NorthWest Arkansas Community College

Associate of Applied Science HIM Program

PLEASE READ PRIOR TO COMPLETING APPLICATION

NorthWest Arkansas Community College Health Information Management AAS degree program is in Candidacy Status, pending accreditation review by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIM).

APPLICATION INSTRUCTIONS

1. APPLICATION DEADLINE AND REQUIREMENTS	The application for HIM Program 2014 must be received in the NWACC Health Professions office CHP 2002, or mailed to: NWACC, HIM Program One College Drive Bentonville, AR 72712 **The deadline is 4:00pm on the 1st Monday in July. 2014** **Late or incomplete applications will not be considered! If you choose to mail the application it must be received in our office by 4PM.** **1. Submit completed HIM Program Application.** **2.** Submit a personal essay—a brief statement (typed, no longer than 1 page, double spaced) addressing why you are interested in the Health Information Management Program, your professional goals including how and when you became interested in this field of study. What personal strengths you have that support your acceptance into this program. You may also include other areas of interest, extra-curricular activities and leadership experiences. **3.** Submit one letter of recommendation. Recommendation from a college instructor/professor, recent employer/supervisor, or peer/co-worker. The recommendation may be anyone the student feels can best inform the department of her/his abilities. References from family members will not be accepted. Applicants will be contacted to arrange an interview after receipt of their application and transcript (s).

2. SELECTION PROCESS	Applicants who meet the minimum criteria for the application process will accrue points and be placed in ranked order. Selection for admission will be made in descending order until the program is filled. Grades earned in the required general education courses are used in the selection scoring system. Prerequisite courses not yet taken will accumulate zero points. It is quite advantageous to complete all or most of the general education prerequisite courses prior to entry into the NWACC HIM Program. Grades of "A" will accrue more points than lower grades of "B" and "C". The scoring system will be adjusted to accommodate for CLEP courses. The sample score review sheet enclosed in this application packet will assist you in calculating your score based on your grades. **So that you may check for accuracy, the HIM Department will mail you a completed score review sheet. It is your responsibility to notify the NWACC HIM Department if you do not receive the score review sheet by the July 14, 2014.** **Students will be notified of acceptance into the HIM Program through email by the end of July.**
3. REQUIRED GENERAL EDUCATION COURSES	It is the applicant's responsibility to ensure that all eligibility requirements have been met. For a complete list of required general education courses please refer to the appropriate track section of these instructions or go to our website at: https://www.nwacc.edu/c/document_library/get_file?uuid=3419c2e4-1ccf-42f38859-3451c0b88f42&groupId=289935
4. NWACC ENROLLMENT	Applicants must either be currently enrolled at NWACC or have completed the college application process before applying to the HIM Program. Contact the Student Records Office or the Learner Development Center (LDC) for assistance with the college application process.

5. COLLEGE TRANSCRIPTS	Official transcripts from other institutions are to be submitted to NWACC Student Records Office **prior to the first Monday in July, 2014**. The applicant must request official transcripts from each institution of higher education, other than NWACC, that has been attended; they must be mailed to: NorthWest Arkansas Community College Student Records Office One College Drive Bentonville, AR 72712 **DO NOT:** • Have transcripts mailed to the HIM Office • Attach official transcripts to your application **Applications lacking official college transcripts on file with the NWACC Student Records Office are considered incomplete and cannot be reviewed!** If you are enrolled at another college/university in the Summer Semester of 2014, transcripts from that institution must be received in the NWACC Student Records Office no later than July 18, 2014. To ensure proper application credit for these classes, please provide a copy of your transcript to the HIM Department. You do not need to provide the HIM Department with an official copy of your transcript, an unofficial one will work. Any Transcripts received after July 18, 2014 will not be considered for the selection process. A minimum GPA of 2.5 on a 4.0 scale is required for admission.
6. DEGREE AUDITS	A degree audit identifies the progress a student has made toward an NWACC degree plan and determines the specific credits that NWACC has awarded to a student from another institution Students may generate their own degree audit. Go to the Student Records home page at http://www.nwacc.edu/web/lss_records/records.php and scroll down to "Degree Audit Request" for full instructions. The Student Records Office is located on the second floor of the Student Center. Hours are Monday through Thursday 8:00 a.m. to 6:00 p.m. and on Friday from 8:00 a.m. to 4:30 p.m. Exceptions to these hours are made during holidays. **It is always the applicant's responsibility to review the degree audit for accuracy!**
7. APPLICANT UPDATES	It is vitally important that the HIM Department has current contact information (phone number(s), email and residence addresses, etc.). **Please email any changes to chowarth@nwacc.edu**

8. Non-Native Speakers of English (NNSs)	Non-Native Speakers of English, seeking admission into Health Professions programs are required to complete the **COMPASS ESL Listening Test**. The **ESL** listening test is a component of the COMPASS test which is a college placement and diagnostic test in mathematics, reading and writing skills in addition to the ESL placement component. Students can receive more information and/or schedule to take this test through the NWACC testing center. The ESL listening test is designed to assess a student's ability to understand Standard American English. **A score of 92 or higher is REQUIRED for NNSs students seeking entrance into Health Professions Programs at NWACC**. The score of 92 or higher indicates the ability to understand linguistically complex discussions, including academic lectures and factual reports. **NNSs students seeking career paths in Health Professions scoring below a 92 are required to meet with the Program Director in their specific Health Professions career track for advisement and assistance in finding resources to enhance this necessary skill.**
9. After acceptance into the HIM program	**Clinical Rotations will be in Summer semester (1st year) and Spring semester(2nd year).** For the Summer rotation, you will receive instructions with specific directions including deadline dates in the Spring semester related to all of the below. Included in the instructions, all students will be directed and required to purchase a NWACC package through CertifiedBackground. This package will include payment for the Criminal background check, a 10 panel urine drug screen, and provide tracking of all your immunization requirements. **Please wait for these instructions before making any purchases on CertifiedBackground.com**. All students must provide the documentation listed below. • Proof of medical insurance coverage • Proof of current TB skin test • Proof of MMR immunization • Proof of Hepatitis B vaccinations or declination waiver • Proof of Tdap vaccination or declination waiver • Proof of Varicella (chicken pox) immunization OR documented proof that you've had the disease • 10 panel urine drug screen **(wait for instructions)** • Criminal background check-Good for one year **(wait for instructions).** **Please note: other requirements may be mandated by the clinical sites.** Other required needs/expectations: • Some courses required or electives may be hybrid, you must have access to a computer with internet and printing capabilities • Reliable transportation to all classes, labs, and clinical sites **Each student is required to have an IPad**.
10. AHIMA Accreditation	**What is accreditation?** Accreditation is a mechanism for assuring academic quality in higher education. The institution that sponsors an accredited CAHIIM program is required to have institutional

	accreditation by a regional or qualified institutional accreditor which must be recognized by the U.S. Department of Education and must have provisions for Title IV Eligibility. This allows that institution to provide: ✓ Eligibility for Federal Financial Aid. ✓ Ability to Transfer Credits: Accreditation provides for establishing the acceptability of credits from school to school. Professional programmatic accreditation means that in addition to the college regional or national accreditation, programs in health information and health informatics may choose to seek CAHIIM accreditation, which is a voluntary peer review process to evaluate the program of study against CAHIIM Standards. **Program accreditation by CAHIIM is necessary in order to be eligible for the AHIMA professional HIM Certification Exams**. A graduate is required to have completed an accredited CAHIIM program in order to be eligible to take the exam and become certified. CAHIIM accredited programs are quality programs that provide professionally required knowledge and skills, and employment marketability. Graduating from a CAHIIM accredited program offers employers assurance that you have the expected professional knowledge and skills, and have experienced a curriculum that is relevant to today's electronic health record (EHR) environment. **About CAHIIM:** The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) recognizes degree-granting programs in Health Informatics and Information Management that have undergone a rigorous process of voluntary peer review and have met or exceeded the minimum Accreditation Standards as set by the CAHIIM. These programs are awarded accreditation status by the CAHIIM, which provides public recognition of such achievement. **What if my program of choice is a candidate and not yet accredited by CAHIIM?** Students enrolled in or that graduate from Candidacy Programs will be eligible to apply for the AHIMA professional certification exams once the program has achieved CAHIIM accreditation. It is the responsibility of the Program Director to inform students when this program status has been achieved. **What is the status of NorthWest Arkansas Community College's HIM Program?** NorthWest Arkansas Community College Health Information Management AAS degree program is in Candidacy Status, pending accreditation review by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIM). **Where can I obtain additional information about CAHIIM accreditation?** http://cahiim.org/index.html

HIM Program Admission **Name: _____**
Essay Rubric Sample

Write a brief essay responding to the following questions:

1. What are you interested in Health Information management?
2. What are your professional goals including how you became interested in HIM?
3. What personal strengths do you have that support your interest in the HIM program?
4. Tell us about other areas of interest, extra-curricular activities and leadership experiences.

Criteria	4	3	2	1	Score
Instructions	Essay is no more than one page, typed, double spaced, & answers all questions	Essay is no more than one page, typed, & double spaced, & answers 1 or 2 of the four questions	Essay is no more than one page, typed & double spaced but does not answer assigned questions	Essay is longer than one page, handwritten or single spaced.	
Grammar & Spelling	No errors in grammar or spelling	1-2 errors in grammar or spelling	3-4 errors in grammar or spelling	5 or more errors in grammar or spelling	
Writing & Terminology	Essay reflects college level work and utilizes HIM terminology	Essay reflects college level work and utilizes layman terminology	Essay reflects pre-college level work with appropriate use of terminology	Essay reflects pre-college level work with inappropriate utilization of terms	
Content	Essay thoroughly answers all three questions with insight and relevance	Essay thoroughly answers 1 or 2 of the questions with relevance	Essay answers are scanty with some relevance to the question	Essay does not respond to the questions	
Total					

_____

Evaluated by: Date

HEALTH PROFESSIONS APPLICANT– HIM Program

SCORE REVIEW SHEET

This is a SAMPLE only. DO NOT return with your application.

Name «First_Name» «Last_Name_» ID# «Student_ID»

General Education Science Courses	Hours	Grade	Points Possible	Points Earned
BIOL 2214 Anatomy & Physiology I	4		4	
BIOL 2224 Anatomy & Physiology II	4		4	
HIM 1213 Disease Pathology	3		4	
AHSC 1123 Electronic Health Records	3		4	
AHSC 1403 Medical Term for HS	3		4	
TOTAL	**(A=4 B=3 C=2)**		**20**	

General Education Courses	Hours	Grade	Points Possible	Points Earned
ENGL 1013 Eng. Comp. I	3		3	
ENGL 1023 Eng. Comp. II	3		3	
MATH 1003 Math for AAS **OR** MATH 1204 College Algebra	3		3	
TOTAL	**(A=3 B=2 C=1)**		**9**	

Essay and Interview

Essay	N/A		10	
Interview	N/A		20	
Total			30	

Summary	Points Possible	Points earned
Science Courses	20	
General Education Courses	9	
Essay & Interview	30	
Total Points	**59**	

ESL Listening Test Score: _____ This score is not considered in the total points considered for admission, but an NNS student must earn a minimum of a 92 on the ESL Listening Test in order to meet all the requirements for admission and therefore be considered for admission.)

APPLICANT CHECKLIST

- Turn completed application and essay into the HIM Department

- ☐ Have letter of Recommendation sent to HIM Department
- ☐ Request official transcripts from other colleges (see section 5)
- ☐ Check your Degree Audit for accuracy! (see section 6)

NorthWest Arkansas Community College
Health Information Management Program Application

Legal Name: _____ Maiden/Former Name _____

Date: _____ Student I.D #. _____

Current Mailing Address Street: _____

City State Zip: _____

Home Phone: _____ Cell Phone: _____Work Phone: _____

In Case of Emergency Contact (ICE): _____

Contact Phone: _____Relationship: _____

NWACC Email Address: _____

Personal Email Address: _____

Are you a non-native speaker of English (NNSs)? YES _____ NO _____
(If YES, please attach a copy of your ESL Listening test results to this application. Your ESL score will not affect your points toward admission into the HIM program.)

Do you authorize the NWACC HIM Program to communicate with you regarding your application and/or notify you at the email address listed above regarding acceptance or declination into the program?

Check one of the following: _____ YES _____ NO Student Signature _____

Do you have work experience in the Health Information Field? ____YES ____NO List
Health Information Work Experience:

Name of Facility: _____

Contact Person: _____ Phone Number_____

Address _____

City State Zip: _____

Are you currently taking classes? ____YES ____NO

List Colleges attending Summer session I with Course names.

College name	Course name

I understand that a criminal background check is required for professional practice experiences (PPE). I also understand that certain vaccinations and immunizations or evidence of immune protection from certain diseases are required by most health care facilities.

Applicants Signature: _____ Date: _____