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/main/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.

Do you live outside Shawnee County?
If you have an associate’s degree and/or live outside of Shawnee County, KS you may be eligible for the 2+2 PLAN program. This program can guide you through the intricacies of the distance learning experience. Please contact Janet Werner (785-670-1652) or go to the PLAN website at http://www.washburn.edu/main/admissions/more-info/distance-education.html for more information. If you meet the requirements to be a PLAN student be sure that you check the “Yes” box on the Washburn Application when it asks “Enrolling in a PLAN Online Degree Program?”

Admissions to the BHS Program
There are three criteria that you will need to meet prior to being accepted into the BHS program:

- You must have an associate’s degree in an allied health care field;
- You must provide documentation that you are credentialed, licensed, or registered in your profession; 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 Computed Tomography, 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. Not every class is offered in the semester that you will need it! Do not panic, we can generally find substitutions, but please work with your advisor to get into the right classes at the right time.

**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
- KN198 Lifetime Wellness
- MA110 Exploring Mathematics or MA116 College Algebra
- EN300 Advanced Composition.

In your previous associate degree coursework you have probably already taken EN101 and one of the math courses. What you probably have not taken is a Lifetime Wellness or Advanced Composition course. Both are offered online for the 2+2 PLAN students. These online courses do fill up quickly so please plan ahead.

**General Education Requirements**
There are three areas of concentration that you must fulfill: Arts and Humanities, Math and 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 DO 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 the 2010-2011 catalog (as well as earlier catalogs) go online to:


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

- You will need a minimum of 124 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
- At least 30 hours must be earned at Washburn, including 20 of the last 30, or 40 of last 60.
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”
4) 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 tab. In the left-hand portion of the screen will be the menu option “Process Degree Audits”. 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 DSL or Cable 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 2007; however, documents may be submitted using the rich text format (rtf) or portable document file (.pdf) formats. 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 local library, or friends & family.
Financial Aid
The Department of Allied Health has nothing to do with financial aid so please direct your questions to the Financial Aid department at 785-670-1151 or go to their website at: www.washburn.edu/services/finaid.  Note that there are specific deadlines for completing financial aid applications.

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.

This form should be completed and mailed to the address at the bottom of the form not to the BHS 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.

All BHS courses have restricted enrollment, which means that you need the instructor’s permission prior to enrolling in the course.  Please contact your BHS advisor prior to enrollment to ensure that you can enroll in the BHS course of your choice.
Health Services Administration
There is a need for qualified managers in the health care field. Healthcare is one of the most dynamic fields in the business world. Regulatory issues, policy, technology, and financial issues are constantly changing. The Bachelor of Health Science in Health Services Administration is designed to provide associate degree health care graduates with knowledge and skills in the area of management and leadership. Completion of a baccalaureate degree with advanced coursework in management and related healthcare issues 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. **Prerequisite: Consent from the BHS adviser.**

**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. **Prerequisite: consent from BHS adviser.**

**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. **Prerequisite: consent from BHS adviser.**

**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. **Prerequisite: Consent from BHS adviser.**

**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. **Prerequisite: Consent from BHS adviser.**

**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. **Prerequisite: Consent from BHS adviser.**

**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: Consent of BHS adviser.**
**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: AL400 or BU101 and consent of BHS adviser.

**AL460 Research in Health Care (3 hrs):**
This course will provide the student with the appropriate knowledge and skills to successfully conduct qualitative research in the health care domain. Special emphasis will be placed on developing a research problem and designing a study. Prerequisite: Consent of BHS adviser.

**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: Consent of BHS adviser.

**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/sas/ah/vascular-sonography)**
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/magnetic-resonanace)**
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/sas/ah/radiation-therapy](www.washburn.edu/sas/ah/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:

Becky Dodge, MET, BA, RT(R)(T)
becky.dodge@washburn.edu
785-670-1440

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