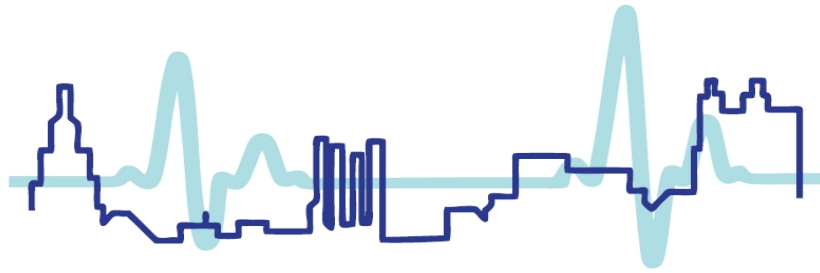


THE
MCC - PENN VALLEY
**HEALTH
SCIENCE
INSTITUTE**



**Health Information Management
Program
Application Packet**

Dear Prospective Student:

Thank you for your interest in the Health Information Management (HIM) Program. This Program is fully accredited by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM). CAHIIM is the accrediting organization for degree-granting programs in health informatics and health information management. The mission of CAHIIM is to advance the value of health informatics and health information management practice through quality education; establish and enforce accreditation standards for educational programs; recognize through accreditation, programs that meet the standards and encourage educational innovation and diversity (www.cahiim.org). Graduates of the HIM Program are eligible to sit for the national certification exam for Registered Health Information Technician (RHIT).

With the implementation of the electronic health record (EHR) and ICD-10-CM coding, the health information management professional is of high demand (<http://www.bls.gov/>). The HIM professional is responsible for the legal and regulatory component of the health record assuring the privacy and security of the patient information. This profession maintains, compiles, and reports patient data.

This Program entails focused studies incorporating clinical, information technology, leadership and team building skills. Health information management professionals use their knowledge of information technology and records management and serve as a valuable asset as a link between clinicians, administration, and information technology professionals to include the design for the electronic health record. The student will also be exposed to law, medicine, finance, management, clinical coding, and information technology using the electronic health record (EHR).

Wherever there is health information, there is a need for health information management professionals. Employment can be in an acute care setting, ambulatory care setting, skilled nursing facility, home health, hospice, research, and provider's offices. The health information management professional fills the role of a health data analyst, privacy officer, clinical coding specialist, reimbursement specialist, clinical documentation improvement specialist, compliance auditor, and patient portal coordinator.

This packet contains all the information needed to apply for the Health Information Management Program. Please contact the Program Coordinator with any additional questions or concerns at patricia.elliott@mcckc.edu.

Good luck in your academic endeavors and thank you for your interest in this rewarding career.



Patricia Elliott, M.Ed., RHIT
Health Information Management/Coding Certificate Program Coordinator

ACADEMIC COMPREHENSION

It is the intent of Metropolitan Community College-Penn Valley that you succeed in the Health Information Management Program. Beginning June 2017 there are new requirements for your acceptance into the Health Information Management Program. The new requirements are related to reading comprehension as outlined below.

All requirements must be met by all applicants before the start of any given application period.

Submit all non-MCCCKC official transcripts from all colleges and universities that you have attended to the Student Data Center. Your official transcripts **MUST** be received in Student Data Center before the start of any given application period. The address is:

**Metropolitan Community College – Student Data Center
3200 Broadway
Kansas City, MO 64111**

Subject	Score Required	Your Score	Required Classes
Algebra	86	20 through 40 41 through 65 66 through 85	MATH 20, Math 40 & Math 110 <i>in that order</i> Math 40 & Math 110 <i>in that order</i> Math 110
Reading	85	20 through 45	READ 10/30, READ 11/31, READ 100, <i>in that order</i>
		46 through 72	READ 11/31 & READ 100, <i>in that order</i>
		73 through 84	READ 100
Writing	86	20 through 54	ENGL 28/80 & ENGL 30/90, <i>in that order</i>
		55 through 85	ENGL 30/90

****Note – If the student has completed the required courses and has passed the course with at least a “C,” the courses do not need to be retaken, even if the student has to retake the (ESL or Non-ESL) Compass or the (ESL or Non-ESL) Accuplacer test.***

Program Mission Statement

The Health Information Management Program prepares confident, innovative and contributing professionals in an advancing and diverse healthcare community.

Program Outcomes

1. Apply and evaluate knowledge of data content structure and standards.
2. Demonstrate privacy and security of information protection relating to access, disclosure, and archival
3. Explain and analyze health informatics, analytics, and data use.
4. Evaluate and report components of reimbursement methodologies.
5. Demonstrate, analyze, and create principles relating to regulatory compliance.
6. Demonstrate organizational management leadership and team building skills.

The Program Application Deadline is March 1

Process for program application:

1. Formal acceptance to MCC (if you are not an MCC student you must complete the College application online at www.mcckc.edu).
2. Complete the Program Application Form.
3. Complete an essay that addresses why you are interested in beginning a career in health information management. The essay should be one page, single spaced with 11-12 point font.
4. Secure all college transcripts (unofficial copies of transcripts will be accepted) to include transcripts from MCC.

If required coursework was completed at other academic institutions other than MCC then you will need to submit OFFICIAL transcripts to the:
MCC Student Data Center
3200 Broadway
Kansas City, MO 64111

The Student Data Center will determine course equivalencies and post them to the student's MCC transcript. Please note that the Program Coordinator does not make the final determination regarding accepted previous college course work. Please note that it may take a few weeks for transcripts to be requested, sent, and reviewed. Therefore it is imperative that the student does not delay in requesting transcripts for the Student Data Center review. The transcripts should be at the Student Data Center no later than February 15th so that the student meets the application deadline of March 1st.

5. Submit the Program Application Form, completed essay and unofficial transcripts to the HIM Program by **March 1**. Applications received after the application deadline will only be reviewed and considered if open seats remain in the program.
6. Please note: if you are in the process of completing the prerequisites for the Program apply by the deadline and a provisional acceptance letter will be sent. Once the grades have been posted an official acceptance letter will be sent indicating that you have been accepted into the Program.

Program Admission Requirements:

1. Must complete HIM 100 Medical Terminology and HLSC 108 Anatomy and Physiology for Health Professions, **OR** BIOL 109 OR BIOL 110 AND BIOL 210, and ENG 101 Composition & Reading I.
2. Science courses must have been taken within the last five years.
3. Minimum cumulative GPA of 2.5
4. Completed Program Application Packet and received by **March 1**

Completed program application documents can be submitted one of three ways:

1. Drop the completed packet off in the Allied Health Division located in the MCC-Penn Valley Health Science Institute, Suite 410
2. Mail the completed packet to:
Patricia Elliott, M.Ed., RHIT, Program Coordinator
Health Information Management Program
MCC-Penn Valley Health Science Institute
3444 Broadway, KCMO 64111
3. Scan and email all required and completed documents to patricia.elliott@mccckc.edu

Students can expect to hear if they have been accepted into the program no later than April 1

Student Selection Process:

1. Completed program application packet received by **March 1**
2. Documented evidence of a grade of “C” or better in **all** prerequisite courses
3. Documented evidence of a cumulative GPA of 2.5 or greater
4. Essay completion

Due to limited clinical site availability program enrollment is limited to 25 students therefore if the number of qualified applicants exceeds 25 then the student’s with the highest cumulative GPA will be admitted.

Students interested in completing the program on a part-time basis will need to follow the steps listed above and if accepted into the program will work directly with the Program Coordinator to outline the appropriate course sequence required for the degree plan.

Metropolitan Community College does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to or treatment of employment in its programs and activities. MCC provides a range of services to allow persons with disabilities to participate in the educational programs and activities. If you desire support services for the application process or coursework, contact Disability Support Services (DDS) Coordinator at 816-604-4293.

Health Information Management AAS Degree Plan

Health Information Management Offered at MCC-Penn Valley-Health Science Institute A.A.S Health Information Management75.5 – 76.5Credits

PROGRAM PREREQUISITES (courses that need to be completed prior to acceptance into the program)			
HOURS			
ENGL	101	Composition & Reading	3.0
HLSC	108	Anatomy and Physiology for Health Professions	4.0
COLL	100	*First Year Seminar OR	1.0
HLSC	100	Introduction to Healthcare Careers	2.0
HIM	100	Medical Terminology	3.0
Credit Hours			11-
12			
FALL SEMESTER I			
CSIS	115	Introduction to Microcomputer Applications	3.0
HIM	101	Introduction to Health Information Management	4.0
HIM	108	Legal Aspects of Health Information Management	3.0
HIM	110	Pharmacology	2.0
HIM	112	Database for Health Information	2.0
Credit Hours			14
SPRING SEMESTER II			
HIM	115	Healthcare Statistics	3.0
HIM	120	Quality Improvement	3.0
HIM	130	Health Data Systems	3.0
HIM	135	Organizational Management	3.0
PSYC	140	General Psychology	3.0
		**American Institutions	3.0
Credit Hours			18
FALL SEMESTER III			
BIOL	137	Introduction to Pathophysiology	4.0
HIM	202	Clinical Classification Systems-Diagnostic	4.0
HIM	207	Clinical Classification Systems-PCS	3.0
HIM	214	Healthcare Reimbursement Methodologies	3.0
HIM	215	Clinical Professional Practice	3.0
Credit Hours			18
SPRING SEMESTER IV			
HIM	218	Ambulatory Care Coding-CPT	4.0
HIM	221	Coding Professional Practice	2.5
HIM	222	Health Information Management Competency Review	3.0
COMM	100	Fundamentals of Speech	3.0
SOCI	160	Sociology	3.0
Credit			14.5
Hours			
Total Credit			75.5-76.5
Hours			

* COLL 100 or HLSC 100 is only required if student has less than 12 college credits already earned

** A history course to fulfill Missouri requirement is also required to be taken before graduation see application packet for more information.

Clinical Education Requirements:

Health career program curriculum design often integrates didactic, laboratory and clinical education experiences. Clinical education requires the student to apply learned information and work skills in a community setting under the supervision of a healthcare professional. Due to a portion of the curriculum being delivered in a work setting both the program and the students are required to follow specific guidelines set by the healthcare employer community. The requirements below must be successfully completed by health career students in order to participate in clinical education and successfully complete the program. ***Read the following information carefully.***

You will be required to use Castle Branch Document Manager at <https://www.castlebranch.com/> that is a secure platform that allows the student to order your background checks, drug test & medical document manager online. The student is responsible for the costs of all screenings and immunizations.

1. Criminal Background Check

Clinical sites require that only students with an acceptable consumer report, as it relates to criminal background, be allowed to participate in clinical rotations.

2. Drug Screen

MCC – Penn Valley is committed to maintaining high standards in all programs, including its Allied Health and Nursing Education and Practice programs. Safe practice requires efficient, reliable, and unimpaired student performance at all times, including in the classroom and in clinical settings. Students are required to perform all education related activities in appropriate mental and physical condition. Being under the influence of illegal drugs or alcohol is not only in violation of MCC's Student Conduct Code, but it also poses serious safety and health risks to the user and to all persons who come in contact with him/her. All students will be expected to complete a drug screen prior to their clinical placement.

3. Immunizations

The immunization/titer requirements given below are recommended for health care workers by the Centers for Disease Control (CDC). In addition, each Allied Health and Nursing Program is required by clinical contract to submit documentation, which includes immunization/titer results, on all students upon request. It is the College's policy that all of the following immunization/titer requirements be complete before any student can participate in a clinical experience. The immunization/titer requirements given below are recommended for health care workers by the Centers for Disease Control (CDC). In addition, each Allied Health and Nursing Program is required by clinical contract to submit documentation, which includes immunization/titer results, on all students upon request. It is the College's policy that all of the following immunization/titer requirements be complete before any student can participate in a clinical experience.

- Varicella
- Measles, Mumps, Rubella (MMR)
- Hepatitis B
- 2-Step Tuberculosis Screening

- Tetanus, Diphtheria & Pertussis (TDaP)
 - Influenza
4. **HIPAA Certification** – 20 question test regarding HIPAA to verify your knowledge regarding HIPAA compliance.
 5. **Confidentiality Statement** – signature required form that you understand that as part of your clinical workforce as a student representing MCC-Penn Valley you will maintain the confidentiality of all patient protected health information.
 6. **Family Care Safety Registry (FCSR)** - Missouri's Family Care Safety Registry (FCSR) was established by law to promote family and community safety. The registry helps to protect children, seniors, and the disabled by providing background information.
 7. **Acknowledgment Form** – where you acknowledge the site of your clinical placement, medical clearance if required and health insurance waiver.
 8. **Release of Information** – where the signee is granting permission for information submitted to Castle Branch Document Manager may disclose and/or all pertinent medical and criminal background and other personal information to the clinical facility which may be required as a condition of your assignment to the facility.
 9. **FERPA Release** – this is the Family Education Rights and Privacy Act where the signee is giving permission for MCC-Penn Valley to release the results of the criminal background check to the clinical site as requested.

Travel

Students are expected to obtain their own means of transportation to and from the clinical PPE site. At no time will the student be reimbursed for travel. If you have difficulty in obtaining adequate transportation that prevents you from being prompt to the PPE site, discuss the situation with your instructor or the HIM Program Coordinator. You may be required to travel up to 60 miles one way depending on clinical site availability.

A Summary of Your Rights under the Fair Credit Reporting Act

Clinical sites require that only students with an acceptable consumer report, as it relates to criminal background, be allowed to participate in clinical rotations. Therefore, prior to commencing the clinical portion of your program, Metropolitan Community College (MCC) will have Validity Screening Solutions, a credit reporting agency, conduct a background check. You are responsible for completing the required application information with the credit reporting agency and paying the cost. Criminal background checks are normally conducted once during the program; however, some clinical sites may require a more current report.

Health Information Management Program Application

DATE: _____ MCC Student ID Number: _____

(MS/MR) _____

Last First Middle
 Name(s) that appear on previous educational records if different from above

Last First Middle

Mailing Address _____

Number Street Apt. #

City State Zip Code

Phone: (Home) _____ (Cell) _____ (Work) _____

Email Address: _____

NOTE: All correspondence from the program will be sent to this email address

Emergency Contact: _____

Please Print Name Relationship Phone Email

EDUCATION:

High School Name	City/State	Date of Graduation
GED (if applicable)		
College(s)	City State	Date of Attendance/Graduation

WORK EXPERIENCE: (Last 6 years)

Employer	Position	Dates

Signature

Date

Included with application form is essay and copy of unofficial transcripts