



Enrollment Services • 4000 Lancaster DR NE • PO
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Chemeketa Community College is an equal opportunity,
affirmative action, institution

Health Services Management Program Application Packet Fall, 2012

Program Options

Medical Coding and Billing Certificate

Health Information Technology Certificate

Health Services Management AAS Degree



Packet Includes:

- Program Information***
- Application Information – Process and Deadlines***
- Program Application Form***

Chemeketa Community College is our community's resource for quality education in a changing world, delivering opportunities for adult literacy, opening the door to all levels of college, and creating centers of excellence in technical training, workforce development, and business support. We are a college community enriched by the diversity of our students and staff. Each individual and group has the potential to contribute in our learning environment. Each has dignity. To diminish the dignity of one is to diminish the dignity of us all.

Health Services Management Program Information

Program Options

Medical Coding and Billing Certificate

Health Information Technology Certificate

Health Services Management AAS Degree

These programs are limited enrollment programs with some core courses offered only once per year. The first step to entering this program is to take part in an assessment process which includes taking the college's free placement test and meeting with Counseling and Career Services. Then, your advisor will help you to develop an individualized program of study.

Criminal Background Check/Drug Testing

All students admitted to the Health Services Management Program will be required to pass a criminal background check which fulfills the requirements of clinical sites. If a student does not pass the criminal background check, program registration will not be possible. If a student is arrested during the time he/she is enrolled in the Program, he/she must notify the Program Chair of the Health Services Management program of the arrest. The student's status in the Program will be reviewed by the Program Chair and the Dean of Health Sciences, and a possible outcome of the review may be the student's inability to continue in the Program. Students may also be required to submit to a 10-panel drug screen urinalysis (UA) prior to spring term practicum placement as requested by practicum sites.

Disclosure of Student Information

In compliance with the Family Educational Rights and Privacy Act (FERPA), Chemeketa Community College releases only very limited information regarding students. All Health Services Management students, including those who have filed a Request for Non-Disclosure of Student Information Form, should be aware that some confidential information may be shared. Contracts with many practicum placement sites require that the following information be made available about students placed at these sites: CPR certification, immunization status, TB screening test results, and criminal background check. Students may also be required to submit to a 10-panel drug screen urinalysis (UA) prior to spring term practicum placement, and the results of this test will be made available to the requesting practicum site. This information is needed for purposes of student and patient safety.

Every effort is made to limit access to confidential student information to those who have a need to know. For more information regarding Non-Disclosure of Student Information, contact the Registrar office at 503 399-5001.

IMPORTANT FINANCIAL AID INFORMATION FOR MEDICAL CODING AND BILLING OPTION

The Medical Coding and Billing option is a 35-credit, career-pathway certificate program. Because this certificate option is less than 45 credits, please be aware that the Medical Coding and Billing option is NOT financial aid eligible.

The Medical Coding and Billing option is contained within the one-year Health Information Technology Certificate of Completion and the two-year Health Services Management AAS degree, both of which are financial aid eligible options.

Health Services Management Program Fall 2012 Application Information

❖ **APPLICATION PROCESS:**

Prior to submitting your program application, you will need to apply to Chemeketa Community College. You may apply online at:

<http://www.chemeketa.edu/earncertdegree/admission/process/newstudent.html>

Directions: Submit the following required materials as a packet to Admissions in Enrollment Services, Bldg. 2:

- ❑ Health Services Management Program Application Form
- ❑ A copy of your Placement Test scores (COMPASS or ASSET)
- ❑ A copy of your unofficial transcripts, including Chemeketa (official transcripts from other colleges will be required when admitted to program)

Other College Transcripts:

Applicants may submit transcripts from another college/university to be evaluated. Students must request an evaluation through Enrollment Services **by submitting this form:**

http://www.chemeketa.edu/forms/documents/admission_evaluationrequest.pdf. Please be advised that transcript evaluations may take several months.

IMPORTANT: You are **NOT** an applicant to the Health Services Management Program until you have submitted an application packet that includes all items listed above. **You may submit an application packet BEFORE you have taken all the required prerequisites.** The receipt you receive from Admissions is proof of your application submission.

❖ **APPLICATION DEADLINE:**

Application packets will be accepted from **Monday, March 19, 2012 to Friday, May 25, 2012**. Applicants will be notified by Admissions of their status beginning in early July by mail. *It is important that you notify Admissions if you have changed your mailing address.*

70 students will be accepted into the Health Services Management program each fall term.

❖ **APPLICATION REVIEW PROCESS:**

Your materials will be reviewed and your entrance into the program will be prioritized by program faculty based on the following criteria (**Note:** All courses must be completed with a "C" grade or higher by the end of spring term, 2012):

Priority 1: students who have completed all prerequisite and all program courses listed on page 4 of this packet.

Priority 2: Students who have completed all prerequisite coursework as well as some program coursework. The more courses completed, the higher priority that you will be given.

Priority 3: Students with only prerequisites completed. **If a prerequisite requirement has not been fulfilled by course completion or placement test, you are not eligible to apply.**

In the event of a tie, the following criteria will be used as tiebreakers:

1. **Cumulative GPA from Chemeketa Community College**
2. **Legal residence within the Chemeketa Community College service district**
3. **Random selection**

❖ **PROGRAM ORIENTATION:**

Students who accept an offer of Program Admission **must attend a program orientation in August** at the Salem Campus. Students will be notified by mail of the date, time and location of the orientation.

❖ **QUESTIONS?** Please contact one of the following advisors:

| | |
|--------------------------------|--------------|
| Cheryl Davis, Program Chair | 503 399.2669 |
| Jane Ellis, Instructor | 503 589.7848 |
| Art Witkowski, Instructor | 503.399.2670 |
| Kim Martin, Counseling Liaison | 503.399.6546 |

**Chemeketa Community College
Health Services Management Program
2012-2013 Application Priority Sheet**

For Applicant Information Only – do not include with your application

| Course No. | Course Title | Course waived or completed with “C” grade or higher? | | Final Grade |
|------------------------------------|--|---|----|-------------|
| <i>Prerequisite Courses</i> | | | | |
| AH115 | Healthcare Career Success Strategies | Yes | No | |
| CIS101 | Introduction to Microcomputers | Yes | No | |
| RD090 | College Textbook Reading | Yes | No | |
| WR115 | Introduction to Composition | Yes | No | |
| FYE105 | Creating College Success | Highly Recommended (not required) | | |
| <i>Program Courses</i> | | | | |
| | | <i>Course completed with “C” grade or higher</i> | | |
| BI171 or BI231 | Introduction to Anatomy/Physiology 1 Human Anatomy and Physiology | Yes | No | |
| BI172 or BI232 | Introduction to Anatomy/Physiology 2 Human Anatomy and Physiology | Yes | No | |
| HM101 | Medical Law and Ethics | Yes | No | |
| HM105 or FE205B | Professional Development A or Resumes and Job Search | Yes | No | |
| HM106 or FE205C | Professional Development B or Interviewing for Success | Yes | No | |
| HM120 | Medical Terminology 1 | Yes | No | |
| HM121 | Medical Terminology 2 | Yes | No | |
| HM122 | Medical Terminology 3 | Yes | No | |

| | | | |
|--------|---|-----|----|
| MTH060 | Introductory Algebra (or higher) | Yes | No |
| PSY101 | Psychology of Human Relations (or higher) | Yes | No |
| WR121 | English Composition – Exposition | Yes | No |

**Chemeketa Community College
Health Services Management Program Application Form
Fall, 2012**



Student ID/K#: _____

Name (Print): _____

Address (Print): _____

City, State, Zip (Print): _____

Telephone Number (Include area code): _____

For the 2012-2013 academic year, I am applying for: (check all that apply)

- Medical Coding and Billing** **Health Information Technology** **Health Services Management**

I have attached the following documents to this application form:

1. A copy of my Placement Test scores (COMPASS or ASSET)
2. A copy of my unofficial transcript printed from Chemeketa's website
3. Other college transcripts (unofficial transcripts are accepted for application review only)

- I have detached the Program Application Information accompanying this form and will retain it for my reference.
- I have read and accept the statement on page 2 regarding a) disclosure of student information to practicum sites; b) criminal background check; and, c) possible drug screening.
- I understand that an offer of admission to the Health Services Management program for this fall is dependent on my having completed all prerequisite courses required with at least a "C" grade. I also understand that if I qualify for admission, I will be placed on a Health Services Management program admission or alternate list based on the evaluation of my application packet.
- If I am offered admission and accept, I will attend the program orientation in **August, 2012**
- I hereby attest that all of the documentation I have submitted with this packet is accurate and authentic.

Signature: _____ Date: _____

