writing Skills, Cover Pages and Table of Contents**
Writing skills are very important in the HIM program and are important to develop.

Assignments require an assignment cover page; see Appendix A for an example. It is to be used for core HIM classes, unless otherwise stated (excluding Arts and Sciences classes such as HINF 265, COMP classes, ENGL, COMM, etc. – use their direction).

See the second page of Appendix A as well for a sample table of contents. If you are unsure how to create a table of contents, into the Microsoft Word search, type in Create
Table of Contents and then go to Get Help on “create table of contents”. You can use the same search field to discover how to modify the layout (profile or landscape view), edit your document or search for other challenges you may have.

How to Prepare an APA Research Paper

Learning how to cite and reference information properly is an important part of the program. While on practicum, you may be expected to do extensive amounts of writing and research. Not citing and referencing information properly is considered plagiarism. If you have a reference page, you must have citations within your paper. If you use information from websites, texts, books, manuals, etc., you MUST cite and reference this information.

The program uses the How to Prepare an APA Research Paper document to grade all written assignments. It can be found: Saskatchewan Polytechnic library website → Need Help: Citation Support → APA (American Psychological Association). Here is the link: http://saskpolytech.libguides.com/cite-support/APA.

You may also find additional citation and reference information within your online course under the Students Read Me First section → APA

Other Student Supports

The Saskatchewan Polytechnic library has many writing resources under the Health Information Management Research Guide: http://saskpolytech.libguides.com/schoolofhealthsciences/him

If you don’t make it to Learning Services, there are a variety of helpful websites available outside of Sask Polytech as well:
**How to Study:**
http://www.how-to-study.com/
http://www.cse.buffalo.edu/~rapaport/howtostudy.html

**Multiple Choice Exam Writing:**
There are many websites out there to help you with writing multiple choice exams. Here are a few:
http://www.macewan.ca/wcm/StudentAffairs/WritingandLearningServices/LearningandTestTaking/WritingExams/index.htm

**Note Taking:**
While on your clinical and practicums, your preceptor may give you verbal instructions and it is important that you document what your preceptor is saying. It is a good idea to bring a notepad to your clinical/practicum experience.

Proper note-taking can also be helpful when you study. Here are some videos with hints on how to improve note taking:

http://www.youtube.com/watch?v=cZ-jvsCkR1U
https://www.youtube.com/watch?v=tgVjmFSx7rg

**How to Summarize Information:**
Learning to summarize information properly is an important skill to learn for your written assignments. Summarizing information does not involve changing one word in a sentence; it involves taking a paragraph and condensing it into a sentence, or taking a page and condensing it into a paragraph. Learning Services can also help, but here are some websites to get you started:

http://www.bbc.co.uk/skillswise/words/reading/summarising/index.shtml
MySaskPolytech Portal

MySaskPolytech can be used to change your address, check your grades, to view an unofficial transcript and see your immunization record, among other uses. It is important that your contact information, including phone number, is kept up-to-date.

MyWorkspace

MyWorkspace is an area of the website where students can access various technology required for the program. This program is new in 2019-20 and will be populated at various points throughout the year.
**myCourses**
Within the Sask Polytech portal, you can access online information for the program and for individual classes on the Student home page → myCourses. The home page has vital information about the program. Most classes will also have their own individual website with additional student information. Here is a video that shows you how to manoeuvre the website.

**Grades:**
When you scroll down on the main student page, you can view your classes and see your grades. If your course instructors use Gradebook, you'll have to click Grade Detail. Otherwise, this is where you'll go to view your Final Grades. Other instructors use the marking system within the online course (mostly for Arts and Sciences classes).

Grades

Profile & Transcripts
- Address, phone, email change
- Detailed schedule
- Enrolment verification
- Forward Sask Polytech email to external email address
- Forwarding Sask Polytech email to phone
- Grades - Midterm
- Grades - Final
- Grades - Detail

Gradebook: Once here, select term and class.
**Address Change, Email, Immunization Records, Transcripts:**
Under Student Services, you can change your address, find instructions on forwarding your email to your phone, see your Immunization record, view your transcript, etc.

**Profile & Transcripts**
- Address, phone, email change
- Detailed schedule
- Enrolment verification
- Forward Sask Polytech email to external email address
- Forwarding Sask Polytech email to phone
- Grades - Midterm
- Grades - Final
- Grades - Detail
- Immunization record
- Program and course descriptions
- Transcripts - official
- Transcripts - unofficial
- View holds

Contact Registration Services for more information.

**myOffice365, MyDesktop/Virtual Desktop**
Saskatchewan Polytechnic offers a Microsoft Office package called Office 365. It is free to all Sask Poly students. You can access your email as well as Microsoft Word, Excel, PowerPoint, Access, etc. once you log in. Students also have expanded email storage space through the new system.

Some services are also offered through a remote desktop. Please see Appendix L for information on how to access MyDesktop. In September 2019, MyDesktop may be replaced by a Virtual Desktop (myWorkspace). More details will follow upon implementation.

**STUDENT RESPONSIBILITIES**

The learner is responsible for their own progression.

**Overall Responsibilities**

a) Students are responsible for preparing adequately for classroom and clinical/practical learning experiences, including completing all assigned readings before class, completing all require assignments, participate in discussion and request clarification of any confusing information.
b) In accordance with the Saskatchewan Polytechnic HIM Privacy Policy and HIPA legislation, all health information a student accesses or overhears at clinical and practicum is to be kept confidential. Students will be discontinued from the program for any breach of confidentiality.

c) General conduct expected of students is based on rules of common sense and courtesy. All Saskatchewan Polytechnic staff and students are to be treated with respect and to work or learn in an environment free of sexual, racial, ethnic, gender and other forms of harassment. Saskatchewan Polytechnic also has a Violence policy and procedure 604, which students must adhere to.

d) The use of cell phones and other personal communication devices during class, exams, lab and clinical experiences are not permitted, unless authorized by the instructor/facilitator. If students use their cell phones during class time without permission faculty may ask the student to place their cell in their locker. Faculty will carry cell phones for use in emergencies.

e) As an adult learner, if there is a concern with one of your classes please attempt to resolve the situation directly with your instructor. If your concern is not resolved at that level, please let your instructor know that you feel you need to speak to the program head regarding the issue. Arts and Sciences concerns go directly to the Arts and Sciences faculty, and then their program head.

f) Sask Polytech has policies and procedures regarding Cannabis and Tobacco Use and Alcohol on Saskatchewan Polytechnic Premises.

g) Saskatchewan Polytechnic is a scent-safe and smoke-free environment, as per the Health and Safety and Cannabis and Tobacco Use policies and procedures. Perfume and scented products are not permitted on clinicals/practicums as per the Health Authority’s Dress Code policy.

h) If a student switches to a part-time status and plans to complete the diploma over three or more years, the student must reapply to the program each year to remain in the HIM program.

i) Students must purchase manuals/texts/resources as required for each course. Textbooks/manuals/resources can be purchased online at the Saskatchewan Polytechnic bookstore: http://bookstore.saskpolytech.ca/regina/buy_courselisting.asp. Please keep your assignments, manuals, texts, etc. upon class completion as you will need them to study for the national certifying exam.

j) Students must track their classes as they’ve completed them to ensure they’ve met convocation requirements.
Exams
a) Students who require exam accommodations need to follow the instructions within the Accommodations Guide.

Assessments
a) Submit all written assignments on or before due date. Late assignments will be subject to a 10 mark per academic day late penalty.
   o Discussion threads are given 0% after the due date has passed – prorated marks are not granted. Extensions are not permitted.

b) Students who are required to repeat a class will have to redo all assignments and retake all exams.

c) Obtain a final grade of 50% in each course but maintain a semester average of 60%. Students must also maintain an overall average of 60% to graduate.

d) All assignments and tests/exams must be completed in order to pass each course. Students who do not complete all assignments/exams will receive a fail on their transcript, which is calculated as a 0% when determining a student’s average.

e) Remember: Learning Services is a great source of help and offer many programs to enhance student success.

Clinical/Practicum Responsibilities
a) Students must complete a criminal records and vulnerable sector check dated no older than March 2019, comply with immunization requirements, complete the Workload Hazardous Materials Information System (WHMIS) version 2015 course within the past year and sign a confidentiality statement prior to going out to the clinical site. (See Appendices D and E).
   o The cost of acquiring these documents is the student’s responsibility
   o Students are responsible for keeping their own copy of their criminal records /vulnerable sector checks, WHMIS, and immunizations documents, as the program isn’t responsible for distribution to anyone other than preceptors.
   o If students have difficulty acquiring their Vulnerable Sector report, they should contact the program head.
   o Students who have not taken a WHMIS course may register for WHMIS – GH – SaskPolytech (SFTY 1821) or take a course through another institution. If you experience any problems registering for the training, please contact the Helpdesk and mention in the subject line: Trouble registering for WHMIS through Elevate.

b) Clinical and practicum facilities have policies that students are expected to abide by. It is essential that students read the policies as students who breach the health region policies may be removed from their site. Students in other provinces are expected to follow site specific policies. Reviewing the Saskatchewan policies can
help you learn about which policies you should ask for clarification about. Please check with your preceptor regarding internet policies. Most facilities track internet use and checking your Saskatchewan Polytechnic email may or may not be allowed. Note that the agreements will be moved to the Saskatchewan Health Authority website in Fall 2019.

c) Faculty will arrange clinical sites. Students are not to contact clinical sites.

d) In the event of absence or lateness of clinical or practicum time, the student is required to inform the clinical instructor and preceptor. A doctor’s note may be required. You must also contact the facility prior to the scheduled clinical time. The student will be required to make up the time when it is convenient for the instructor and clinical facility. As clinical experiences are extremely difficult to reschedule, only emergency situations and illness will be considered as valid reasons for absence. A doctor’s note may be required. Students who are consistently late or absent may be excluded from the learning experience.

e) To prepare for your clinical/practicum please review all applicable handouts and instructions for each session and come prepared to participate.

f) Your clinical instructor is there to assist you in being successful. Please ask for their assistance any time that you feel unsure or that you do not have the skill set needed to complete the assigned task.

g) Students must obtain a "satisfactory" (Pass) rating in each clinical session to earn a passing grade in the clinical portion of the program.

h) Contact Registration Services to receive a Saskatchewan Polytechnic ID tag when you register for CLIN 101 (and renew annually), if you haven’t yet received one. Students located in Saskatoon, Regina, Prince Albert or Moose Jaw may go to those campuses to request photo ID, while other students may request ID without a picture if it’s inconvenient to go to a specific campus. You must wear your ID tag at your clinical site. In case of an emergency, it is important that people realize that you are a student.

Saskatchewan Students: The program facilitator will organize your clinical and practicum placements. Students should NOT contact or arrange their own clinical or practicum placements.

Saskatchewan students are covered under the Worker’s Compensation Board (WCB) insurance while on practicum.

Out of Province Students: It may require up to a year’s notice to complete the process of finding clinical/practicum placements. Please notify the program head as soon as you’ve registered into the program and use the form in Appendix I to submit your clinical choices. Out-of-province students should refer to Appendix F for information on their workplace insurance coverage.
**Practicum: PRAC 165**

Students are given the opportunity to apply the skills they have learned in the classroom and clinical setting during the practicum placement. Please see Appendix H for information on the practicum placement protocol for PRAC 165. A list of available agencies will be provided to students approximately in: January for Year 2 students and March for Year 1 students. Students will be invited to submit requests for their practicum experience based on the available sites. The final decision is at the discretion of the program. Students are **not** to make contact with preceptors prior to being assigned to their practicum location. **All students must be prepared to relocate within Saskatchewan in order to complete the practicum.** It is the responsibility of each student to find and pay for their accommodation during their **out-of-town practicum placement.** Students may be required to travel between sites, depending on the placement. Completion of both practicums are a requirement of graduation.

At the end of the practicum, all Saskatchewan placed students MUST come on campus in Regina to present their practicum experience to classmates, preceptors and instructors. This is a requirement for successful completion of the practicum. It is vital that students ensure all personal health information is excluded from the presentation.

**Out-of-Province Students:** Students should notify the program as soon as possible as to where they would like to be located. Registration for PRAC 165 ends in January, to allow time to arrange sites. Ideally, students notify the program as early as August to begin the search for placements. Please submit the template in Appendix I as soon as possible.

**Practicum: PRAC 262**

PRAC 262 is offered online once in the fall and once in the spring. As part of the online practicum, external presentations are required. Student ID should be worn during visits to external sites.
Clinical/Practicum Dress Code

Clinical experiences occur in a variety of health care facilities. Clothing and shoe requirements are based on the principles of comfort, safety and professionalism for the health care facility and the student. The following guidelines are a summary of the health authority standards:

a. Students must adhere to the dress code policy of the facility they are at for practicum/clinical.

b. Office attire or healthcare uniforms must be worn. Office attire must consist of dress pants and shirt, dress or skirt. No sport/gym t-shirts, yoga pants, leggings or t-shirts with slogans are allowed. Midriff/cleavage must be covered. Skirts and dresses must be no shorter than knee-length.

c. Open toed shoes such as sandals and flip flops are not considered to be acceptable shoes.

e. As photo ID must be worn at all times in the clinical area, a photo ID clip can be purchased from the campus bookstore during the first week of classes.

f. Many health facilities have hand hygiene policies around rings, fingernail polish and gel nails. These must be adhered to while in the clinical site.

g. Jewellery (including piercings) may only be worn according to site policy.

h. See Schedule L of the Health Authority policy.

STUDENT PROGRESS

Student Progress Meetings

The HIM program is dedicated to the success of each of our students and have an ‘early alert’ system in place to identify students who may need additional supports or guidance. A faculty member or the program head may ask to meet with you if they feel that you are having difficulty meeting program objectives. As a student you may also request a meeting to ask about your progress.

Where feedback and support does not result in student success additional actions may be required and are outlined in the Academic Progress Policy & Procedure (1202).

In the HIM program, a student may be placed on a learning contract and asked to complete ‘remedial work’ as identified in policy/procedure 1202. The learning contract will:

- Review the performance of students.
- Make recommendations that will assist students to meet performance requirements within specified time periods.
- Determine a course of action regarding the student’s future in the event performance expectations are not met.

**Academic Learning Plan**

An Academic Learning Plan (ALP) is a document which may be used by the student and instructor during student progress meetings to:

- Improve the correlation between student potential and actual progress.
- Address problem areas.
- Assist the student to meet learning objectives.

Instructors discuss areas of concern with the student and then jointly develop a plan of action to enable the student to meet learning objectives. The plan is documented as a learning contract.

**CERTIFICATION & ASSOCIATIONS**

**Canadian Health Information Management Association (CHIMA)**

The national HIM association is the Canadian Health Information Management Association (CHIMA). As a student in the accredited HIM program, you are eligible to apply for student membership with CHIMA, which includes membership with the Saskatchewan chapter. CHIMA membership is mandatory in both Year 1 and Year 2 of the program. A membership fee will be charged by CHIMA.

CHIMA Student members are expected to be aware of the CHIMA Code of Ethics while in the program (see Appendix K).

**National Certification Exam (NCE)**

Upon graduation, students must pass a national certifying exam in order to use the credential of CHIM. This electronic multiple choice exam consists of 154 questions that assess your knowledge, comprehension and application of the 7 competencies taught in the HIM program. More information, including cost and dates of exam can be found on the CHIMA website: [www.echima.ca](http://www.echima.ca).

To help you prepare for the national certifying exam, Saskatchewan Polytechnic offers HIM students the opportunity to write a Saskatchewan Polytechnic Final Comprehensive Exam (CFEX 1600), which is similar to the national exam format. More information will be given to you once you get closer to completion of the program.
International Federation of Health Information Management Association (IFHIMA)

There is also an international association called IFHIMA that offers a student membership. While the membership is not mandatory within the program, it’s a fun and interesting way to learn about HIM initiatives across the world. IFHIMA’s website is: http://www.ifhima.org/.

CONCLUSION

Congratulations in choosing a wonderful, diverse profession. HIM specialists work in a variety of settings and play an integral role in client safety and high quality care. They also play an important role in analysing health care data to shape the future of health care delivery and policy.

We wish you the very best in your studies and please reach out if you have any questions of if the HIM team can be of assistance to you as you start your journey.
APPENDICIES
Appendix A - Sample Title Page & Table of Contents

Running head: SAMPLE TITLE PAGE

Abbreviated title: Maximum 50 characters

Case Study #2 – Comparing Quality Processes (Assignment Name)

Jane Smith (Student Name)

Saskatchewan Polytechnic

HINF 161 – Health Information Analysis 1 (Course Code and Name)

Learning Outcome #2 (Learning Outcome #, if applicable)

ID#: 000999999 (Student Number)
Instructor: Terry Johnston
Due Date: January 20, 2017
**Sample Table of Contents**

When creating a table of contents, it may be best to use the automated system within Microsoft Word. Format your table of contents so that it uses up most of the white space on the page. Your student handbook has a good example of a table of contents. Ensure all numbers are right justified. Here is an additional example:

```
Table of Contents

EXECUTIVE SUMMARY .......................................................................................................................... 1

BACKGROUND ........................................................................................................................................ 2
  History of ICD-10: ................................................................................................................................. 2

METHODOLOGY ...................................................................................................................................... 3
  KEY ISSUES ......................................................................................................................................... 7

KEY FINDINGS ...................................................................................................................................... 10
  Number of codes within ICD-10-CA/CCI (Table 1, see Appendix).................................................... 11
  Comparison of ICD-10-CA to ICD-9-CM (Table 2, see Appendix).................................................... 12
  Comparison of CCI to CCP (Tables 3, 4, 5, 6 & 7 see Appendix)...................................................... 13

RECOMMENDATIONS FOR NEXT STEPS .......................................................................................... 15

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```
## Appendix B - Suggested Study Schedule

### 3 year plan

<table>
<thead>
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<th>YEAR 1</th>
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<td>COMM 262</td>
<td>CLIN 236 (complete prior to starting CLIN 237)</td>
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<td></td>
<td>CLIN 102</td>
<td>CLIN 237 (complete CLIN 236 prior to starting CLIN 237)</td>
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<td>CLIN 288</td>
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4 year plan

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This is the recommended order that students complete the program. Completing classes out of sequence may result in future difficulties. There are prerequisites for many classes which must be observed. Please note that the entire program must be completed within 5 years.

**Practicums:** PRAC 165 runs from late April - June of each year. PRAC 262 is available in an online format, see the Sask Poly website for upcoming dates.
## Appendix C - Health Information Management Distance Program Plan

Health Information Management Distance Program Plan

**Academic Year:**

**Student Name:**

**Student ID #:**

**Date documented:**

<table>
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<tr>
<th>Course Code</th>
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<th>Official End Date</th>
<th>Projected End Date (if earlier than the Official End Date)</th>
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This course plan needs to be sent within one week of the class start date to:

- Your course facilitator for each class
- Cc the HIM program head, Tara Fournier – Tara.Fournier@saskpolytech.ca
- PRAC 165 requires completion of the following classes prior to the start date: APHY 262, PATH 273, CLIN 237, HINF 161, COMP 173, COMP 174, COMM 262
Appendix D – Confidentiality Statement

Saskatchewan Polytechnic HIM Confidentiality Statement of Understanding

I, __________________________ (please print), understand that:

- I will consider information seen or heard on a clinical or practicum placement concerning a client, patient or staff member as being confidential. I will avoid seeking information concerning any of these and above all, respect the patient’s right to privacy.

- I will not reveal to anyone any confidential information heard or seen while in a practicum or clinical experience.

- I will not seek confidential information concerning classmates or Saskatchewan Polytechnic employees while at Saskatchewan Polytechnic, on clinical or during the practicum experience.

- I will adhere to Saskatchewan Polytechnic policies 801 (Appropriate Use of Information Technology Resources), 806 (Information Technology Security), 1204 (Confidentiality of Personal Information and Records of Applicants and Students) and 703 (Student Conduct) policies which refer to confidentiality and appropriate use of the Saskatchewan Polytechnic network system.

ANY STUDENT WHO DIVULGES CONFIDENTIAL INFORMATION OR MISUSES INFORMATION OBTAINED FROM THE HIM PROGRAM MAY BE IMMEDIATELY SUSPENDED FROM THE HIM PROGRAM AND FROM SASKATCHEWAN POLYTECHNIC. Any attempt to inappropriately access confidential information may also result in suspension.

All policies and procedures are located on the following website: http://saskpolytech.ca/about/about-us/policies.aspx

Signature: _________________________________

Date: ________________________________

Created: November, 2006
Revised: May 30, 2018
Appendix E – Saskatchewan Health Region Confidentiality Statement

CONFIDENTIALITY AGREEMENT

To be completed by all students participating in a clinical placement in any Regional Health Authority, the Saskatchewan Cancer Agency or affiliate organization in Saskatchewan.

________________________________________
Name

________________________________________
Home Address

________________________________________
City

________________________________________
Postal Code

WHEREAS:

The Saskatchewan Cancer Agency, Regional Health Authorities and affiliate organization in Saskatchewan are each considered an “Agency” within this policy. Each Agency is a trustee as defined by the Health Information Protection Act (“HIPA”) and is bound by this legislation;

Each Agency is a local authority as defined by the Local Authority Freedom of Information and Protection of Privacy Act (“LAFOIP”) and is bound by this legislation;

As a student participating in a clinical placement in the Agency, I understand that I may have access to confidential personal information, confidential person health information, or confidential Agency information that may include, but is not limited to, the following:

• The personal health information of patients, such as information with respect to the physical or mental health of the patient, information with respect to health services provided to the patient, information that is collected in the course of providing health services to the patient, or registration information of the patient;
• The personal information of other Agency employees, research staff, contracted staff, students or volunteers including, but not limited to, the following:
  • information that relates to the race, creed, religion, colour, sex, sexual orientation, family status or marital status, disability, age, nationality, ancestry or place of origin of the individual;
  • information that relates to the education or the criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved;
  • information that relates to health care that has been received by the individual or to the health history of the individual; and,
  • the home or business address, home or business telephone number,

• Agency business information, such as financial and statistical records, strategic plans, internal reports, memos, contracts, peer review information, communications, source code, proprietary technology, etc.;

• Information about the Agency’s business partners and service providers.

AND WHEREAS:

As a student within the agency, I am required to conduct myself in strict compliance with applicable laws and Agency policies governing confidential information. My principal obligations in this area are explained below. I am required to read and abide by these duties. Violation of any of these duties may subject me to discipline including termination of my clinical placement.

NOW THEREFORE, as a condition of and in consideration of my access to confidential information, I agree to the following:

BASIC CONFIDENTIALITY OBLIGATIONS

1. I will use confidential information only as needed to perform my legitimate duties required in my clinical placement. This means, among other things, that:

   (a) I will only access confidential information required for me to fulfill my legitimate Agency responsibilities.

   (b) I will not in any way divulge, copy, release, sell, loan, review, alter or destroy any confidential information except as properly authorized within the scope of my duties with the Agency.

   (c) I will use confidential information for purposes specifically authorized by the Agency.

   (d) I agree that I will not engage in any conversations regarding confidential information in unsecured areas of my workplace such as hallways, bathrooms, or open work areas.

   (e) I will safeguard records I have access to from loss, alteration, defacement or unauthorized use.
2. I accept accountability for all activities I undertake using and safeguarding my passwords, user IDs, clearance badges, access cards or other codes or devices assigned to me or created by me that allow me to access confidential information.

3. I agree that the Agency may, at its discretion, conduct an audit of my access to, and handling of, confidential information.

4. I understand that I may share care related information with appropriate staff and faculty.

5. I understand that any patient/client/resident/elder information I share with my program will be for the purposes of my learning assignments and will not contain information that can identify an individual. Information that should not be shared includes the following:
   - Name (patient/client/resident/elder or significant others),
   - Date of birth, admission, discharge, or death
   - Telephone, address, fax numbers, email address
   - Social insurance numbers, medical record or health plan numbers, vehicle identifiers
   - Photographs, audio/video recordings

6. I agree that I have no right or ownership interest in any confidential information.

**GENERAL**

I agree that my obligations under this Agreement will continue after completion of my clinical placement.

________________________________________  ________________
Student’s Signature                               Date

________________________________________
Student’s Printed Name

________________________________________  ________________
Witness’ Signature                               Date

________________________________________
Witness’ Printed Name
Appendix F – Insurance

Students living outside of Saskatchewan have access to accident insurance as below. Saskatchewan students are covered through WCB.

SASKATCHEWAN POLYTECHNIC
(The Policyholder)
Policy No. 100004315 issued by Special Markets Solutions, a division of Industrial Alliance Insurance and Financial Services Inc.

College Accident Insurance Plan Summary (Practicum Students)

ELIGIBILITY
Insured Persons are practicum Students of the Policyholder under age 75 for whom the appropriate premium has been paid. Foreign exchange students and international students are excluded.

COVERAGE
Practicum Students are covered for Accidental Injury sustained:

(a) while participating in the work experience program(s) of the Policyholder located outside Saskatchewan including practicums on the job training, co-operative work-study programs and job orientation program(s);

(b) while travelling directly to or from the Insured Person’s Residence and job site located outside Saskatchewan for the purpose of participating in the work experience program(s) of the Policyholder.

DEFINITIONS

“Accident” or “Accidental” means a sudden, unforeseen and unexpected event which arises from a source external to an Insured Person and that is not caused or contributed to, directly or indirectly, by physical or mental illness or disease or treatment for the illness or disease. This event must occur while the policy is in force and be the basis of claim.

“Full Time” means enrollment consisting of three or more courses at any one time.

“Injury” means bodily injury caused by an Accident occurring while the policy is in force as to the Insured Person whose injury is the basis of claim and resulting directly and independently of all other causes in loss covered by the policy, and that is not caused or contributed to, directly or indirectly, by physical or mental illness or disease, or treatment for the illness or disease.

“Student” means a permanent resident of Canada, who is presently enrolled with and attending regularly, on a full time or part time basis, a school of the Policyholder.

BENEFITS

Accidental Death Indemnity

If, within 12 months of the date of the Accident, Injury results in a loss of life, the Insurer will pay an Accidental Death Indemnity of $5,000.00.

Monthly Indemnity: In addition to the Accidental Death Indemnity specified above, the Insurer will also pay a monthly indemnity as follows:

Student with one dependent $418.00 per month
Student with two dependents $488.00 per month
Student with three dependents $518.00 per month
Student with four or more dependents $526.00

Such monthly indemnity shall be payable for 60 consecutive months or until the surviving spouse remarries, whichever first occurs. In the event such monthly indemnity is paid for 60 consecutive months, then a further lump sum of $17,876.00 shall become payable. The amount of monthly indemnity payable shall reduce in accordance with the amounts shown above as each dependent child attains age 16.

Accidental Dismemberment and Specific Loss Indemnity

The policy provides benefits for injury resulting in loss of, or permanent and total loss of use of, which occurs within 12 months after the date of the Accident as follows:

Both Hands $50,000.00
Both Feet $50,000.00
Entire Sight of Both Eyes $50,000.00

FORM CH435 (JUL/2017)

A Financial Group is a business name and trademark of Industrial Alliance Insurance and Financial Services Inc.
BENEFITS (Continued...)

Accidental Medical Reimbursement Benefit (Continued...)

(i) prescription drugs;
(ii) splints (including cast and cast materials), tusses and braces requested by the attending physician for curative or therapeutic purposes only (braces are limited to one purchase only with respect to any one Injury);
(iii) treatment by a licensed physiotherapist or registered massage therapist when requested by the attending physician, subject to a maximum of $500.00;
(iv) medical supplies for the purpose of dressing changes when prescribed by the attending physician, subject to a maximum of $600.00;
(v) reasonable and customary treatment by a licensed physician, surgeon, radiologist, podiatrist or optometrist; and
(vi) x-rays.

Additional Accidental Death Indemnity

A lump sum of $1,500.00 shall be payable under the part titled “Accidental Death Indemnity” if death occurs while in school, including boarding or lodging, from any cause, including an accident or illness, whether occurring in or outside the immediate vicinity of the Student’s residence. A monthly benefit of $500.00 is payable commencing on the 31st day of confinement to not exceed 36 consecutive months.

Confinement Disability Benefit

If an Injury results in confinement of the Student in a hospital or other institution for a period of not less than 30 days, then the Insured Person shall be entitled to a monthly benefit of $500.00 during the period of confinement.

Counselling Benefit

Payable as a result of the Accidental death, Injury, or Critical Illness of the Insured Person and upon the medical advice of the attending physician for treatment actually incurred within three years by the Insured Person or a member of the immediate family for counselling performed by a registered psychologist or professional counsellor, subject to a maximum of $500.00.

Critical Illness Benefit

Payable if an Insured Person is diagnosed by a physician with AIDS, cancer, diabetes, encephalitis, hemolytic uremic syndrome (renal failure resulting from e-coli bacterial meningitis, multiple sclerosis, muscular dystrophy, myocarditis, poliomyelitis, rabies, scarlet fever, tetanus, tuberculosis or typhoid which first manifests while the policy is in force). The Insurer will pay reasonable expenses actually incurred within three years from the date of diagnosis for semi-private or private ward hospital services and the employment of a nurse or certified nursing assistant requested by the attending physician, subject to a maximum of $5,500.00.

Dentures and Artificial Teeth Benefit

Payable as a result of Injury which requires and receives treatment by a dentist and results in repair or replacement of existing dentures or an artificial tooth or teeth, subject to a maximum of $250.00 during the term of the policy.

Emergency Out-of-Province/Country Accident Benefit

If Injury during a trip outside the Insured Person’s province of residence or Canada (maximum 30-day duration) requires emergency treatment by a physician or dentist, the Insurer will pay the expenses actually incurred for outpatient emergency room charges, standard hospital ward charges, physician’s fees, nursing fees, emergency services of a dental or dental surgeon, hospital expenses, and x-rays or laboratory services as may be requested by the attending physician or dentist less the amount allowed by any provincial health plan, subject to a maximum of $50,000.00 in Canadian funds.

FORM C1435 (JUL/2017)

A Financial Group is a business name and trademark of Industrial Alliance Insurance and Financial Services Inc.
BENEFITS (Continued...)

Special Clothing Allowance
Reimbursement of the actual expense incurred to purchase special protective clothing prescribed by the attending physician as a result of injury, subject to a maximum of $350.00 for any one injury.

Special Treatment Travel Benefit
If injury requires special medical or dental treatment by a physician or dentist that is unavailable within an 80-kilometer radius of the Insured Person’s residence, the insured will pay the reasonable travel expense to obtain it. If the Insured Person’s age necessitates an escort, the escort will be paid for reasonable travel expenses plus up to a maximum of $80.00 per day for commercial accommodation and meals, provided all receipts are submitted to the insurer. Benefits are payable within 12 months from the date of the Accident, subject to a maximum of $2,500.00.

Weekly Accident Indemnity
Payable for total disability caused by an accident occurring within 90 days from the date of the Accident. “Total disability” means continuous invalidity of the Insured Person to engage in such and every gainful occupation or employment for which he is reasonably qualified by education, training or experience, provided, however, that during the first 104 weeks of any such period of disability the Insured Person shall be deemed totally disabled while he is born (1) unable to perform each and every duty pertaining to his occupation, and (2) not engaged in any occupation or employment for wage or profit, for which he is reasonably qualified by education, training or experience. Benefits are payable from the first day of confirmed disability, subject to a maximum of 260 weeks. This benefit is payable only if under the regular care and attendance of a physician.

The Weekly Accident Indemnity shall be reduced by the total amount of income benefits received by the Insured Person or is entitled to receive because of disability from Workers’ Compensation or similar legislation, the Canada Pension Plan, the Quebec Pension Plan or any other government pension plan including benefits payable to dependents or any other group insurance, retirement or pension plan.

When, immediately following a period of total disability, engage in rehabilitative employment, the insurer will pay the applicable Weekly Accident Indemnity specified below, less 66 2/3% of the amount of compensation or income received as wage or profit from such rehabilitative employment, for the period so employed, but such period shall not exceed 260 consecutive weeks following the date of the Accident.

| Basic rate for Student at parental home | $ 36.00 |
| Student away from parental home | $100.00 |
| Independent Student with own established home | $143.00 |
| Independent Student with one dependent | $164.00 |
| Independent Student with two dependents | $186.00 |
| Independent Student with three dependents | $207.00 |

EXCLUSIONS (Continued...)

• lying in owned, operated or leased aircraft of the Policyholder;
• sickness or disease either as a cause or effect except as otherwise provided;
• injury for which there are expenses incurred for a brace or similar device used for non-therapeutic purposes or solely for the purpose of participating in sports or other leisure activities;
• injury for which there are expenses incurred for mouthguards or treatment of Temporal Mandibular Joint (TMJ) dysfunction, whatever the cause;
• injury resulting from repetitive/strenuous activity (i.e., overexertion, strains, etc.).

No benefits or expenses are payable under the policy for treatment or services which are insured services or basic health services (i.e., physician’s fees) under the provincial medical care or hospital plan applicable to the Insured Person whether or not the Insured Person is covered thereunder.

Benefits payable for dental expense shall be for excess of expenses paid, payable or insured under any government sponsored dental care plan or other dental plan or policy.

If the Insured Person is entitled to similar reimbursement benefits through any other insurer or plan, the benefits payable under the policy shall be coordinated, so that the total benefits from all insurers or plans shall not exceed the actual loss incurred.

EXPOSURE AND DISAPPEARANCE

If due to Accident the Insured Person is unavoidably exposed to the elements and such exposure, within 12 months of the date of the Accident, results in a loss for which indemnity would otherwise have been payable under the policy, such loss will be deemed to be the result of injury.

Where, due to the Accidental wrecking, sinking or disappearance of a conveyance in which the Insured Person was riding, the Insured Person disappears, and if the body is not discovered within 18 months after the date of such wrecking, sinking or disappearance, it will be presumed, subject to the being no evidence to the contrary and subject to all other terms and conditions of the policy, that the Insured Person suffered loss of life as a result of injury.

BENEFICIARY

Benefits payable in the event of the loss of life of an Insured Person are payable to the parent or guardian where a minor, otherwise to the estate of the Insured Person. All other indemnities payable are payable to the parent or guardian where a minor, otherwise to the Insured Person, with the exception of indemnities payable under “Family Transportation Benefits”.

TERMINATION OF INSURANCE

Insurance will immediately terminate on the earliest of the following dates:

(a) the date the policy is terminated;
(b) the premium due date if the Policyholder fails to remit the required premium to the insurer, except as the result of an inadvertent error;
(c) the date an Insured Person reaches 75 years of age;
(d) the date an Insured Person ceases to be associated with the Policyholder in a capacity making such person eligible for insurance.

A.D.D. CLAIMS PROCEDURES

Written notice of claim is to be given to the insurer within a period of 30 days from the date of the Accident. Claim forms are available from the plan administrator or from the insurer at (800) 266-5667. The insurer reserves the right to request additional information when processing the claim. Completed claim forms must be filed with the insurer within 90 days after the date of the Injury and no later than one year regardless of whether the full extent of loss is known.

FORM C1435 (JUL/2017) A Financial Group is a business name and trademark of Industrial Alliance Insurance and Financial Services Inc.
Appendix G - Clinical/Practicum Placement Requirements

Saskatchewan Polytechnic HIM CLIN 101 (Clinical – Records Management and Professionalism) Placement Requirements

Acute Care Placements
- Purpose: to focus on forms used in Acute Care (to practice what is being taught in Health Record Systems (HINF 160))
- Facility must be an accredited Acute Care hospital (through Accreditation Canada)
- Must be in an HIM department
- Preceptor must be an active, certified HIM professional
- Must have Acute Care charts

Day 1: Chart review/Quantitative Analysis
Day 2: HIM Department, such as filing loose reports, mail, chart assembly and QA, release of information, processing patient records, etc. The goal is for students to become familiar with the day-to-day operations in a Health Information Management department.
Day 3: Non-acute placement or interview

Non Acute/Non-Traditional:
- The non-acute/non-traditional placement must involve an HIM professional working in a non-acute/non-traditional role
- The facility does not need to be accredited
- Examples may include:
  - Mental Health Clinic
  - Women’s Health Clinic
  - Home Care
  - Cancer Agency
  - IT department
  - Electronic Health Information Management
  - CIHI
  - Statistics Canada
  - Police Services/RCMP
  - Epidemiology department
  - Veterinary hospital
  - Privacy Officer
  - Registries
  - Ministry of Health

Other placements may be considered but must be approved by the HIM program head. Please note that travel may be required.
Saskatchewan Polytechnic HIM PRAC 165 (Health Information Practicum 1) Placement Requirements

Acute Care HIM Placements
- Purpose: to focus on inpatient coding
- Facility must be an accredited Acute Care hospital (through Accreditation Canada)
- Must be in an HIM department
- Preceptor must be an active, certified HIM professional
- Must have enough Acute Care charts for the student to spend at least 56 hours (7 hours/day for 8 days) coding charts.

Additional time may be spent in the following placements:
- Mental health
- Cancer agencies
- Long term care facilities
- Rehabilitation facilities
- Registration departments
- Transcription departments

Please note that travel may be required.
Appendix H - Practicum Placement Protocol

Saskatchewan Polytechnic Student HIM Practicum Placement Protocol 2019/2020

Practicum Selection

Preamble

The Health Information Management (HIM) program coordinates and assigns all students registered in practicum classes to practicum sites. Practicum sites are accredited hospitals anywhere in the province of Saskatchewan for Health Information Practicum 1 (PRAC 165) but may include other placements. The program strives to ensure the assignment of practicum placements is done in a fair and consistent manner. Students will be notified of their site assignment approximately four weeks prior to the practicum start date. PRAC 165 is a six week practicum and will take place late-April to June. For Saskatchewan PRAC 165 students, the first two weeks are located in Regina, the remaining three weeks are located in health care facilities throughout the province, and the final week includes a presentation in Regina. PRAC 262 is a nine week practicum that will take place during March and April. Exact dates will vary from year to year.

The HIM program is responsible for finding practicum placements. Students completing their practicum in Saskatchewan should not contact potential preceptors. Preceptors have been notified that if a student contacts them, they are to forward the student’s request to the program. The program will contact all potential preceptors.

Process:

A) Student Process for Expressing Interest in Practicum 1 Placements:

1. Students are provided with the “Practicum Selection” form asking for their expressed interests from a list of available practicum sites. The form gives the student the opportunity to list their first, second and third placement interests. The student may choose to list fourth, fifth, etc. interests if they desire to do so. Completion of this form DOES NOT guarantee students will receive their expressed interests. The final decision rests with the HIM Program.

2. The form must be returned by the specified deadline. The exact date will change from year to year but the student will be notified of the deadline in advance.

3. Failure to return the form in this time frame removes the student’s opportunity to express an interest in a practicum placement.

4. Once the deadline has passed, the program meets and assigns the seats in non-prejudicial manner.
B) Program Decision Process for Practicum 1:

1. In Practicum 1, students are placed in similar settings throughout the province. The program chooses the practicum placement based on a combination of the following criteria:
   - Student expressed interests, as per the “Practicum Selection” form
   - The program tries to accommodate student expressed interests where possible but must give consideration to each student within the class.
   - If a student wishes the program to contact a specific placement, the student must notify the program prior to December of each year to enable proper program follow-up. All placement suggestions received after December 15 will not be considered. The suggestion may/may not be approved and the student will not be guaranteed that particular placement.
   - Students should note that if they are working in an HIM department, they will be required to complete their practicum placement elsewhere. Completing the practicum in a different place will enable the student to learn new processes and will ensure an unbiased experience.

2. The program will notify the student and the preceptor of the practicum placements.
3. The practicum placement is binding and no trades or exceptions will be made.
4. Students are responsible for all costs associated with practicum and relocation for it. It is the student’s responsibility to arrange their own accommodation. Students should note that practicum placements may be throughout Saskatchewan (or province of residence) and travel for the placement and/or between regional sites may be required.

C) Please be advised that signing this agreement communicates that you are aware of the practicum requirements and are eligible to go where you are placed. Final practicum placement is at the discretion of the program.

I, (please sign) ______________________, acknowledge that the HIM program’s practicum placement decision is binding. No trades or exceptions will be allowed. I understand that I may be placed anywhere within Saskatchewan and I am willing to move if necessary. I understand that if I cannot move or am not willing to move for practicum, that I need to withdraw from the program. I also agree to the above terms.

_______________________________________________
(Please print name here)

____________________________________________________
(Date signed)
Appendix I - Submission of Practicum or Clinical Placement

Please use the following template to submit your requests for CLIN 101 and PRAC 165. If you do not know who the HIM manager is or their contact information, usually the hospital general number can give you this information. It is up to the student to provide this information to the program if they wish to pursue a placement.

<table>
<thead>
<tr>
<th>Choice</th>
<th>Hospital Name</th>
<th>Hospital Location (City)</th>
<th>HIM Manager name</th>
<th>HIM Manager Phone #</th>
<th>HIM Manager Email Address</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
Appendix J - Immunization Requirements

Saskatchewan Polytechnic
Continuing Education and Brokered Programs
School of Nursing and School of Health Sciences

Immunization Requirements for Healthcare Students 2019-20

Please complete each of these steps:

Step 1: ☐ Submit a copy of your history of immunizations. (This would include childhood, school-age records and possibly immunizations received for employment, travel or for other post-secondary education). Call the Public Health Office where you attended elementary and high school.

- If you are unable to obtain your immunization history (i.e. international/foreign born, records destroyed), please proceed to Step 2.

Step 2: ☐ Get a blood test done for Immune Status (IgG) for the following or submit the documentation of a previous result for:

- Varicella-zoster Immune status/IgG
- Hepatitis B surface antibody (HBsAB).

Please take this sheet and the attached sample lab requisition with you to a physician or nurse practitioner so they can order the blood tests. *Note: Do not go directly to a lab with this sample requisition.

Step 3: ☐ Obtain a copy of the blood test results from the physician or nurse practitioner who ordered the test(s). Submit your blood tests results and your Immunization record (updated as needed) to your program. Make a copy of the test results and records for yourself.

The deadline for submitting these documents to the program is upon admission to the program.

Step 4: ☐ Once you have submitted your documentation to the program, you will be notified by the Saskatchewan Polytechnic Campus Health Nurses regarding what immunizations/blood tests you require for your program clinical placement.

Step 5: ☐ Receive your immunizations through your physician, nurse practitioner or local public health office. Please take your current immunization records, results of your blood tests and the notification from the Campus Health Nurses with you to your appointments. See required immunizations below.

** If you are in the area, you can also receive your immunization updates from any one of the following Saskatchewan Polytechnic Campus Health Offices. You must make an appointment & have your records with you. Prince Albert Campus 306-765-1593, Saskatoon Campus 306-859-4046 or Regina Campus 306-775-7348 or 307-775-7347.
The following is a list of required immunizations for your program.

1. **Tuberculin Skin Test**: within the last year or documentation of a previous positive test with a copy of the x ray report.
2. **MMR: (Measles, Mumps, Rubella)**: documentation of 2 doses of MMR.
3. **TdaP**: documentation of a primary series and 1 adult dose of TdaP after the age of 18 years.
4. **Hepatitis B**: documentation of a 2 or 3 dose Hepatitis B series and a blood test for Hepatitis B surface antibody (HBsAB) that confirms immunity.
5. **Varicella (chickenpox)**: documentation of 2 doses of Varicella-containing vaccine or a blood test for Varicella-Zoster IgG that confirms immunity.
6. **Polio**: documentation of a primary series.

These requirements **must be met** before your first clinical experience. Those failing to complete the required immunizations **may be excluded from some areas of clinical practice until the requirements are met.**

January 2019
### Chemistry & Immunology Requisition

**Patient's Name & Address (Print Clearly):**
- **Patient ID:**
- **Provider Note:**
- **HSN:**

**Provider (Include First Name and Middle Initials):**
- **Provider ID:**

**Birthdate:**
- **D/M/Y:**

**Gender:**
- **Male / Female:**

**Sending Location Phone #:**
- **Phone #:**

**HIV Code:**
- **Confidential ID Code (see reverse):**
- **First 2 letters of first name:**
- **Second 2 letters of last name:**

**Travel History:**
- **Past Address:**
- **Last Name:**
- **First Name:**
- **Current Address:**
- **City:**
- **Prov.:**
- **PO. Code:**

**Symptoms Onset Date:**
- **D/M/Y:**

**Outbreak #:**
- **Number:**

**Hospital ID, Ward or Room #:**
- **In Patient / Out Patient:**

**Diagnosis:**
- **Medication:**

**Collection Date:**
- **D/M/Y:**

**Sample Type:**
- **Serum / Plasma (Heparin) / Urine / Blood / Plasma (EDTA) / CSF / Plasma (EDTA - Royal Blue):**

**Collection Time:**
- **Time:**

**Photo:**
- **Photo:**

**CHEMISTRY:**
- **Number:**
- **Value:**

**IMMUNOLOGY:**
- **Number:**
- **Value:**

**Heavy Metals:**
- **Number:**
- **Value:**

**24 Hour Urine Tests:**
- **Volume:**
- **Value:**

**Viral Serology Tests:**
- **Number:**
- **Value:**

**Other Tests:**
- **Number:**
- **Value:**
Appendix K – CHIMA Code of Ethics

CHIMA Code of Ethics

It is the responsibility of each member to:

1. Strive at all times to provide services consistent with quality health care, promotion and prevention.

2. Strive at all times to protect the privacy, security and confidentiality of health information in any form or medium.

3. Perform duties diligently and offer only those services for which one is qualified.

4. Conduct oneself in the practice of the profession so as to bring honour and dignity to oneself, the HIM™ profession and the Canadian College of Health Information Management.

5. Conduct oneself in an ethical manner consistent with the values of the Canadian College of Health Information Management and report any unethical practices to the appropriate authority.

6. Strive to improve one’s professional knowledge and competence through continuing education and lifelong learning.

7. Offer leadership and a proactive, innovative approach to advancements in health information management practices.

8. Abide by the policies and by-laws of the Canadian College of Health Information Management and actively support its strategic directions.

9. Support and mentor students, peers and colleagues to develop and strengthen the workforce and profession.

10. Respect the dignity and worth of every person.

Appendix L - MyDesktop Login Instructions

Accessing MyDesktop from Home

For PCs:

▪ Click on Start or All Programs -> Accessories -> Remote Desktop Connection
  (you may have to click Start -> All Programs -> Accessories -> Communications -> Remote Desktop)
A window will pop up – type in: mydesktop.siast.sk.ca, then click on the Options dropdown box.
• Click on the **Advanced** tab then click **Settings**.
### Remote Desktop Connection

#### Server authentication

- **Server authentication** verifies that you are connecting to the intended remote computer. The strength of the verification required to connect is determined by your system security policy.

- **If server authentication fails:**
  - **Warn me**
  - [What are my server authentication options?](#)

#### Connect from anywhere

- **Configure settings to connect through Remote Desktop Gateway when I am working remotely.**
  - [Settings...](#)

---

*Options* | *Connect* | *Help*
- On the **Settings** icon, select **Use these RD Gateway server settings**
- In the **Server name** type in: rdsgateway.siast.sk.ca
- **Logon method** should be **Allow me to select later**
- Ensure “**Use My RD Gateway credentials for the remote computer**” is checked
- Then click **OK**
- For username enter: SIAST\username
- Enter your password
Then double click on the **My Computer Icon** and access your x: Drive (Only available for Microsoft Access courses)

- If you receive a certificate warning, click **Yes** to accept the certificate of from an unknown publisher.

- If your drive says it is “disconnected”, you cannot access it or if you have any problems please contact **Helpdesk: 1-888-733-5333**.
References


