



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

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

Re-entry Packet for Health Information Management Program

Spring 2018

Packet Includes:

- Program Information***
- Current Program Advising Worksheet***
- Program Re-entry 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 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

Re-entry Form Health Information Management Program Spring 2018

Student ID/K#: _____

Name (Print): _____

Address (Print): _____

City, State, Zip (Print): _____

Telephone Number (Include area code): _____

This form must include the current Academic Advising Worksheet. The application period for re-entry students 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 the Health Sciences Department in Building 8, Room 114 on Chemeketa's Salem campus.

I have attached the following document to this re-entry form:

- The 2017-2018 Academic Advising Worksheet

- 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 detached the Program Information 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 re-admission to the Health Information Management program for this spring is dependent on my having completed all required prerequisites and courses listed in terms one and two with at least a "C" grade. I also understand that I will be placed on the Program's list or alternate list based on the evaluation of my re-entry packet.
- If I am offered a spot in the Program 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: _____

**HEALTH INFORMATION MANAGEMENT AAS DEGREE
Advising Worksheet 2017-2018**

Student:
Student ID:

Advisor:
Phone:
Date:

Based on Placement Tests, 'Getting Started' course requirements may include one or more of the following:

RD090	College Textbook Reading	MTH060	Introductory Algebra
WR115	Introduction to Composition		

FIRST-YEAR COURSES

Course No.	Course Title	Cr Hrs	Term Generally Offered	Hours Earned	F	W	Sp	Su	Sub
Term 1									
BI171 or BI231	Intro to Human Anatomy & Physiology 1 or Human Anatomy and Physiology	3 (4)	F (Sp) F W Sp Su						
FYE105	Creating College Success	2	F W Sp Su						
HM120	Medical Terminology 1 [OL, Hy & WR]	3	F W Sp Su						
CIS101 or CA100	Computing Concepts Or Beginning Computing	3 (3)	F W Sp Su F W Sp						
PSY104	Workplace Psychology	4	F W Sp Su						
		15							
Term 2									
BI172 or BI232	Intro to Human Anatomy & Physiology 2 or Human Anatomy and Physiology	3 (4)	W F W Sp						
MTH070	Elementary Algebra	4	F W Sp Su						
HM121	Medical Terminology 2 (Prereq is HM120)	4	F W Sp Su						
CA118B	Excel Basics	3	F W Sp Su						
CA208	Workplace Presentation with PowerPoint (Prereq is CIS101)	3	W Sp						
Apply to program during winter term (February)		17							
Term 3									
HM123	Essentials of Pathophysiology [OL]	3	Sp						
WR121	English Composition-Exposition (or higher)	4	F W Sp Su						
CA118C1	Access Basics 1 (Prereq is CIS101 or CA118B)	1	F W Sp						
HM210	Introduction to Health Services [OL]	3	Sp						
HM112	Health Information System Procedures/Lab [Hy]	4	Sp						
		15							

Total First Year Credit Hours	47	
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**HEALTH INFORMATION MANAGEMENT AAS DEGREE
Advising Worksheet 2017-2018**

SECOND-YEAR COURSES

Course No.	Course Title	Cr Hrs	Term Generally Offered	Hours Earned	F	W	Sp	Su	Sub
Term 4									
HM217	Quality Data Management in Health Services [WR]	3	F						
HM115	ICD-10-CM/Diagnoses/Lab (P = HM121, B1171) [WR]	4	F						
HM250	Health Information Management 1 [Hy]	3	F						
HM161	Computer Tech & Systems for Health Management [WR]	3	F						
HM101	Medical Law and Ethics [OL]	3	F W Sp Su						
		16							
Term 5									
HM113	Health Financing, Insurance and Reimbursement [OL]	3	W						
HM114	CPT Coding/Reimbursement (P = HM121, B1171) [WR]	3	W						
HM150	Professional Develop for Health Management [WR]	3	W						
HM251	Health Information Management 2 (P = HM 250) [Hy]	3	W						
PHM230	Pharmaceutical Drug Classifications	3	W						
		15							
Term 6									
HM160	ICD-10-CM Coding/Procedures/Lab (P = HM121, B1171) [WR]	4	Sp						
HM230	Health Information Management Practicum	5	Sp						
HM252	Health Information Management 3 (P = HM 250-251) [Hy]	3	Sp						
HM231	Health Information Management Seminar [WO]	1	Sp						
		13							
Total Second Year Credit Hours		44							
TOTAL CREDIT HOURS		91							

OL = Online course

WR = Face to face with web access required

WO = Face to face with web access optional

HY = Hybrid course – Face to face course with some face to face time replaced with equivalent online time and web based activities = web access required

Student Signature _____ Date _____

Advisor Signature _____ Date _____

Comments:

