HEALTH INFORMATICS PROGRAM
APPLICATION DOCUMENTS CHECKLIST

Note: This information serves only as a checklist of application documents. For admission requirements, please visit the MSHI Program website at www.uab.edu/hi. Applications may be made online by going to https://app.applyyourself.com/?id=uab-grad. Application Deadline: April 30th for admission in the fall semester. Orientation is required and is held in early September.

☑ Health Informatics Program Application, including a personal statement of academic interests, career goals and relevant background experience.

☑ A non-refundable application fee of $50.00, payable online.

☑ Official transcripts of all previous academic work beyond the secondary level; official transcripts mailed directly from the institution to the Health Informatics Program (see address below).

☑ Three confidential letters of recommendation. Online applications require applicant to include e-mail addresses for forwarding the electronic forms to the appropriate recommenders. For paper form recommendation submission, please provide each evaluator with an envelope addressed to the Health Informatics Program Admissions office along with one Evaluation form. Instruct your evaluators to use the envelope provided by you and to sign their name across the seal of the recommendation envelope. Recommendations should be returned directly to the admissions office.

☑ Current Resumé or CV which outlines your professional work experience.

☑ Review attached MSHI Technical Standards document which contains guidelines on required academic, interpersonal and communication skills, as well as course accommodation information.

* The MSHI Program requires an introductory programming language course prior to entering the program. This may be waived if the applicant's undergraduate or current work responsibilities require knowledge of one or more programming language.

**The School of Health Professions requires all students admitted to the MSHI Program to agree to a criminal background check and drug testing. Policy link: http://www.uab.edu/shp/images/PDF/SHP%20Background%20and%20Drug%20Screen%20Policy05_2012.PDF

Mail Applications to:
Admissions Coordinator
Health Informatics Program
University of Alabama at Birmingham
1720 2nd Avenue, South (SHPB 590A)
Birmingham, AL 35294-1212

If using a Courier Service:
Admissions Coordinator
Health Informatics Program
University of Alabama at Birmingham
1705 University Blvd. (SHPB 590A)
Birmingham, AL 35205
I. Essential Components
Program Purpose & Overview

Through teaching, research and service, the Master of Science in Health Informatics Program is a collaborative center of excellence dedicated to preparing students to become leaders in health informatics and information management. Students in the MSHI program graduate with a solid understanding of how clinicians and administrators use information and technology in making organizational and patient-specific decisions. With courses in the effective design and use of information systems, databases, software, hardware and networks, students in the program learn how to successfully manage the flow of information throughout a healthcare organization. Students also learn the value of building a solid business case for the purchase, implementation and use of technology in a healthcare setting. Graduates of the MSHI program are prepared to become senior and executive level leaders in the healthcare IT industry. Admission requirements are published in the UAB Graduate Catalog.

II. Required Skills
Required academic skills

Academic skills are those specifically needed to function within the classroom setting (online, in-person) to produce deliverables that meet requirements set forth by individual program faculty in the areas of Information Systems, Informatics and Information Technology. Specific curricular components for a Health Informatics Degree are set forth by the Commission on Accreditation of Health Informatics & Information Management Education (CAHIIM – cahiim.org).

1) Ability to actively participate in discussions in the classroom and in the online environment.
2) Ability to participate and communicate effectively in clinical and non-clinical environments, including verbal presentations to groups of peers, professor and key stakeholders.
3) Ability to gather and document requirements from subject matter experts and key stakeholders in healthcare, administrative and technical settings.
4) Ability to acquire and effectively process information developed through classroom instruction, clinical experiences, independent learning.
5) Ability to complete reading assignments and to search and evaluate literature.
6) Ability to complete written and verbal assignments and maintain written records of materials in individual and group assignments.
7) Ability to meet course deadlines and to manage time effectively (show up on time, begin and complete tasks on time).
8) Ability to complete computer-based assignments and use a computer for searching, recording, storing and retrieving information.
9) Ability to complete assessment examinations in the learning management system.
**Required Interpersonal & Communication Skills**

Interpersonal skills encompass verbal, non-verbal and written exchange of information. In order to be successful in the healthcare industry, graduates must possess effective interpersonal skills to manage a diverse variety of stakeholder relationships and the communication skills to clearly engage these stakeholders.

**Professionalism**

1. Commitment to ethical principles pertaining to business practices and security & confidentiality of information.
2. The ability to identify, use and manage emotions (students’ and others) in positive ways to maintain positive relationships with others.
3. Ability to work in teams effectively.
4. Ability to present information to a group of people in a structured, deliberate manner.

**Communication**

1. Ability to communicate clearly with others in written and verbal form.
2. Ability to use effective listening (verbal and non-verbal) skills to make appropriate decisions.

**Methods of Instruction**

Abilities may be accomplished through direct student response, through use of personal prosthetic devices, or through personal assistance (e.g. readers, signers, note takers, etc.). The responsibility for the purchase of personal prosthetic devices enabling a student to meet the above required abilities remains with the student and/or the agency supporting the student. The university will assist with providing note takers, readers, signers, and other assistive services through the Office of Disability Support Services.

*Students who may need course accommodations should make an appointment with the instructor to discuss their needs.* Students with disabilities must be registered with Disability Support Services (DSS) and provide an accommodation request letter before receiving academic adjustments. *DSS is located in the 9th Ave. Office Building, 1701 9th Ave. South.* Additional information is available on the UAB website at [http://www.uab.edu/students/services/disability-support-services](http://www.uab.edu/students/services/disability-support-services) or by calling (205) 934-4205 (Voice) or (205) 934-4248 (TDD).