	HEALTH INFORMATION MANAGEMENT 2024-2025 APPLICATION INFORMATION
Lane Community College	• **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.

Health Professions 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@lanecc.edu. You may drop-in via zoom or in person or you can email them.

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: …………………………………………………………………………………………….…**January 16, 2024***
  Application Closes……………………………………………………………………………………….……..**August 29, 2024***
  Application Notifications: Notification may take up to 6 weeks. Final notifications by September 6, 2024
  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@lanecc.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 Lane 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 of August 29, 2024.
- 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.

☐ **Submit Application Form Through the Lane Application Portal:**

We are using an online application portal that will include: Contact information, acknowledgment questions, inputting course & school information, uploading supplemental documents, and paying your application fee.

- All prerequisite courses must be completed and appear on your Lane transcript or submitted official non-Lane transcripts prior to Fall entry.
- Note all applicable classes and credits carefully. Do not leave course, school, term or # credits information blank. Applications with missing info will be not be accepted.
- Credit will NOT be given if you do not enter course information even if it's on your transcript.
- Upload each required or supplemental form into the portal prior to submitting the application.

Please make sure you click on the final SUBMIT button after you review your application.

5. Fall 2024 PROGRAM ENROLLMENT REQUIREMENTS

Part A: Prerequisite Courses:

In order to apply for the Health Information Management Program, the following prerequisite courses must be completed **prior** to Fall entry.

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)

Part B: The following courses are <u>recommended</u> and may be completed in advance, 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:

- <u>Sign and return of all forms</u> and necessary materials sent by email to you after you have confirmed your program acceptance.

- <u>Mandatory General Orientation</u> in mid-September 2024 to discuss program expectations.

- <u>Co-Op Orientation</u> 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

- ☐ Complete Online Application (*via Lane Application Portal*)
- ☐ Attach Course Equivalency/Substitution forms (if applicable)
- ☐ Pay the Application Fee, and
- ☐ Finally, Click "**SUBMIT**."

You may contact HPApplicationCenter@lanecc.edu if you have questions about the application process.