



Enrollment Services • 4000 Lancaster DR NE • PO
Box 14007 • Salem, OR 97309

Chemeketa Community College is an equal opportunity,
affirmative action, institution

Health Information Management Program Application Packet Spring 2018

Packet Includes:

- Program Information***
- Application Information, Process and Deadlines***
- Program Prerequisites***
- Program Application Form***

It is the policy of Chemeketa Community College and its Board that there will be no discrimination or harassment on the basis of race, religion, color, sex, age, national origin, ethnic origin, sexual orientation, gender identity, marital status, citizenship status, pregnancy and related conditions, family relationship, veteran's status, disabilities, tobacco usage during work hours, whistle blowing, victim of domestic violence and genetic information in any educational programs, activities or employment. Persons having questions about equal opportunity/affirmative action should contact the Affirmative Action Officer at 4000 Lancaster Dr. NE, Salem, Oregon 97309-7070, or call 503.399.4784. To request this publication in an alternative format, please call 503.399.5192.

Health Information Management Program Information

The Health Information Management Program is a limited enrollment, two-year AAS degree program that admits 35 students in the spring only. Applicants admitted in the cohort are required to follow the courses outlined for each term as it is written in the catalog. Students who successfully meet program requirements each term continue in the Health Information Management courses of the subsequent term. **All prerequisites and courses listed in terms one and two must be completed with a grade of C or better before entry into the program.**

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 Information 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 criminal background check information be made available about students placed at these sites. 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 Enrollment Services at 503 399-5001.

Criminal Background Check

Once an applicant has been accepted to the Health Information Management Program, he/she 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, continuation in the program will not be possible. Students may also be required to submit an additional criminal background check prior to spring term practicum placement as requested by practicum sites.

If a student is arrested during the time he/she is enrolled in the first and second years of the Program, he/she must notify the Program Chair of the Health Information Management program of the arrest. The student's status in the Program will be reviewed by the Health Information Management Program Chair and the Dean of Health Sciences office. A possible outcome of the review may be the student's inability to continue in the Program.

Information for required criminal background check will be provided with the Acceptance letter by Chemeketa email.

Technology Requirements

It is highly recommended that students have access to a computer with high speed internet access and a printer. Electronic technology is used extensively in the presentation of content throughout the Health Information Management Program. If students do not possess their own equipment, they should plan to spend at least ten hours per week utilizing on-campus computer lab and/or library resources.

Disability Services

Students should seek accommodation advising as soon as possible after admission to the Health Information Management program so that a plan for accommodation can be in place at the beginning of the program. Contact the Office of Disability Services to discuss the process of identifying reasonable accommodations. This office is located in Building 2, first floor (telephone 503.399.5192 [voice/TTY] or email disability@chemeketa.edu). Reasonable accommodation will be directed toward providing an equal educational opportunity for students with disabilities while adhering to the standards of health information management practice for all students.

If a student is dissatisfied with any outcomes from Disability Services, they may appeal the decision through the Dean of Health Sciences.

Questions?

Please contact one of the following advisors:

Guy Craig, Advisor	503.399.6558
Jane Ellis, Program Chair	503.589.7848

Health Information Management Program Application Information Spring 2018

APPLICATION PROCESS:

If not currently enrolled at Chemeketa Community College, applicants must also apply for admission on the college's website using the "Admissions Application" form.

Directions: Submit the following required materials as one complete packet between the hours of 8 a.m. - 5 p.m. in Enrollment Services in Building 2, Room 200 on Chemeketa's Salem campus:

- ❑ Health Information Management Program Application Form
- ❑ A copy of your Chemeketa Placement Test scores
- ❑ A current unofficial Chemeketa transcript with name and K number. If you are transferring courses from another college/university, a Chemeketa transcript will be created. *You must print the Chemeketa transcript and submit it with your packet.* An official Chemeketa transcript will be generated by the Chemeketa Registrar's Office after winter term 2018 grades are posted for purposes of reviewing your packet. Please be sure that any grade changes are processed by that time. Courses must be graded and transcribed to be included in the assessment.
 - In order to create a Chemeketa transcript, submit your Request for Evaluation and Transfer of Previous Credit and official transcripts to Enrollment Services. Please refer to "Application Deadline" for details. See below "Other College Transcripts" for information.

Other College Transcripts:

Submit official transcripts of courses completed from other colleges and/or universities along with the "Request for Evaluation and Transfer of Previous Credit" form. Please be advised that transcript evaluations may take two weeks.

IMPORTANT: You are **NOT** an applicant to the Health Information 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 program entry requirements.** All courses must be completed with a "C" grade or higher by the end of winter term 2018. Prerequisites and courses listed in terms one and two must be completed prior to starting the program.

The receipt you receive from admissions is proof of your application submission.

APPLICATION DEADLINE:

Application packets will be accepted from **Monday, January 8, 2018 to Friday, February 23, 2018.** Applicants will be notified by the Health Sciences Department of their status beginning in early March via their MyChemeketa email.

Applicants should check their MyChemeketa email daily for Chemeketa Program communications.

APPLICATION REVIEW PROCESS:

Health Information Management faculty and Admissions personnel will review all completed applications. Included in that review will be an assessment of prerequisites completed with a "C" grade or higher by the end of winter term, 2018; verification of legal residence within the Chemeketa Community College service district and cumulative GPA from Chemeketa Community College.

PROGRAM ORIENTATION:

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

**Chemeketa Community College
Health Information Management Program Prerequisite Courses
Spring 2018**

**FOR APPLICANT INFORMATION ONLY
(Do not submit this form with your application)**

Prerequisite Courses	Course Title	Completed with "C" Grade or Higher?		Final Grade
BI171	Introduction to Human Anatomy and Physiology 1 or	Yes	No	
BI231	Human Anatomy and Physiology			
CA100	Beginning Computing	Yes	No	
FYE105	Creating College Success	Yes	No	
HM120	Medical Terminology 1	Yes	No	
PSY104	Workplace Psychology	Yes	No	
BI172	Introduction to Human Anatomy and Physiology 2 or	Yes	No	
BI232	Human Anatomy and Physiology			
CA118B	Excel Basics	Yes	No	
CA208	Workplace Presentation with PowerPoint	Yes	No	
HM121	Medical Terminology 2	Yes	No	
MTH070	Elementary Algebra	Yes	No	

Please note: Chemeketa Community College reserves the right to modify the criteria and process for admission to the Health Information Management program on an annual basis.

Health Information Management Program Application Form Spring 2018

Student ID/K#: _____

Name (Print): _____

Address (Print): _____

City, State, Zip (Print): _____

Telephone Number (Include area code): _____

Program application requirements must be presented, **AS ONE COMPLETE PACKET**. A complete Health Information Management Application Packet consists of this checklist. **The application period is open Monday, January 8, 2018 to Friday, February 23, 2018**. Applications will be accepted between the hours of 8 a.m. - 5 p.m. in Enrollment Services in Building 2, Room 200 on Chemeketa's Salem campus.

I have attached the following documents to this application form:

1. Copy of my Chemeketa Placement Test scores
2. A current unofficial Chemeketa transcript with name and K number. If you are transferring courses from another college/university, please refer to "Application Process" for additional details. *Please print the Chemeketa transcript and submit it with your packet.*

- I have updated my current address and/or phone number with Chemeketa.
- I have clicked on the Gmail icon at the top of the page in MyChemeketa to verify MyChemeketa email is active.
- I have submitted official transcripts of courses completed from other colleges and/or universities along with the "Request for Evaluation and Transfer of Previous Credit" form to Enrollment Services.
- I have detached the Program Application form from this packet (this page) and will retain the packet 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
- I understand that an offer of admission to the Health Information Management program for this spring is dependent on my having completed all required prerequisites with at least a "C" grade. I also understand that if I qualify for admission into the Health Information Management program, I will be placed on a program admission list or alternate list based on the evaluation of my application packet.
- If I am offered admission and accept, I will attend the mandatory program orientation in **March**.
- I hereby attest that all of the documentation I have submitted with this packet is accurate and complete.

Signature: _____ Date: _____