



Health Information Management Program Application 2023-2024 Forms Packet

FORM 1 CONDITIONS FOR APPLICATION

Complete all portions of this form as directed. List name as indicated in [MyLane](#)

L# _____ FIRST _____ LAST _____
 E-mail - required _____ 1st Phone _____ 2nd Phone _____

All courses were taken at LCC

Official Transcripts from other colleges have been submitted to Lane Enrollment Services – Attention: HP Transcript – Lane Community College - 4000 East 30th Ave, Eugene, OR 97405

Application Conditions and Program Progression Completion Requirements

In submitting my HIM program application by email to HPApplicationCenter@lanecc.edu , I affirm the following:

- I took all of my prerequisite courses at Lane Community College,
OR I have submitted official, sealed transcripts from colleges other than Lane to Lane Enrollment Services.
- I have completed the [LCC Credit Admission](#) process and have an L number.
OR I have previously taken credit classes at Lane and have an L number.
- I have completed the Health Information Management On-line Admissions Application & Payment process, including paying the **\$35 non-refundable** application fee.
- I understand all information in the Fall 2023 Health Information Management Application Information Packet. **I am NOT considered an applicant to the program unless all required forms and documentation are completed and submitted according to application instructions prior to the application deadline.**
- My application will not be returned and I am responsible for making a personal copy.
- I have read the Fall Enrollment Requirement Section and understand I must attend the mandatory orientation and comply with all other enrollment requirements if I am accepted or considered a program alternate.
- I understand that should I be accepted into the program, Conditions of Enrollment require a criminal background check, drug screening, and required trainings prior to the HIM 280 Co-Op. I am responsible for paying for these expenses.
- I am aware that the Health Information Management Program is an **online** program with lecture courses delivered in an online guided instruction format. I will have the required equipment, software and internet access to fully participate from the first day of the term I am accepted for.
- I understand it is my responsibility to complete all program requirements for degree completion.
- I hereby attest that all application information and documentation I have submitted in this packet is accurate and authentic.

<p>Submit all supporting documentation attached to ONE e-mail by the deadline:</p> <p>Health Professions Application Center HPApplicationCenter@lanecc.edu Subject: Student Name L Number HIM Application Change file name to: HIM2023 LastName_LNumber</p>	<p>On the same date or before:</p> <p>Lane Transcript and/or submitted transcripts to Enrollment Services reflect courses and degree(s) listed on Point Petition Sheet.</p> <p>Online Health Information Management Program Admissions Application and Payment has been submitted.</p>
--	---

FORM 2 COURSE PETITION SHEET**Lane HIM 2023-2024**See 2023 **Health Information Management Application Information Packet** for application requirements and for **Course Equivalency & Transfer** requirements if course was not taken at Lane.

Courses must meet minimum credit requirement shown. Minimum criteria is grade of C or higher, C- grades are ineligible.

Part A.**Courses Required to Apply**

Must be completed and on an official transcript to list on application.

Course & School Use "N/A" if no course.**Term/Year****Credits****Item 1: Mathematics Requirement:** *placement testing must be within the last 5 years, meets application requirement only; not worth points*

MTH 98 preferred; or MTH 60 or higher (4 Cr)

OR tested into MTH065, or higher

N/A

Item 2: Choice of Concepts of Computing or Computer Fundamentals Requirement: within the last 5 yearsCS 120 (4 Cr) **OR**

CIS 101 (3 Cr)

Item 3: Writing Requirement:

WR 115 or WR 115W or higher, (3 or 4 Cr)

OR Prior Bachelor's degree; must appear on a submitted transcript

N/A

Part B: The following Courses are recommended but are not required for program entry: HP 100; choice of either Human Body Systems (2 courses) **OR** Human Anatomy and Physiology (3 courses). *Mixed combinations of HP and BI do not count. HP 152 must be within the last 5 years and BI 233 must be within the last 7 years.*

HP 100 (3 Cr)

HP 150 (3 Cr)

AND HP 152 (3 Cr) **OR**

BI 231 (4 Cr)

AND BI 232 (4 Cr)**AND** BI 233 (4 Cr)**Part C. Additional Items****Please indicate the program you are pursuing:**

HIM AAS Degree (includes Medical Coding certificate)

Medical Coding Certificate (stand alone certificate)

Military Experience: Submit copy of DD214

List Professional certificates, college certificates, and degrees:

Be sure to do the Online Application and Payment Process to complete your final step to apply to the HIM Program.**List any additional information that didn't fit into spaces provided above:**