

## **Applicant Information Packet**

# **Health Information Management (HIM)**

Building 2, room 122  
(937) 512-2973  
(800) 315-3000

Dear Prospective HIM Student:

This packet contains the following information for your review:

1. Admission Requirements/Check List
2. Welcome/Admission letter from Chairperson
3. Estimated cost of the program
4. HIM course curriculum

Please contact the HIM department for specific information regarding program enrollment dates or possible waiting lists.

## ADMISSION REQUIREMENTS / CHECK LIST



- Step 1 \_\_\_\_\_ Apply to Sinclair Community College. This must be done before applying to the HIM program. Paper applications are available in the Admissions office, building 10, 1<sup>st</sup> floor or via the web at <http://www.sinclair.edu/admissions/Application/>.
- Step 2 \_\_\_\_\_ Apply to the HIM program by completing a Life & Health Sciences application, which can be found at: <http://www.sinclair.edu/academics/lhs/index.cfm>.
- Step 3 \_\_\_\_\_ If you have transferable college credit, request your “official” transcripts from previous college(s) to be sent directly to Sinclair Community College, Registration & Student Records, 444 West Third Street, Dayton OH 45402-1460.
- Step 4 \_\_\_\_\_ If you do not have transferable college credit in English Composition and/or mathematics, take the Sinclair Community College’s Accuplacer Placement Test in reading, writing and mathematics. More information on this test can be found at <http://www.sinclair.edu/stservices/enrl/testing/accfag/index.cfm> or by calling 937-512-3000 or 800-315-3000.
- Step 5 \_\_\_\_\_ Complete an academic advising consultation with a Life & Health Sciences Academic Advisor located in room 11-346. Walk-in sessions are available daily. For students greater than 60 miles from Dayton, contact the Advisors by email at [academicadvising@sinclair.edu](mailto:academicadvising@sinclair.edu). More information is available by calling (937) 512-3700 or (800) 512-3700 or on their website at: <http://www.sinclair.edu/services/advising/>.
- Step 6 \_\_\_\_\_ Complete developmental courses, if any, resulting from Placement Test Scores: DEV 063, 064, 065, 074, 075, 084, 085, 110 (108 is only required if student elects to take MAT 101).
- Step 7 \_\_\_\_\_ Program specific requirements:  
\_\_\_\_\_ The HIM program will accept PSY 119, PSY 121, SOC 111 or SOC 120 for the PSY/SOC course (with no expiration).  
\_\_\_\_\_ The HIM program will accept MAT 101, MAT 106 or higher level math (with no expiration).  
\_\_\_\_\_ The HIM program will accept BIO 141 and 142; BIO 131; or BIO 161 for BIO 121 (if taken within last 5 years; exceptions to this policy can be made if applicant has older biology and has been working in the allied health field-exceptions are to be determined by the HIM chairperson).
- Step 8 \_\_\_\_\_ Complete program prerequisites with a “C” or better:  
\_\_\_\_\_ BIO 121/127 – Human Anatomy & Physiology I  
\_\_\_\_\_ HIM 121 – Basic Medical Terminology
- Step 9 \_\_\_\_\_ Maintain a minimum of 2.0 cumulative GPA.

Dear Prospective Health Information Management Applicant:

Thank you for your interest in Sinclair Community College and the Health Information Management Program (HIM). Our program is offered in the traditional in-class setting and is also available totally online. Listed below is the method of selecting students for the program.

The **Local PPE Cohort** program accepts thirty-five students from the extended Miami Valley area (including the counties of Butler, Champaign, Clark, Clinton, Darke, Greene, Logan, Mercer, Miami, Montgomery, Preble, Shelby, Warren, and Wayne (IN) and an additional thirty-five students into the **Remote PPE Cohort** program from anywhere outside the counties listed above into the Health Information Management program each year. The following selection procedure will be used:

1. Applications are reviewed beginning April 1<sup>st</sup> for the fall quarter each year.
2. Applicants who have completed the admission requirements will be accepted in the chronological order in which the admission requirements have been satisfied.
  - 2a. In the case that multiple applicants complete their requirements at the same time, applicants will be ranked according to the date the initial application to the program was made.
  - 2b. If more than one applicant has the same application date, the applicants will be ranked according to the number of non-HIM courses in the curriculum they have successfully completed.
3. As of March 2009, we currently have a waiting list for admission into the Local PPE Cohort program only.
4. Letters of acceptance for the pending fall quarter are mailed to the first 35 eligible applicants. Students who have applied sometimes change their mind and choose not to enter the program. Acceptance letters will be sent to applicants on the eligibility list until the 35 slots are filled for both the Local Cohort and the Remote Cohort.
5. Acceptance into the HIM Program requires enrollment in courses offered during the day only for in-class sections with very limited schedule flexibility for courses with HIM prefixes, or enrollment in online sections. Most support courses (those without HIM prefixes) are also offered in the evening as well as daytime or online.
6. Once you confirm your acceptance into the HIM program, you will need to schedule an appointment with the HIM faculty advisor to complete an academic plan. This can be done virtually if you live farther than 60 miles from Dayton.
7. Once the admission process is complete, any students remaining on the list will receive a letter indicating their position on a waiting list.
8. For more information regarding online learning and more information for students residing further than 60 miles from Dayton, please refer to the Distance Learning Website at <http://www.sinclair.edu/academics/dis/?searchTerm=distance%20learning>.

If you have any additional questions regarding the admission requirements, please contact the HIM office at (937) 512-2973 or (800) 315-3000.

Sincerely,



Karen Motley, MBA, RHIA  
HIM Chairperson

## Estimated Cost of Program

### For Montgomery County, Ohio residents:

Tuition: 99 credit hours x \$45.00/per credit hour**	\$4,455.00*
Books:	3,000.00
Physical/Immunizations: (Required for directed practice/clinical rotations)	200.00
Travel: (Required for directed practice/clinical rotations)	<u>200.00</u>
	<b>\$7,855.00</b>

### For outside Montgomery County and inside Ohio; and out of state military residents:

Tuition: 99 credit hours x \$73.50/per credit hour**	\$7,276.50*
Books:	3,000.00
Physical/Immunizations: (Required for directed practice/clinical rotations)	200.00
Travel: (Required for directed practice/clinical rotations)	<u>200.00</u>
	<b>\$10,676.50</b>

### For outside of Ohio residents:

Tuition: 99 credit hours x \$145.00/per credit hour**	\$14,355.00*
Books:	3,000.00
Physical/Immunizations: (Required for directed practice/clinical rotations)	200.00
Travel: (Required for directed practice/clinical rotations)	<u>200.00</u>
	<b>\$17,755.00</b>

\* Tuition based on 2008-2009 rates

\*\* Note there is an additional \$5/credit hour fee for online classes

HEALTH INFORMATION MANAGEMENT PROGRAM CURRICULUM (effective fall 2008)

COURSE	COURSE DESCRIPTION	PREREQUISITE	CREDIT HRS.	CLASS HRS.	LAB HRS.
<b>PROGRAM PREREQUISITES (8)</b>					
BIO 121/127	Human Anatomy & Physiology I	DEV 065, 075, 085	5	4	2
HIM 121	Basic Medical Terminology	DEV 065 or Equiv	3	3	0
<b>Total Quarter Hours</b>			<b>8</b>		
<b>FALL - FIRST QUARTER (14)</b>					
BIO 122/128	Human Anatomy & Physiology II	BIO 121	5	4	2
HIM 122	Specialized Medical Terminology	HIM 121	3	3	0
HIM 110/116	Health Information Processing I	Chairperson Signature	3	2	2
BIS 160	Introduction to Word, PowerPoint & Excel		3	3	0
<b>Total Quarter Hours</b>			<b>14</b>		
<b>WINTER - SECOND QUARTER (14)</b>					
HIM 111/118	Health Information Processing II	HIM 110 & Chairperson Signature	3	2	2
HIM 260	ICD-9-CM Medical Office Coding	HIM 121 or BIS 137	3	3	0
HIM 261	CPT Medical Office Coding	HIM 121 or BIS 137	3	3	0
HIM 165	Drug Classification for Coding	BIO 107 or 121 or 141	1	1	0
ALH 142	Fundamentals of Disease Processes	BIO 107 or 122 or 162 or 143	4	3	2
<b>Total Quarter Hours</b>			<b>14</b>		
<b>SPRING - THIRD QUARTER (13)</b>					
HIM 135	Medicolegal Aspects of Hlth Care Records	DEV 065 or Equivalent	3	3	0
HIM 240	Hospital Ambulatory Coding	BIO 122; HIM 260, 261; Chair Sign.	4	3	2
HIM 265	Healthcare Data in Reimbursement	HIM 110, 260, 261; Chair Sign.	3	2	2
BIS 161	Intermediate Word, PowerPoint & Excel	BIS 160	3	3	0
<b>Total Quarter Hours</b>			<b>13</b>		
<b>SUMMER - FOURTH QUARTER (13)</b>					
HIM 178	HIM Intermediate Capstone	HIM 111, 240, 265, 135 Chair Sign	1	0	2
BIS M35	Microsoft Access		2	2	0
MAT 106 <u>or</u>	Allied Health Math	DEV 085 or 108	4	4	0
MAT 101	Elementary Algebra	DEV 108			
COM 206 <u>or</u>	Interpersonal Communications	DEV 065 & 110 or college level ENG	3	3	0
COM 211	Effective Public Speaking	DEV 065 & 110 or college level ENG			
ENG 111 <u>or</u>	English Composition I	DEV 065, 110	3	3	0
ENG 131	Business Communications I	DEV 110 or ENG 111			
<b>Total Quarter Hours</b>			<b>13</b>		
<b>FALL - FIFTH QUARTER (14)</b>					
HIM 241	Hospital Inpatient Coding	HIM 240, 265; Chair Signature	4	2	4
HIM 244	Healthcare Quality Improvement	HIM 111, BIS M45; Chair Signature	3	2	2
HIM 245	Health Information Resource Mgmt	HIM 111, Chairperson Signature	3	2	2
HIM 250	Supervised Professional Practice I	HIM 111; Chairperson Signature	1	0	5
ENG 112 <u>or</u>	English Composition II	ENG 111	3	3	0
ENG 132	Business Communications II	ENG 131			
<b>Total Quarter Hours</b>			<b>14</b>		
<b>WINTER - SIXTH QUARTER (12)</b>					
HIM 246	Healthcare Information Systems	HIM 110; Chairperson Signature	3	2	2
HIM 228	Clinical Abstracting	HIM 111, 142; Chair Sign.	3	2	2
HIM 249	Healthcare Statistics	DEV 085 or Equivalent	2	1	2
HIM 251	Supervised Professional Practice II	HIM 250, 135, 240; Chair Signature	1	0	5
PSY 121 <u>or</u>	General Psychology I	DEV 065	3	3	0
SOC 111	General Sociology I				
<b>Total Quarter Hours</b>			<b>12</b>		
<b>SPRING - SEVENTH QUARTER (11)</b>					
HIM 218	Cancer Registry	HIM 111, Chairperson Signature	1	1	0
HIM 252	Supervised Professional Practice III	HIM 251, 241; Chair Signature	2	0	10
HIM 278	HIM Capstone	HIM 251; Chair Signature	2	0	4
Elective	Humanities Elective		3	3	0
Elective	HIM Portfolio Elective		3		
<b>Total Quarter Hours</b>			<b>11</b>		
<b>TOTAL PROGRAM CREDIT HOURS</b>			<b>99</b>		