Selective Admission Requirements

Health Information Technology

2024

Deadline for all requirements

February 1, 2024

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 2024 Health Information Technology

Deadline for ALL requirements is February 1, 2024

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 1, 2024, deadline for the program that begins Fall 2024. 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 (apply here). Please retain the confirmation email from your submitted application for your records. **If you are not a current or former student at Macomb Community College, you must also apply for admission and complete all admission steps.**

2. Arrange for OFFICIAL COLLEGE TRANSCRIPT(S), INCLUDING COLLEGE BOARD (CLEP & AP) AND INTERNATIONAL BACCALAUREATE, to be sent directly from **EACH** institution attended to the Center Campus Records & Registration Office. **Macomb Community College transcripts are not required to be sent.** In order to meet the deadline date of February 1, 2024, it is recommended that applicants request to have their current name, date of birth, and Macomb ID number be posted on their transcript. Transcripts that are issued to the student will not be accepted.

    Mail: Macomb Community College
    Center Campus Records & Registration Office G-110
    44575 Garfield Rd.
    Clinton Twp., MI 48038-1139
    Or email: transcripts@macomb.edu

3. The following courses must be completed by the end of the Fall 2023 term prior to the application deadline of February 1, 2024. Candidates must successfully complete the following courses, or their direct equivalents at another accredited institution, as defined by Macomb Community College with a punitive grade of C (2.0 GPA) or better prior to the deadline date of February 1, 2024. A punitive grade is one that affects the grade point average. A grade of C- is not acceptable. A GPA will be calculated on the prerequisite courses.

    HHSC-1700 – Medical Terminology
    HHSC-1740* – Survey of Body Systems **or BIOL 2710*** – Human Physiological Anatomy
    ITCS-1010 – Computer and Information Principles
    *Courses must be taken within 5 years of the Health Information Technology application deadline date with grades earned in Winter 2019 or newer. Courses older than 5 years will not be used for ranking.

4. Meet the program essential skills (as outlined on page 3 and 4).

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. If AP, CLEP and/or IB scores are used, the score is converted to a punitive grade and used for ranking.

➢ The Grade Point Average (GPA) of the three prerequisite courses (HHSC-1700, HHSC-1740 or BIOL-2710 and ITCS-1010) are computed and weighted at 100%.
➢ HHSC-1740 OR BIOL-2710 must be taken within 5 years of the Health Information Technology program application deadline date (grades must be earned in Winter 2019 or newer) to be used for ranking.

MANDATORY ORIENTATION FOR SUCCESSFULLY RANKED CANDIDATES: A mandatory orientation will be held sometime during the month of May 2024. You must attend this orientation to be considered for the program. No other orientation will be offered; if you do not attend it will be understood that you are not interested in entering the program and your name will be removed as a candidate. If you are selected as an alternate candidate, you must also attend the mandatory orientation; no additional orientations will be held.

PROCESSING

Applicants will be ranked in the Health Information Technology program ONLY if they have applied and completed all the requirements to the program BEFORE THE FEBRUARY 1, 2024, DEADLINE DATE.   The processing of all applicants (including filing, computations, and ranking) 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 1, 2024. 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 databases 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, specialservices@macomb.edu.

CRIMINAL BACKGROUND CHECKS and DRUG SCREENS

Macomb Community College's partners may not accept students who have been convicted of certain crimes or test positive for certain drugs into a clinical learning environment. Therefore, students must undergo a Criminal Background Check and Drug Screen, at their own expense, through CastleBranch.com in order to be considered for admission to the Health Information Technology program.

NOTE: Do not order your criminal background check or drug screen at this time; students will get more information regarding the Criminal Background Check and Drug Screen at the mandatory orientation.

HEALTH INFORMATION TECHNOLOGY PROGRAM WAITING PERIODS

Students are required to disclose any and all federal, state (including states other than Michigan), or local crimes for which the student has been convicted to the Associate Dean for the program the student wishes to enter. Convictions occurring before admission to the program must be reported to the Associate Dean prior to acceptance into the program. Convictions occurring after acceptance into the program must be reported to the Associate Dean immediately.

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 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 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 the Health Information Technology Program Waiting Periods (table below) BEFORE seeking admission to the Health Information Technology 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 Health Information Technology program. If a student is convicted of a crime listed in MCL 330.1134a while in the Health Information Technology program, the student will be immediately dismissed from the program.

Waiting Period	Type of Crime
Lifetime Ban	Felonies related to neglect or abuse of a patient in connection with the delivery of health care Felonies relating to health care fraud Felonies related to the unlawful manufacture, distribution, prescription, or dispensing of a controlled substance if the conviction was entered on or after August 21, 1996 Adulteration of drugs or medicine injurious to health Selling, distributing, delivering, or furnishing product containing ephedrine or pseudoephedrine
15 years *following completion of all terms and conditions of sentencing*	A felony involving intent to cause death or serious impairment of a body function A felony resulting in death or serious impairment of a body function A felony involving the use of force or violence A felony involving 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

10 years *following completion of all terms and conditions of sentencing*	Any other felony, or attempt or conspiracy to commit a felony
10 years *following the date of conviction*	A misdemeanor involving the use of a firearm or dangerous weapon with the intent to injure A misdemeanor involving the use of a firearm or dangerous weapon that results in a personal injury 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 *following the date of conviction*	A misdemeanor involving cruelty if committed by someone 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, theft, or the possession or delivery of a controlled substance
3 years *following the date of conviction*	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 creation, delivery or possession with intent to manufacture a controlled substance
1 year *following the date of conviction*	A misdemeanor involving the creation, delivery or possession with intent to manufacture a controlled substance if the individual was under 18 at the time of conviction 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

6/27/2023