# Health Information Management Application Process Fall 2014

Mountain Empire Community College

3441 Mountain Empire Road • Big Stone Gap, Virginia 24219

## Applications accepted through May 15, 2014

**1)** The *Health Information Management (HIM) Program* accepts 24 students each Fall & Spring term. To apply for the program, please complete the HIM Program Application. Go to www.mecc.edu on the left side of screen. Click on Programs, and then Associate of Applied Science, Health Information Management. The HIM Program Application is at the bottom of the page. If you are a new student or have not attended classes within the past year, you will also need to complete an Application for Admission to the College. You may access this information from our website, wwww.mecc.edu. On left side of screen, click Apply Now, and then Online Admission Application. Information may also be requested by contacting Enrollment Services at 276-523-2400.

It is strongly recommended that applicants apply early and make sure all transcripts are reviewed by Enrollment Services. Applicants completing the selection process (see #5) will be notified of their acceptance status beginning May 15, 2014. Applicants with at total score of 90/100 or above will be admitted immediately to the program.

**2) Admission Requirements**

a) A state accredited high school diploma, home school diploma, or GED is required.

b) The student's high/home school record and any college work attempted must reflect a minimum "C" average. If no final grade is listed on the high school transcript, a grade of at least "D" followed by a grade of at least "C" will be satisfactory. A grade of less that "B" followed by a grade of "D" will be unsatisfactory. Applicants are solely responsible for ensuring that they enroll for, and complete pre-requisites in a timely fashion that best positions them for admission to the program. Completion with a grade of "C" or better in high school (or college equivalent of):

- Algebra I
- Algebra II or Geometry
- Chemistry or Biology

c) Math Placement Test (MTE) 1 through 5

d) HIM 113, NAS 171, ENG 111

**3)** A copy of high school transcript/GED scores and any college transcripts must be submitted to Enrollment Services before applications are processed. It is the sole responsibility of the applicant to ensure the application file is complete and all supporting documents have been received in Enrollment Services/Admissions.

**4)** Any applicant who does not meet all the pre-requisites must meet with Alison Vollrath, HIM Program Director, to schedule classes to complete the admission pre-requisites.

**5) Selection of Admission**

Scores on the listed criteria are used to select from applicants.

| Criteria | Weight | Calculation | |
|---|---|---|---|
| GPA<br>High School GPA will only be used if no college credits have been completed | 30% | GPA:_____x 7.5= | Max: 30 pts |
| Completion of NAS 171 with a grade of "C" or better | 20% | | Poss: 20 pts |
| Completion of HIM 113 with a grade of "C" or better | 20% | | Poss: 20 pts |
| MTE 1 through 5 | 10% | | Poss: 10 Pts |
| Completion of ENG 111 with a grade of "C" or better | 20% | | Poss: 20 Pts |
| **BONUS POINTS** | | | |
| Completion of SDV 100 or SDV 101 (5 pts)<br>Grade of "C" or better required or no points awarded | 1-5 pts | Points for other curricular courses | Max: 5 pts |
| Currently work in healthcare setting (7pts)<br>Within MERHN Network (3pts)<br>(documentation provided) | 1-10 pts | | Max: 10 pts |
| | | Total Score ____ /100 | |

**High School/GED Graduates with Less Than Twelve (12) Transferable College Credits Completed**

The cumulative high school Grade Point Average (GPA) will be used when less than twelve (12) transferable college credits are completed. The GPA for GED recipients will be computed based on the total GED score.

**6)** All applicants will receive written notification of acceptance/non-acceptance after May 15, 2014**. If the applicant's acceptance of an admission offer is not returned by the stated deadline, the offer will be withdrawn without notice.** Letters may be sent by certified mail and will have to be signed for at the post office. The College is not responsible for undeliverable mail. Appeals of an Admission Committee decision must be made in writing to the program faculty. **Applicants with a total score of 90/100 or above will be admitted immediately to the program. (see #5)**

**7)** When the class has been filled, the remaining applicants will be placed on an alternate list by the score from the selection process. Should an admitted student not accept his/her position, applicants from the alternate list will be admitted into the program through the last day of registration for Fall classes. If the College is unable to contact the next student on the alternate list by mail/phone, or if the student is unable to immediately commit to accept, the next student will be contacted with the offer. **The College is not responsible for undeliverable mail.**

**8) The College reserves the right to refuse any application completed after May 15, 2014, or to extend the application deadline to additional groups of students without further notice.** If openings are available after the deadline has passed, applicants will be considered until the positions are filled or until the last day of registration for classes. Letters may be sent by certified mail and will have to be signed for at the post office.

**9)** If you have additional questions, please call 276-523-2400. You may speak to Alison Vollrath, HIM Program Director, ext. 308, or email at avollrath@mecc.edu.