

# Health Informatics and Health Information Management (HIHIM) Technology Requirements & Computer Proficiency

[Computer Vet](#) - The Computer Vet is a free service offered to UW students, faculty and staff to assist with software problems on personal computers. Staffed by knowledgeable students, the Computer Vet can help with a wide array of technology issues and tasks, including operating system updates, anti-virus installation, P2P software removal, DawgPrint driver installations, and much more.

## PERSONAL COMPUTER

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Each HIHIM student must have a laptop for use during class.

**Beyond software applications listed in this section, students may need to download and install additional programs on the device they use throughout the program.**

Windows laptops should be installed with the following:

- Windows 10
- [Microsoft Office 365 ProPlus](#) (MS Word, Excel, Access, PowerPoint) [**Free Download**]
  - EHR Go and EndcoderPro
- Adobe Reader
- Web browser such as Chrome, Edge, Firefox, or Safari

### MAC USERS

Apple offers "[Boot Camp](#)" to run Windows 10 and [Microsoft Office 365 ProPlus](#) on the MAC. **MS Access and MS Project are not included in Office for Macintosh.**

Visit the [Computer Vet](#) web page for contact information and technical assistance.

[Student Technology Loan Program](#): Rent laptops and other equipment.

Reduced or no-cost software is available through [UW-IT Connect](#).

Faculty assign activities to students from the EHR Go. Instructions for EHR Go use will be posted in the course's Canvas page.

## REQUIRED SKILLS

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### Basic Knowledge of Computers and Standard Productivity Software:

- Understand the concept and basic functions of an operating system
- Save to storage media, find files, create directories, run/execute programs
- Copy and paste text, images, etc. from one software package to another
- Create, edit and save (in various formats) a document using word processing software
- Install and uninstall application programs and upload and download software and files
- Compress (zip) and extract (unzip) files {zip files}

**Basic Information Retrieval Skills:**

- Students must have a working knowledge of the World Wide Web and its functions including the use of a web browser, site navigation and search function.
- Students must be proficient with Microsoft Office 365 Word and PowerPoint.

**Electronic Communication Skills:**

- Set up and use of UW email system (using UW user ID and password)
- Use of electronic mail, the ability to send and receive file attachments and the use of e-mail lists
- Familiarity with various asynchronous communication tools (examples: blogs, threaded discussion boards, forums, collaboration tools)

**RECOMMENDED SKILLS**

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**Productivity Software:**

- [Microsoft Office 365 ProPlus](#) and using Canvas on portable devices, including smartphones
- Document software: Knowledge of how to design, proof and correct a simple report, correspondence, and/or term paper using Microsoft Word and Microsoft PowerPoint
- Database & Spreadsheet software: Knowledge of how to design and implement a simple spreadsheet for the manipulation and analysis of data using Microsoft Excel. Ability to create graphical tables using spreadsheet data will be beneficial
- Presentation software: Knowledge of how to design and implement a simple computer-generated presentation of information using Microsoft PowerPoint. The ability to create links and apply graphics and animation features will be beneficial
- Communicate professionally, online or in-person, using proper email and online etiquette

**Note:** You will also use the UW Canvas Learning Management System (LMS) and Catalyst as well as other healthcare applications. Some assignments will require use of Microsoft Visio and Microsoft Project.

**TESTING with PROCTORU**

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ProctorU is an online examination proctoring solution that the HIHIM program has acquired for use with examinations administered in the program. Using ProctorU will not cost you, the student, anything.

ProctorU permits the course instructors to offer students the opportunity to take examinations online in a secure environment while, simultaneously, providing necessary examination security and reliability.

Not all instructors will use ProctorU to administer examinations, and not all of the examinations will be administered through ProctorU. Your instructor will inform you as to when ProctorU will be used.

ProctorU's automated service is available 24/7 and does not require scheduling.

You will need:

- A laptop with a functioning web camera
- A ProctorU account
- The ProctorU extension installed on your laptop

To create a ProctorU account, refer to The ProctorU Student Handbook in [HIHIM Student Resources](#).