



Health Information Technology Program Information and Application Packet 2009-2010

PROGRAM DESCRIPTION

The Health Information Technology program will prepare the student to be a Health Information Technician. The technician is responsible for performing tasks related to the use, analysis, validation, presentation, abstracting, coding, storage, security, retrieval, quality measurement and control of healthcare data in a medical record and/or computer-based patient record.

- The Health Information Technology (HIT) program is rigorous and challenging. It requires a high level of student commitment and mastery of content in many academic areas.
- Thirty one (31) new students are admitted in the fall semester.
- Classes are offered during the day with some courses offered in the evening on a limited basis. Most classes generally meet one or two days per week.
- The HIT program is an associate degree program intended for full time students.
- HIT program courses are provided at the Radcliff Center in Garden City.
- The program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).
- Graduates are eligible to take the Registered Health Information Technician (RHIT) examination.
- Graduates are eligible to take the Certified Coding Associate (CCA) examination.

APPLICATION REQUIREMENTS

The Health Information Technology Program (HIT) requires an application (attached to the end of this packet). To be admitted to the program the student must complete the following:

1. Apply to Schoolcraft College	Submit the Application for Admission to Schoolcraft College. Use the Program Code AAS.00153.
2. Transcripts	Request official college transcripts from all colleges previously attended. Transcripts must be directly from the issuing college or university to Schoolcraft College. Transcripts for international (non-U.S.) colleges and universities must be evaluated by ECE.
3. Verify Transcripts	Contact the Admissions and Enrollment Center 734-462-4426 to confirm that all transcripts have been received.
4. Counseling	This program requires minimum assessment levels or course work in the areas of math, reading and writing. Students should meet with an academic advisor or counselor to develop an academic plan. They can determine if an assessment test is necessary and if foundation courses are needed. Students with prior college level work or a degree may be exempt from placement testing. Students who have submitted ACT scores that are less than three years old to Admissions and Enrollment Center may also be exempt from assessment testing. Contact the Counseling Center at 734-462-4429 to make an appointment.
5. Biology Proficiency	Complete two semesters of high school level courses in Biology within the last five years with a <u>2.0/C</u> or better in all courses during both semesters. High school transcripts must be submitted to the Admissions and Enrollment Center as proof of completion. - or - Complete college class in Biology 050 with a grade of <u>2.0/C</u> or better in both courses.
6. College Coursework	Complete CIS 120 <i>Software Applications</i> with a grade of <u>2.0/C</u> or better. Complete HIT 104 <i>Medical Terminology</i> with a grade of <u>2.0/C</u> or better. Complete HIT 109 <i>Principles of Health Information Management</i> with a grade of 2.0/C or better. Complete BIOL 236 <i>Anatomy & Physiology</i> with a grade of <u>2.0/C</u> or better. -or- Complete BIOL 237 <i>Principles of Anatomy & Physiology 1</i> and BIOL 238 <i>Principles of Anatomy & Physiology 2</i> with a grade of <u>2.0/C</u> or better in both courses *BIOL 101 <i>General Biology</i> is a prerequisite for BIOL 236 and BIOL 237 Time Limits: <i>Anatomy & Physiology</i> must be completed within 5 years of application. Contact the Counseling Center at 734-462-4429 for exceptions to this requirement.
7. Cumulative GPA	Attain a cumulative grade point average of <u>2.0</u> or better for all college level prerequisites and supportive courses.
8. Apply to HIT Program	Submit the attached HIT Application to the Admissions and Enrollment Center with appropriate signatures.

APPLICATION PROCESS

1. The order of acceptance of qualified applicants is based on the date the College receives a valid HIT application.
2. If more than one qualified student applies on the same day, the order of acceptance will be based on the student's cumulative grade point average for all courses taken at Schoolcraft College.
3. When the maximum number of qualified applicants has been accepted, other qualified students will be considered for acceptance into the next available semester, following the same criteria listed above.
4. Applications received from non-qualified students are returned and may be resubmitted after the application requirements are complete.

OPEN COURSES

Admission to the Health Information Technology Program is not necessary to register for the courses listed below. The following courses are open to all Schoolcraft students who have met the course prerequisite (see the College Catalog).

HIT 104	Medical Terminology (2.0 or better)
HIT 109	Principles of Health Information Management 1 (2.0 or better)
HIT 113	Human Diseases (2.0 or better)
HIT 112	Basic Laboratory and Diagnostic Tests (2.0 or better)
HIT 114	Pharmacology for Health Professionals (2.0 or better)

CLINICAL PROCESS

The *HIT 158 Clinical Affiliation 1 Permit* will be issued by a counselor/academic advisor after the following have been completed:

1. The Student has been formerly admitted into the HIT program.
2. The Student has completed the following courses:

HIT 113	Human Diseases (2.0 or better)
HIT 112	Basic Laboratory and Diagnostic Tests (2.0 or better)
HIT 114	Pharmacology for Health Professionals (2.0 or better)
ENG 101	English Composition 1
MATH 101	Business Mathematics
3. The Allied Health Technician at the Radcliff Center is responsible for maintaining the list of qualifying students for placement into *HIT 158 Clinical Affiliation 1*. Thirty one (31) students will be placed in *HIT 158 Clinical Affiliation 1* in January. The order of acceptance of qualified applicants will be based on the date the Admissions and Enrollment Center receives a valid clinical permit for *HIT 158 Clinical Affiliation 1*. The order of acceptance will be as follows for semester placement:
 1. Date of valid *HIT 158 Clinical Affiliation 1 Permit*.
 2. Date the Admissions and Enrollment center received a valid Health Information Technology Application.
 3. Overall grade point average for all courses taken at Schoolcraft College at the time of valid HIT Application.
 4. Residency:
 - A. United States Citizens and Resident Aliens.
 1. Applicants who are residents of the College district.
 2. Applicants who are residents of the State of Michigan, but who reside outside the College district.
 3. Applicants who reside outside the State of Michigan.
 - B. Nonimmigrant Aliens: (Aliens who are approved by the Immigration and Naturalization Service to attend institutions of higher education in the United States).
4. Due to the limited number of clinical sites, students may have to wait for **at least one year or more** after being accepted into the HIT Program before they can enroll in HIT 158.
5. Students will be required to complete the following prior to clinical placement:
 - Criminal History Check Clearance**
 - Medical Clearance / Drug Screen**
 - Maintain a cumulative grade point average of 2.0 or better**
 - Required Immunizations**

- Two **MMR** vaccinations (Measles, Mumps, Rubella) – one as a child – one as an adult or Titer showing immunity for ALL of the above.
- **Hepatitis B** vaccination or Titer – (series must be started prior to clinical), or a signed Vaccination Declination Form.
- **TB Test** – TB test expires after 12 months. The student’s TB test cannot expire before the end of class and/or when clinicals will be completed.
- **Chicken Pox** – 2 Varicella vaccinations given 1 month apart and/or a laboratory Titer verifying immunity.
NOTE: we are no long accepting history of chicken pox as evidence of immunity.

Required forms will be mailed prior to the start of the clinical placement. Additional detailed information is available from the Allied Health Technician’s Office (734-462-4774), located in the Radcliff Center, Room RC 625.

ESTIMATE OF TUITION AND FEES – HEALTH INFORMATION TECHNOLOGY PROGRAM		
(Based on 68 Credits)		
	<u>Resident</u>	<u>Non-Resident</u>
Tuition:	\$5,236.00	\$7,684.00
Registration Fees:	\$240.00	\$240.00
Instructional/Equipment Fees:	\$272.00	\$272.00
Course Fees:	\$1,100.00	\$1,100.00
Additional Expenses (Approximate)	\$685.00	\$685.00
Hepatitis B Vaccine (\$150.00)		
Application fee for certification exam (\$235.00) optional		
Miscellaneous expenses for clinical affiliation (\$300.00)		
TOTAL:	\$7,533.00*	\$9,981.00*

***Estimation of tuition and fees does not include the cost of textbooks**

The above figures are based on 2009-2010 rates and are subject to change. A Resident student is one whose legal residence is in the school District of Clarenceville, Garden City, Livonia, Northville, Plymouth-Canton or parts of Novi. All other students are Non-Residents.

NOTE

Requirements for admission to the Health Information Technology Program are subject to change at any time. Please contact the Admissions and Enrollment Center for updates of any applicable changes.

Phone: 734-462-4426

Fax: 734-462-4553

E-mail: admissions@schoolcraft.edu

Web: www.schoolcraft.edu

It is the policy of Schoolcraft College that no person shall, on the basis of race, color, national origin, gender, age, marital status, creed, or handicap, be excluded from participating in, be denied benefits of, or be subjected to discrimination during any program or activity or in employment.



This application is required for the Health Information Technology Program. You may obtain a permit from the Counseling Center after you complete the following:

- 1) Are admitted to Schoolcraft College. Use Program Code AAS.00153.
- 2) Review and meet all requirements on this application. Program requirements are subject to change.
- 3) Submit appropriate transcripts and complete assessment requirement unless exempt.
- 4) Meet with an academic advisor/counselor to review your progress toward meeting program requirements and to obtain appropriate signatures.
- 5) Completion of all sections of this application with signatures from academic advisor/counselor is required to be accepted into the HIT program. Return application to the Admissions and Enrollment Center. Applications are accepted on a continuous basis.

Section I: To be completed by student

Demographic information on this application must match the information on record in the Registrar's Office at Schoolcraft College.

Name

Last (Family Name)	First	Middle	Former (If Applicable)

Address

Number	Street	Apt.	City	State	Zip + 4 Digit Code

Day Phone

() _____

Evening Phone

() _____

Email

Birth Date

Month / Day

Student Number

Social Security Number

Last 4 Digit s

It is the policy of Schoolcraft College that no person shall, on the basis of race, color, national origin, gender, age, marital status, creed, or handicap, be excluded from participating in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment.

Section II: To be completed with academic advisor/counselor

THE ITEMS IN SECTION II ARE REQUIRED. MEET WITH AN ACADEMIC ADVISOR OR COUNSELOR TO OBTAIN APPROPRIATE SIGNATURES BEFORE APPLYING TO THE PROGRAM.

Part A: OFFICIAL TRANSCRIPTS *Transcripts document coursework and appropriate assessment.*

Transcripts:

- has received all college transcripts
- no previous college transcripts needed (new student)

Counselor or Academic
Advisor Signature

Date

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Part B: ASSESSMENT TESTING *Take an assessment test unless you are exempt (approved by an academic advisor or counselor).*

Student:

- has taken assessment test or ⇒
- is exempt

Counselor or Academic
Advisor Signature

Date

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Part C: PROFICIENCY Attain the minimum Assessment Scores listed below or successfully complete appropriate developmental courses to improve your skills.

Minimum Scores:	ASSET	ACT	Accuplacer
Sentence Skills	38+	15+	51 +
Reading Comprehension	35+	15+	57 +
Arithmetic	35+	16+	60 +

Counselor or
Academic Advisor

Student:

- has met minimum **English** score or ⇒ has successfully completed ENG 050 with a 2.0/C or better
- has met minimum **reading** score or ⇒ has successfully completed COLLS 050 with a 2.0/C or better
- has met minimum **math** score or ⇒ has successfully completed MTH 045 with a 2.0/C or better

Test Score or Course	Signature	Date

Part D: BIOL 236 or BIOL 237 and 238 or equivalent. Complete an anatomy and physiology course with a grade of 2.0/C or better. You may complete an equivalent college course to satisfy this requirement.

Student:

- has successfully completed BIOL 236 (2.0/C or better) or ⇒ has successfully completed _____ at _____ with a grade of _____
- has successfully completed BIOL 237 and BIOL 238 (2.0/C or better) or ⇒

Counselor or Academic

Advisor Signature Date

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Part E: HIT 104 Complete Medical Terminology with a grade of 2.0/C or better. You may complete an equivalent college course to satisfy this requirement.

Student:

- has successfully completed HIT 104 (2.0/C or better) or ⇒ has successfully completed _____ at _____ with a grade of _____

Counselor or Academic

Advisor Signature Date

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Part F: HIT 109 Complete Principles of Health Information Management with a grade of 2.0/C or better. You may complete an equivalent college course to satisfy this requirement.

Student:

- has successfully completed HIT 109 (2.0/C or better) or ⇒ has successfully completed _____ at _____ with a grade of _____

Counselor or Academic

Advisor Signature Date

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Part G: CIS 120 Complete Software Applications with a grade of 2.0/C or better. You may complete an equivalent college course to satisfy this requirement.

Student:

- has successfully completed CIS 120 (2.0/C or better) or ⇒ has successfully completed _____ at _____ with a grade of _____

Counselor or Academic

Advisor Signature

Date

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Part H: CUMULATIVE COLLEGE GPA Attain a 2.0 or better cumulative grade point average.

- Student has a cumulative GPA of 2.0 or better.

Counselor or Academic

Advisor Signature

Date

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Section III: Application to be signed by student

X _____

Applicant Signature

Date

RETURN TO:

Admissions and Enrollment Center
McDowell Center
Schoolcraft College
18600 Haggerty Road
Livonia, MI 48152-2696

Phone: 734-462-4426
Fax: 734-462-4553

DATE COMPLETED:

Part C: HIT 112 Basic Laboratory with Diagnostic Tests with a grade of 2.0/C or better. You may complete an equivalent college course to satisfy this requirement.

Student: <input type="checkbox"/> has successfully completed HIT 112 (2.0/C or better) or ⇒ <input type="checkbox"/> has successfully completed _____ at _____ with a grade of _____	Counselor or Academic Advisor Signature	Date

Part D: ENG 101 English Composition. You may complete an equivalent college course to satisfy this requirement.

Student: <input type="checkbox"/> has successfully completed ENG 101 <input type="checkbox"/> has successfully completed _____ at _____ with a grade of _____	Counselor or Academic Advisor Signature	Date

Part E: MATH 101 Business Mathematics. You may complete an equivalent college course to satisfy this requirement.

Student: <input type="checkbox"/> has successfully completed MATH 101 <input type="checkbox"/> has successfully completed _____ at _____ with a grade of _____	Counselor or Academic Advisor Signature	Date

Part F: Cumulative Schoolcraft College GPA. A 2.0 or better cumulative grade point average for all courses attempted at Schoolcraft College

Students cumulative GPA <input type="checkbox"/> is 2.0 or above	Counselor or Academic Advisor Signature	Date

Section III: Application to be signed by student

X _____
 Signature of Applicant Date

RETURN TO: Administrative Office
 Schoolcraft College - Radcliff Center
 1751 Radcliff Street
 Garden City, MI 48135
 Phone: 734-462-4770

DATE RECEIVED: