



# LARAMIE COUNTY COMMUNITY COLLEGE HEALTH INFORMATION TECHNOLOGY AND MANAGEMENT



## APPLICATION INSTRUCTIONS

Thank you for your interest in the Laramie County Community College Health Information Technology and Management program.

Please ensure that you fill out this application in its entirety. Failure to do so will result in your application not being accepted for review.

The following items must be attached and returned with your application:

- Applied and been accepted to LCCC within last semester
- Completed application (Ensure you provide ALL REQUIRED signatures)
- Written interview – Begins on Page 6
- Resume containing all prior work history
- Copies of certifications (If Applicable)
- Agree to complete the drug screen and background check prior to beginning any HIT or MEDC courses

**Please return completed application and all required documents to:**

[hitm@lccc.wy.edu](mailto:hitm@lccc.wy.edu)

Laramie County Community College  
Health Information Technology &  
Management Program

Dawn Puente, CPC  
Program Director

Health Science Building, HS 220

1400 E. College Drive  
Cheyenne, WY 82007

# LARAMIE COUNTY COMMUNITY COLLEGE HEALTH INFORMATION TECHNOLOGY AND MANAGEMENT

## POSITION SUMMARY

Below are the position summaries for the medical secretary and medical records and health information technician. Review and sign your acknowledgement of the summaries. (See Page 5)

### **Summary for Medical Secretaries, 43-6013.00**

Perform secretarial duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

### **Summary for Medical Records and Health Information Technicians, 29-2071.00**

Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards in a manner consistent with the healthcare industry's numerical coding system.

The applicant must possess the ability to work with patients, family members, and medical professionals; possess the ability to document, in writing, all relevant information in a format that fits the standard of a medical office; possess the ability to write and converse in English with co-workers and medical staff.

The candidate must possess good manual dexterity and the ability to perform tasks related to the delivery of the highest quality of patient care; must possess the ability to bend and stoop as well as lift up to 35 pounds; must be able to type, sit, stand for long periods of time.

National Center for O\*NET Development. *O\*NET OnLine*. Retrieved June 7, 2016, from <https://www.onetonline.org/>.

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## CODE OF ETHICS

Applicants must understand and agree to the Code of Ethics 2011 Ethical Principles: The following ethical principles are based on the core values of the American Health Information Management Association and apply to all AHIMA members and certificants.

A health information management professional shall:

1. Advocate, uphold, and defend the individual's right to privacy and the doctrine of confidentiality in the use and disclosure of information.
2. Put service and the health and welfare of persons before self-interest and conduct oneself in the practice of the profession so as to bring honor to oneself, their peers, and to the health information management profession.
3. Preserve, protect, and secure personal health information in any form or medium and hold in the highest regards health information and other information of a confidential nature obtained in an official capacity, taking into account the applicable statutes and regulations.
4. Refuse to participate in or conceal unethical practices or procedures and report such practices.
5. Advance health information management knowledge and practice through continuing education, research, publications, and presentations.
6. Recruit and mentor students, peers and colleagues to develop and strengthen professional workforce.
7. Represent the profession to the public in a positive manner.
8. Perform honorably health information management association responsibilities, either appointed or elected, and preserve the confidentiality of any privileged information made known in any official capacity.
9. State truthfully and accurately one's credentials, professional education, and experiences.
10. Facilitate interdisciplinary collaboration in situations supporting health information practice.
11. Respect the inherent dignity and worth of every person.

<http://www.ahima.org/about/aboutahima?tabid=ethics>

# LARAMIE COUNTY COMMUNITY COLLEGE HEALTH INFORMATION TECHNOLOGY AND MANAGEMENT

## APPLICATION

### APPLICANT INFORMATION

Name (First, MI Last):

Date of Birth:

SSN:

Phone:

LCCC Student ID#

Male

Female

Current Address:

E-Mail:

City:

State:

ZIP Code:

Enrollment Status:

Program Goals:

### MEDICAL EXPERIENCE (If Applicable)

*Name, Location of Facility, Position & Title*

Do you hold any current certifications?  Yes  No

Name:

### CRIMES AGAINST A PERSON, FELONY STATEMENT AND LICENSING ACTION

Have you ever been convicted of a crime against a person?  Yes  No

Have you ever been convicted of a felony?  Yes  No

Have you ever been subjected to limitation, suspension, or termination of a health care occupation or voluntarily surrendered a health care license in any state or to an agency authorizing the legal right to work?  Yes  No

**If you answered "yes" to any of the questions above, please provide details below.  
You must also provide official documentation of the current status and disposition of the case.**

**APPLICATION ACKNOWLEDGEMENTS**

By checking this box and submitting this application, I hereby certify that I have read and understand the Position Summaries of an HITM employee. I understand that being accepted in this program does not guarantee an employer will make an accommodation for employment. Future employers have the right to set standards within their facilities and employment decisions are at the sole discretion of each individual facility.

Name of Applicant (*Please Print*):

Signature:

Date:

By checking this box, I acknowledge and understand the AHIMA Code of Ethics 2011 Ethical Principles. I agree to abide by them throughout my HITM program and employment if I am accepted into the HITM program.

Name of Applicant (*Please Print*):

Signature:

Date:

By checking this box and submitting this application, I hereby certify that all statements made on this application are true and correct. False statements may result in denial to enter in, or removal from, the program. I understand the information may be released to support current or future research projects associated with the HITM program.

Name of Applicant (*Please Print*):

Signature:

Date:

I understand I must complete and pass a background check and drug screen prior to beginning any HITM courses. I understand if I have further questions I will consult the Health Science & Wellness Division Policy ([PDF](#)) for allied health students.

Name of Applicant (*Please Print*):

Signature:

Date:

**WRITTEN INTERVIEW**

1. What reasons/experiences attracted you to a career in HITM?

2. What do you perceive as the primary duties of a medical secretary? Biller and/or coder?

3. Online, college-level programs require a great deal of self-study and effective time management skills. Describe in detail the support you will have from family and friends. What barriers exist that you will need to overcome while in the HITM program?

4. Describe how you handle conflict with each of the following people:

- Co-Workers
- Physicians
- Educational Instructors
- Fellow Students

5. Think of a situation where you had to complete multiple tasks with similar deadlines. Describe the actions you took to ensure the timely completion of the tasks.

6. In your past employment, provide one example of how you enhanced a customer or patient's service or experience.

7. Give an example of when you protected a company or patient's rights and data in a confidential manner.

8. Think of a situation when you had to interact with a difficult person (peer, customer, employee, etc.). Describe the circumstances of the situation, how you dealt with the person and situation, and the outcome.

9. You are a medical secretary at the front desk of a medical office. Describe the steps you would take to calm an angry patient who believes he/she was overcharged for a procedure in your office.

10. We have a limited class size, why should we accept you into the program over someone else?

Name of Candidate *(Please Print)*:

Signature:

Date:

**PLEASE READ THE INSTRUCTION SECTION OF THIS APPLICATION PACKET  
BEFORE SUBMITTING TO ASSURE YOU HAVE INCLUDED ALL REQUIRED DOCUMENTS.**

**YOU MUST SCAN & ATTACH ADDITIONAL DOCUMENTS**

**E-Mail to: [hitm@lccc.wy.edu](mailto:hitm@lccc.wy.edu)**

**ALL REQUIRED DOCUMENTS MUST BE ATTACHED IN ONE E-MAIL**