



The College of *St. Scholastica*

Master of Arts in Health Information Management or Healthcare Informatics Certificate Admission Requirements and Checklist

Contact

Information

Applicants must use up-to-date application materials to ensure that all current admission requirements are met. Download current forms at <http://grad.css.edu> or contact the Office of Graduate Admissions at (866) 478-9277 or e-mail gradstudies@css.edu for new forms.

For information regarding Financial Aid, call (800) 447-5444, ext.7027, and identify yourself as a graduate applicant.

For information regarding other payment options, call (800) 447-5444, ext. 6134, and identify yourself as a graduate applicant.

Admission Requirements

The Master of Arts in Health Information Management Program will consider applicants who:

- Submit a completed Graduate Admissions Application form and nonrefundable fee of U.S. \$50.
Effective March 15, 2007, when you provide a check as payment, you authorize us to either use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. For inquiries, please call The College of St. Scholastica Business Office at (800) 447-5444 or (218) 723-6092. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account the same day you make your payment and you will not receive the check back from your financial institution.
- Have earned a baccalaureate degree in health information management or another field from an accredited college or university.
- Experience in the field of healthcare is highly recommended, especially for a student without a baccalaureate degree in a health-related field.
- Submit all official transcripts of baccalaureate and graduate coursework.
- Have earned a minimum cumulative GPA of 3.0 in undergraduate coursework.
- Submit a completed Computer Competency form verifying skill level in word processing, spreadsheets, database and communication applications.
- Submit a completed Master of Arts in Health Information Management Essay (**not required for certificate-seeking students**).
- Submit two Graduate Recommendation forms from individuals who have observed and evaluated your leadership competencies and abilities (**not required for certificate-seeking students**).

Note: Meeting minimal entrance requirements does not necessarily guarantee admission. Exceptions to minimal criteria may be made at the discretion of the admissions committee.

Foundational Requirements

All foundational coursework must be completed with a C or above and are a requirement of graduating from the program. These undergraduate courses may be transferred into the program with permission from the program director. Foundational courses include the following:

- Human Resource Management or Principles of Quality Management
- Statistics
- Healthcare or Business Ethics
- Accounting or Financial Management
- Anatomy/Physiology

Undergraduate applicants who are not credentialed as health information professionals (RHIA or RHIT) must complete the following courses or successfully pass a challenge examination:

- HSC 2203 U.S. Healthcare System
- HIM 2112 Fundamentals of Health
- HIM 2101 Medical Language and Pharmacology
- HIM 3132 Medicolegal Issues
- HIM 4222 Clinical Data Management

International Applicants

All applications must be received no later than 90 days prior to the beginning of the starting term. Students will be notified in writing of their admissions status as soon as possible after the committee review.

An international applicant is any candidate who is not a:

- U.S. citizen.
- U.S. permanent resident alien.
- Permanent resident of the Northern Mariana Islands.
- Permanent resident of the Trust Territory of the Pacific Islands.

In addition to the program requirements, international applicants must:

- Have a required English language translation of all transcripts, including transcript grading system.
- Submit a TOEFL examination or the Michigan Test score, which is required of all international applicants and applicants whose primary language is not English. A minimum TOEFL score of 550 on the paper-based test, 213 on the computer-based test or 79-80 on the internet-based test is required. A minimum Michigan Test score of 80 is required.
- Submit a completed International Student Finance Statement form with current bank statement(s) showing evidence of adequate funds to cover one year's tuition.
- Make a minimum deposit of U.S. \$500. Without this deposit, the Immigration and Naturalization Form I-20A cannot be completed and the international applicant cannot enter the United States.
- Submit an affidavit of support (INS Form I-134) for students with U.S. sponsors.
- Present the applicant's passport and/or current visa in addition to the I-94 card (for applicants already in the United States).
- Submit documentation of enrollment in a current private or national health insurance plan or enrollment in a St. Scholastica health insurance plan.
- Submit proof of current immunization for tetanus, diphtheria and MMR (measles, mumps, rubella).
- Have a required English language evaluation when the applicant's primary language is not English.

Note: Upon acceptance, international applicants will need to provide information concerning marital status and children in order to complete the INS I-20 form.

U.S. Permanent Resident Alien

U.S. permanent resident alien applicants must:

- Present an official notarized copy of green card.

Priority Consideration

The deadline for priority consideration for fall term is August 1, spring term is Nov. 15 and summer term is March 1. Review of completed application files will continue until all open seats for the program are filled.

Application Checklist

Complete the following steps to be considered for acceptance into the Master of Arts in Health Information Management and Healthcare Informatics Programs. Review of completed application files will continue until all open seats for the program are filled.

- Step 1: Submit your completed Graduate Admissions Application and nonrefundable fee of U.S. \$50.
- Step 2: Request all official transcripts from colleges and universities previously attended, including prerequisites, be sent to The College of St. Scholastica.
- Step 3: Submit a completed Computer Competency form.
- Step 4: Submit a completed Master of Arts in Health Information Management Essay with your application.
- Step 5: Submit two Graduate Recommendations from individuals who have observed and evaluated your leadership competencies and abilities. These are not required for certificate-seeking students.
- Step 6: Discuss financing your education with the Office of Financial Aid early in the application process by calling (800) 447-5444, ext. 7027.
- Step 7: Submit TOEFL or Michigan Test score report (required of all international applicants and all applicants whose primary language is not English).
- Step 8: International applicants must complete the additional admission requirements as listed in this application packet. For further information, please contact the Office of Graduate Admissions at (866) 478-9277.
- Step 9: Upon completion of the application process, a decision regarding your acceptance will be made.

**Return application materials to:
The College of St. Scholastica, Office of Graduate Admissions,
1200 Kenwood Avenue, Duluth, MN 55811-4199**

The College of St. Scholastica is registered as a private institution with the Minnesota Office of Higher education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.