

**Selective Admission
Requirements**

**Health Information
Technology**

2018

Deadline for all requirements



February 15, 2018

The requirements for the Health Information Technology program are different than the requirements for other programs.

Please read the entire packet carefully to assure that all requirements are completed before the deadline date.

**MACOMB COMMUNITY COLLEGE
SELECTIVE ADMISSION REQUIREMENTS
FALL 2018 Health Information Technology**

Deadline for ALL requirements is February 15, 2018

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 Records and Registration Office by the February 15, 2018 deadline for the program that begins Fall 2018. Macomb's Selective Admission programs have assessment and admission requirements that are considerably different from other Macomb programs.

APPLICATION REQUIREMENTS

1. Submit a Health Information Technology application (see page 6). 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 Records & Registration Office. In order to meet the deadline of February 15, 2018, applicants should request that their current name, date of birth and Macomb ID number be posted on their college transcript. **Macomb Community College transcripts are not required to be sent.** Transcripts that are issued to the student will not be accepted.

Send the Health Information Technology application and transcripts to:

Macomb Community College
Center Campus Records & Registration Office G-110
44575 Garfield Rd.
Clinton Twp., MI 48038-1139

Applications can be faxed to: 586.226.4787 or Emailed to: records@macomb.edu

Official transcripts can be emailed to: transcripts@macomb.edu

3. The following courses must be completed by the Fall term prior to the application deadline of February 15, 2018. Candidates must successfully complete the following courses, or their equivalents at another accredited institution, as defined by Macomb Community College with a grade of C (2.0 GPA) or better prior to the deadline date of February 15, 2018. A GPA will be calculated on prerequisite courses. A grade of C- is not acceptable.

HHSC-1700 – Medical Terminology

ITCS-1010 – Computer and Information Principles

BCOM-2050 – Business Communications

4. Attend MANDATORY Orientation - The program will hold a MANDATORY orientation meeting for all candidates admitted to the program sometime during the month of May. If you are selected as an alternate candidate, you must also attend the mandatory orientation.
5. Meet the program essential skills (as outlined below).

RANKING

All applicants whose documentation is complete and on file by the deadline date are ranked according to the following criteria. Available seats are filled in the same rank order. All prerequisite courses must be completed by the deadline date with a grade of C (2.0 GPA) or better to be ranked.

The GRADE POINT AVERAGE (GPA) of the three prerequisites (HHSC-1700, ITCS-1010 and BCOM-2050) are computed and weighted at 100%.

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, 2018 DEADLINE DATE. The processing of all applicants takes approximately three months following the deadline date. At that time, all applicants are notified by mail

of the admission decision, no later than May 15, 2018. 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, Kristin Dunsmore at 586.226.4809.

ESSENTIAL SKILLS

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, physicians 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 databases 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 healthcare outcomes for formal, verbal and/or written presentation to healthcare 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, at their own expense, through CastleBranch.com in order to be considered for admission to the Health Information Technology program.

NOTE: Students will get more information regarding the Criminal Background Check at the mandatory orientation.

HEALTH INFORMATION TECHNOLOGY PROGRAM WAITING PERIODS*

Convictions occurring after acceptance into the program must be reported to the Associate Dean of the HHSC Dept immediately. A student is not eligible for admission to the HITT program for a period of years following completion of all terms and conditions of sentencing for conviction of certain crimes. The precise number of years a student must wait following sentencing depends upon the nature of the offense. Generally speaking, the more serious the offense, the longer the students 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 "HITT Program Waiting Periods" BEFORE seeking admission to the HITT program to determine the specific waiting period, if any, applicable to that conviction. Failure to disclose conviction of a crime listed in MCL 330.1134a is grounds for immediate dismissal from the HITT program. If a student is convicted of a crime listed in MCL 330.1134a while in the HITT program, the student will be immediately dismissed from the program.

Waiting Period

15 years

- A felony that involves the intent to cause death or serious impairment of a body function, that result 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 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.
- A misdemeanor involving assault, fraud, theft, or the possession or delivery of a controlled substance.

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.

***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.**

