



Health Information Management Application

Mountain Empire Community College

Enrollment Services/Admissions – 3441 Mountain Empire Road, Big Stone Gap, VA 24219

Applications for the Health Information Management Program will be accepted at the beginning of Fall, Spring or Summer Semesters. Application for admission to MECC and an official copy of all high school and college transcripts must be submitted to Enrollment Services before the Health Information Management application is processed.

Student Contact Information
Name:
Street Address:
City, State, Zip:
Home or Cell:
Work Phone:
MECC email:
Student ID:

Student Enrollment Status		
Have you submitted MECC Admission application?	Yes	No
Have you submitted High school and/or college transcripts?	Yes	No
Have you completed Financial application and FASFA?	Yes	No
Have you completed and submitted SAP appeal?	Yes	No
Have you completed MTE 1,2 and 3 placement test?	Yes	No
Have you completed English Placement Test?	Yes	No

If MTE 1,2 or 3 and/or English Placement is not required, please state reason why:

Work/School Status		
Are you currently working in a health related field?	Yes	No
If so, please provide your employer's name and address:		
Are you currently enrolled in another program at MECC or elsewhere?	Yes	No
If so, please provide the name of the program and school you are attending:		
Have you attended classes before at MECC?	Yes	No
Are you certified in inpatient or outpatient coding currently or in the past?	Yes	No
If currently certified, please state certification:		



Please list all colleges attended since high school				
Last college attended	State	Degree Received	Last year attended	Academic Standing at Last College Attended
				<input type="checkbox"/> Good Standing <input type="checkbox"/> Probation <input type="checkbox"/> Suspended <input type="checkbox"/> Dismissed

Special Considerations		
Do you have a current CPR certification?	Yes	No
Are you willing to submit to a background check and drug screen?	Yes	No
Do you have a home PC?	Yes	No
<p>*Note that several classes have technical requirements; they will be posted on the syllabus. Apple, Mac, or Microsoft Edge notebooks are not compatible with Electronic Health Record applications used in the HIM program. Please review technical requirements with your instructor.</p>		

Health Information Management Applicants:

- Textbooks:** The HIM department has some textbooks in the Wampler Library for the sole use of HIM students. Other books and software packages will be available from the bookstore or from your instructor. If books are on loan from the Wampler library, the HIM student is solely responsible for check out and return of text books. Otherwise, books are available from the campus bookstore or they can be purchased or rented from an online source. Students are responsible for purchase of textbooks and software package (financial aid or personal finance).
- Certification Financial Requirements:** Financial Aid does not cover the cost of certification. The HIM student is solely responsible for the cost of certification for American Academy of Professional Coders (AAPC), Certified Professional Coder Certification (CPC) and coding certifications through American Health Information Management Association (AHIMA) and other certifying organizations affiliated with the health information management profession. Note: When grants are available to assist HIM students with certifications, applications will be provided.
- Letter of Intent:** The student shall prepare a letter of intent for evaluation by the program director. In the letter, the student shall explain why they want to enter the



field of health information management and what their educational and career expectations are for future growth. The letter of intent shall be two pages, double spaced and addressed to the Director of Health Information Management.

- **Grade Point Average – Electives:** A minimum of 2.0 GPA will be accepted. A grade lower than a C for ENG 111 or ENG 112, Humanities, Social Science and General Elective courses will not be accepted. The student will be required to retake the course to improve the grade to a “C” or higher.
- **Grade Point Average - Core HIM courses.** A letter grade lower than a “C” will not be accepted and the student will risk being dropped from the HIM program.
- **Financial Requirements:** In addition to the usual tuition, the purchase of items such as laptops and tablets, background checks and drug screens are the financial responsibility of the individual student. A fee of \$105.00 will be charged to drug screen and criminal background check. Financial Aid may be used to cover the cost but is not always guaranteed.
- **Academic Integrity Statement:**

Academic work is evaluated on the assumption the work presented is the student’s own, unless designated otherwise. Anything less is unacceptable and is considered academically dishonest. Specific terms related to academic dishonesty are defined as follows:

 - **Cheating –** Using or attempting to use unauthorized materials, information, or study aids in any academic work submitted for credit. Alteration or misuse of college documents pertaining to academic records by any means including computer resources or other equipment also is included within this definition of “cheating.”
 - **Plagiarism –** Submitting academic work for credit that includes material copied or paraphrased from published or unpublished work(s) without documentation.
 - **Fabrication –** Deliberately falsifying or inventing any information or citation in academic work.
 - **Facilitating Academic Dishonesty –** Knowingly helping, attempting to help, or being helped by another to violate the College’s policy on academic integrity.
 - **Any violations of academic integrity are subject to sanctions and/or disciplinary actions as outlined in the Student Conduct section of this handbook.**

Academic Information:

Enrollment/Registration:

- Enrollment procedures and class times are published online at www.mecc.edu several weeks before enrollment. Questions about enrollment not answered online should be directed to the Admissions Office. Students are responsible for assuring that they are enrolled in the appropriate classes and that adds, drops, swaps, and withdrawals are implemented as expected. Class registration is available online at MECC Online (www.mecc.edu/mecc-online) for students who have completed the admission process. You are encouraged to enroll as early as possible. You may adjust your schedule by adding, dropping, and/or swapping classes throughout the enrollment period. After the schedule adjustment period, you may drop classes or withdraw completely only in accordance with regulations stated in the current College Catalog. You are urged to promptly report any changes in your status online using



MECC Online so your official records are accurate and up-to-date. Address and telephone number changes are especially important so that correspondence from the College can reach you without delay.

- **Advising:**

When you have declared a program of study at MECC, you will be assigned a faculty advisor to assist you in choosing the appropriate classes during your pursuit of a degree or certificate. When you are assigned a faculty advisor, he or she will become your main point of contact for academic issues that impact educational progress. Because faculty schedules vary throughout the year, scheduling an appointment to meet with your faculty advisor is recommended. However, if you have not yet chosen a program of study, or if your faculty advisor is not available, academic advising is also available through the Office of Student Services or other faculty within your area of interest. The mission of academic advising is to partner with students to help them define, plan and progress towards their educational goals by fostering independence, facilitating a professional, supportive environment and promoting student development skills. In general, all academic advisors assist students in selecting proper courses as related to their declared program, interpreting curriculum requirements and assessing academic progress. Academic advisors are familiar with the college and with the programs for which they advise. They can either answer questions directly, or direct students to the appropriate campus resource.

For more information, please contact:

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