HEALTH INFORMATION MANAGEMENT
2023-2024 APPLICATION INFORMATION

• HIM AAS Degree
• (Medical Coding 1-yr Certificate included)

There is a $35 fee to apply to for this program.
You must complete ALL steps to be considered.

1. PROGRAM ADVISING

This guide will give you all the information necessary to make a successful application to the MA Program. You will be responsible for understanding the program entrance and degree completion requirements. PLEASE READ INFORMATION CAREFULLY.

Academic Advisors can assist you with academic planning, to help make sure you'll be ready to transfer or start your career. They are available to review your progress towards program or application requirements. Our Health Professions advisors, Allene Gibson and Kelly Ochoco, may be reached at HPAdvising@lanec.edu, or via Academic Advising at: Academicadvising@lanec.edu. You may schedule an appointment to meet in person or via Zoom.

The following information is intended for program entrance only and does not include information on courses required for degree completion. These can be found in the catalog listing for Health Professions.

2. APPLICATION PROCESS & DATES

2A. Selection Criteria.

To be considered an applicant to the program you MUST meet all application requirements.

2B. Important Dates:

Application opens: .................................................................June 1, 2023 at 10:00 a.m.*
Application closes....................................................................August 31, 2023 at 11:59 p.m.*
Application notification: ........................................Periodic review and notification starting mid-July 2023
Mandatory orientation: Attendance required if accepted:.........................September date TBD

3. ACCESSIBILITY AND ACCOMMODATIONS

To request assistance or accommodations, contact the Center for Accessible Resources at (541) 463-5150 or accessibleresources@lanec.edu.

* You must submit your Electronic Program Admission Application and Payment and other application documents before the deadline on the application close date.
4. PREPARING TO APPLY - APPLICATION REQUIREMENTS

Complete all steps and submit all documentation by the close date listed in Section 2. Use this checklist to make sure you’ve completed all requirements. Keep a copy for your records.

You must meet the following criteria to have a complete application and be considered for the program. Review the following steps carefully.

☐ Email Account: You will need an active email address if you do not already have one.
  • LCC’s Enrollment Services and Health Professions Application Center use your email address to send you information. Make sure they have any changes to your email address.
  • Please set your “spam filter” system to accept email addresses containing @lanecc.edu.
  • Notification of your application status will be communicated to you via email.

☐ Admission to Lane as a Credit Student:
  • If you are not currently a credit Lane student, complete Lane’s college admission process and obtain a student “L” number. Apply here.
  • Make sure to complete all “Steps to Enroll in Credit Classes” including testing if needed.
  • If you previously attended Lane as a credit student but have not taken courses for four terms, you will need to re-apply to update your account.

☐ Advising: Meet with a Health Professions academic advisor or email HPAdvising@lanecc.edu to discuss course options.

☐ Submit Non-Lane Official Transcripts to Enrollment Services:
  • All courses from other colleges used as prerequisites must be recorded on your official transcript. It is your responsibility to plan ahead and order transcripts prior to the application deadline.
  • Transcripts should be sent to and received by Lane Enrollment Services by the application close date. Submit Non-Lane Transcripts

☐ Request Course Equivalency Evaluation (if needed):
  • Courses taken at other colleges may be eligible to use on your application.
  • Go to the Enrollment Services website on Transferring Credits and use the “Transfer Tool.”
  • If courses do not appear as equivalent, email: HPAdvising@lanecc.edu.

☐ Complete Your HIM Program Application:
  • Complete all application course requirements as described in Section 5 below.
  • All prerequisite courses must be completed and appear on your Lane transcript or submitted official non-Lane transcripts prior to Fall entry.

5. Fall 2023 PROGRAM ENROLLMENT REQUIREMENTS

In order to apply for the Health Information Management Program, the following prerequisite courses must be completed prior to Fall entry. All coursework must be completed with a C grade or higher. C- grades are not eligible.
Prerequisite Courses:

**Writing** (3-4 credits) - Complete one of the following:
- WR 115 - Introduction to College Composition (4 Credits) or
- WR 115W - Introduction to College Writing: Workplace Emphasis (3 Credits) or
- Any WR course higher than WR 115

**Mathematics** (4 credits):
- MTH 98 –Preferred math class or at minimum
- MTH 60 – Beginning Algebra or higher math (4 Credits)

**Computer Literacy** (4 credits) - Complete one of the following:
- CIS 101 - Computer Fundamentals (4 Credits) or
- CS 120 - Concepts of Computing: Information Processing (4 Credits)

Recommended Courses:
The following courses are *recommended* and may be completed in advance of the program, but are *not required* for program entry:

**Medical Terminology** (3 credits):
- HP 100 - Medical Terminology 1 (3 Credits)

**Human Body Systems (6 or 12 credits)** - Complete one of the following series:
- HP 150 - Human Body Systems 1 (3 Credits) and
- HP 152 - Human Body Systems 2 (3 Credits) or
- BI 231, BI 232 and BI233 – Human Anatomy & Physiology (4 Credits each)

6. **You must complete the following if accepted into the program:**

   - Sign and return of all forms and necessary materials sent by email to you after you have confirmed your program acceptance.
   - Mandatory General Orientation in mid-September 2023 to discuss program expectations.
   - Co-Op Orientation within 6 months prior to your Co-Op Internship. This includes details about pre-requisites such as background check, drug & alcohol screening, any required vaccines and trainings.

7. **APPLICATION SUBMISSION CHECKLIST**

   - Submit your online application to: [application portal](#) as well as any supporting documentation:
   - Course Equivalency/Substitution forms (if applicable)

   If you have any follow-up questions, you may contact: [HPApplicationCenter@lanecc.edu](mailto:HPApplicationCenter@lanecc.edu)