HEALTH INFORMATION MANAGEMENT 2016-2017 APPLICATION INFORMATION

- **Medical Coding Career Pathway Certificate**
- **HIM One Year Certificate**
- **HIM AAS**

There is a $35 fee to apply to for this program.

You must complete all steps to be considered.

1. PROGRAM COUNSELING & ADVISING

All of the information necessary to make a successful application to the Health Information Management Program is included in the following pages. It is your responsibility to be aware of program entrance and degree completion requirements.

For Counseling and Advising assistance in meeting program or application requirements, please go to Counseling and Advising in Building 1, Room 103 or email HIMprogram@lanecc.edu.

An Academic Advising Resource is available to all students. To access this go to www.lanecc.edu choose "Moodle." Select "Academic Advising" and then choose "Health Information Management and Coding"

The following information is intended for program entrance only and does not include information on courses required for degree completion. These can be found in the catalog listing for Health Information Management.

2. APPLICATION PROCESS & DATES

2A.   Selection Criteria.

A maximum of 40 students can be accepted to the program, the number of accepted students is based on available spots and subject to change year to year. Alternate students may be allowed into the program if an admitted student declines.

To be considered an applicant to the program you MUST meet all application requirements.

2B.   Important Dates:

Are posted on the Health Professions website for Health Information Management: https://www.lanecc.edu/hp/hrt/admissions-and-application

*Program Online Application and Payment admission system opens approximately 12:15 a.m. and closes approximately 11:45 p.m. each day. You must submit your Online Program Admission Application and Payment and other application documents before the deadline on the application close date. Staff is not available after 5pm, weekends, or holidays to answer questions regarding application issues please keep this in mind in case of last minute questions or problems with the system.

3. ACCESSIBILITY AND ACCOMMODATIONS

To request assistance or accommodations, contact the
Center for Accessible Resources at (541) 463-5150 or accessibleresources@lanecc.edu.

4. PREPARING TO APPLY- APPLICTION REQUIREMENTS

Use this check list to complete all steps in the order provided.
You must complete all steps and submit all documentation by the close date listed above.
Keep this check list as a reference.

You must meet the following criteria to have a complete application process and to be considered for the program. Review the following steps carefully.

_____ **1. Email Account.** You will need to obtain and maintain an email address if you do not already have one. Lane's Enrollment Services and Health Professions Application Center use this email address to send information. It is your responsibility to set your "spam filter" system to accept mail addresses containing @lanecc.edu

_____ **2. Admission to Lane as a credit student.** If you are not currently a credit Lane student, complete Lane's college admission process and obtain a student "L" number. Make sure to complete all "**Steps to Enroll in Credit Classes**" including testing if needed.

_____ **3. Advising**. Meet with a Health Professions counselor or advisor. See **Section 1**, **Program Counseling & Advising.**

_____ **4. Submit Non-Lane Official Transcripts to Enrollment Services**. All courses used as prerequisites must be recorded on your official transcript and received by Lane Enrollment Services prior to application close date.

_____ **5. Request Course Equivalency Evaluation (if needed).** Courses taken at other colleges may be eligible for use in the application process. It is your responsibility to initiate the process early and make sure it has been completed by the application deadline. Go to the Enrollment Services website http://www.lanecc.edu/esfs/general-information-transferring-credits

_____ **6. Complete the Conditions for Application, Form 1.**

_____ **7. Make a Personal Copy of Application Documents** for your files. Your documents will not be returned to you.

5. PROGRAM ENROLLMENT REQUIREMENTS

If accepted or considered standby to the program, you must complete the following. **Failure to do so will result in forfeiture of program eligibility.**

• **Schedule a Mandatory Program Orientation with the Program Coordinator**

• **Documentation of program and/or clinical requirements (to be paid by student) which will include the following. Wait until you have been accepted into the program to complete the following requirements**. Specifics will be included in program notification and discussed at the Mandatory Orientation. All forms and necessary materials will be sent by email to you after you have indicated your program acceptance

6. APPLICATION SUBMISSION CHECKLIST

Submit the Application Packet to HPApplicationCenter via email.
☐ Form 1 Conditions for Application (fillable PDF)
☐ Course Equivalency/Substitution forms (if applicable)

Complete the Health Information Management Program Online Application. You will be charged a **$35 non-refundable application fee**. *Use the 2016-2017 Health Professions Online Program Admissions Application and Payment Instructions to complete this process.*
Before you begin the Program Online Application and Payment
☐ You must have a student "L" number to complete this process.
☐ You must have an email address to complete this process.
☐ You must have a Visa or MasterCard card to pay the application fee.

2016-2017 Health Professions
Online Program Admissions Application & Payment Instructions

Before starting your Online Program Admissions Application & Payment session be sure to:
a. Complete your **credit** admission application to obtain a student L number – a Lane ID number.
b. Have an active personal e-mail account (Lane does not issue students Lane e-mail accounts).
c. Have a Visa or MasterCard credit card on which to charge the **non-refundable application** fee.
d. Verify that you meet minimum requirements to apply.

Begin your Online Program Admissions Application and Payment:	
Click on link to right to begin	https://crater.lanecc.edu/banp/zwskalog.P_DispLoginNew?in_id=&cpbl=&newid=&wapp=Y8
Create a new Application PassPhrase (PIN)	This PIN must consist of between 12 and 16 letters and numbers, with at least one of each. Do not use the same PIN you use to log into myLane or Moodle. This PIN will be used only for this Health Profession program you are applying to. It will not change your myLane PIN. Write down your PassPhrase (PIN)!
Select "Login"	You will receive an assigned ID number (G#) You will need this G# if there is an issue with your application. Write down your G#!
Select "Continue"	**Make sure you have all the required documents you need to complete this Online Application and Payment process.** • **Lane Student ID Number (L Number)**

Apply for Online Program Admissions:	
Admission Term	When asked the term you plan to start – select the term that you are submitting this specific Online Application and Payment.
Enter your name	Make sure your name matches the name you used when you applied to be a Lane Credit student.

Application Checklist:	
Select "Fill out Application"	As you enter the required information in a section, a checkmark will appear to indicate you have completed that section: • Follow instructions provided on each screen • Start with **"Name – HIM"** • Select "Continue" after each section • Select "Application is Complete" after you have completed all sections
Admissions Agreement	Select "I agree to the terms" after reviewing the information. This is your Admissions Agreement

Application Fee Payment:	
Select "Submit Payment"	Only Visa or MasterCard will be accepted for payment submission
Application Final Page	This lets you know that the online application and payment process is done.

Online Program Admissions Application and Payment Completed:	
Lane Health Professions Program Admission & Payment Confirmation	You will receive 2 emails at the end of this process. The 1st will be sent to confirm your Online Program Admission Application, with the time it was submitted. The 2nd will be sent to confirm that your payment was received. Please keep both of these emails for your reference.