APPLICATION CHECKLIST

Note: This information serves only as a checklist of application documents. Applications may be made online by going to www.uab.edu/graduate. Please complete the degree-seeking application. A completed application must have been received by May 31st for fall admission. Program Orientation is required and is usually held in late August or early September.

☐ The following items are required in order for your application to be considered complete and ready for review. All of the items may be uploaded or sent directly through the UAB Graduate School application portal.
1. Non-refundable application fee of $50.00.
2. Personal Essay Statement highlighting your desire for enrollment and how you will utilize the knowledge and skills gained in your professional career.
3. Current Resume or CV outlining your professional work experience.
4. Three letters of recommendation.
5. Official Transcripts of all previous academic work beyond secondary submitted directly to the UAB Graduate School. The UAB Graduate School Office is located on the ground floor of Lister Hill Library (1700 University Boulevard) on the campus of UAB.

UAB Graduate School Mailing Address:

UAB Graduate School
LHL G03
1720 2nd Avenue South
Birmingham, AL 35294-0013

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

☐ Program Prerequisites: 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. Completion of 3 credit hours of undergraduate or graduate course work in statistics is required.
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 class room 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.

**DISABILITY SUPPORT SERVICES:**

UAB is committed to providing an accessible learning experience for all students. If you are a student with a disability that qualifies under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, and you require accommodations, please contact Disability Support Services (DSS) for information on accommodations, registration and required procedures. Requests for reasonable accommodations involve an interactive process and consists of a collaborative effort among the student, DSS, faculty and staff.
To Register for Disability Support Services - Contact DSS at (205) 934-4205 (voice) or (205) 934-4248 (TDD). You must present documentation verifying your disability status and the need for accommodations. After DSS receives your completed documentation, you will meet individually with a member of the DSS staff to discuss your accommodations. It is best to register with DSS when you apply to UAB, as it may take 2-3 weeks to review your request and complete the process. For more information about Disability Support Services or to make an appointment, please feel free to contact the office directly at the Hill Student Center, 1400 University Boulevard, Suite 409, Birmingham, AL 35294; via email: dss@uab.edu; or visit their website for more information.