

HEALTH INFORMATION MANAGEMENT (HIM)

ADMISSION REQUIREMENTS	IMPORTANT INFORMATION	✓
High School Transcript or GED Scores	Official High School transcript is required.	
College Transcripts	Official College transcript (s) is required.	
Accuplacer: Reading	<ul style="list-style-type: none"> Score of 80 or a College level Science class with a lab A minimum grade of C in BIO-213, BIO-101 or BIO-115 will meet this requirement. Transfer credits will be evaluated by the Registrar. 	
Accuplacer: Sentence Skills	<ul style="list-style-type: none"> Score of 74 or a College level Writing class A minimum grade of C in ENG-101 will meet this requirement Transfer credits will be evaluated by the Registrar. 	
Accuplacer: Arithmetic	<ul style="list-style-type: none"> Score of 55 or a College level Math class A minimum grade of C in MAT-113 will meet this requirement. Transfer credits will be evaluated by the Registrar. 	
Accuplacer: Computer	<ul style="list-style-type: none"> Score of 80 A minimum grade of C in CPT-117 will meet this requirement. 	
Academic Standing	At the start of the first semester in this program of study, students must be in good academic standing - a cumulative GPA of 2.0 or higher.	

MEDICAL CODING CERTIFICATE

- The Medical Coding Certificate is guided by the same admission requirements as noted above for the Associate's Degree in Health Information Technology.
- This Certificate is designed to be completed in one year as a full time student. Part time enrollment is possible but will extend the amount of time to completion.
- Continuation into the Associate's Degree program of Health Information Technology is possible upon completion of this Certificate program. Students will need to complete a new application for the HIT Program.

For information regarding the admission process for this program, general information about the program or a tour of the campus, contact:

CJ McKenna, Admissions

E-mail: cmckenna@kvcc.me.edu

Phone: 453-5155

Office: Enrollment Center, Fairfield

Betsy Priest, Allied Health Department Chair

E-mail: bpriest@kvcc.me.edu

Phone: 453-5143

Office: 108, King Hall, Fairfield

Notice to the Applicant

Criminal Background Checks

Applicants to certain programs need to note that a criminal background check will likely be required while enrolled in the program or as a condition of employment in the field. Certain internship and/or practicum sites, such as health care facilities, may limit or deny clinical privileges to those students who have a prior or current criminal record.

- Should a clinical facility refuse to permit a student to complete a clinical rotation based upon the student's criminal background check, the student may not be able to complete the program. In the event a student is denied placement at a clinical site the college will likely be required to enter an academic dismissal from the program.
- Additionally, certain licensing and credentialing boards may refuse to issue a license to practice based upon prior or current criminal offense (s). To learn more about whether the program or profession in which you are interested has such requirements or limitations, contact the appropriate Department Chair.

Infectious Diseases

Applicants who consider a career in Nursing or the Allied Health professions should be aware that during the course of their education and subsequent employment, they will be working in situations where exposure to infectious diseases is probable. This is an occupational risk for all health care workers. Persons should not become health care workers unless they recognize and accept this risk. Proper education and strict adherence to well-established infection control guidelines, however, can reduce the risk to a minimum. Thorough education in infection control procedures is an integral part of each health care program.

Exposure to Latex

Additionally, applicants should be aware that exposure to natural rubber latex (NRL) is likely. Individuals exposed to NRL products may develop allergic reactions such as skin rashes; hives; nasal, eyes, or sinus symptoms; and, rarely, shock.

Costs

Costs associated with required immunizations, criminal background checks, finger printing (when applicable) and admission testing are the responsibility of the applicant.

Clinical/Fieldwork Placement

Students may be scheduled for day, evening and night clinical/fieldwork experiences in some programs. It is expected that the student is able to make the necessary arrangements in order to complete all scheduled times. Placement is State-wide. The student is responsible for all travel and/or living related to the clinical or fieldwork experience.

KVCC is an equal opportunity affirmative action institution and employer.
For more information, contact Erica Mazzeo, Academic Dean, at (207) 453-5117.