



A LEADING AMERICAN UNIVERSITY WITH INTERNATIONAL REACH
PUBLIC HEALTH DEPARTMENT

Dear Prospective Applicant:

We are pleased that you are interested in the Health Information Management (HIM) Program. This associate degree program (major #243) requires completion of 62 semester hours. You are encouraged to visit the website of the American Health Information Management Association (AHIMA) at www.ahima.org for information describing the health information management field. Additional materials are available at <http://www.wku.edu/healthinformationmanagement/> and will answer many of the questions that you may have about the HIM program.

Enrollment in this program is limited. Applicants must successfully complete the introductory course, HIM 100-Health Data Content and Structure, with a grade of C or higher before being considered for acceptance to the program. Applications are due by May 1st of each year for the fall semester and by December 1st of each year for the spring semester.

To register for the next classes in HIM, you must follow the application procedures. Students who apply to the HIM program are expected to have a satisfactory scholastic record and be responsible for any costs associated with the HIM program. Applicants must complete the A.S. application and complete a criminal background check prior to acceptance into the A.S. program. In addition, students must have successfully completed HIM 100 with a grade of "C" or higher and have an overall GPA of 2.0. In addition, the following medical documentation must be provided to the HIM program within 15 days of the subsequent semester of acceptance. This is generally before September 15th if enrolled in the fall semester and before February 15th if enrolled in the spring semester:

- Proof of mumps, measles, and rubella immunity by positive antibody titers or two doses of the MMR vaccine
- Varicella immunity by positive antibody titer or proof of varicella immunization
- Evidence of current immunizations against diphtheria, tetanus, and pertussis within the last ten years
- Proof of hepatitis B immunization or declination of vaccine
- Tuberculin skin test and/or chest x-ray within the past 12 months; follow-up provided appropriate to the situation
- 7 or 10 panel drug screen
- Professional liability insurance at an approximate cost of \$35.00 per year; students must keep insurance up-to-date throughout enrollment in the HIM program (www.proliability.com)
- AHIMA student membership at an approximate cost of 35.00 per year; students must maintain membership throughout enrollment in the HIM program (www.ahima.org)
- Results of a criminal background check (must be completed prior to acceptance-www.mystudentcheck.com)

As the final course of study, students are required to complete one five-week professional practice experience (HIM 295-Seminar & Professional Practice Experience). Students are responsible for living and travel expense during the professional practice experience. Individual professional



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practice site may require additional medical documentation and the student will be responsible for any associated costs.

In addition, prior to the start of HIM 295, students must submit the results of a second negative drug screen, second negative criminal background check, and a negative 2-step TB test. The HIM program will not accept any student with a felony conviction or a misdemeanor assault due to the inability to place students for their professional practice experience.

Any further questions regarding the program should be directed to the HIM program director, Jan Hunt-Shepherd, at jan.hunt-shepherd@wku.edu or call 270-745-3548. For current information concerning housing, financial assistance or student employment, please contact the appropriate university department(s).

Sincerely,

A handwritten signature in black ink that reads "Jan Hunt-Shepherd".

Jan Hunt-Shepherd, MHA, RHIA, CCS, CDIP, CPHQ
Program Director/Associate Professor
Health Information Management