

# HEALTH INFORMATION MANAGEMENT PROFESSIONAL PROGRAM

## Application for Admission SWOSU-Weatherford, Oklahoma

### I. GENERAL INFORMATION

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Campus Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Home Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Cumulative GPA \_\_\_\_\_

### II. EDUCATIONAL BACKGROUND (Name and Location)

a. High School \_\_\_\_\_

b. College/University \_\_\_\_\_ Years: \_\_\_\_\_

\_\_\_\_\_ Years: \_\_\_\_\_

\_\_\_\_\_ Years: \_\_\_\_\_

\_\_\_\_\_ Years: \_\_\_\_\_

### III. EMPLOYMENT BACKGROUND

JOB TITLE/RESPONSIBILITIES	LOCATION	DATES

IV. **ACHIEVEMENT** Fill in the spaces with the number of years you participated in the following activities. Indicate "H" for High School, "C" for College, and "O" for Other.

\_\_\_\_\_ Music Performance

\_\_\_\_\_ Sports

\_\_\_\_\_ Art

\_\_\_\_\_ Political Organizations

\_\_\_\_\_ Speech/Drama

\_\_\_\_\_ Student Government

\_\_\_\_\_ Publications (Yearbook, newsletter etc.)  
(Yearbook, Newsletter, etc.)

\_\_\_\_\_ Religious Organizations

\_\_\_\_\_ Social/Service Organizations  
(Scouts, 4-H, Chemistry Club,  
Fraternity or Sorority, Rotary, etc.)

\_\_\_\_\_ Volunteer Experiences

Additional \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Discuss any leadership roles you had while participating in any of the above. Include experiences which you feel will be of significant influence.

V. **PERSONALITY INVENTORY**

A. Assess how you see yourself for the traits listed below. Rate those by the scale listed as follows:

5=excellent

4=highly satisfactory

3=satisfactory

2=unsatisfactory

1=highly unsatisfactory.

\_\_\_\_\_assertiveness

\_\_\_\_\_communication skills\_\_\_\_\_tact

\_\_\_\_\_decision making

\_\_\_\_\_leadership ability

\_\_\_\_\_adaptability

\_\_\_\_\_confidence in self

\_\_\_\_\_logical reasoning

\_\_\_\_\_poise

\_\_\_\_\_desire to learn

B. Ask a friend, parent, or faculty member (circle one) to assess your personality on the same scale and record the results below.

\_\_\_\_\_assertiveness

\_\_\_\_\_communication skills\_\_\_\_\_tact

\_\_\_\_\_decision making

\_\_\_\_\_leadership ability

\_\_\_\_\_adaptability

\_\_\_\_\_confidence in self

\_\_\_\_\_logical reasoning

\_\_\_\_\_poise

\_\_\_\_\_desire to learn

## VI WRITTEN COMMUNICATION SKILLS

The following questions will be used to evaluate written communication skills. Please type your responses on a separate sheet(s) of paper.

1. What are the factors about Health Information Management that makes it appealing to you as a career choice? How do you see a career in Health Information Management contributing to your life goals and objectives?
2. How do you see the Health Information Management Program at SWOSU providing you the opportunity to benefit from this career choice?
3. You are the Director of a Health Information/Medical Record Department with 25 employees. You are in the process of finding a replacement for the Assistant Director of the Department. What qualities would you look for in the person whom you hire and why?
4. Write a self-recommendation, including personal, academic, or work-related qualifications which would justify your being accepted into this program.

## VII. ATTACHMENTS

Attach the following to your application:

- Completed application control sheet.
- List of currently enrolled classes.  
(If SWOSU student, include list of times of classes on interview dates).
- Copy of current complete transcript.  
(Does not need to be an "official" transcript).