USF Health
Morsani College of Medicine

# Health Informatics Programs, 100% Online

Welcome Master's and Graduate Certificate Students

# Welcome to USF Health's Morsani College of Medicine at the University of South Florida.

Congratulations on continuing your education with USF Health. We're pleased with your decision to pursue your health informatics education with us.

While you earn your degree, you'll be supported along the way by the University of South Florida. You'll have access to your professors and classmates through a variety of channels including email, chat and discussion boards, as well as virtual office hours. In addition, your Bisk Student Success Coach will be there to assist you with any questions you may have along the way.

We're excited to have you as a part of the respected USF Health family. We wish you best in your studies!

**Go Bulls!**

"You're online, but you have access to all of the tools of the USF student."

Dr. Robert J. Deschenes, Sr. Associate Dean, Morsani College of Medicine

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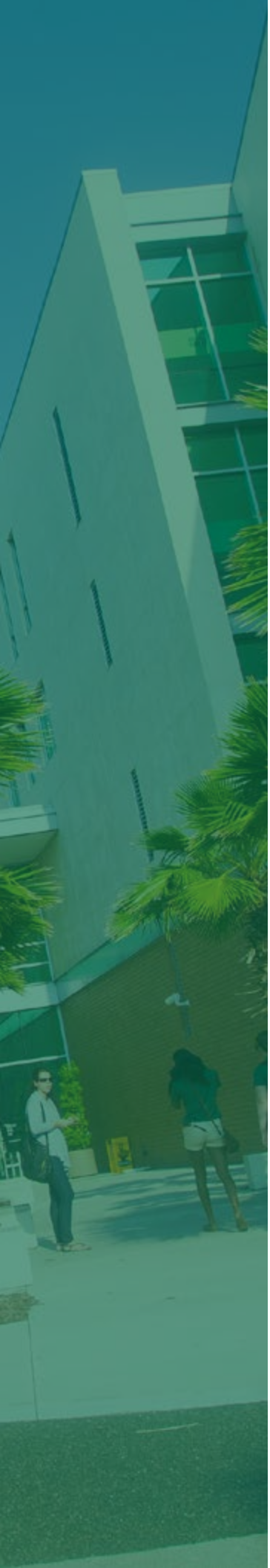


**Health informatics professionals are playing a vital part in implementing healthcare technology during an era of unprecedented innovation. The health informatics programs through USF Health's Morsani College of Medicine at the University of South Florida address both technological and operational aspects of informatics with a focus on the integration and interoperability of technology.**

## HIMSS AEP and AOA

USF Health is dedicated to offering excellent education to all of its students. By meeting HIMSS's thorough standards for quality health information and technology and healthcare education, USF Health has been named a HIMSS Approved Education Partner (AEP).

USF Health is part of an exclusive group of organizations authorized to offer HIMSS-approved review courses and training programs that prepare candidates for advanced knowledge in health information and technology and healthcare, including preparation for CAHIMS™ and CPHIMS™ certifications.

**Your future is bright. As a HIMSS AEP, USF Health's superior education programs can help you shine.**

USF is also a HIMSS Academic Organizational Affiliate (AOA), which means that the university can offer an unlimited number of complimentary student memberships for those who qualify. Other benefits of the AOA designation include priority consideration for students as HIMSS Global Conference program assistants, savings on HIMSS JobMine services and select CAHIMS and CPHIMS exam fees.

We encourage USF Health students to take full advantage of the benefits of this membership.

HIMSS℠ APPROVED EDUCATION PARTNER

HIMSS℠ ACADEMIC ORGANIZATIONAL AFFILIATE

## HIMSS Learning Center Access

As part of the Academic Organizational Affiliate program, you can register for a virtual seat in the HIMSS Learning Center. Experience the rich HIMSS educational platform, which includes:

- Virtual Live Events
- On-Demand Videos
- Whitepapers
- Online Courses
- Conference Recordings
- Earn CPHIMS, CAHIMS credits

## HIMSS Discounts

Remember to use your individual membership number to receive HIMSS discounts. As part of the Academic Organizational Affiliate program, USF students receive:

- Discount on CAHIMS examination: $190 AOA rate ($315 Non-Member rate)
- Discount on CPHIMS examination: $375 AOA rate ($525 Non-Member rate)
- $5,000 scholarship opportunity through the HIMSS Foundation
- Priority consideration for those who apply to be Program Assistants at the HIMSS Annual Conference & Exhibition
- 20% discount on HIMSS eBook subscriptions
- And more!

*HIMSS membership also applies to current healthcare employees that are students at USF/USF Health

## USF Health Students become HIMSS members to:

### Join Their Peers

- HIMSS members encompass a broad range of professional roles from CIOs, clinicians, and financial experts to consultants, project managers, and systems analysts. Build the peer networks necessary to achieve your goals.

### Access Content

- Each year, HIMSS volunteers and staff publish hundreds of content pieces, including thought leadership articles, public policy positions and on-demand topical webinars.

### Be a Leader

- As a member and volunteer, you can help create content including educational resources and influential policy positions all while earning leadership experience.

### Save Money

- Members receive complimentary access to hundreds of valuable resources and save an average of 20% on publications and educational events.

## HIMSS Eligibility Requirements

To be eligible for a student membership, you must meet the following requirements:

- May not hold a full-time equivalent (FTE) position in the fields of healthcare information and management systems
- Be formally enrolled at an accredited educational institution in, but not limited to:
    - Certificate program
    - Associate program
    - Undergraduate and Graduate programs
    - Postdoc or Fellowship program
    - Residency program

*For complete student membership criteria and details, visit the Student Membership section of the HIMSS website.*

# Accreditation

The health informatics accreditor of the USF Health Morsani College of Medicine is the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The College's accreditation for the Master of Science in Health Informatics degree has been affirmed through 2029. All inquiries about the program's accreditation status should be directed by mail to CAHIIM, 200 East Randolph Street, Suite 5100, Chicago, IL, 60601; by phone at (312) 235-3255; or by email at info@cahiim.org.

The University of South Florida (USF) is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, master's, specialist and doctorate degrees.

Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of the University of South Florida.

# Faculty

Earning your degree from a prestigious medical school means learning from faculty health professionals and information technology experts who already work in healthcare.

The faculty at the nationally renowned USF Health Morsani College of Medicine is comprised of dedicated educators, physicians and other real-world practicing professionals who are experts in their fields. Selected for their scholarship and professional experience, as well as their ability to work effectively with students, many of the faculty members who teach on campus also bring their knowledge and acumen to USF Health's online programs. USF Health faculty includes:

### Athanasios Tsalatsanis, PhD (Healthcare Project Management, Foundation in Management Information Systems, Introduction to Healthcare Analytics)

**Role(s):** Associate Professor, Dept. of Internal Medicine, Morsani College of Medicine, University of South Florida; Director, Health Informatics MS Program.

**Education:** PhD, Industrial Engineering, University of South Florida, 2008; MS, Production Engineering, Technical University, Crete, Greece, 2003; BS, Production Engineering and Management, Technical University, Crete, Greece, 2001

**Research:** Dr. Tsalatsanis is an active researcher and teacher in the Morsani College of Medicine and contributes both in service and administration. His research interests are in the areas of medical decision making, decision support systems, and health informatics where he has published several articles and abstracts.

### Michael Barber, PhD (e-Healthcare Ethics)

**Role(s):** Distinguished Professor & Director, School of Biomedical Sciences, Morsani College of Medicine, University of South Florida; Associate Dean of Graduate & Postdoctoral Affairs.

**Education:** PhD, Biochemistry, University of Sussex, 1976; MSc, Enzyme Chemistry, University of Kent, U.K., 1973; BSc Hons., Chemistry, University of Kent, U.K., 1972

**Research:** Following a successful career in biomedical research, Dr. Barber was appointed Associate Dean of Graduate Programs and in that role he has developed many successful graduate programs, including the on-line M.S. in Health Informatics. His leadership led to its approval by the Florida Universities Board of Governors in 2013. It is one of the only Health Informatics programs delivered at a top tier medical school.

### Dennis Dansby, PharmD (Case Studies)

**Role(s):** Adjunct Instructor, Department of Molecular Medicine, Morsani College of Medicine, University of South Florida; Director of Clinical Applications at Tampa General Hospital, Tampa, FL

**Education:** Doctor of Pharmacy, Nova Southeastern University, 2005; BS, Pharmacy, The Ohio State University, 1995

**Research:** Dr. Dansby's research interests vary widely around healthcare, technology, and process improvement. He is currently looking at using provider level data to improve provider efficiency in the electronic medical record. Another area of interest is the use of clinical alerting to drive clinical workflows and practice changes, which lead to improvements in patient care.

### Donald Berndt, PhD (Health Data Management)

**Role(s):** Associate Professor, Dept. of Information Systems and Decision Sciences, Muma College of Business, University of South Florida.

**Education:** PhD, Business Administration: Information Systems/Management, Stern School of Business, New York University, 1997; MPhil, Business Administration: Information Systems, Stern School of Business, New York University, 1993; MS, Computer Science, State University of New York at Stony Brook, 1983; BS, Zoology, University of Rhode Island, 1979

**Research:** Dr. Berndt's research is through the Center for Health Outcomes Research, specialized in health informatics and application of data warehousing technologies, and the National Institute for Systems Test and Productivity where he pursued work in software testing including use of genetic algorithms for automated test case generation. In addition, he is interested in rehabilitation outcomes, working in medical informatics and data mining the electronic health record.

### James McCart, PhD (Health Data Management)

**Role(s):** Adjunct Instructor, Dept. of Molecular Medicine, Morsani College of Medicine, University of South Florida; Health Science Specialist, Center of Innovation on Disability and Rehabilitation Research James A. Haley Veterans' Hospital, Tampa.

**Education:** PhD, Business Administration: Management Information Systems, University of South Florida, 2009; MS, Management Information Systems, University of South Florida, 2006; BS, Healthcare Informatics, Purdue University, 2002; AMIA 10x10 Certificate, Healthcare Informatics, Oregon Health and Science University, 2011

**Research:** Dr. McCart's research includes finding falls in ambulatory care through clinical documents using statistical text mining, goal attainment on long tail websites, using ensemble models to classify the sentiment expressed in suicide notes, cross-bidding and cross-listing in simultaneous online auctions, and a technological tool to detect plagiarized projects in Microsoft Access.

### Rahul Mhaskar, MPH, PhD (Medical Terminology)

**Role(s):** Associate Professor, Dept. of Internal Medicine, Morsani College of Medicine, University of South Florida; Director, Research, Innovation & Scholarly Endeavors.

**Education:** PhD, Public Health, University of South Florida, 2010; MPH, Public Health, University of Arizona, 2005; Medicine, Physician, University of Pune, 1999

**Research:** Dr. Mhaskar's research focuses on comparative effectiveness and global health.

### Etienne Pracht, PhD (Statistics for Healthcare Analytics, Health Informatics Independent Study)

**Role(s):** Associate Professor, Department of Health Policy and Management, College of Public Health, University of South Florida

**Education:** PhD, Economics, Minor in Computer Science, Louisiana State University, 1998; MS, Economics, Louisiana State University, 1995; BA, Economics, New College of the University of South Florida, 1989

**Research:** Dr. Pracht's research interests focus on two main areas: the economics of Medicaid policies with particular emphasis on provider reimbursement mechanisms and cost containment efforts; and the Florida trauma system with an emphasis on health outcomes. Relevant publications in these areas include "Interest Groups and Medicaid Pharmaceutical Drug Programs" and "System Wide Effects of Medicaid Retrospective Drug Utilization Review Programs" in the Journal of Health Politics, Policy and Law, and "Survival Advantage Associated with Treatment of Injury at Designated Trauma Centers: a Bivariate Probit Model with Instrumental Variables," and "An Analysis of Trends in the Florida Trauma System (1991–2003): Changes in Mortality Following Establishment of New Centers," in Medical Care Research and Review and Surgery.

### Ali Yalcin, PhD (Healthcare Data Mining and Predictive Analytics)

**Role(s):** Associate Professor, Dept. of Industrial and Management Systems Engineering, College of Engineering, University of South Florida

**Education:** PhD, Industrial and Systems Engineering, Rutgers University, 2000; MS, Industrial and Systems Engineering, Rutgers University, 1997; BS, Industrial and Systems Engineering, Rutgers University, 1995

**Research:** Dr. Yalcin's research interests include health care systems, modeling, analysis, and control of discrete event systems, information systems, data analysis and knowledge discovery, and engineering education. He has taught courses in the areas of systems modeling and analysis, information systems design, and development, systems dynamics and systems simulation. He also co-authored a seminal text, Design of Industrial Information Systems, by Elsevier named the Joint Publishers textbook of the year. His research has been funded by federal agencies and private industry.

### Kelsey M. Schwei, PhD (Integrated EMR and e-Medicine Business Models, Introduction to Health Informatics)

**Role(s):** Adjunct Associate Professor, Dept. of Molecular Medicine, Morsani College of Medicine, University of South Florida.

**Education:** PhD, Biomedical and Health Informatics, University of Wisconsin, 2015; MS, Healthcare Informatics, University of Wisconsin, 2012; BS, Health Sciences, Texas A&M University, 2010

**Research:** Dr. Schwei's research focuses on design and usability of electronic health records with focus on electronic dental records, specifically the hard and soft tissue charts, integration of medical and dental data and clinical systems, dental informatics standards development, and human-computer interactions.

### Patrick J. Highland, PhD (Managerial Communications)

**Role(s):** Adjunct Instructor, Department of Molecular Medicine, Morsani College of Medicine, University of South Florida; Professor (retired), Tippie College of Business, University of Iowa.

**Education:** PhD, Education: Policy, Planning, and Leadership Studies, 1993; MS, Business Education, Illinois State University, 1986; MS, Finance, Illinois State University, 1980

**Research:** Dr. Highland's research focuses on employability and policy-capturing techniques.

### Megan Monroe, JD, MA (Legal Aspects of Health Information Management)

**Role(s):** Adjunct Instructor, Dept. of Molecular Medicine, Morsani College of Medicine, University of South Florida.

**Education:** JD, Wake Forest University School of Law, 2008; MA, Wake Forest University Graduate School of Arts and Sciences, 2005; BS, Davidson College, 2001

**Highlights:** Professor Monroe is licensed to practice law in the State of Florida, and her specialty is Health Law. Before relocating to focus on health policy work, Prof. Monroe was also an Adjunct Professor (2013–2015) at Stetson University College of Law where she taught courses focused on the Americans with Disabilities Act of 1990 (ADA) and the 2008 ADA Amendments, Rehabilitation Act (1973), Fair Housing Act (1968), and Individuals with Disabilities in Education Act (2004), and the Genetic Information Non–Discrimination Act (2008). Prof. Monroe's current practice is focused on the Health Insurance Portability and Accountability Act (1996), HITECH Act (2009), the Civil Rights Act of 1974 (e.g., Title VII, Title IX) and associated amendments, GINA, FERPA, and many other federal and state laws and regulations applicable to biomedical and health sciences education, training, and research programs.

### Tea Reljic, MPH (Health Outcomes Research)

**Role(s):** Instructor and Statistical Data Analyst, Office of Research, Morsani College of Medicine, University of South Florida.

**Education:** MPH, Biostatistics and Epidemiology, University of South Florida, 2013; BS, Microbiology, University of Texas at Austin, 2008

**Research:** Ms. Reljic's research interests are on health outcomes research, evidence–based medicine, systematic reviews and decision analyses, where she has published more than 40 peer reviewed manuscripts.

### Christina Eldredge, PhD (Introduction to Health Informatics)

**Role(s):** Instructor, School of Information, University of South Florida.

**Education:** PhD, Biomedical and Health Informatics, University of Wisconsin–Milwaukee, 2020; NSF iCorp Fellow, University of South Florida, 2018; MS, Medical Informatics, Milwaukee School of Engineering; Family Medicine Residency, Medical College of Wisconsin; MD, University of Miami Leonard M. Miller School of Medicine, 1996

**Research:** Dr. Eldredge has an interest in clinical research informatics and health informatics curriculum development. She serves as a member of the AMIA Accreditation Committee which aids in the development of accreditation standards for master's degree programs in health informatics. Her research projects involve the use of standard terminologies to report adverse drug reactions and the use of health information technology to aid in the management of chronic allergic conditions. She also has served in the US Navy as a family physician.

# Academic Plan

# Required Courses

### HIM 6118 Introduction to Health Informatics

Focusing on eight different areas of informatics, the course is an ideal start for students wanting to pursue a health-related career which requires familiarity with how informatics is applied to clinical and research activities. The eight areas are:

1. Programs and laws that govern health informatics
2. An overview of the United States healthcare industry
3. Healthcare data, information, knowledge, and wisdom.
4. Introduction to health information systems, electronic health records, and clinical decision support systems.
5. Patient engagement, consumer health informatics, and mobile health
6. Disease management and quality improvement
7. Exploration of patient safety issues and quality improvement as related to health informatics.
8. The future of health informatics

### HIM 6667 Foundations in Management Information Systems

This course focuses on 12 areas of management information systems. Beginning with an introduction to MIS, the course includes the areas of business process, organizational strategies, information systems and competitive advantage, aspects of information technology, database processing, data communication, information systems and competitive strategies, essentials of telemedicine, business intelligence, IS management, information security management, and HIPAA rules.

### HIM 6114 Integrated Electronic Medical Records

The course focuses on 10 diverse areas of EMRs. Beginning with an introduction to EMR, it then extends and includes the areas of strategic planning, health IT goal setting, healthcare workflow and process improvement, change management, vendor selection and contract negotiation, project management, implementation and maintenance, privacy and security, and revenue cycle management.

### HIM 6217 Health Data Management

This course will focus on a combination of theory and practical database use, which will be illustrated primarily through the Oracle DBMS software. It is designed for graduate students in the healthcare disciplines and covers database technologies that are likely to play a strategic role in healthcare organizations. Topics include query writing, database design, indexing, query optimization, parallelism, data warehousing, and data mining. Several applications and case studies will be used to showcase database systems in the healthcare sector.

Note: The four courses listed above are part of the Graduate Certificate in Health Informatics curriculum.

### HIM 6017 Legal Aspects of Health Information Management

Provides an in-depth discussion of selected legal and regulatory issues that are applicable to the management of patient information in health informatics. Following the collection of the components of patient healthcare information, the secure storage and carefully controlled access to the information is a prime objective.

### HIM 6018 e-Healthcare Ethics

This course emphasizes a variety of ethical issues and includes such topics as virtual healthcare systems, healthcare information and support on the internet, medical records, inaccurate medical information, health informatician responsibilities, uninformed medical advice, misuse of health data, data mining, errors in coding, failure to integrate information systems and medical staff responsibilities. The course attempts to develop a thorough understanding of the many ethical issues that often confront healthcare professionals during patient care.

### HIM 6350 e-Medicine Business Models

This course focuses on developing the knowledge, skills and competencies necessary to assess an organization's healthcare process, functional needs, data infrastructure and information technology, which will enable healthcare professionals to manage and improve business processes.

### HIM 6320 Managerial Communications

Focuses on the centrality of communication to the delivery and management of healthcare and explores challenges faced by the diverse community of healthcare professions and their interactions. Objectives include learning how to develop solutions to communication problems, be able to communicate major changes, provide performance feedback, build communication systems, create a culture of innovation, address ethical dilemmas and critically examine organizational dilemmas.

### HIM 6664 Healthcare Project Management

Healthcare projects, especially healthcare IT projects, are unique. By combining theories and best practices from project management, product management, and change management, we can confidently tackle projects, programs, and portfolios. In this course, we explore the knowledge areas, processes, and outputs necessary for successful healthcare project management.

### HIM 6840 Case Studies in Health Information Management

An in-depth discussion of selected case studies in health information management and is designed to assist integration of the study of the basic principles and applications of health informatics. This should be the final course in taken in the program.

# Electives (Choose One)

### HIM 6141 Introduction to Healthcare Analytics

This course is designed to provide a comprehensive introduction of the current state of the science and practice of analytics in healthcare. It explores the data analysis needs of modern healthcare organizations, presents various models used in different aspects of healthcare management and delivery, and proposes best practices for applied healthcare analytics. In addition, the course introduces, with hands-on exercises, Statistical Analysis System (SAS) that will be used throughout the Healthcare Analytics concentration.

### HIM 6884 Health Outcomes Research

Introduces students to the fundamentals of health outcomes research and clinical trial design. It explores the principles and methods used to obtain quantitative evidence on the effects of interventions on the diagnosis, etiology, and prognosis of a disease.

### HIM 6908 Health Informatics Independent Study

Develop, in conjunction with a faculty advisor, an individual project with the goal of completing an in-depth study of a topic directly relevant to the student's program of study in health informatics.

Note: Credit hours for this course may vary from 1-3. Prior approval is required.

### HIM 6943 Health Informatics Internship

An opportunity for a student to develop an internship to complement required and elective coursework to broaden technical skills, as well as the organizational competencies needed for senior-level positions. The Internship provides students with a competitive advantage to all students who are aiming for a career in Health Informatics.

Note: This is a 16-week course that is only offered starting Fall I, Spring I and Summer I and requires students to provide additional forms, documentation and is subject to USF's approval. Forms must be submitted to USF a minimum of one semester (two sessions prior to the term the student plans on enrolling. For example, a student must complete and submit forms by the start of Fall I to be considered for Spring I.

# Academic Requirements and Progress

### Remember to Log In

Classes begin every eight weeks in an online program. This will often be referred to as a session, whereas a semester is typically 16 weeks in length. If you are enrolled in a master's degree track or graduate certificate with USF Health, you are required to log into Canvas for all courses that you are taking in a session within the first 3 days of classes. For example, if the academic start date is on a Monday, you must log in by Wednesday at 11:59 p.m. ET. Don't forget to take your Mandatory First Day Attendance survey. If you fail to log in within that timeframe, you will be automatically withdrawn from the session.

### Degree Completion Requirements

You must complete all the requirements of the degree within five years from your date of admission for graduate study. Returning students must retake any courses older than seven years per university policy. In addition, returning students must retake any courses with a grade lower than a B.

### For-Credit Graduate Certificate Requirements

You must apply to the Certificate and complete required coursework within two years of taking the first course applicable to the certificate.

### Graduate Certificate Students

Upon completing all requirements for the Graduate Certificate in Health Informatics, the student must email the completed Certificate Completion Form to their Bisk Student Success Coach.

### Master's Program Students

Degree-seeking students who want to apply for a graduate certificate must complete the Certificate Completion and Graduate Certificate Departmental Approval forms, and provide a personal statement explaining why they want to receive the certificate. Degree-seeking students must complete the fifth course in the graduate program before applying for the certificate.

Graduate students seeking a master's degree can attempt a total of 70 credit hours. Students will be ineligible for financial aid in the semester after their academic history exceeds 70 hours. All graduate courses taken at USF count toward the 70 hours, even if they were the result of enrollment in another program.

### Academic Progress

Academic progress is measured at the end of each semester (not the eight-week session). Failures and withdrawals are courses attempted but not completed. Incompletes are not counted toward credits completed until the coursework is successfully finished. Graduate students are required to be enrolled in a minimum of 6 credit hours per three semesters or 12-month period.

### GPA Requirements

Students must maintain a cumulative USF grade point average (GPA) of at least 3.0 calculated at the end of each semester in order to be considered a student in good standing. No grade of C- or below will be accepted toward a graduate degree or for-credit certificate. Grades are recorded at the end of each session and are available on OASIS. Graduate students are not eligible for grade forgiveness. All grades, regardless of course level, will be reflected on the transcript. If a student retakes a course, both grades will be used in determining GPA.

# Library Resources

Students enrolled in online programs have access to select online library materials and services via http://www.lib.usf.edu

# How to Register for Courses

Your course registration will be conducted through a Bisk Student Success Coach. Do not manage your courses via OASIS. You should contact your Student Success Coach if you require assistance, such as with ordering materials or consultation on your graduation timeline.

After registering, you will be emailed an order from Bisk detailing charges for tuition and/or materials for that and previous terms. Billing questions should be directed to your Bisk Student Success Coach at (855) 295-1866 or studentservices@bisk.com.

**If you are not using financial aid, all payment arrangements must be made directly with Bisk.**

# Getting Your Books

Your Bisk Student Success Coach will help you order books and other course materials. Items purchased through Bisk will be shippedas soon as available and all materials will be delivered from the Bisk Bookstore by the first day of class. Flat-rate shipping charges may apply.

Books and materials can be returned within 30 days of a valid withdrawal from the course for which they were purchased. All returns must be sent with postage pre-paid and it is recommended that the shipment be insured as Bisk is not responsible for items that do not arrive at our facility.

Items must be returned in their original condition to receive a refund. If a returned item is not accepted, you must contact Bisk Customer Service within 30 days if you wish to have the item sent back to you. You will be responsible for the cost of shipping. For questions, please email customerservice@bisk.com.

Students can also choose to purchase textbooks and materials through USF's Bookstore.

# Tuition & Financial Assistance

| PROGRAM | COST PER CREDIT HOUR | TOTAL CREDITS | TOTAL COST |
|---|---|---|---|
| Graduate Degree Programs | $907 | 32 | $29,024 |
| Graduate Certificate Programs | $907 | 12 | $10,884 |

Financial aid does not apply to the graduate certificate programs. Students using financial aid benefits may opt to 33 credit hours. Books and materials are additional. Shipping charges for course materials are not included. Tuition rates are subject to change.

### Alternative Loans

The University of South Florida realizes that paying for higher education is a significant financial commitment. A variety of financial institutions offer private education loan products, which can supplement other financial aid and help students successfully manage college costs.

### Credit Card

USF's online programs accept all major credit cards. For your convenience, there are several interest-free payment options available that separate tuition and materials fees into three payments over each term. Contact us today to determine which of these flexible options fits you best.

### Federal Student Aid

Federal Student Aid programs are the largest source of student aid. Take advantage of this opportunity by determining your eligibility with the Free Application for Federal Student Aid (FAFSA). The University of South Florida's code is 001537. For information, visit USFHealthOnline.com.

### Federal Direct Loans

Federal Direct Loans must be repaid and are available to students who qualify. Graduate students can be eligible for loans up to $20,500 per year. Maximum yearly loan award amounts are dependent on the individual financial needs of the student.

### Corporate Tuition Assistance

Employers recognize the immediate benefit that continuing employee education, training and development can provide. Many organizations have corporate tuition assistance benefits that cover per-credit-hour costs and may cover books and materials. Contact your employer's Human Resources department to find out if they offer tuition assistance or reimbursement.

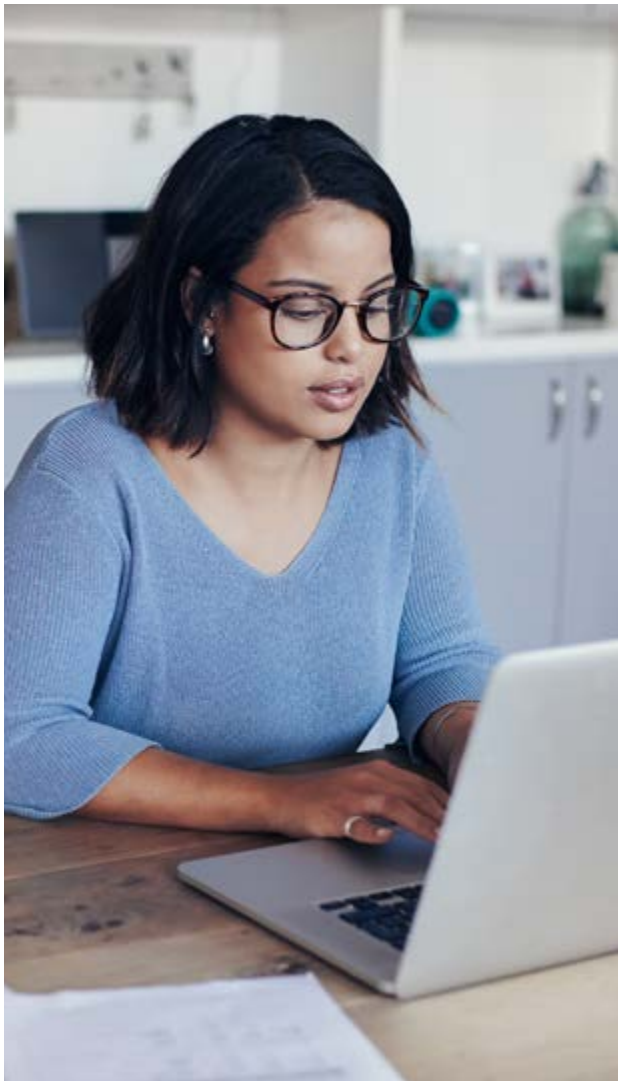
### Military Benefits

All college-credit programs offered by the University of South Florida are state approved for VA educational benefits. The U.S. Department of Veterans Affairs administers several education benefit programs, including: The Post-9/11 GI Bill®, Montgomery GI Bill-Active Duty, Montgomery GI Bill-Selected Reserve, Reserve Educational Assistance Program, Veterans Educational Assistance Program, Survivors' and Dependents' Educational Assistance Program and National Call to Service Program.

### Additional Tuition Information

These programs do not meet the University of South Florida's Employee Tuition Program (ETP) guidelines and are not eligible for a tuition waiver. Visit USF's Educational Benefits page for more information.

These programs do not meet the eligibility requirements to use Florida's State Tuition Waiver program benefit. For more information, please reference the State Employee Tuition Waiver Programs Frequently Asked Questions document.



## Creating your NetID

Upon application to the program, you will be assigned a USF ID Number (U#). You will use your U# to activate your NetID, https://netid.usf.edu/Activate. Your NetID will allow you access to all USF systems. All USF systems are accessed through my.usf.edu, including email and Canvas. Your NetID will be your email address (xxxx@usf.edu).

Students applying for financial aid should log into their USF email account regularly to check for communications from the Financial Aid Office, such as notifications of outstanding financial aid requirements.

# Canvas Guide and Demo

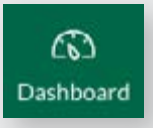
# Canvas Quick Guide

### What Is Canvas?

Canvas is a Learning Management System, or LMS. It is used as a tool for teaching and learning. Canvas is accessed through my.usf.edu, under the "Learning & Teaching Tools" tab.

### Getting Started

You will access the USF Demo course via the following link: https://biskdev.instructure.com/courses/471




### User Dashboard

Once a prospective student becomes a USF student, they will receive new login information that will bring them to the User Dashboard. The User Dashboard shows the enrolled course titles as well as announcements, notifications, or upcoming tasks.


### Course Navigation Menu

The Course Navigation Menu will include links that will assist students in navigating to specific locations in the course.

### Syllabus

This link will take the students to their course syllabus, which outlines course expectations and guidelines.

### Modules

The Module link organizes the course content to assist students in understanding the flow of the course. Modules organize course content by weeks. Within each week, students will access learning activities (readings, lectures, etc.), assessable content (discussion boards, assignments, quizzes, and exams), and any other supplemental resources the faculty member deems appropriate.

### Mandatory Requirements

This section of the course must be taken for the students to have access to the subsequent weeks. The Mandatory Requirements include information on participation, plagiarism, academic conduct, student and library resources, and Honorlock. (Please note that Honorlock is not in the Demo, but is the learning tool integration USF uses to proctor exams.)

### Course Introduction

The Course Introduction will include a video that welcomes students to the USF course.

### Weekly Learning Activities

- Week Overview
- Presentation (Faculty Lecture)
- Discussion
- Assignment
- Quiz

### Announcements

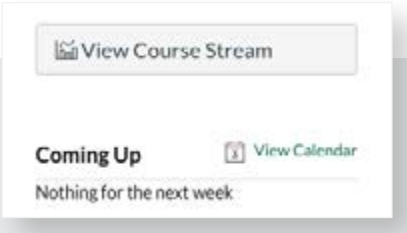
Announcements will allow instructors to communicate with students about course activities and post interesting course-related topics. Students may be able to reply to announcements, but replies are not considered to be a conversation and do not appear in the Conversations Inbox.

### Grades

The Gradebook in Canvas stores all information about student progress in the course, measuring both letter grades and course outcomes. To Access Grades in a specific course, simply click on Grades in the Course Navigation Menu to open the Gradebook.

### People

The People link shows all of the users enrolled in a course.




### Sidebar

The Sidebar is a tool that helps students track what is coming up in their courses.

### For more information on Canvas, please visit Canvas Guides:

https://guides.instructure.com/m/4212

# Tech Support

For technology-related assistance, please contact USF's Tech Support at toll-free: 1-866-974-1222 or email help@usf.edu.

# Handshake and Career Services

The University of South Florida provides career consultations and employment search opportunities via Handshake, a job board designed for students seeking new career paths and jobs. You can build a profile to discover new positions and connect with employers using powerful search tools and personalized career recommendations.

To access Handshake, log into your MyUSF account and look for Find a Job (Handshake) under the My Resources tab. You can also make appointments with a career consultant through Handshake.

# Important Websites

Throughout your educational journey, visit websites that will help you keep up with industry news relevant to your coursework and find resources to fuel your participation in discussion boards and other class projects. Consider the following websites:

- USF Health Online– You may have visited our site already, but don't hesitate to continue using it as a resource. We regularly publish content around careers, industry trends and university news.
- HIMSS– To keep up with the latest research from HIMSS and upcoming industry events.
- Healthcare IT News– The news arm of HIMSS, this site provides the latest health informatics and analytics related news from around the world, from government regulations to technological innovation.
- Health IT Analytics– A leading online resource for news and interviews about the use of data analytics in healthcare. Popular topics include big data, artificial intelligence, population health, and data governance.
- Inside Digital Health– Specializing in stories about the institutions and individuals who are creating positive change in healthcare, this site presents ideas for leveraging the tools of healthcare technology and to improve patient care while eliminating healthcare waste.
- Search Health IT– A self-described "how-to guide to the IT-enabled healthcare organization," this site from Tech Target specializes in news, analysis and resources that provide inside into everything from HIPAA to patient engagement technology and value-based care.
- Journal of the American Medical Informatics Association– A peer-reviewed journal for biomedical and health informatics, JAMIA covers activities in the field of informatics by offering articles in the areas of clinical care, clinical research, translational science, implementation science, imaging, education, consumer health, public health, and policy.
- Career Services & Post-Grad Data
- A-Z Resources

# Social Media

Follow and connect with USF Health across our social platforms:

USF Health

Morsani College of Medicine

12901 Bruce B. Downs Blvd, Tampa, FL 33612
www.USFHealthOnline.com



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