

HIHIM Application for Autumn 2021

This page must be included in your application document to the HIHIM Program. Retain a copy for your records.

- Step 1 **SAVE this file to your computer. TYPE your information.**
- Step 2 Be sure that your e-mail filter will accept email from **u.washington.edu** or **uw.edu** addresses. You will receive an email confirmation once your mailed application has been received.
- Step 3 Provide complete information for all required fields. All fields are required unless otherwise stated.
- Step 4 Check List

HIHIM Program Application Form (Type only)

Transfer and Returning UW students must submit an application and transcripts to both HIHIM and to the University of Washington - <http://www.healthinformationmanagement.uw.edu/admissions/>

Statement of Purpose

Resume

Transcripts

Official transcripts: Send separately – See page 4

In-progress Prerequisites: Include in this electronic application packet. Registration **and** payment confirmation documentation is required in order to receive evaluation points for acceptance.

Application Packet Merge application / statement / resume **as ONE PDF file**

Merge into one PDF: <https://helpx.adobe.com/acrobat/using/merging-files-single-pdf.html>

Application Receipt Deadline

February 15 - 11:59PM PST – Early Acceptance (see web site)
May 1 - 11:59PM PST – General Acceptance

Email HIHIM application packet to: hihimapp@uw.edu

Do not email the UW Admission Application for HIHIM or Returning student forms to this address.

I will attend the following REQUIRED events

Required New Student Advising 2021

Transfer -- 8/24, 8/25, 8/26, 8/27 (One date) Times 12:00 – 1:30PM

UW -- 8/31, 9/1, 9/2, 9/7 (One date) Times 12:00 – 1:00PM

Required New Student Orientation

September 22, 2021, 4PM

| | |
|-----------|------|
| Signature | Date |
|-----------|------|

By typing your name here, you attest that you are the author of the application.



SCHOOL OF PUBLIC HEALTH
UNIVERSITY of WASHINGTON



2021 Application for Program Admission - Degree
Health Informatics and Health Information Management

| Have you attended the University of Washington? | | | | If yes, which campuses? | | | | | | Student ID | |
|---|--|----|--|-------------------------|--|---------|--|--------|--|------------|--|
| Yes | | No | | Bothell | | Seattle | | Tacoma | | | |

TRANSFER APPLICANTS: Have you earned or are in the process of earning an AA degree? If so, list the college. The applicant is responsible for providing final official transcripts that show degree completion. (See page 4)

| | |
|-----------------|------|
| School Attended | Date |
| | |

CONTACT INFORMATION

| | | | | | | | | | |
|--------------------|--------|--|-------|----------------------|---------------|----------------|-------|------------------------|--|
| Last Name | | | | First Name | | | | Middle Initial | |
| Previous Last Name | | | | Preferred First Name | | | | Date of Birth M/D/YEAR | |
| Gender | Female | | | Male | | | Other | | |
| Mailing Address | | | | | Apartment No. | | | | |
| City | | | State | | Zip Code | | | | |
| Country | | | | | Phone | | | | |
| UW Email | | | | | | Personal Email | | | |

RESIDENCY STATUS: Place an "X" by all that apply

| | | | |
|----------------------------------|--|----------------------|--|
| U.S. Citizen | | I-20 Needed | |
| Non-U.S.-Citizen | | Residing in the U.S. | |
| International Student | | WA State Resident | |
| Res. Alien / Immigrant / Refugee | | Other | |

ENGLISH LANGUAGE: Was English the primary language of instruction during your elementary and high school education?

| | | | | | |
|-----|--|----|--|----------------------------|--|
| Yes | | No | | If "No", what language(s)? | |
|-----|--|----|--|----------------------------|--|

OTHER DEMOGRAPHIC DATA: The following questions are optional. The School of Public Health, gathers this information to help report aggregate demographic data for funding and research purposes.

Ethnicity: What ethnicities do you consider yourself? (Check all that apply)

| | | | | | |
|---------------------|--|------------------------|--|-----------------|--|
| Asian | | Black/African American | | Caucasian/White | |
| Central/South Asian | | Latino/Hispanic | | Native American | |
| Pacific Islander | | | | | |

How did you hear about the HIHIM program? (Select One)

| | | | | |
|-----------------|----------------------|-------------------------|---------------|-----------------|
| Internet Search | UW Home Page | UW Admissions | HIHIM Website | Faculty/Adviser |
| Friend | Direct UW/HIHIM Mail | Community College Event | Newsletter | Other |

If you attended several community or technical colleges in pursuit of your associate's degree or college transfer credits, with which of these colleges do you most closely identify?

| Name | City/State |
|------|------------|
|------|------------|

If you have completed courses from CAHIIM accredited programs, list the program(s).

| School(s) Attended | Dates | Certificate / Degree Earned? |
|--------------------|-------|------------------------------|
| | | |
| | | |

ENROLLMENT PLAN: Autumn quarter starts *September 29, 2021*. Orientation (required) is week prior or start of quarter.

| | |
|----------|---|
| Two Year | Requires 90 UW or transfer credits earned/accepted by UW Admission at the time of application. |
|----------|---|

PREREQUISITES:

Registration confirmation must be included with this application in order to receive points for in-progress prerequisites.

| Prerequisite | School Name | Qtr/Yr Completed | Course Prefix | Course Number | Decimal Grade Earned | Qtr/Yr In-Progress* |
|-----------------------------|-------------|------------------|---------------|---------------|----------------------|---------------------|
| EXAMPLE | | | AHE | 123 | 3.0 | |
| Human Anatomy & Physiology* | | | | | | |
| Human Anatomy & Physiology* | | | | | | |
| Statistics* | | | | | | |

*Prerequisite completion is required. Completion at the time of application submission earns highest points available in the application review

MEDICAL TERMINOLOGY

As of autumn 2019, Medical Terminology is no longer a prerequisite. However, applicants who were advised to complete a course and if completed prior to autumn 2020 may be awarded points on their application.

| Prerequisite | School Name | Qtr/Yr Completed | Course Prefix | Course Number | Decimal Grade Earned | Qtr/Yr In-Progress* |
|---------------------|-------------|------------------|---------------|---------------|----------------------|---------------------|
| Medical Terminology | | | | | | |

CURRENT YEAR CREDITS: List credits you completed or are registered for this academic year

| Quarter | Credits | School |
|-------------|---------|--------|
| Autumn 2020 | | |
| Winter 2021 | | |
| Spring 2021 | | |

COLLEGE HISTORY: Include ALL colleges you have attended in the past or currently attend.

| Year | School | City | State | Country |
|------|--------|------|-------|---------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

TRANSCRIPTS

The **applicant is responsible** for providing final official transcripts for courses taken during **spring** quarter/semester of the admission cycle for which the applicant is applying.

The **applicant is responsible** for providing on-time, accurate and/or final official transcripts to each respective office.

TRANSFER STUDENTS

You must provide official transcripts to both the HIHIM office and to the UW Admissions Office for ALL college credit earned.

UW STUDENTS

No transcripts required if you are a current UW student and all of your transfer credits are listed on your UW transcript. If you have taken medical terminology at another institution, you need to provide a copy of an official transcript.

Schools may send transcripts to HIHIM via the following services, addressing hihimapp@uw.edu:
If your college is not listed at one service, search the other service.

National Student Clearinghouse <https://www.studentclearinghouse.org/>

Parchment <https://www.parchment.com/>

RESUME: Work and Volunteer Experience (Merge at page 8)

Include your resume using the following outline to help explain all paid and volunteer experience.

Use the following headers for information provided:

- Education
- Employment
- Community Service / Volunteer Experience
- Awards & Achievements

Include the following for each experience:

- Name of agency, clinic, hospital, institution, organization
- Location
- Start and end dates (month/year)
- Short, detailed description of your actual activities/responsibilities/experience

STATEMENT of PURPOSE (Typed): Max. 700 words typed) (Merge as page 9)

ADMISSION VISION

The Health Informatics and Health Information Management Undergraduate Program seeks to enroll students who are academically prepared, exemplify integrity, and offer a diversity of perspectives, backgrounds, and talents.

Entering cohorts include students who demonstrate an awareness of the value of overcoming adversity or disadvantage to achieve their educational goals and committed to represent Health Informatics and Health Information Management profession in the communities they will serve and lead.

STATEMENT QUESTIONS (max 700 words typed)

Explain why you are interested in the HIHIM program in terms of your career goals.

Include why you think health informatics and information management are critical skills in healthcare.

Share an example from your life where you demonstrated personal persistence and resilience.

OPTIONAL QUESTION (max 250 words typed)

Address any concerns you have which are reflected in your academic record you would like to share with the admission committee.

The University of Washington provides equal opportunity in education without regard to race, color, creed, religion, national origin, sexual orientation, age, marital status, disability or status as a disabled veteran or Vietnam-era veteran in accordance with University policy and applicable federal and state statutes and regulations.

Signature

Date

By typing your name here, you attest that you are the author of the application.

Technology Requirements & Computer Proficiency

[Computer Vet](#) - *The Computer Vet is a free service offered to UW students, faculty and staff to assist with software problems on personal computers. Staffed by knowledgeable students, the Computer Vet can help with a wide array of technology issues and tasks, including operating system updates, anti-virus installation, P2P software removal, DawgPrint driver installations, and much more.*

PERSONAL COMPUTER

Each HIHIM student must have a laptop for use during class.

Beyond software applications listed in this section, students may need to download and install additional programs on the device they use throughout the program.

Windows laptops should be installed with the following:

- Windows 10
- [Microsoft Office 365 ProPlus](#) (MS Word, Excel, Access, PowerPoint) [**Free Download**]
 - MS Project and MS Visio are also used during the program
- Adobe Reader
- Web browser such as Chrome, Edge, Firefox, or Safari

MAC USERS

Apple offers “[Boot Camp](#)” to run Windows 10 and [Microsoft Office 365 ProPlus](#) on the MAC. **MS Access and MS Project are not included in Office for Macintosh.**

Visit the [Computer Vet](#) web page for contact information and technical assistance.

[Student Technology Loan Program](#): Rent laptops and other equipment.

Reduced or no-cost software is available through [UW-IT Connect](#).

Faculty assign activities to students from the AHIMA Virtual Lab (VLab). Instructions for VLab use are posted in the course’s Canvas page. **Note: there are specific applications in the VLab which require students to use a PC.**

REQUIRED SKILLS

Basic Knowledge of Computers and Standard Productivity Software:

- Understand the concept and basic functions of an operating system
- Save to storage media, find files, create directories, run/execute programs
- Copy and paste text, images, etc. from one software package to another
- Create, edit and save (in various formats) a document using word processing software
- Install and uninstall application programs and upload and download software and files
- Compress (zip) and extract (unzip) files {zip files}

Basic Information Retrieval Skills:

- Students must have a working knowledge of the World Wide Web and its functions including the use of a web browser, site navigation and search function.
- Students must be proficient with Microsoft Office 365 Word and PowerPoint.

Technology Requirements & Computer Proficiency (continued)

Electronic Communication Skills:

- Set up and use of UW email system (using UW user ID and password)
- Use of electronic mail, the ability to send and receive file attachments and the use of e-mail lists
- Familiarity with various asynchronous communication tools (examples: blogs, threaded discussion boards, forums, collaboration tools)

RECOMMENDED SKILLS

Productivity Software:

- [Microsoft Office 365 ProPlus](#) and using Canvas on portable devices, including smartphones
- Document software: Knowledge of how to design, proof and correct a simple report, correspondence, and/or term paper using Microsoft Word and Microsoft PowerPoint
- Database & Spreadsheet software: Knowledge of how to design and implement a simple spreadsheet for the manipulation and analysis of data using Microsoft Excel. Ability to create graphical tables using spreadsheet data will be beneficial
- Presentation software: Knowledge of how to design and implement a simple computer-generated presentation of information using Microsoft PowerPoint. Ability to create links and apply graphics and animation features will be beneficial
- Communicate professionally, online or in-person, using proper email and online etiquette

Note: You will also use the UW Canvas Learning Management System (LMS) and Catalyst as well as other healthcare applications. Some assignments will require use of Microsoft Visio and Microsoft Project.

TESTING with PROCTORU

ProctorU is an online examination proctoring solution that the HIHIM program has acquired for use with examinations administered in the program. Using ProctorU will not cost you, the student, anything.

ProctorU permits the course instructors to offer students the opportunity to take examinations online in a secure environment while, simultaneously, providing necessary examination security and reliability.

Not all of your instructors will use ProctorU to administer examinations, and not all of the examinations will be administered through ProctorU. Your instructor will inform you as to when ProctorU will be used.

ProctorU's automated service is available 24/7 and does not require scheduling.

You will need:

- A laptop with a functioning web camera
- A ProctorU account
- The ProctorU extension installed on your laptop

A guided in-class setup will be held at the start of HIHIM study.

| | |
|-----------|------|
| Signature | Date |
|-----------|------|

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