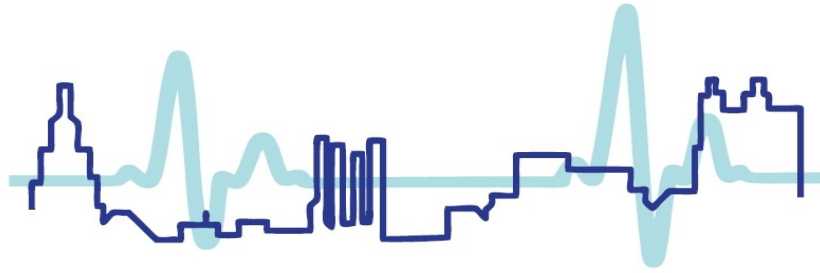Metropolitan
Community College
Penn Valley

THE
MCC – PENN VALLEY
HEALTH
SCIENCE
INSTITUTE

Health Information Management Program
Application Packet

Dear Prospective Student:

Thank you for your interest in the Health Information Management (HIM) Program. This Program is fully accredited by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM). CAHIIM is the accrediting organization for degree-granting programs in health informatics and health information management. The mission of CAHIIM is to advance the value of health informatics and health information management practice through quality education; establish and enforce accreditation standards for educational programs; recognize through accreditation, programs that meet the standards and encourage educational innovation and diversity (www.cahiim.org). Graduates of the HIM Program are eligible to sit for the national certification exam for Registered Health Information Technician (RHIT).

With the implementation of the electronic health record (EHR) and ICD-10-CM coding, the health information management professional is of high demand (http://www.bls.gov/). The HIM professional is responsible for the legal and regulatory component of the health record assuring the privacy and security of the patient information. This profession maintains, compiles, and reports patient data.

This Program entails focused studies incorporating clinical, information technology, leadership and team building skills. Health information management professionals use their knowledge of information technology and records management and serve as a valuable asset as a link between clinicians, administration, and information technology professionals to include the design for the electronic health record. The student will also be exposed to law, medicine, finance, management, clinical coding, and information technology using the electronic health record (EHR).

Wherever there is health information, there is a need for health information management professionals. Employment can be in an acute care setting, ambulatory care setting, skilled nursing facility, home health, hospice, research, and provider's offices. The health information management professional fills the role of a health data analyst, privacy officer, clinical coding specialist, reimbursement specialist, clinical documentation improvement specialist, compliance auditor, and patient portal coordinator.

This packet contains all the information needed to apply for the Health Information Management Program. Please contact the Program Coordinator with any additional questions or concerns at matthew.patterson@mcckc.edu.

Good luck in your academic endeavors and thank you for your interest in this rewarding career.

Matthew Patterson, RHIA, CPC
Health Information Management/Coding Certificate Program Coordinator

ACADEMIC COMPREHENSION

Current Placement Test Scores Requirement

All applicants **must** have taken the ACT, COMPASS or ACCUPLACER placement test within the **three years** of the application deadline. Based on scores, the applicant would need to take and pass the indicated courses before they would be eligible to apply to the program. The scores are as follows:

PLACEMENT TEST SCORES TABLE					
Subject	**ACT**	**COMPASS**	**ACCUPLACER**	**ACCUPLACER (Next-Gen)**	**Required Class(es)**
Math	1-16	*17-49	20-40	***200-240	Math 31
	17-21	*50-99	41-90	***241-300	Math 95
		*Pre-Algebra level		*** Quantitative Reasoning, Algebra & Stats (QAS) level	
	22-24	**66	91	****237	Math 120
		**Algebra level		****Advance Algebra & Functions level (AAF) level	
	Some programs require more math than others. Contact your academic advisor for further discussion				
Writing	17 or lower *must* take Accuplacer test	1-34	20-54	200-231	Engl 80
		35-69	55-85	232-245	Engl 90
	18-36	70	86	256	Engl 101
Reading	17 or lower *must* take Accuplacer test	19-52	20-45	213-229	Read 10
		53-71	46-72	230-247	Read 11
		72-84	73-84	248-255	Read 100
	*18-36	*85	*85	*256	*Not Required
	* These scores mean you tested out of reading courses				

ESL PLACEMENT TEST SCORES TABLE					
Reading		**Language**		**Listening**	
COMPASS	**ACCUPLACER**	**COMPASS**	**ACCUPLACER**	**COMPASS**	**ACCUPLACER**
92	110	86	100	86	81
The COMPASS placement test discontinued at MCC in 2016, but those scores within the last three years are accepted					

Note:

➢ If you completed the required math, writing, and reading courses with at least a "C" letter grade, the courses do not need to be retaken even if you need to retake the ACCUPLACER test. Retaking ENGL 101 or MATH120 to improve previous letter grade is acceptable

➢ If you are transferring to MCC, and completed ENGL101 and MATH120 with at least a "C" letter grade, you **only** need to take the reading section of the ACCUPPLACER test if no previous scores on record.

➢ If you are a current or returning MCC student, and completed ENGL101 and MATH120 with at least a "C" letter grade, you **only** need to retake the reading section of the ACCUPLACER test if scores are over three years or no previous scores on record.

➢ If you have completed or tested out of ESL, you are expected to take and complete READ100 with at least a "C" letter grade or scored 110 on the ESL reading section of ACCUPLACER test.

Program Mission Statement

The Health Information Management Program prepares confident, innovative and contributing professionals in an advancing and diverse healthcare community.

Program Outcomes

1. Domain I – Data Structure, Content, and Information Governance
   - Subdomain I.1 Describe health care organizations from the perspective of key stakeholders
   - Subdomain I.2 Apply policies, regulations and standards to the management of information
   - Subdomain I.3 Identify policies and strategies to achieve data integrity
   - Subdomain I.4 Determine compliance of health record content within the health organization
   - Subdomain I.5 Explain the use of classification systems, clinical vocabularies and nomenclatures
   - Subdomain I.6 Describe components of data dictionaries and data sets
2. Domain II – Information Protection: Access, Use, Disclosure, Privacy, and Security
   - Subdomain II.1 Apply privacy strategies to health information
   - Subdomain II.2 Apply security strategies to health information
   - Subdomain II.3 Identify compliance requirements throughout the health information life cycle
3. Domain III – Informatics, Analytics and Data Use
   - Subdomain III.1 Apply health informatics concepts to the management of health information
   - Subdomain III.2 Utilize technologies for health information management
   - Subdomain III.3 Calculate statistics for health care operations
   - Subdomain III.4 Report health care data through graphical representations
   - Subdomain III.5 Describe research methodologies used in health care
   - Subdomain III.6 Describe the concepts of managing data
   - Subdomain III.7 Summarize standards for the exchange of health information
4. Domain IV – Revenue Cycle Management
   - Subdomain IV.1 Validate assignment of diagnostic and procedural codes and groupings in accordance with official guidelines
   - Subdomain IV. 2 Describe components of revenue cycle management and clinical documentation improvement
   - Subdomain IV.3 Summarize regulatory requirements and reimbursement methodologies
     ### *For Revenue Cycle Management Track*
   - RM IV.1 Determine diagnosis and procedure codes according to official guidelines
   - RM IV. 2 Evaluate revenue cycle processes
   - RM IV. 3 Evaluate compliance with regulatory requirements and reimbursement methodologies
5. Domain V – Compliance
   - Subdomain V.1 Apply legal processes impacting health information
   - Subdomain V.2 Demonstrate compliance with external forces
   - Subdomain V.3 Identify the components of risk management related to health information management
   - Subdomain V.4 Identify the impact of policy on health care
6. Domain VI – Organizational Management and Leadership
   - Subdomain VI.1 Demonstrate fundamental leadership skills
   - Subdomain VI.2 Identify the impact of organizational change
   - Subdomain VI.3 Identify human resource strategies for organizational best practices
   - Subdomain VI.4 Utilize data-driven performance improvement techniques for decision making
   - Subdomain VI.5 Utilize financial management processes

- ➢ Subdomain VI.6 Examine behaviors that embrace cultural diversity
- ➢ Subdomain VI.7 Assess ethical standards of practice
- ➢ Subdomain VI.8 Describe consumer engagement activities
- ➢ Subdomain VI.9 Identify processes of workforce training for health care organization

Program Succession

In order for the student to continue on to the next schedule semester in the Program the student must achieve a 75% (C) in **each** HIM course. In order for the student to remain in the HIM Program, they must receive a C in **all** courses to include both HIM and general education courses.

The student will be given the opportunity to repeat courses but after three attempts to pass the course, if the student has not achieved a passing grade, they will be dropped from the Program.

The Program Application Deadline is April 30th

Process for program application:

1. Formal acceptance to MCC (if you are not an MCC student you must complete the College application online at www.mcckc.edu).
2. Complete the Program Application Form.
3. Complete an essay that addresses why you are interested in beginning a career in health information management. The essay should be one page, single spaced with 11-12 point font.
4. A copy of your unofficial transcripts.

> **If required coursework was completed at other academic institutions other than MCC then you will need to submit OFFICIAL transcripts to the:**
> **MCC Student Data Center**
> **3200 Broadway**
> **Kansas City, MO 64111**

The Student Data Center will determine course equivalencies and post them to the student's MCC transcript. Please note that the Program Coordinator does not make the final determination regarding accepted previous college course work. It may take a few weeks for transcripts to be requested, sent, and reviewed. Therefore it is imperative that the student does not delay in requesting transcripts for the Student Data Center review. The transcripts should be at the Student Data Center no later than February 15th so that the student meets the application deadline of March 1st.

5. Submit the Program Application Form, completed essay and unofficial transcripts to the HIM Program Coordinator by **April 30th**. Applications received after the application deadline will only be reviewed and considered if open seats remain in the program.

6. Please note: if you are in the process of completing the prerequisites for the Program, apply by the deadline and once the final grades have been posted an official acceptance letter will be sent indicating that you have been accepted into the Program.

Program Admission Requirements:

1. Must complete HIM100 Medical Terminology and HLSC108 Anatomy and Physiology for Health Professions, **OR** BIOL 109 OR BIOL 110 AND BIOL 210, and ENG 101 Composition & Reading I.
2. If the student is not transferring in 12 or more college credits, it is recommended that they complete HLSC100 Introduction to Health Professions.
3. Science courses must have been taken within the last five years.
4. Minimum cumulative GPA of 2.5
5. Completed Program Application Packet and received by **April 30th**

Completed program application documents can be submitted one of three ways:

1. Drop the completed packet off in the Allied Health Division located in the MCC-Penn Valley Health Science Institute, Suite 410
2. Mail the completed packet to:

> Matthew Patterson, RHIA, CPC, Program Coordinator
> Health Information Management Program
> MCC-Penn Valley Health Science Institute
> 3444 Broadway, KCMO 64111

3. Scan and email all required and completed documents to matthew.patterson@mcckc.edu

Students can expect to hear if they have been accepted into the program in May

Student Selection Process:

1. Completed program application packet received by **April 30th**
2. Documented evidence of a grade of "C" or better in **all** prerequisite courses
3. Documented evidence of a cumulative GPA of 2.5 or greater
4. Essay completion

Due to limited clinical site availability program enrollment is limited to 25 students therefore if the number of qualified applicants exceeds 25 then the students with the highest cumulative GPA will be admitted.

Students interested in completing the program on a part-time basis will need to follow the steps listed above and if accepted into the program will work directly with the Program Coordinator to outline the appropriate course sequence required for the degree plan.

Metropolitan Community College does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to or treatment of employment in its programs and activities. MCC provides a range of services to allow persons with disabilities to participate in the educational programs and activities. If you desire support services for the application process or coursework, contact Disability Support Services (DDS) Coordinator at 816-604-4293.

Metropolitan
Community College
Penn Valley

Health Information Management AAS Degree Plan

Health Information Management *Offered at MCC-Penn Valley-Health Science Institute*
A.A.S Health Information Management ....75.5 – 76.5Credits

PROGRAM PREREQUISITES *(courses that need to be completed prior to acceptance into the program*) HOURS			
ENGL	101	Composition & Reading	3.0
HLSC	108	Anatomy and Physiology for Health Professions	4.0
HLSC	100	*Introduction to Healthcare Careers	2.0
HIM	100	Medical Terminology	3.0
12		**Credit Hours**	**11**
FALL SEMESTER I			
CSIS	115	Introduction to Microcomputer Applications	3.0
HIM	101	Introduction to Health Information Management	4.0
HIM	108	Legal Aspects of Health Information Management	3.0
HIM	110	Pharmacology	2.0
HIM	112	Database for Health Information	2.0
		Credit Hours	**14**
SPRING SEMESTER II			
HIM	115	Healthcare Statistics	3.0
HIM	120	Quality Improvement	3.0
HIM	130	Health Data Systems	3.0
HIM	135	Organizational Management	3.0
PSYC	140	General Psychology	3.0
		**American Institutions	3.0
		Credit Hours	**18**
FALL SEMESTER III			
BIOL	137	Introduction to Pathophysiology	4.0
HIM	202	Clinical Classification Systems-Diagnostic	4.0
HIM	207	Clinical Classification Systems-PCS	3.0
HIM	214	Healthcare Reimbursement Methodologies	3.0
HIM	215	Clinical Professional Practice	3.0
		Credit Hours	**18**
SPRING SEMESTER IV			
HIM	218	Ambulatory Care Coding-CPT	4.0
HIM	221	Coding Professional Practice	2.5
HIM	222	Health Information Management Competency Review	3.0
COMM	100	Fundamentals of Speech	3.0
SOCI	160	Sociology	3.0
		Credit Hours	**14.5**
		Total Credit Hours	**75.5-76.5**

* HLSC 100 is only required if student has less than 12 college credits already earned
**A history course to fulfill Missouri requirement is also required to be taken before graduation see application packet for more information.

Clinical Education Requirements:

Health career program curriculum design often integrates didactic, laboratory and clinical education experiences. Clinical education requires the student to apply learned information and work skills in a community setting under the supervision of a healthcare professional. Due to a portion of the curriculum being delivered in a work setting both the program and the students are required to follow specific guidelines set by the healthcare employer community. The requirements below must be successfully completed by health career students in order to participate in clinical education and successfully complete the program. ***Read the following information carefully.***

You will be required to use Castle Branch Document Manager at https://www.castlebranch.com/ that is a secure platform that allows the student to order your background checks, drug test & medical document manager online. The student is responsible for the costs of all screenings and immunizations.

1. **Criminal Background Check**
   Clinical sites require that only students with an acceptable consumer report, as it relates to criminal background, be allowed to participate in clinical rotations.

2. **Drug Screen**
   MCC – Penn Valley is committed to maintaining high standards in all programs, including its Allied Health and Nursing Education and Practice programs. Safe practice requires efficient, reliable, and unimpaired student performance at all times, including in the classroom and in clinical settings. Students are required to perform all education related activities in appropriate mental and physical condition. Being under the influence of illegal drugs or alcohol is not only in violation of MCC's Student Conduct Code, but it also poses serious safety and health risks to the user and to all persons who come in contact with him/her. All students will be expected to complete a drug screen prior to their clinical placement.

3. **Immunizations**
   The immunization/titer requirements given below are recommended for health care workers by the Centers for Disease Control (CDC). In addition, each Allied Health and Nursing Program is required by clinical contract to submit documentation, which includes immunization/titer results, on all students upon request. It is the College's policy that all of the following immunization/titer requirements be complete before any student can participate in a clinical experience. The immunization/titer requirements given below are recommended for health care workers by the Centers for Disease Control (CDC). In addition, each Allied Health and Nursing Program is required by clinical contract to submit documentation, which includes immunization/titer results, on all students upon request. It is the College's policy that all of the following immunization/titer requirements be complete before any student can participate in a clinical experience.
   - Varicella
   - Measles, Mumps, Rubella (MMR)
   - Hepatitis B
   - 2-Step Tuberculosis Screening

- Tetanus, Diphtheria & Pertussis (TDaP)
- Influenza

4. **HIPAA Certification** – 20 question test regarding HIPAA to verify your knowledge regarding HIPAA compliance.
5. **Confidentiality Statement** – signature required form that you understand that as part of your clinical workforce as a student representing MCC-Penn Valley you will maintain the confidentiality of all patient protected health information.
6. **Family Care Safety Registry (FCSR)** - Missouri's Family Care Safety Registry (FCSR) was established by law to promote family and community safety. The registry helps to protect children, seniors, and the disabled by providing background information.
7. **Acknowledgment Form** – where you acknowledge the site of your clinical placement, medical clearance if required and health insurance waiver.
8. **Release of Information** – where the signee is granting permission for information submitted to Castle Branch Document Manager may disclose and/or all pertinent medical and criminal background and other personal information to the clinical facility which may be required as a condition of your assignment to the facility.
9. **FERPA Release** – this is the Family Education Rights and Privacy Act where the signee is giving permission for MCC-Penn Valley to release the results of the criminal background check to the clinical site as requested.

Travel

Students are expected to obtain their own means of transportation to and from the clinical PPE site. At no time will the student be reimbursed for travel. If you have difficulty in obtaining adequate transportation that prevents you from being prompt to the PPE site, discuss the situation with the HIM Program Coordinator. You may be required to travel up to 60 miles one way depending on clinical site availability.

A Summary of Your Rights under the Fair Credit Reporting Act

Clinical sites require that only students with an acceptable consumer report, as it relates to criminal background, be allowed to participate in clinical rotations. Therefore, prior to commencing the clinical portion of your program, Metropolitan Community College (MCC) will have Validity Screening Solutions, a credit reporting agency, conduct a background check. You are responsible for completing the required application information with the credit reporting agency and paying the cost. Criminal background checks are normally conducted once during the program; however, some clinical sites may require a more current report.

Metropolitan Community College
Penn Valley

Health Information Management Program Application

DATE:_____ MCC Student ID Number: _____

(MS/MR) _____
        Last   First   Middle
Name(s) that appear on previous educational records if different from above

_____
 Last   First   Middle

Mailing Address _____
               Number   Street   Apt. #

_____
      City   State   Zip Code

Phone: (Home)_____(Cell)_____(Work)_____

Email Address: _____
NOTE: All correspondence from the program will be sent to this email address

Emergency Contact: _____
Please Print   Name   Relationship   Phone   Email

EDUCATION:

High School Name	City/State	Date of Graduation
GED (if applicable)		
College(s)	**City State**	**Date of Attendance/Graduation**

WORK EXPERIENCE: (Last 6 years)

Employer	Position	Dates

_____   _____
Signature   Date

<mark>Included with application form is essay and copy of unofficial transcripts</mark>