



**Florida A&M University
School of Allied Health Sciences
Division of Health Informatics and Information Management**

Dear Prospective Applicant,

Enclosed you will find information concerning the Health Informatics and Information Management program at Florida A&M University.

Health informatics and information management (HIIM) is the practice of acquiring, analyzing, and protecting digital and traditional medical information vital to providing quality patient care. HIIM professionals work in a variety of different settings and job titles. They often serve in bridge roles, connecting clinical, operational, and administrative functions. These professionals affect the quality of patient information and patient care at every point in the healthcare delivery cycle. Having skilled HIIM professionals on staff ensures an organization has the right information on hand when and where it is needed while maintaining the highest standards of data integrity, confidentiality, and security.

To be admitted into the Division of Health Informatics and Information Management, an applicant must be accepted by the University and must also apply for admission to the Division of Health Informatics and Information Management. The admissions criteria for the Division of Health Informatics and Information Management are outlined in the materials provided.

Students are admitted in the Fall and Spring Semesters of each year. The application deadline is the end of the second week in May for Fall Semester and the end of the second week in November for the Spring Semester. Please forward all material (i.e., copy of transcript(s), application for admission, resume, and autobiographical essay) in one packet to the following address:

**Admissions Committee
Division of Health Informatics and Information Management
School of Allied Health Sciences
324 Lewis-Beck Allied Health Building
Florida A&M University
Tallahassee, Florida 32307**

If further information is needed, please feel free to call the Division at (850) 599-3818. Information concerning admission to the University may be obtained from:

**Office of Admissions
Florida A&M University
(850) 599-3796
www.famu.edu**

Sincerely,

Division of Health Informatics and Information Management

**FLORIDA A&M UNIVERSITY
SCHOOL OF ALLIED HEALTH SCIENCES
DIVISION OF HEALTH INFORMATICS AND INFORMATION MANAGEMENT**

ADMISSION PROCESS

Admission to the Division of Health Informatics and Information Management (HIIM) is a two-step process. First, an applicant must be admitted to the University. Second, the Admissions Committee of the Division of HIIM must accept the student. The requirements and procedures for admission to the University are outlined in the *FAMU Catalog*.

ADMISSIONS CRITERIA:

The Admissions Committee of the Division of HIIM will consider applications of candidates who present evidence of the following admissions criteria:

1. Acceptance into the University.
2. Completed *Application for Admission* to the Division of Health Informatics and Information Management.
3. Official transcripts from all colleges and/or universities attended. Official course syllabi or course descriptions for all courses not taken at a Florida college or university.
4. Minimum overall GPA of 2.5 and a grade of “C” in the following designated pre-professional courses: BSC 2093 with lab, BSC 2094 with lab, CGS 2060C, ACG 2021, ACG 2071, STA 2023, MAN 3025.
5. Typed autobiographical essay of at least 300-500 words including – What is your reason for desiring to enter the HIIM profession? What life and/or work experience leads you to pursue a degree in HIIM? What are your career goals, and how will a bachelor’s degree in HIIM support those goals?
6. Current resume.
7. The Admissions Committee may interview applicants.

Students must clear a criminal background check to be eligible to participate in the clinical component of the curriculum.

The applicant is notified of acceptance/denial of admission in writing within a reasonable time period following the decision.

APPLICATION CHECK LIST: Before delivering or mailing the application, please verify that the following items are included in the packet:

- Application for Admission* to the Division of Health Informatics and Information Management
- Copy of transcripts from all colleges/universities attended
- Autobiographical essay
- Current resume

**DIVISION OF HEALTH INFORMATICS AND INFORMATION MANAGEMENT
SCHOOL OF ALLIED HEALTH SCIENCES
FLORIDA A&M UNIVERSITY**

APPLICATION FOR ADMISSION

Applying for Professional Program: Semester _____
Year _____

Please complete and return this application to:
Admissions Committee
Division of Health Informatics and Information Management
School of Allied Health Sciences
324 Lewis-Beck Allied Health Building
Florida A&M University
Tallahassee, Florida 32307

Have you previously applied for admission to a professional program in the School of Allied Health Sciences at Florida A&M University? yes no
If yes, give name of program and date of application.

Last	First	Middle	FAMU Student ID
Mailing Address: Street, City, State, Zip			County
E-mail			Telephone Number

Emergency Contact Information

Name of Parent, Guardian, Spouse	Relationship
Address: Street, City, State Zip	Telephone Number

List **all** undergraduate colleges, universities, or professional schools, beginning with the current or most recently attended institution. Please provide an official copy of your transcript(s). If you have attended institution(s) outside the state of Florida, please provide an official copy of course descriptions (university or college catalog) as well as an official copy of your transcript.

Institution	Address	Major	Attendance Dates	Degree or Certificate Awarded

Please submit with this application a brief autobiographical essay (at least 300 words) indicating your reasons for desiring to enter the Health Informatics and Information Management profession. Include discussions of any related employment or volunteer experience, academic honors, extracurricular activities, etc. Also, address your future career plans and goals.

Please answer the following questions in the space provided and return them with the completed application.

1. How did you hear about the Health Informatics and Information Management Program at FAMU?

2. Have you ever worked in a Health Information Management (Medical Record) Department? If so, please provide the name(s), address(es), date(s) of employment, and employment status (full or part-time). Describe briefly your duties in this setting.

3. Have you toured a Health Information Management (Medical Record) Department at a healthcare facility recently? yes no

If yes, give name of healthcare facility.

4. Have you spoken with a Health Information Management Professional recently? yes no

If yes, give name, title, and healthcare facility.

5. Have you ever been placed on probation or dismissed from a Health Information Management program or any other Allied Health program?

yes no

If yes, please explain.

I understand the following: (1) Withholding or giving false information will make me ineligible for admission and enrollment, and (2) Clearing a criminal background check is required prior to advancing to the clinical component of the curriculum.

Applicant's Signature

Date

11/9/17