APPLICATION PROCEDURE
PROGRAM OF HEALTH INFORMATION MANAGEMENT
ASSOCIATE DEGREE

The following information must be submitted by **May 1st** for the Fall semester and by **December 1st** for the Spring semester:

- Completed Site Visit Confirmation signed by RHIA or RHIT
- Application for Admission to the Health Information Management Program (Associate Degree)
  - Must include Report of Visit as part of application

It is the responsibility of the student to see that these items are forwarded to the following address:

Health Information Management Program
Western Kentucky University
Academic Complex 413
1906 College Heights Blvd.
Bowling Green, KY 42101

Please note the following:

- Applicants must successfully complete (a grade of C or higher) the introductory course HIM 100-Health Data Content & Structure before being considered for acceptance to the program
- Students may submit their applications for the program while enrolled in HIM 100 and may pre-register for courses for the following semester; enrollment in these courses will be contingent upon acceptance to the program
- Admission is based upon space available and applicants are considered on a competitive basis. There are no restrictions regarding age, sex, race, religion, disability or marital status.
- Students will be notified of acceptance status by May 31st for the Fall semester and by January 15th for the Spring semester.

8/2014