



HEALTH INFORMATION MANAGEMENT 2022-2023 APPLICATION INFORMATION

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

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

You must complete **ALL** steps to be considered.

1. PROGRAM ADVISING

This guide will give you all the information necessary to make a successful application to the HIM Program. You will be responsible for understanding the program entrance and degree completion requirements. **PLEASE READ INFORMATION CAREFULLY.**

Academic Advisors are available to review your progress towards program or application requirements. Health Professions Advisors may be reached via HIMProgram@lanecc.edu or Zoom appointments: <https://www.lanecc.edu/advising>.

Academic Advising Resources found at classes.lanecc.edu can help students apply to the program. Scroll down to "Academic Advising." Select Health Information Management and Coding" and then Login as a guest. The "Preparing to Apply and Transferring Credits" will assist you in determining how to meet application and program requirements.

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 listings for [HIM Programs](#).

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:

Fall 2022 dates are posted on the Health Professions website for Health Information Management: <https://www.lanecc.edu/hp/him/admissions-and-application>

* You must submit your Electronic Program Admission Application and Payment and other application documents before the deadline on the application close date. The Electronic Program Application and Payment admission system opens approximately 12:15 a.m. and closes approximately 11:45 p.m. daily.

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- APPLICATION REQUIREMENTS

Complete all steps and submit all documentation by the close date listed in Section 2. Use this checklist to make sure you've completed all requirements. Keep a copy for your records.

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

- Email Account:** You will need an active email address if you do not already have one.
 - LCC's Enrollment Services and Health Professions Application Center use your email address to send you information. Make sure they have any changes to your email address.
 - Please set your "spam filter" system to accept email addresses containing **@lanecc.edu**.
 - Notification of your application status will be communicated to you via email.

- 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. <https://www.lanecc.edu/apply>
 - Make sure to complete all "[Steps to Enroll in Credit Classes](#)" including testing if needed.
 - If you previously attended Lane as a credit student but have not taken courses for four terms, you will need to re-apply to update your account. Click "Retuning Student."

- Advising:** Meet with a Health Professions academic advisor or email HIMProgram@lanecc.edu to discuss course options.

- Submit Non-Lane Official Transcripts to Enrollment Services:**
 - All courses from other colleges used as prerequisites must be recorded on your official transcript. It is your responsibility to plan ahead and order transcripts prior to the application deadline.
 - Transcripts should be sent to and received by Lane Enrollment Services by the application close date. <https://www.lanecc.edu/esfs/submit-transcript>.

- Request Course Equivalency Evaluation (if needed):**
 - Courses taken at other colleges may be eligible to use on your application.
 - Go to the Enrollment Services website on [Transferring Credits and use the "Transfer Tool."](#)
 - If courses do not appear as equivalent, email: HIMProgram@lanecc.edu.

- Complete Forms 1 and 2: Conditions for Application and Application Course Petition Sheet:**
 - Complete all application course requirements as described on Form 2 Point Petition sheet
 - All prerequisite courses must be completed and appear on your Lane transcript or submitted official non-Lane transcripts to apply.
 - Note all applicable classes and credits carefully. Do not leave course, school, term or # credits information blank. Applications with missing info will be returned to you.

Credit will NOT be given if you do not put a completed course on your Course Petition Sheet, even if it's on your transcript.

5. Fall 2022 PROGRAM ENROLLMENT REQUIREMENTS

A) The following courses must be completed **prior** to applying for the Health Information Management Program.

Writing (3-4 credits) - Complete one of the following:

- **WR 115** - Introduction to College Composition (4 Credits) **or**
- **WR 115W** - Introduction to College Writing: Workplace Emphasis (3 Credits) **or**
- Any WR course higher than WR 115

Mathematics (4 credits) :

- **MTH 60** – Beginning Algebra **or** higher math (4 Credits)

Computer Literacy (4 credits) - Complete one of the following:

- **CIS 101** - Computer Fundamentals (4 Credits) **or**
- **CS 120** - Concepts of Computing: Information Processing (4 Credits)

B) The following courses may be completed in advance, but are not *required* for program entry:

Medical Terminology (3 credits):

- **HP 100** - Medical Terminology 1 (3 Credits)

Human Body Systems (6 or 9 credits) - Complete one of the following series:

- **HP 150** - Human Body Systems 1 (3 Credits) **and**
- **HP 152** - Human Body Systems 2 (3 Credits) **or**
- **BI 231, BI 232 and BI233** – Human Anatomy & Physiology (3 Credits each)

You must complete the following if accepted into the program:

- Sign and return of all forms and necessary materials sent by email to you after you have confirmed your program acceptance.
- Mandatory Co-op Orientation within 6 months prior to completing your certificate or degree. You will receive details about pre-requisites to co-op placements including a background check, drug & alcohol screening, and required vaccines and trainings.

6. APPLICATION SUBMISSION CHECKLIST

- Submit the Application Packet to HApplicationCenter@lanecc.edu**
 - Form 1 Conditions for Application (*fillable PDF*)
 - Form 2 Point Petition Sheet (*fillable PDF – needs to remain fillable when sent*)
 - Course Equivalency/Substitution forms (if applicable)
 - Military Documentation (if applicable)
- Complete the Health Information Management Program Online Application.** You will be charged a **\$35 non-refundable application fee**. Use the 2022 Health Professions Online Program Admissions Application and Payment Instructions to complete this process. See Page 4.

2022-2023 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	LoginNew?in_id=&cpbl=&newid=&wapp=Y8">https://crater.lanecc.edu/banp/zwskalog.P_Dis>LoginNew?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. <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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.