

HTIM Enrollment Procedures/Admissions Policy

Health-Tech Institute of Memphis is particularly interested in students with strong comprehension and critical thinking skills. These skills are necessary for successful completion and credentialing in our programs for business and healthcare careers. These requirements have been identified by the Department of Student Services to evaluate a prospective student's ability to successfully complete training, certification, and externship. Prospective students must satisfy all admission requirements before enrollment.

Prospective Student Admission Requirements:

- 1) Must have earned a High School Diploma or General Equivalency Diploma (GED) and provide an official transcript (H.S. Diploma/GED) with passing scores.
- 2) Must complete application for enrollment with appropriate documentation (work/school history, vaccinations, transcripts, drug screen, and background check)
- 3) Two professional references
- 4) 3 Interviews: Initial, Programmatic, & Executive
- 5) Must complete Admissions Assessment Tool
 - A. Used to help students excel throughout program, track their progress, and prepare them to confidently pass their certification exams
 - B. Comprehensive assessment that covers English Language, Math, Science, and Learner Profile
- 6) Must meet Admissions Assessment Tool score requirements (comprehensive):

| Program | HESI |
|-------------------------------|------|
| Health Information Management | 70 |
| Medical Assistant | 70 |
| Patient Care Technician | 70 |
| Office Administration | 70 |

Applicants for all programs may attempt the Health Education Systems, Inc. (HESI) admission assessment a total of two (2) times. If the minimum comprehensive score is not met, the applicant must wait three (3) months before retesting.

Admissions testing (HESI) is only offered on Tuesdays and Thursdays from 2:00-4:00pm. However, during institutional registration period, admissions testing will be offered on two (2) Saturdays each month. Prospective students must sign up for testing through the Department of Student Services.

HESI Assessment by Program

| Program | Math Basic Skills | Reading Comprehension | Vocabulary and General Knowledge | Average Score Required |
|-------------------------------|--------------------------|------------------------------|---|-------------------------------|
| Health Information Management | | x | x | 70 |
| Medical Assistant | | x | x | 65 |
| Patient Care Technician | | x | x | 60 |
| Office Administration | x | x | | 70 |

Prospective students take only the HESI exams required for their program of choice to satisfy HTIM enrollment requirements.

If a prospective student is unable to provide a High School Diploma or GED official transcript, HTIM may use the Ability to Benefit Test (ABT) as a basis for admission with a passing score of at least 32 out of 40 (80%) on the math portion and at least 20 out of 25 (80%) on the reading, vocabulary, and grammar portion.