



Health Information Management (HIM) & Medical Coding (MC)

Admission Requirements	Important Information	✓
Official Transcripts	Request official copies of your academic transcripts be mailed to KVCC. Official copies can also be emailed to enrollment@kvcc.me.edu	
Multiple Measures for Course Placement	To have the most holistic understanding of a student’s college-readiness, multiple measures are used when it comes to course placement. Multiple Measures include, but are not limited to, high school coursework, college coursework, testing assessments such as the SAT/ACT, GED and HiSET, military training, life experience and guided self-placement.	
Academic Standing	<ul style="list-style-type: none"> • Students currently matriculated at KVCC must hold a cumulative GPA of 2.0 at the start of their first semester of program study. • Students who are transferring must have achieved a cumulative GPA of 2.0 at their previous school. 	
HIM Program Orientation Upon successful completion of the above entrance requirements, you will receive an acceptance letter. You are then required to attend an accepted student event scheduled in June. You will be notified of the date by the HIM Department Chair. Failure to attend this required accepted student event will jeopardize your admission status.		

For information regarding the admission process for this program, general information about the program or a tour of the campus, contact:

Teresa Smith, Admissions
 E-mail: tsmith@kvcc.me.edu
 Phone: 453-5155

Michelle Edwards, Department Chair
 E-mail: medwards@kvcc.me.edu
 Phone: 453-5148

The admission requirements are set from Sept 2022 through August 2023. KVCC reserves the right to change these at the beginning of a new academic year.

Updated 4/26/2023



Notice to Applicant

Criminal Background Checks

Applicants to certain programs need to note that a criminal background check will likely be required while enrolled in the program or as a condition of employment in the field. Certain internship and/or practicum sites, such as health care facilities, may limit or deny clinical privileges to those students who have a prior or current criminal record.

- Should a clinical facility refuse to permit a student to complete a clinical rotation based upon the student's criminal background check, the student may not be able to complete the program. In the event a student is denied placement at a clinical site the college will likely be required to enter an academic dismissal from the program.
- Additionally, certain licensing and credentialing boards may refuse to issue a license to practice based upon prior or current criminal offense (s). To learn more about whether the program or profession in which you are interested has such requirements or limitations, contact the appropriate Department Chair.

Infectious Diseases

Applicants who consider a career in Nursing or the Allied Health professions should be aware that during their education and subsequent employment, they will be working in situations where exposure to infectious diseases is probable. This is an occupational risk for all health care workers. Persons should not become health care workers unless they recognize and accept this risk. Proper education and strict adherence to well-established infection control guidelines, however, can reduce the risk to a minimum. Thorough education in infection control procedures is an integral part of each health care program.

Exposure to Latex

Additionally, applicants should be aware that exposure to natural rubber latex (NRL) is likely. Individuals exposed to NRL products may develop allergic reactions such as skin rashes; hives; nasal, eyes, or sinus symptoms; and, rarely, shock.

Costs

Costs associated with required immunizations, criminal background checks, finger printing (when applicable) and admission testing are the responsibility of the applicant.

Clinical/Fieldwork Placement

Students may be scheduled for day, evening and night clinical/fieldwork experiences in some programs. It is expected that the student is able to make the necessary arrangements in order to complete all scheduled times. Placement is State-wide. The student is responsible for all travel and/or living related to the clinical or fieldwork experience.

KVCC is an equal opportunity affirmative action institution and employer.

For more information, contact the Dean of Students at (207) 453-5019.