

Washburn University
School of Applied Studies
Department of Allied Health

Bachelor of Health Sciences Information Packet

Welcome! This information packet has been assembled to help you navigate through your distance learning experience here at Washburn University. Please keep this information handy as it will be invaluable to you regardless if you are in the Health Services Administration or Medical Imaging majors. If, after reading the information in this packet, you have any questions be sure to ask them now rather than later when it may have an impact on when you graduate.

Admissions

If you are not already a Washburn student then you will need to contact the admissions office at either 785-670-1030 or their website at <http://www.washburn.edu/admissions> for information about submitting an application and transcripts. If you have attended Washburn but were not enrolled in the previous semester, then you will need to contact the admissions office to be readmitted. Even sitting out one semester will drop you from being in the active enrollment category.

Admissions to the BHS Program

The criteria below must be met prior to being formally accepted into the BHS Health Services Administration program:

- You must have the minimum of an associate's degree in an allied health care field OR have completed a minimum of 60 credit hours including completion of the following prerequisites with a grade of "C" or higher:
 - AL 101 Foundations of Healthcare (3)
 - AL 320 Human Disease (3)
 - BI 230 Intro to Human Physiology (3) or BI 255 Human Physiology/Lab (4) OR
 - BI 250 Intro to Human Anatomy (3) or BI 275 Human Anatomy/Lab (4)
 - AL 355 Basic Concepts in Health Services Administration (3) – for non-Allied Health majors **only**
- You must provide documentation that you are credentialed, licensed, or registered in a healthcare profession OR complete the AL 355 option above; and
- You must have at least a cumulative GPA of 2.50 on a 4.00 scale.

If you are applying for the Medical Imaging major, an additional requirement is that you either have to be accepted to, enrolled in, or graduated from an accredited Diagnostic Medical Sonography, MRI, or Radiation Therapy educational program.

Enrolling Online

Before you enroll online you must speak with your advisor in the BHS program. After a course schedule has been approved, your advisor will provide you with a 6-digit enrollment PIN that you will need to enroll. **KEEP THIS NUMBER.** If at a later date in the semester you wish to drop a course, the PIN will be required to get into the system. A new PIN is issued each year for spring and also for the summer/fall semesters so please stay in touch with your advisor.

Be aware that currently enrolled students may enroll around the first week of November for spring enrollment and the first week of April for summer and fall enrollment. Classes do fill up early and once they are full you cannot get in, even if you need that class to graduate. So seek advising early and enroll early to ensure that you will get into the classes you need.

Required University Courses

There are two sets of courses that every Washburn student is required to take prior to graduation: University Requirements and General Education requirements.

University Requirements

Every Washburn University student seeking a bachelor's degree is required to take:

- EN101 Freshman Composition
- MA112 Contemporary College Mathematics *or* MA116 College Algebra
- EN300 Advanced College Writing

General Education Requirements

There are three areas of concentration that you must fulfill: Arts and Humanities, Mathematics and Natural Science, and Social Science. You are required to take 9 hours in two of the subject areas within each area of concentration. For example, in the Arts and Humanities you are required to take an Art, Music, or Theatre course. However, the other six hours may be filled with courses in English, Philosophy, Religion, Mass Media, Modern Language, and Communications. Also please note that in the Math and Science concentration you must have at least one course outside of Biology. Note: the math course that you used for the University Requirements DOES NOT count towards the General Education requirements unless it is numbered above College Algebra. For example, Statistics will count both as a University Requirement and as a Math/Science general education course. For more information about the university and to view the University Catalog go online to:

<http://www.washburn.edu/academics/academic-catalog/files/2017-2018-undergraduate-catalog.pdf>

Important Numbers

Here are some important numbers that you must keep in mind:

- You will need a minimum of **120** credit hours to graduate with a Bachelor's degree
- **60** of those hours must be from a 4-year college or university
- **45** of the **60** hours must be upper division (300-400 level classes)
 - For Medical Imaging majors this is generally not an issue
 - Health services Administration Majors will need 12 additional hours beyond the required program courses
- **Of the last 45 hours required to complete the bachelor degree, at least 30 must be earned from Washburn University or at least 90 of the total overall hours required to complete the degree must be earned from Washburn University.** In both cases, at least 25% of the credit hours required to fulfill the major (**and at least 12 hours of the upper division credits in the major**) must be earned from Washburn University. **Programs with professional accreditation standards maybe have more stringent requirements. The academic residency requirement will be waived in the case of formal articulation agreements.**

E-Mail

The Washburn email is the official communication channel for the BHS program. It is important that you regularly check your Washburn email even if you are not currently in an Allied Health class as the BHS advisor will be sending out important information throughout the semester.

If you would prefer to have your Washburn email transferred to another email account (say Hotmail or Yahoo) you will need to perform the following steps:

- 1) Open the online Washburn email
- 2) At the top of the window you will see "Options"
- 3) Open "Options" and then select "Settings"
- 4) Under "Settings" you will see "Mail Forwarding"
- 5) Under "Mail Forwarding" type in your preferred email address
- 6) Click on "Save Changes"

Now all your Washburn email will also be sent to your preferred email account.

WARNING You will still need to go into your Washburn email account occasionally to delete files you will not need as there is a limited space and once it is full, email messages will be declined!

Advising

The BHS advisor will work with the student to develop an academic plan. It is important for the student to understand that ultimately they are responsible for graduating from Washburn in a timely fashion, and while the role of the advisor is to offer advice and guidance, it is recognized that the student is free to enroll in any class they chose. Therefore, it is strongly suggested that the student conducts their own graduation audit by going to *MyWashburn* and clicking on the *Student* academics tab. In the center of the page will be the menu option "Process Degree Audits". You may have to enter your WIN in the upper left corner. Use the graduation audit as a guide when planning which courses you will be taking and in discussions with your advisor.

Recommended Internet Access

It is highly recommended that the BHS student have Internet access. Much of the instruction takes place using video, PowerPoint, and PDF documents, plus the quizzes and exams are online, therefore dial-up service is much too slow and you may be disconnected at an inopportune time. For example, if you are in the middle of an exam and your service disconnects your Internet, then your score will be based on when you involuntarily exited the exam.

Recommended Software

The courses in the BHS program use Microsoft Office 2013; however, documents may be submitted using the rich text format (rft) or portable document file (.pdf) formats per instructor's discretion. Papers will **not** be accepted in WORKS or WORDPERFECT. One or more classes may require that you turn in projects using a spreadsheet (EXCEL) or presentation (POWERPOINT) software. You are not required to own this software, but you will need access whether at work, the library, or friends & family.

Financial Aid

For Financial Aid questions please direct your questions to the Financial Aid department at 785-670-1151 or go to their website at: <http://www.washburn.edu/admissions/paying-for-college/financial-aid/index.html>. Note that there are specific deadlines for completing financial aid applications.

For School of Applied Studies scholarship information, please go to <http://www.washburn.edu/academics/college-schools/applied-studies/index.html>.

Application for Degree

The Application for Degree is required by seniors during the semester in which they anticipate graduating. Let's say you think that you may be graduating at the end of the fall semester so you fill out and submit the application. However, due to circumstances beyond your control, you will not graduate until the following spring semester. The application that you submitted in the fall is now void and you will need to resubmit the application in the spring semester. There is a deadline each semester so be sure the regularly check your email.

The Application for Degree is online, in My.Washburn.edu, Student Academics tab – Apply to Graduate (on left side of the page). You **MUST** be declared properly to submit and that declaration of major has to be completed by an advisor.

Departmental Honors

Students graduating from the BHS program with a 3.50 GPA in the program coursework (required plus correlate courses) are eligible for departmental honors, which will appear on the student's transcript. Interested students should contact the BHS advisor for more information prior to the semester that the student anticipates graduating.

Outstanding Student Award

Every year one graduate from the BHS program is awarded the Outstanding Student Award at the spring commencement. The minimum requirement is 3.75 in all of your academic coursework. If you think that you will qualify then please contact the BHS advisor for more information.

Bachelor of Health Science

For all BHS students:

You must earn at least a "C" in all of the required program courses. Courses in which the grade earned is less than a "C" must be retaken. In addition, to maintain active status in the BHS program, you must maintain a 2.50 GPA in your program and overall coursework. Failure to do so may result in being placed on probation or being terminated from the program.

Health Services Administration

There is a need for qualified managers in the health care field. The Bachelor of Health Science (BHS) in Health Services Administration is designed to provide graduates with knowledge and skills in the areas of health care management and leadership. Completion of a baccalaureate degree with advanced coursework in health care management and related areas will make graduates more marketable for administration positions.

Required Courses for Health Services Administration Major:

AL366 Legal and Regulatory Issues (3 hrs):

This course includes legal terminology, antitrust laws, licensure, malpractice, liability for negligence, patient rights, legal standards of care, government regulation and compliance issues, and other relevant federal and state laws applicable to the health care field. Includes methods and procedures for the disclosure of confidential health information and the legality and security of computer-stored data.

AL367 Health Care Quality Improvement (3 hrs):

The course focuses on the key issues impacting the administration of today's healthcare organizations and explores how those issues affect the delivery of care. Examines the theory and development of total quality management in the healthcare industry. Includes a review of risk and utilization management programs.

AL375 Health Care Policy (3 hrs):

An overview of the different factors which impact the health care delivery system. This course will address the social, legal, and economic questions that affect the delivery of health care.

AL399 Health Information Systems (3 hrs):

An overview of information technology issues for health care managers. Includes health care computer application, infrastructure planning, information systems organizational structure, information technology procurement, systems analysis and evaluation.

AL400 Supervisory Practices for the Health Care Professional (3 hrs):

This course examines methods of effective utilization of human and material resources to accomplish organizational goals within health care settings. Topics include various management theories, effective leadership techniques and the importance of decision making.

AL405 Financial Issues in Health Care (3 hrs):

This course explores financial issues in health care facilities with a focus on the financial and regulatory environment. Special attention is devoted to reimbursement policies important to the health care industry.

AL420 Current Issues in Health Care (3 hrs):

This course will explore current health care issues from the perspective of the Health Services Administrator. Special emphasis will be placed on the impact of the issue under study for the delivery, practice and organization of the American Health care system. *Prerequisite: Completion of AL 375.*

AL450 Knowledge Management in Health Care (3 hrs):

This course provides an overview of the challenges facing healthcare managers in generating, communicating, and leveraging their organization's intellectual assets. The focus will not only be on information technology application but also the human side of knowledge creation, diffusion of innovation, and the application of knowledge. Additional topics will include the decision making process, project management, change management, and benchmarking. Emphasis is on providing the tools to manage and lead staff in various dynamic healthcare settings. *Prerequisites: Completion of AL 375.*

AL460 Research in Health Care (3 hrs):

This course will provide the student with the appropriate knowledge and skills to successfully conduct qualitative & quantitative research in the health care domain. Special emphasis will be placed on developing a research problem and designing a study.

AL480 Seminar in Health Care (3 hrs):

A capstone course designed to provide integration and application of theory through the use of case study analysis, guest lectures, internships, research papers and other projects. *Prerequisite: Completion of AL 460.*

Medical Imaging

There is an increasing need for qualified medical imaging technologists. The completion of a baccalaureate degree with advanced imaging credentials make graduates even more marketable for employment opportunities in the medical imaging field. The medical imaging option allows students to choose from four concentrations;

Diagnostic Medical Sonography: (www.washburn.edu/ultrasound)

Graduates of this program utilize high frequency sound waves (ultrasound) to produce images of organs and systems of the body in a non-invasive and painless way to identify the presence or absence of disease. There are three areas of concentration which leads to a certificate in either Cardiac, Vascular or General Sonography. Students may choose to complete more than one certificate option. For more information contact:

Keith Farwell, MSc, RDCS
keith.farwell@washburn.edu
785-670-2293

Magnetic Resonance (www.washburn.edu/sas/ah/mri)

A registered technologist employed in magnetic resonance or MR does not work with radiation energy, but generates images through the interaction of magnetic fields and radio waves with body tissues. A MR technologist provides optimal patient care while working with digital technology. All applicants must be registered in Radiography, Nuclear Medicine Technology, Radiation Therapy or Sonography. For more information contact:

Jera Roberts, RT (R)(M), EdS
Jera.roberts@washburn.edu
785-670-2173

Radiation Therapy (www.washburn.edu/radiation-therapy)

Graduates of this imaging specialty program provide therapeutic radiation treatments to cancer patients. Radiation therapists may also be involved in simulation, dosimetry, and treatment planning. To be eligible for admission, a candidate must be a graduate from an accredited Radiology Technology program and possess the professional designation of RT(R). For more information contact:

Kristina Collins, BHS, R.T.(R)(T)
kristina.collins@washburn.edu
785-670-1414

To be considered for the Medical Imaging major of the BHS program you must be accepted or completed any of the above certificate programs. Please contact those programs for information regarding admission.

In addition to the courses required to complete the certificate programs, the Medical Imaging student will also need to fulfill all the university baccalaureate course requirements plus AL320 Human Disease (this course may be waived depending on previous coursework) and any three (3) of the following courses (see course descriptions above):

AL366 Legal and Regulatory Issues
AL367 Health Care Quality Improvement
AL375 Health Care Policy
AL399 Health Information Systems
AL400 Supervisory Practices for the Health Care Professional
AL405 Financial Issues in Health Care
AL420 Current Issues in Health Care
AL450 Knowledge Management in Health Care
AL460 Research in Health Care
AL480 Seminar in Health Care