

# **Application Packet for Health Information Management Program**

**2019-20**

## ***Packet Includes:***

- Program Information***
- Current Program Advising Worksheet***
- 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

Apply now for entry to the Health Information Management Program. The program is a limited enrollment, two-year AAS degree program that admits 35 students on a first come, first served basis. Applicants must first meet with an HIM advisor to review and complete the Academic Advising Worksheet (see page 5) before starting the Program. Once the Academic Advising Worksheet is completed and signed by the HIM advisor, applicants can submit their application in to the Health Sciences Department in Building 8, Room 104 on Chemeketa's Salem campus between 8:00 am – 5:00 pm. The next step for entry into the Program will be to complete the criminal background check.

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 will 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 third term spring cohort.**

### Transcripts from Other Colleges and/or Universities

Applicants that have courses completed from other colleges and/or universities can submit official transcripts along with the "Request for Evaluation and Transfer of Previous Credit" form. **Please submit official transcripts and form to Enrollment Services, Building 2, Room 200.** <https://www.chemeketa.edu/media/content-assets/documents/pdf/admission/transfer-evaluation/RequestforEvaluationandTransferofPreviousCredits.pdf>

### Criminal Background Check

**Once the application has been submitted, 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 on the required criminal background check will be provided at the time the HIM Program application is submitted.

### 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.

## Student Accessibility 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 Student Accessibility 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 [studentaccess@chemeketa.edu](mailto:studentaccess@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 Student Accessibility Services, they may appeal the decision through the Dean of Health Sciences.

## 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.

## Course Costs

The fees for the program are subject to change.

### Questions?

*Please contact one of the following advisors:*

Guy Craig, HIM Advisor	503.399.6558	<a href="mailto:guy.craig@chemeketa.edu">guy.craig@chemeketa.edu</a>
Dana Nolan, HIM Program Chair	503.589.7776	<a href="mailto:dana.nolan@chemeketa.edu">dana.nolan@chemeketa.edu</a>
Jane Ellis, HIM Instructor	503.589.7848	<a href="mailto:jane.ellis@chemeketa.edu">jane.ellis@chemeketa.edu</a>

## Application Form Health Information Management Program 2019-2020

Student ID/K#: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Address (Print): \_\_\_\_\_

City, State, Zip (Print): \_\_\_\_\_

Telephone Number (Include area code): \_\_\_\_\_

Chemeketa email address: \_\_\_\_\_

**Applicants must first meet with an HIM advisor to review and complete the Academic Advising Worksheet.**

Applications will be accepted between the hours of 8 a.m. - 5 p.m. in the Health Sciences Department in Building 8, Room 104 on Chemeketa's Salem campus.

*Please contact one of the following advisors:*

Guy Craig, HIM Advisor	503.399.6558	guy.craig@chemeketa.edu
Dana Nolan, HIM Program Chair	503.589.7776	dana.nolan@chemeketa.edu
Jane Ellis, HIM Instructor	503.589.7848	jane.ellis@chemeketa.edu

**This form must include the current Academic Advising Worksheet.**

- I have attached the 2019-2020 Academic Advising Worksheet to this application form.
- I have met with an HIM Advisor for preliminary advising to the Program.
- 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

