Chemeketa Community College

Health Information Management Program

Spring 2025 Application Packet

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Packet Includes:

• Program Information

• Application Information, Process and Deadlines

• Program Application Form, Personal Statement, Cover Page

Health Information Management Program Information Overview

The Health Information Management (HIM) Program is a limited enrollment program designed for individuals interested in managing and organizing health data. Admission is competitive, with students selected through an application process to form a spring cohort of 35 students each year.

Once accepted, students follow a structured, term-by-term advising plan to complete the program. This program is intensive and will require you to have the time and dedication to complete the courses. The HIM Program is a 9-month certificate program, offering focused, accelerated training in areas such as health data management, electronic health records, medical coding, and regulatory compliance. At the end of the program you will be eligible to sit for the certification exam through AAPC.

This program prepares students for roles that require attention to detail, data analysis, privacy awareness, and familiarity with healthcare systems. Graduates are typically employed in settings like hospitals, clinics, insurance companies, and public health agencies.

Important: Please review the program website carefully to understand the responsibilities and expectations of working in this field, as health information management involves handling sensitive data and adhering to legal and ethical standards in healthcare.

Communication

All program communications will be sent to my.chemeketa.edu email. Students must check their email at least 3 times per week (daily recommended), including summer term.

Program Cost

The Healthcare Coding Certificate Program at Chemeketa Community College requires 43 credit hours to complete. For the 2025–2026 academic year, the tuition and fees are as follows:
• Tuition per credit hour: $108
• Universal fee per credit hour: $38
• Total cost per credit hour: $146
• Total cost: 43 credits × $146 per credit = $6,278

Please note that this estimate covers tuition and universal fees only. Additional expenses may include textbooks, course materials, lab fees, and other program-specific costs. For the most accurate and up-to-date information, please refer to the official program website or contact the college directly.

Criminal Background Check Requirement

Accepted students must pass a criminal background check. Failure will result in dismissal. Students must notify the Program Chair of any arrests during enrollment. Additional background checks may be required for practicum placement.

Drug Screen Requirement

Accepted students must pass a drug screening to continue in the program.

Immunization Requirements

To participate in practicum placements, students must meet immunization requirements:
- TB Screening: Two-step skin test or QuantiFERON Gold blood draw
- MMR: Two doses or positive titer
- Varicella: Two doses, one dose before age 13, or positive titer (disease history not accepted)
- Hepatitis B: 3-dose vaccine or positive titer
- Tdap: Vaccine within the last 10 years
- Flu: Seasonal vaccine (due by October 1); Declination form accepted, but mask required
- COVID-19: Vaccine or declination/medical/religious exemption form

Immunizations requirements will be required to enter the program.
Refer to Oregon Administrative Rule for Clinical Requirements:
https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=1662

Student Accessibility Services

Students should have access to a computer with high-speed internet and a printer. If not, plan for at least 10 hours/week in Chemeketa labs or library.

Application Information – Spring 2025

Submit Application:

- In person at Salem Campus, Building 7, Room 103

- Or email to: healthwellness@chemeketa.edu

- **Deadline: Monday, April 28 – Monday, June 2, 2025**

Applicants will be notified of their admission status by the end of June via their MyChemeketa email. It is recommended to check this email daily, including during summer term, to stay on top of important timelines and deadlines.

Admission into the Health Information Management Program is based on a point system. Applicants are awarded points based on the following application score sheet:

Criteria	Points Available
Completion of Medical Terminology I (HM120)	10
Completion of Medical Terminology II (HM121)	10
Completion of all application materials and requirements	5
Submission of a complete and professional application packet	5
Total Possible Points	30 Points

Health Information Management Program Application Form – Spring 2025

Student ID/K#: _____

Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Items to Submit with Your Application:

☐ Application Form

☐ Application Packet Checklist

☐ Cover Page

☐ Personal Statement

☐ Unofficial Transcripts

Application Packet Checklist

☐ I have updated my current address/phone number with Chemeketa.

☐ I have verified my MyChemeketa email is active.

☐ I have reviewed the HIM website for program details, including cost, term structure, and working conditions.

☐ I have separated this application form from the packet for submission.

☐ I have read and accept the statements regarding:

  - Criminal background check and drug screen

  - Vaccination requirements

☐ I understand admission is based on a point system.

☐ I understand that I need to submit my unofficial transcripts and personal statement along with my application form, with the cover page attached to the front.

☐ I understand I may be placed on a waitlist or alternate list based on application review.

☐ If admitted, I will attend the mandatory orientation in September.

☐ I attest all documentation submitted is accurate and complete.

Name: _____

Date: _____

Cover Page

Student ID/K#:	
Full Name:	
Phone Number:	

Instructions:
Attach this cover page to the front of your Health Information Management Program application packet before submission.

Personal Statement

In a well-developed paragraph, describe your personal interest in Health Information Management (HIM) and/or any healthcare experience you have. Be sure to explain what draws you to this field, what experiences (if any) have influenced your decision to pursue a career in HIM or medical coding, and what you hope to achieve in this profession. This is your opportunity to share your story and help us understand your motivation and goals.

Instructions:

- Write at least one full paragraph (5–7 sentences). You may write your response below or type it on a separate page titled Personal Statement**.**
- Use your own words and be honest—there's no right or wrong answer.
- Check your grammar and spelling before submitting.