

# Health Data and Information Management

The Metropolitan Community College Health Data and Information Management program leads to an Associate in Applied Science degree.

The program combines online instruction, online simulation activities and an in-person practicum experience to prepare students for employment in the health information management field.

This two-year degree program is all online except for the practicum experience, which will take place at an area health care organization.

The program is organized in a prescribed sequence with HDIM courses offered twice during the academic year in the designated quarter only.

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The Health Data and Information Management program is the only MCC program accredited by the Commission on the Accreditation for Health Informatics and Information Management Education (CAHIIM). CAHIIM is the accrediting body for degree-granting programs in health informatics and information management.

Graduates of the HDIM program are eligible to take the national examination required for certification as a registered health information technician (RHIT). The RHIT exam is administered by the American Health Information Management Association. This credential is an important step for graduates to gain employment as health information professionals in a variety of settings.



**METROPOLITAN**  
Community College

## Admission process

All students interested in the HDIM program must complete and submit the items listed below to be considered for admission into the program. Applications that have missing items will not be reviewed and will be returned to the applicant. Use the attached application checklist (pg. 6) to ensure everything is included.

Only students accepted into the HDIM program are permitted to register for HDIM courses with the exception of HDIM 1001-Medical Terminology. Once accepted, all HDIM course registration is completed by the HDIM program director; students cannot self-register for HDIM courses.

### Required items to submit:

- Signed application checklist
- Attached application (print or type)
- Essay of at least 300 words. The essay should be signed and address the following topics in sufficient detail and depth to support the application to the HDIM program:
  1. Describe your career goals. This can be answered by describing your dream job.
  2. Detail reasons for selecting the HDIM field of study. How does completing the HDIM program fit with obtaining your dream job?
  3. What strengths do you have that will benefit you and your future HDIM employers? (describe at least two)
  4. Detail your experience applicable to the HDIM profession. (Your experience does not need to be from paid employment. Volunteer and service activities provide valuable background.)
- Two signed letters of recommendation (references) that address some of the same topics as the essay. Letters should be from two professional references OR from one professional and one personal (excluding family members). Letters may be scanned or copied and submitted with the application packet as an attachment in an email or mailed separately.
- Unofficial transcripts providing evidence of completion of the general education requirements. Official transcripts will be required from transfer students upon acceptance to the program. Applicants who are in the process of completing their general education requirements must submit evidence of course enrollment.
- Evidence of current CPC or CCS certification, if applicable.
- Optional: Attach a résumé.

### Send all of the above items to:

Metropolitan Community College  
Attn: Kelly Hajek, HDIM Program Director  
Elkhorn Valley Campus, Room 332  
P.O. Box 3777  
Omaha, NE 68103-0777

Applications are used for the current application period only. Applicants who are not accepted but wish to be considered in the future must submit a new application packet.

### Acceptance into the HDIM program

Applicants will be notified of acceptance via email. The notification will be sent to the email address provided on the application. For more details, view the HDIM QR code on page 5 of this packet.

## Application timeline

<b>Application deadline</b>	July 1	December 1
<b>Applicants notified</b>	End of July	Early January
<b>Program begins</b>	Fall quarter	Spring quarter
<b>Format</b>	Online (in-person practicum)	
<b>Accepted</b>	Enrollment is limited per quarter	

### Selection Criteria

Selection criteria are based on the following weighted factors:

1. The applicant's GPA for the four required general education courses multiplied by 10 to determine the GPA value points. For example, a GPA of 2.9 multiplied by 10 equals 29. Maximum point value is 40. Courses completed through CLEP tests will receive a grade of C when computing the GPA.
2. Evaluation of the essay as meeting the following:
  - Required items are addressed in sufficient depth as to provide a rationale for selecting health information management as a career. Maximum point value: 30
  - Essay is written using correct grammar, spelling and punctuation. References are cited when applicable. Maximum point value: 10
3. Letters of recommendation support the applicant's essay. Maximum point value: 10

# Health Data and Information Management program requirements

## General education requirements (needed to apply)

23.0 credit hrs.

One course	Communication (one course) <i>*See MCC catalog guidelines</i>	4.5
One course	Humanities/Social Sciences (one course) <i>*See MCC catalog guidelines</i>	4.5
BIOS 1310	Survey of Human Anatomy and Physiology	5.0
INFO 1001	Information Systems and Literacy	4.5

*\*View MCC catalog to see which courses qualify – mycatalog.mccneb.edu*

The following general education requirement is not a prerequisite for application to the program but is a prerequisite to take HDIM 2010-Healthcare Statistics and must be completed before enrollment in that course.

MATH 1410	Statistics**	4.5
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## Other Course Requirements for HDIM

13.5 credit hrs.

HDIM 1001	Medical Terminology	4.5
HIMS 1180	Disease Processes	4.5
HIMS 2155	Fundamentals of Pharmacology	4.5

## Major Requirements for HDIM

60.5 credit hrs.

HDIM 1010	Healthcare Delivery Systems	4.5
HDIM 1020	Health Data and Electronic Health Records	4.5
HDIM 1030	Healthcare Data Management and Use	4.5
HDIM 2010	Healthcare Statistics and Data Analytics <i>**pre-req MATH 1410</i>	4.5
HDIM 2020	Health Law, Privacy and Ethics	4.5
HDIM 2030	Performance Improvement and Creating Databases	4.5
HDIM 2040	Information Systems in Healthcare	4.5
HDIM 2050	Healthcare Reimbursement and Revenue Cycle Management	4.5
HDIM 2060	Supervision in Healthcare	4.5
HDIM 2421	Clinical Coding I	4.5
HDIM 2431	Clinical Coding II	4.5
HDIM 2432	Clinical Coding III	4.5
HDIM 2982	HDIM Capstone	4.5
HDIM 2983	HDIM Practicum (in-person)	2.0

## Admission

All course grades must be a C or higher (this includes general education and other course requirements).

Computer technology skills and internet access to take online courses are required.

Admission criteria is subject to change based on current legislation, state licensure requirements and professional accrediting body requirements.

For a complete description of courses, visit mycatalog.mccneb.edu.

## Requirements for the in-person practicum

In the practicum, students complete 80 contact hours at a health care organization. Students enroll in the practicum when they are near completion of the requirements for the associate degree in HDIM. Practicum hours occur during the workweek (Monday-Friday, 8 a.m.-5 p.m.).

Students must submit the following to be enrolled in the HDIM practicum.

- Health clearance and evidence of current immunizations
- Social Security Number or an I-94
- Clearance on a criminal background check; clearance that states a report was found may delay or deny practicum placement.
- Drug test (required by some practicum sites)



# HEALTH DATA AND INFORMATION MANAGEMENT TECHNICAL STANDARDS VALIDATION

All health care students are required to meet definite standards for the profession and practical performance. Upon acceptance into one of the aforementioned courses/programs, students will be expected to sign the following document validating their ability to meet the stated requirements.

The following are specific requirements of all students:

- Ability to stand, sit, walk, push and squat
- Ability to lift and/or carry 25 pounds
- Ability to reach in forward, lateral and overhead motions
- Ability to climb stairs
- Ability to distinguish distance, colors, objects and persons
- Ability to demonstrate depth perception
- Ability to hear conversation, monitor equipment, use a telephone and distinguish background noise
- Ability to perform fine and gross motor skills with both hands
- Ability to think clearly and calmly in stressful situations
- Ability to communicate effectively, verbally and in writing, using appropriate grammar, spelling and vocabulary
- Ability to work cooperatively with others

I have read the above technical standards and acknowledge that I can comply with each of them.

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Social Security or student ID number

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date



**Application deadline: July 1 for fall quarter start; Dec. 1 for spring quarter start**

**Personal (print or type)**

Full legal name \_\_\_\_\_  
(last) (first) (full middle) (maiden)

Social Security \_\_\_\_\_

MCC student ID \_\_\_\_\_

Home address \_\_\_\_\_  
(street) (city) (state) (ZIP)

Telephone (required) \_\_\_\_\_  
(home) (work) (cell)

Email \_\_\_\_\_  
(MCC email account) (personal email account)

Gender:  male  female  prefer not to answer Birth date \_\_\_\_\_  
(month) (day) (year)

Employer \_\_\_\_\_  
(name) (address)

Marital status:  single  married  widowed  divorced

U.S. citizen:  yes  no

If no, type of visa:  student  permanent  other \_\_\_\_\_

Have you previously enrolled at MCC?  yes  no dates \_\_\_\_\_

Do you have a  high school diploma or  GED year received \_\_\_\_\_

Name of granting institution \_\_\_\_\_

Address of granting institution \_\_\_\_\_  
(street) (city) (state) (ZIP)

Colleges previously attended other than MCC (if applicable):  
(In order to complete the application process, all colleges/universities you have attended must send an official academic transcript to Metropolitan Community College, Records, P.O. Box 3777, Omaha, NE 68103-0777 or transcripts@mccneb.edu.)

College	Address	Dates attended
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____



Furnishing the following information is not a requirement for admission and will not be used in admission discussions. The data will be used for statistical purposes only.

Are you:

- Hispanic/Latino
- Non-Hispanic/Latino

For those individuals who are non-Hispanic/Latino, select one or more of the following:

- American/Alaska Native
- Asian
- Black or African American
- Hawaiian/Pacific Islander
- White

I certify that to the best of my knowledge, the information furnished in this application is true and complete.

I agree that if such information or any other information upon which my admission is based is not true or complete, the College may rescind my acceptance. I further agree that I will abide by the rules and regulations of the College including but not limited to those rules contained in the current College catalog.

I acknowledge that all official transcripts that I forward to the College become the property of the College and will not be forwarded to another institution or returned to me.

Submit your completed application, essay, technical standards form and checklist to the HDIM program director.

Final admission will be based on review of the completed application.

Applicant signature \_\_\_\_\_

Date \_\_\_\_\_

Printed name \_\_\_\_\_

### Application timeline

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ACCREDITATION: The Health Data and Information Management program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)  
200 East Randolph Street, Suite 5100, Chicago, IL, 60601  
(312) 235-3255 | info@cahiim.org

Metropolitan Community College affirms a policy of equal education, employment opportunities and nondiscrimination in providing services to the public. We are committed to ensuring our websites and facilities are accessible and usable to everyone. To read our full policy statement, visit [mccneb.edu/Nondiscrimination](http://mccneb.edu/Nondiscrimination).



**Note: Applicants must include this checklist with the other application documents or the application packet will be rejected.**

Student name \_\_\_\_\_ MCC Student ID \_\_\_\_\_

- Completed and signed application form.
- Copies of official transcripts from other colleges attended (if applicable) sent to the MCC Records office.
- Copy of MCC Academic Progress Report (unofficial transcript) that shows completion of following courses with a grade of 'C' or better in each, or evidence of current enrollment. Students with a bachelor degree are exempt from these course requirements.

**General education course requirements (must be completed or in process before application deadline, unless otherwise noted below)**

- One course – Communication Course \*see guidelines - Grade \_\_\_\_\_ (See MCC catalog for options)
- One course – Humanities or Social Sciences \*see guidelines - Grade \_\_\_\_\_ (See MCC catalog for options)
- INFO 1001-Information Systems and Literacy - Grade \_\_\_\_\_
- BIOS 1310-Survey of Human Anatomy and Physiology - Grade \_\_\_\_\_

**The below courses are not required for admissions, but are required for the degree:**

- HDIM 1001-Medical Terminology - Grade \_\_\_\_\_  HIMS 2155-Fundamentals of Pharmacology - Grade \_\_\_\_\_
- MATH 1410-Statistics - Grade \_\_\_\_\_  HIMS 1180-Disease Processes - Grade \_\_\_\_\_
- Completed and signed 300-word essay
- Two signed letters of recommendation (references)
  - Two professional OR • One professional and one personal (excluding family members or friends)
- Current professional licenses, certification or registrations (CPC, COC or CCS certification proof)

**By placing a check mark or X in the boxes, you are stating "yes" or affirming the statement.**

- As a current MCC student, I am in good academic standing with no Business Office holds (applies to current MCC students only).
- I understand that the HDIM courses are presented in an online format only.
- I understand that the HDIM curriculum is organized in a prescribed sequence with courses offered twice during the academic year in the designated quarter only. This means if I do not follow the prescribed sequence, I may have to wait for the next class offering to catch up.
- I understand the additional requirements of the in-person practicum.
- I understand that I must earn a C in each HDIM course to complete the degree requirements. This includes general education and optional requirements.
- I understand that if not accepted into the program at this time, I will need to resubmit the entire application for the next program application period.

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Applicant printed name

\_\_\_\_\_  
Date

**For program details or questions, contact Metropolitan Community College  
HDIM program director Kelly Hajek at kahajek@mccneb.edu**