

WASHBURN UNIVERSITY

SCHOOL OF APPLIED STUDIES

HEALTH INFORMATION TECHNOLOGY PROGRAM

Dear Prospective Student:

Thank you for your interest in the Washburn University Health Information Technology program and/or Coding Certificate program. Enclosed you will find information about our programs and an application packet.

ON-LINE COURSES:

Washburn University's Health Information Technology and Coding Certificate programs are offered online. Online courses require that you have reliable access to the Internet and have computer skills. You will need to have your own computer with reliable internet access, or have access to one on a regular basis. See <https://www.washburn.edu/its/classrooms-equipment/tech-recommendations.html> for minimum computer specs. Access to MS Office software is highly encouraged & recommended.

While online courses provide a great deal of convenience and flexibility, they also require a high level of motivation and self-discipline. For more information about WU online courses, visit <https://www.washburn.edu/academics/community-continuing-education/online-education/index.html>

PROFESSIONAL PRACTICE EXPERIENCE:

Health Information Technology Program:

Students enrolled in the Health Information Technology (HIT) program must complete a Professional Practice Experience (PPE) in AL-241 Professional Practice II as a requirement for graduation. The PPE is designed as a practical educational experience. The student receives a grade and course credit and an opportunity to demonstrate competencies and domains learned across the HIT curriculum. Students/faculty will identify an appropriate healthcare-related site, and develop a site-specific PPE project with associated learning outcomes. The PPE must consist of a supervised forty (40) hour hands-on experience with an assigned site mentor.

Coding Certificate Program:

The 32- hour Coding Practicum/Professional Practice Experience (PPE) provides the student with the opportunity to apply the theory they learn in the program to "hands-on" coding practice. For the Professional Practice Coding course, students are assigned to a mentor in a health information management department within an acute care hospital or other appropriate health care facility. This experience provides the opportunity to practice medical coding activities that cannot be duplicated in the classroom, observe and participate in the day-to-day operations of a healthcare coding department, and to meet and work with health information professionals.

Students are responsible for ensuring transportation, meals, and any other needs required to be on-site during the designated time. Healthcare sites selected by the student will require approval by the HIT program director and a special affiliation agreement will need to be completed between the selected site and Washburn University. Advance notification of selected sites is necessary to ensure adequate time for the completion of this paperwork.

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SCHOOL OF APPLIED STUDIES

HEALTH INFORMATION TECHNOLOGY PROGRAM

Admissions Criteria

Thank you for requesting the Application Packet for the Health Information Technology Program at Washburn University. The admission criteria are as follows:

1. Students must first be accepted to Washburn University. The next step is submission of a completed application packet to the Program Director by February 1 of the application year. Faxed or e-mailed applications will not be accepted.
2. Students must submit a letter of intent and two letters of recommendation to the Program Director. The letter of intent should describe the applicant's interest in the field of Health Information Technology and outline any experiences that pertain to the candidate's application. Letters of reference must be from a professional reference & not a friend/family member.
3. A criminal background check will be required of all accepted Health Information Technology students prior to entry into the professional practice experience. Students will be required to purchase their background check and provide required health clearance documentation through Verified Credentials which has a current cost of \$67.00.

NOTICE: Successful completion of the Health Information Technology program requires participation in professional practice courses. Students can only be placed in professional practice courses after a background check, at their expense, has been completed which discloses they do not present a criminal history of:

- Convictions of laws regulating controlled substances; *
- Convictions, at the felony level of crimes, as defined under Kansas Criminal Code (K.S.A. 21-3101 et seq.) and amendments thereto, which are crimes against persons, crimes against property, or sex offenses;
- Conviction of an offense requiring registry as a sex offender under the Kansas Offender Registry Act or any federal, military or other state law requiring registry;
- Conviction, at the felony level of crimes, involving moral turpitude which include but are not limited to: perjury, bribery, embezzlement, theft, and misuse of public funds.

* **Exception:** Persons who have been convicted of a misdemeanor illegal drug offense may be permitted to participate in the clinical practicum if they have demonstrated, in the opinion of the program director, they have been sufficiently rehabilitated.

4. Official transcripts must accompany the Washburn University application. Transcripts must also be sent to the Health Information Technology Program Director if the applicant is not currently enrolled at Washburn University.
5. It is recommended that students have documented evidence of observation or work experience in a Health Information Department. This information is recorded on the application to the program, and should be mentioned in the letter of intent.
6. **Application to Washburn University and Application to the Program DOES NOT CONSTITUTE ADMISSION.**

* Selection of students is based on:
Completion of the application by the published deadline
Letter of intent
Letters of recommendation
GPA
Past work experiences
Previous relevant college courses completed

* Maximum class size is 20 students.

* Program begins in the fall semester of each year.

- * Completed applications must be received by February 1 for the next fall semester. Notification of acceptance or denial will be sent by early March. Late applications will be accepted with approval on a space available basis.
- * Students are required to transport themselves to and from various professional practice sites.
- * The Health Information Technology associate degree program is accredited by the Commission on Accreditation for Health Informatics & Information Management Education (CAHIIM).
- * Students who are formally accepted into the program must complete a physical examination, TB skin test and proof of required immunizations and health insurance prior to enrollment in the first professional practice course.

For more information contact:

Michelle Shipley, MS, RHIA, CCS
Program Director
Health Information Technology
Health Information Coding Certificate
School of Applied Studies
Washburn University
1700 College
Topeka KS 66621
(785) 670-2174
michelle.shipley@washburn.edu

Washburn University
Health Information Technology Program
Technical Standards

Upon successful completion of the Health Information Technology (HIT) associates degree program, the student is eligible to sit for the registered health information technician (RHIT) examination through the American Health Information Management Association (AHIMA). Health information technicians are employed by a wide variety of health care organizations including acute care hospitals, long term care settings, outpatient clinics and physician offices, as well as business and legal settings.

All individuals admitted to the Washburn University health information technology program or coding certificate program will be asked to verify that they can meet these minimum technical standards with or without accommodation(s). If you believe you need accommodations to perform these essential functions as a student, please consult with Washburn's Diversity and Inclusion Office, Morgan Hall room 105, (785) 670-1629, or email: diversity.inclusion@washburn.edu

1. **Verbal communication:** Includes speaking and listening using the English language and medical terminology. The individual must be able to communicate clearly with teachers, fellow students, physicians, staff, patients, attorneys, third party payers, government officials, and others. This individual must be able to listen and speak clearly over the telephone.
2. **Written communication- reading and interpretation:** Includes extensive reading ability using English and medical terminology when reviewing medical records and reference books (medical dictionaries, coding books, etc.) needed to perform jobs/duties. While going to school, this individual must be able to read and interpret textbooks, online computer materials, handouts, etc.
3. **Written communication – writing:** Includes using English and medical terminology for college assignments and job-related documents. Examples of writing required on the job includes telephone messages, memos, letters, professional e-mail messages, business proposals, job descriptions, policies, procedures, quality improvement reports, etc.
4. **Visual needs:** Includes the ability to read names and numbers on medical records, distinguish colors for color coded file systems, read voluminous medical records in paper or computer form, read coding books and other reference materials, read information in a variety of computer programs and databases, read handwritten or computer documents, and the ability to prepare office layouts, design forms and computer screens.
5. **Motor function:** Includes the ability to keyboard at a minimum of 40-45 words per minute. Students must have gross motor, fine motor and equilibrium functions reasonably required to access information from a computer using a keyboard or mouse, a telephone, and/or a copy machine. Some HIT positions require the ability to sort medical record forms, assemble records in correct order, and file records in open shelf files. This may include overhead reaching and stooping/bending/kneeling to the lowest shelves at or near floor level and the ability to move 20 pounds of paper records for a distance of 50 feet in an office.
6. **Computer skills:** Includes the ability to work with a wide variety of computer software programs following written instructions, reading and inputting/responding to information displayed. This includes word processing, spreadsheet, presentation, database and flow-charting software, as well as specialized health information programs (e.g., electronic health records, encoders, chart tracking systems, etc.). Jobs may include up to eight hours per day of computer work.

7. **Mathematical ability:** Includes the ability to calculate mathematical information such as hospital statistics, productivity information, quality improvement studies, budgets, equipment and supply needs/costs, medical bills, etc. This individual must also have the ability to apply appropriate algebraic formulas when preparing computerized spreadsheets.
8. **Walking, sitting and standing abilities:** Includes the ability to walk or move (50 feet minimum) from one job station to another in an office environment, and ability to sit for long periods (two hours in succession) in an office job. Typical job is eight hours with a meal break and two short rest breaks during the shift. Many HIT positions require the ability to stand for average periods of time (one hour).
9. **Intellectual or conceptual abilities:** Includes the ability to synthesize information from a variety of sources and apply it in making decisions related to either the class/lab assignment or performing work assigned on the job. Examples include the ability to take information learned in class theory and apply it in a lab or practice setting, or taking information learned in a previous class and applying it to a later class. Another example is the ability to read and interpret information in a patient's medical record, remember information learned regarding coding principles, check references when needed, and then to code that patient's record independently with accuracy and speed. Students must have sufficient organizational skills necessary to meet deadlines and manage time.
10. **Behavioral/Social abilities:** Must be able to respond effectively in situations of stress, and demonstrate emotional stability and flexibility. Examples of this type of behavior include functioning effectively as part of a team, expressing concern for the well-being of others during times of stress, maintaining composure when stressful events occur and continue to function with accuracy. This person must have the ability to perform the assigned work according to the quality and timeliness standards required by the facility. The HIT student and professional must be able to work independently when required. HIT students and professionals must show respect to self, peers, instructors, fellow employees, physicians, patients, other professionals, and supervisors. HIT students and professionals must show dependability in attendance and completing work according to deadlines. Students must be able to maintain professional conduct and appearance.
11. **Confidentiality, honesty and ethics:** The HIT student and professional must be able to protect the confidentiality and security of health records, as well as facility/practitioner business information. These individuals must be able to comply with all laws, regulations and standards regarding the practice of health information management. HIT students must demonstrate honesty and ethics in the learning environment including not cheating on exams or assignments and not plagiarizing on assignments. HIT professionals must demonstrate honesty and ethics as defined by the employer and the professional association (AHIMA).

It is your responsibility to notify the HIT program director if there is any reason why you cannot meet the expectations for health information technology students described above, with or without reasonable accommodations.

I have read and understand the technical standards required for the health information technology program.

_____ YES _____ NO

Signature and Date: _____

**WASHBURN UNIVERSITY
SCHOOL OF APPLIED STUDIES**

HEALTH INFORMATION TECHNOLOGY

Application for Fall _____

Applying for: Coding Certificate Program HIT Associate of Science Program

Please complete this application as accurately as possible in typed form or print legibly in ink. Deadline for application is February 1 of the application year.

Last Name	First	Middle	Maiden/Former
Preferred Mailing Address (street, city, state, zip)			WIN# (if applicable)
Legal Address (street, city, state, zip)			Social Security Number
E-mail Address:			
Home Phone	Work Phone	Cell Phone	Birthdate

List in chronological order the last high school and all colleges/universities you have attended. You are required to have official transcripts from all schools and universities sent directly to the Director of the HIT program. (You may omit high school transcripts if you have more than 15 college hours).

High School/College/University	City & State	Dates of Attendance	Hours or Degree Earned

Do you plan to be a full-time or part-time student? _____

What is your estimated date of completion of this program? _____

Continued on back

List in chronological order your work experiences.

Employer Name & Address	Dates of Employment	Basic Duties

Will it be necessary for you to work while attending Washburn University? If so, how many hours a week do you anticipate you will be working? _____

List any volunteer experiences: _____

List any extracurricular and/or community activities:

List any current certificates or licenses (CPR, R.N., L.P.N., etc.).

I certify that the above information is correct and complete. I understand that transcripts must be on file before I will be eligible for consideration of admission. I understand that I am responsible for notifying the Program Director of any changes of address or phone number.

Signature

Date

Send to: Michelle Shipley, MS, RHIA, CCS, HIT Program Director, School of Applied Studies, Washburn University, 1700 College, Topeka KS 66621
(785) 670-2174

**WASHBURN UNIVERSITY
SCHOOL OF APPLIED STUDIES**

**HEALTH INFORMATION TECHNOLOGY
Letter of Intent**

In the space provided below, please discuss your interest in Health Information Technology. Include in your discussion how these interests developed, why you wish to become a Health Information Technician or Medical Coder and what you plan to do upon completion of your degree. Also include information about your HIM department observation (if applicable). This letter will be evaluated on content and grammar.

Name of Student: _____

Signature: _____ **Date** _____

Protocol for Reviewing Letters of Recommendation

For Students not Waiving their Rights

Washburn University complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, which requires that students be advised of their rights concerning educational records, such as letters of recommendation.

Students, who have selected “I Do Not Waive My Right”, may request to review letter(s) of recommendation by:

1. Notifying the Program Director/Coordinator in writing (letter or email) that he/she wishes to review letter(s) of recommendation. Such notification must take place during the fall or spring semesters. Departments will not respond to requests received during semester breaks or summer;
2. Giving the Program Director/Coordinator up to five business days to respond;
3. Scheduling a face to face meeting or video conference (e.g., Skype, Zoom) with the Program Director/Coordinator, faculty or staff member;
4. During the meeting, the Program Director/Coordinator, faculty or staff member will allow no more than 10 minutes per letter of recommendation to be reviewed;
5. Students may take notes but may not make copies of letters. Pictures and screen shots of letters are also not allowed;
6. Request for review can't occur during an active consideration or while applications under consideration.

WASHBURN UNIVERSITY SCHOOL OF APPLIED STUDIES

HEALTH INFORMATION TECHNOLOGY Letter of Recommendation Form

Application to the Health Information Technology Program requires two letters of recommendation. Please utilize this form when submitting your recommendation.

APPLICANT: Under the Federal law entitled the Family Educational Rights and Privacy Act of 1974, students are given the right to inspect their records, including letters of recommendation. While we shall consider all letters of recommendation carefully, we believe that in many instances letters written in confidence are of greater use in the assessment of a student's qualifications, abilities, and promise.

I do do not waive my right to review the content of this form.

Applicant (please print) _____

Applicant Signature: _____ Date _____

TO THE RECOMMENDER:

The person listed above is applying to the Washburn University Health Information Technology or Coding Certificate Program. Please read and complete the following Personal Recommendation form as honestly as possible and submit prior to February 1.

How well do you know the candidate: ___ Very well ___ Fairly well ___ Slightly

How long have you known the applicant? _____

In what capacity? _____

I offer the following recommendation:

- Strongly recommend
- Recommend
- Recommend with reservation
- Do not recommend

Please indicate your impression of this applicant with regard to each of the following factors by checking the appropriate rating.

FACTORS	N/A 0	Low 1	2	Medium 3	4	High 5
Motivation: genuineness & depth of commitment.						
Maturity: personal development, ability to cope with life situations.						
Ability to Perform Under Adverse Conditions: performance under pressure, response to conflict.						
Interpersonal Relations: Ability to get along with others, rapport, cooperation, team building, attitudes towards supervision.						
Critical Thinking: ability to problem solve, correlate and process information.						
Reliability: dependability, sense of responsibility, promptness, conscientiousness.						

Continued on Back

FACTORS	N/A 0	Low 1	2	Medium 3	4	High 5
Communication Skills: clarity of expression, articulate in both spoken & written form.						
Self-Confidence: assuredness, capacity to achieve with awareness of own strengths and weaknesses.						
Personal Appearance: neat, tidy, orderly, clean.						
Quality of Work: accuracy, consistency, timeliness.						

In the space below, please present any additional information which you feel the HIT admission committee should be aware of.

Additional Comments:

Recommender: Name: _____

Occupation: _____

Address: _____

Telephone: _____

Signature/Date: _____

Please return to:
Michelle Shipley, MS, RHIA, CCS
Program Director - Health Information Technology
School of Applied Studies
Washburn University
1700 College
Topeka KS 66621

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Address: _____

Telephone: _____

Signature/Date: _____

Please return to:
Michelle Shipley, MS, RHIA, CCS
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