

**Admission
Requirements
for
Health Information Technology
FALL 2010**

Deadline for all requirements



February 15, 2010

IMPORTANT NOTE: The requirements for the Health Information Technology program are different than the requirements for other Allied Health programs. Please read the entire packet carefully to assure that all requirements are completed before the deadline date.

**MACOMB COMMUNITY COLLEGE
ADMISSION REQUIREMENTS
FALL 2010
Health Information Technology**

Deadline for ALL requirements is February 15, 2010

To be considered for admission to the Health Information Technology program, applicants are required to complete ALL requirements. ALL appropriate documentation must be on file at the Center Campus Health Information Technology program office by the February 15, 2010 deadline for the program that begins fall 2010. The Health Information Technology program has assessment and admission requirements that are considerably different than other Macomb programs.

The admissions application and supporting documentation for the Health Information Technology program are accepted up to one year in advance of the deadline date.

APPLICATION REQUIREMENTS

1. Submit a Health Information Technology Admissions Application (included in this brochure). If you are not a current or former student at Macomb Community College you must also submit a Macomb Application for Admissions.
2. Arrange for OFFICIAL COLLEGE TRANSCRIPT(S) to be sent directly from **EACH** College attended to the Center Campus Enrollment. In order to meet the deadline of February 15, 2010, applicants should request that their current name, date of birth and Macomb ID be posted on their college transcript. Transcripts that are issued to the student will not be accepted.

Send the Health Information Technology Admissions Application and Transcripts to:

Macomb Community College
Center Campus Enrollment Office G-120
44575 Garfield Rd.
Clinton Twp., MI 48048-1139

3. Submit a written LETTER OF INTENT for admissions to the Health Information Technology program. The letter of intent should indicate the student's desire to enter the health information management profession. The letter should not exceed 250 words.
4. Submit two (2), professional letters of recommendation from an employer, current or former teacher/instructor, or Health Information Management professional (form attached, please make copies, as needed).
5. Submit a current resumé.

Send the Letter of Intent, Professional Letters of Recommendation and Resume to:

Macomb Community College
Health & Human Services E-219
Robyn Roncelli
Program Coordinator, Health Information Technology
44575 Garfield Rd.
Clinton Twp., MI 48038-1139

6. The following courses must be completed by the fall term prior to the admission application deadline of February 15, 2010. Candidates must successfully complete the following courses or their equivalent at another accredited institution as defined by Macomb Community College with a grade of C or better prior to the deadline date of February 15, 2010. A GPA will be calculated on pre-requisite courses.
HHSC 1700 - Medical Terminology
BIOL 2710 – Human Physiological Anatomy
ITCS 1010 – Computer and Information Principles
BCOM 2050 – Business Communications
7. Applicants must complete the entire COMPASS, which includes standard writing, standard reading and mathematics algebra. A minimum score of 76 in reading is required for consideration in the Health Information Technology program. Information regarding the schedule for COMPASS Testing can be found at www.macomb.edu or by calling the Placement Testing Office at Center Campus 586.286.2027 or South Campus 586.445.7423. Questions concerning the COMPASS Retesting Policy can also be found on the Counseling and Advising website at www.macomb.edu or by calling their offices: Center Campus 586.286.2228 or South Campus 586.445.7211.
8. Meet the program essential skills.

PROCESSING

Applicants will be considered for the Health Information Technology program ONLY if they have applied and completed all the requirements to the program BEFORE THE FEBRUARY 15, 2010 DEADLINE DATE. The processing of all applicants takes approximately three months following the deadline date.

At that time, applicants considered for admissions will be called to schedule an interview, to be assessed on an individual basis.

Applicants who are not admitted may apply for the following year but will not be given preference by reason of having applied before.

Only those applicants selected for admission are required to submit a \$100.00 **non-refundable** fee to confirm acceptance into the program. Admission is conditional upon attendance at the mandatory program orientation.

Note: Some or all of the admission criteria listed above may constitute change from the past policy. Macomb retains the prerogative of changing admission procedures and requirements. Furthermore, students and prospective students bear the responsibility for keeping informed of college procedures and requirements. For additional information regarding admissions to the Health Information Technology program, please contact the program coordinator, Robyn Roncelli at 586.286.4809.

Students will be selected based on the grade point average of the pre-requisite classes and a COMPASS reading score of 76 or above.

ESSENTIAL FUNCTIONS

In order to be successful in Macomb's Health Information Technology program and later in the work place our students must possess the following general qualities: interest, motivation, critical thinking skills, sound judgment and integrity, emotional stability and maturity, empathy, interpersonal skills, physical and mental stamina, and the ability to learn and function in a wide variety of didactic and clinical settings.

Students in the Health Information Technology Program must demonstrate the following minimum abilities:

PHYSICAL

- Use a keyboard or input device to enter data into a computer
- Have good hand-eye coordination skills to enter data, answer phones, and write
- Visual ability and manual dexterity necessary to prepare office layouts and to design forms and computer screens
- Lift light objects such as medical records, code books and push carts loaded with records
- Spend long periods of time sitting
- Manual dexterity necessary to file medical records and cards, as well as assemble paper medical record forms
- Hear adequately to permit contact with patients, physician and other employees
- Interpret reading material correctly, spell accurately, and regularly communicate health information in written and verbal form
- Ability to use computers and complete computer-based assignments in a timely fashion
- Ability to read materials used in HIM settings such as coding manuals, policy and procedures, and patient health records
- Ability to communicate effectively in English in oral and written form with colleagues, patients, third party payers, health care professionals, and others who demonstrate a need for information from patient records or data bases maintained in Health Information Management departments

COGNITIVE

- Demonstrate the organization and time management skills necessary to carry out multiple functions on a daily basis
- Ability to acquire and apply information from classroom instruction, laboratory and practicum experience, independent learning, and team projects
- Ability to communicate effectively in English in oral and written form with colleagues, patients, third party payers, health care professionals, and others who demonstrate a need for information from patient records or data bases maintained in Health Information Management departments
- Ability to function (consult, negotiate, share) as part of a team
- Ability to delegate
- Ability to calculate mathematical information such as hospital statistics, budgets, and productivity information
- Ability to operate equipment, word processors, transcription equipment, electronic movable files, copiers, etc.
- Ability to synthesize information regarding health care outcomes for formal, verbal and/or written presentation to health care professionals

EMOTIONAL/PSYCHOLOGICAL

- Cope in an appropriate manner to stressful situations
- Exhibit flexibility in response to shifting priorities
- Display a courteous and professional manner through interaction, appearance and attitude
- Keep material confidential
- Meet the ethical standards of the profession

Students requiring reasonable accommodations in order to meet program requirements must meet with the Program Coordinator as soon as possible to discuss their individual needs. Students should also contact Macomb's Special Services area.

CRIMINAL BACKGROUND CHECKS

Macomb Community College's clinical partners may not accept students who have been convicted of certain crimes into a clinical learning environment. Therefore, students must undergo a Criminal Background Check conducted by Macomb Community College Police in order to be considered for admission to the Health Information Technology program. The Criminal Background Check will be conducted at **no charge** to the student.

A student is not eligible for admission to the **Health Information Technology** program for a period of years following completion of all terms and conditions of sentencing for conviction of certain crimes. The precise numbers of years a student must wait following sentencing depends upon the nature of the offense. Generally speaking, the more serious the offense, the longer a student must wait before eligibility is restored. Macomb Community College has adopted the waiting periods specified in MCL 330.1134a. If a student has been convicted of a crime, the student should consult "Program Waiting Periods" **BEFORE** seeking admission to one of these programs to determine the specific waiting period, if any, applicable to that crime. If a student is convicted of a crime listed in "Program Waiting Periods" while in the **Health Information Technology** Program, the student will be immediately dismissed from the Program. **(See attached waiting period information)**

PROGRAM WAITING PERIODS*

If you have been convicted of a crime, you may be subject to a waiting period before you are eligible for admission to the **Health Information Technology** program. The following describes, in general terms, how long you must wait following completion of all terms and conditions of sentencing before you are eligible for **Health Information Technology** program.

Waiting Period

15 years

- A felony that involves the intent to cause death or serious impairment of a body function, that results in death or serious impairment of a body function, that involves the use of force or violence, or that involves the threat of the use of force or violence.
- A felony involving cruelty or torture.
- A felony involving intentional or reckless harm to a vulnerable adult by a caregiver or person with authority over a vulnerable adult.
- A felony involving criminal sexual conduct.
- A felony involving abuse or neglect.
- A felony involving the use of a firearm or dangerous weapon.
- A felony involving the diversion or adulteration of a prescription drug or other medications.
- An attempt or conspiracy to commit any of the felonies listed above.

10 years

- A felony, or an attempt or conspiracy to commit a felony, other than a felony with a 15 year waiting period set forth above.
- A misdemeanor involving the use of a firearm or dangerous weapon with the intent to injure, the use of a firearm or dangerous weapon that results in a personal injury, or a misdemeanor involving the use of force or violence or the threat of the use of force or violence.
- A misdemeanor involving intentional or reckless harm to a vulnerable adult by a caregiver or person with authority over a vulnerable adult.
- A misdemeanor involving criminal sexual conduct.
- A misdemeanor involving cruelty or torture.
- A misdemeanor involving abuse or neglect.

5 years

- A misdemeanor involving cruelty if committed by an individual who is less than 16 years of age.
- A misdemeanor involving home invasion.
- A misdemeanor involving embezzlement.
- A misdemeanor involving negligent homicide.
- A misdemeanor involving larceny.
- A misdemeanor of retail fraud in the second degree.
- Any other misdemeanor involving assault, fraud, or theft.

3 years

- A misdemeanor for assault if there was no use of a firearm or dangerous weapon and no intent to commit murder or inflict great bodily injury.
- A misdemeanor of retail fraud in the third degree.
- A misdemeanor involving the manufacture, delivery, or possession of a controlled substance.

1 year

- A misdemeanor involving the manufacture, delivery, or possession of a controlled substance, if the individual, at the time of conviction, is under the age of 18.
- A misdemeanor for larceny or retail fraud in the second or third degree if the individual, at the time of conviction, is under the age of 16.
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***This document was prepared for information purposes only. In the event of a conflict between the statements in this document and the language of MCL 330.1134a, MCL 330.1134a shall control. Please see MCL 330.1134a or consult your attorney for additional information.**

PLEASE ASSESS THE QUALITIES OF THIS STUDENT BY CHECKING THE MOST APPROPRIATE BOX FOR EACH ITEM LISTED BELOW.

Character and Personality	Insufficient basis for judgment	Outstanding	Good	Average	Below Average
Dependability					
Ability to work under pressure					
Ability to follow instructions					
Organization					
Quality of work / accuracy					
Leadership ability					
Reaction to criticism					
Initiative					
Ability to interact with different groups					
Attention to rules and regulations					

We encourage you to make further comments to express, clarify, and reinforce your opinions regarding this applicant's strengths and weaknesses.
