

HIHIM Application for Autumn 2019

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

- Step 1 **Type in your information. Hand-write only the signature and date.**
- 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 (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/>

Transcripts (One sealed official transcript from ALL non-UW colleges attended)

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

Statement of Purpose

Resume

Mailed application postmarked by:
February 15 – Early Acceptance (see web site)
May 1 – General Acceptance
Hand-delivery will not be accepted. Priority mail tracking is advised.

Correct HIHIM mailing address:
Health Informatics and Health Information Management
4333 Brooklyn Avenue NE, Box 359455
Seattle, WA 98195

Please allow 3-5 business days for mailing.
Late applications due to misdirected mail will not be included in the first review. They may be considered given space availability, provided the applicant submit a petition letter explaining why the application was misrouted.

I will attend the following REQUIRED events

New Student Advising 2019
Transfer -- 8/27, 8/28, 8/29, 9/3, 9/4, 9/5 (One date)
UW -- 9/9, 9/10, 9/11, 9/12, 9/13 (One date)
New Student Orientation - September 18, 2019

Signature	Date
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SCHOOL OF PUBLIC HEALTH
UNIVERSITY of WASHINGTON



2019 Application for Program Admission - Degree
Health Informatics and Health Information Management

CONTACT INFORMATION:

Last Name				First Name				Middle Initial	
First Name you prefer to be called				Gender	Female		Male		
Mailing Address					Apartment No.				
City		State		Zip Code		Country			
Social Security					Date of Birth				
Phone		UW Email		Personal Email					

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

If yes, type the name you used while enrolled, if different than current name:

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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 26, 2018*. 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.
Three Year		

TRANSCRIPTS

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.

PREREQUISITES:

Include registration confirmation with this application for in-progress courses. All prerequisites must be complete by start of summer quarter.

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*						
Medical Terminology*						
HIHIM Medical Terminology Challenge Exam** Must have CLAS 205						

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

The **HIHIM Medical Terminology challenge exam alone does not fulfill the prerequisite. Applicant must show completion of the UW's CLAS 205 course. Enter the CLAS 205 grade on the first row for Medical Terminology.

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

Quarter	Credits	School
Autumn 2018		
Winter 2019		
Spring 2019		

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

Year	School	City	State	Country

Upon graduation, do your current plans include working in another country?

Yes	No	If "Yes", which country?
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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

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)?	
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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 ethnicity(ies) do you consider yourself? (Check all that apply)

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

RESUME: Work and Volunteer Experience

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. 500 words

- Place your name at the top of the Statement of Purpose document.
- Explain why you are interested in the HIHM program in terms of your career goals.
- Include why you think health informatics and information management are critical skills in healthcare.

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
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Technology Requirements & Computer Proficiency

PERSONAL COMPUTER

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

Laptops should be installed with the following:

Windows 7, 8 or 10 (PC) Microsoft Office 2013 or higher (MS Word, Excel, Access, PowerPoint)
Adobe Reader Internet Explorer, Chrome, Firefox, Safari

MAC USERS - Apple offers "[Boot Camp](#)" to run Windows 10 and windows applications on the **MAC**.
MS Access and MS Project are not included in Office for Macintosh.

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

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

Students will use the **AHIMA Virtual Lab (VLab)**. Each of the applications in the **VLab** have different compatibility requirements and some do not work with MAC. **Student is responsible** for having access to a PC.

REQUIRED SKILLS

Basic Knowledge of Computers and Standard Productivity Software:

- Understand the concept and basic functions of an operating system
- Save to disks, 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.

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:

- Document software: Knowledge of how to design, proof and correct a simple report, correspondence, and/or term paper using word processing products such as Microsoft Word
- Database & Spreadsheet software: Knowledge of how to design and implement a simple spreadsheet for the manipulation and analysis of data using software such as Microsoft Access and 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 software such as Microsoft PowerPoint. Ability to create links and apply graphics and animation features will be beneficial
- Familiarity with interactive electronic discussion systems such as MSN and Yahoo Messenger
- Experience using streaming media players (for example, Windows Media Player or QuickTime)
- Proper "netiquette"

Signature	Date
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