Health Information Technology (HIT) Program

Associate of Applied Science Degree

Spring 2017

Application Deadline: December 19, 2016

Note: Please see specific program registration or admission packets for detailed information on when to begin completing health requirements, drug tests, CPR, criminal background checks and proof of insurance submission. Timing varies depending upon either entrance to or participation in the clinical component of a given program. Funds paid to Edward Corporate Health or to a personal health care provider/source, Criminal Background.com (soon to be Castle Branch) insurance companies, and funds used towards CPR completion are not eligible for any sort of refund from College of DuPage if the required course(s) are not successfully completed.

Note: Students are not accepted into this program until they receive an official acceptance letter from the Office of Admissions & Outreach.
Health Information Technology (HIT) Program

The Health Information Technology (HIT) program is a two-year Associate in Applied Science degree program, aimed at preparing students to process, analyze and store health records for patients, health practitioners and healthcare facilities. Graduates of the program are eligible to take the national Registered Health Information Technician (RHIT) examination through the American Health Information Management Association (www.AHIMA.org).

The Health Information Technology (HIT) program at College of DuPage is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (www.caHIIM.org). The HIT program’s employer and graduate satisfaction rates were 100% for the 2014 Annual Program Assessment Report (APAR).

For more information, please contact the HIT program coordinator, Joyce Graves at College of DuPage, 425 Fawell Boulevard, Glen Ellyn, IL 60137. Preferred method of communication is e-mail: gravesj@cod.edu. Phone: (630) 942-2242. Also, visiting www.cod.edu/hit may be helpful.

All HIT applicants for Spring 2017 MUST submit a $50 non-refundable application fee.

Note: Students are not accepted into this program until they receive an official acceptance letter from the Office of Admissions & Outreach.

Program Information Disclaimer: This program information is published for that purpose only; however, the information in this packet is not to be regarded as an irrevocable contract between the student and the program. The program reserves the right to change, at any time, without notice, graduation requirements, fees and other charges, curriculum, course structure and content, and other such matters as may be within its control, notwithstanding any information set forth in the Program information packet in accordance with College of DuPage policies and procedures.

Non-Discrimination Statement

The College prohibits discrimination in its admissions, employment, and educational programs or activities on the basis of race, color, sex, religion, creed, national origin, age, ancestry, marital status, sexual orientation, gender identity and expression, arrest record, military status or unfavorable military discharge, citizenship status, and physical or mental handicap or disability. The College will protect an individual’s right to express their viewpoint or opinion, so long as it does not violate State or Federal law and is not detrimental to the College. (Board Policy 20-5)

Non-discrimination applies to all areas of the college, including the following departments: Admissions, Academic Affairs, Employment, Financial Aid, Placement and Recruitment. The lack of English skills shall not be a barrier to admission and participation in educational programs. Admissions criteria and descriptions of educational programs are available in the college’s printed and online semester Class Schedule and college Catalog.

The following persons have been designated to handle inquiries and concerns about non-discrimination at the college:

Student Inquiries concerning Non-Discrimination Statement
Dean of Student Affairs
Student Services Center (SSC), Room 3200
(630) 942-3224

Employee and Visitor Inquiries
Human Resources-Affirmative Action Officer
Student Resource Center (SRC), Room 1486
(630) 942-2460 FAX (630) 942-4027

TDD (Telecommunications Device for the Deaf) – (630) 858-9692
American with Disabilities Act accommodations, call (630) 942-2141 (voice) or (630) 858-9692 (TDD)

NOTE: Do not call the numbers above for information about the HIT program. Instead, contact Joyce Graves.
Statement of Health

For students who are entering their final academic year in the HIT program, Professional Practice Experience course work requires every student to provide proof of health insurance, and successfully meet: health requirements, drug screening, criminal background check and the medical document manager requirements through Certified Background (soon to be Castle Branch). Precise timing of these activities are necessary and must be done only when instructed to do so by the HIT Program Coordinator. The Health Requirements packet is available on the Health Sciences Admission website. Cardiopulmonary Resuscitation (CPR) certification is not required for HIT students.

Students with chronic medical conditions and physical limitations are required to submit documentation of current health status relating to their specific condition. The statement should include the physician’s assessment as to the student’s ability to meet the program objectives and standard skills in health information technology, and the current medications the student is required to take for health maintenance.

Statement on Medical Care and Health Insurance

Students are responsible for their own medical care and health insurance while in the program. Students must possess health care insurance in order to train at the clinical affiliate. The student is responsible for any costs that may be incurred related to personal injuries he/she may acquire while enrolled in the program. The affiliating clinical facility and/or College of DuPage cannot be held liable for such injuries. Students enrolled in at least 6 credit hours of classes may purchase student health insurance through University Health Plans or Integrity Insurance and Financial. Please visit http://www.cod.edu/student_life/student_services/access_accommodations/index.aspx for additional details.

Description of the Profession of Health Information Technology

A health information professional collects, analyzes and manages the information that steers the healthcare industry.

At the heart of the profession’s information responsibilities are keeping both computer-based and paper-based patient healthcare records. The health information professional orchestrates the collection of many types of documentation from a variety of sources, monitors the integrity of the information and ensures appropriate access to these records.

The professional also manages aggregate data based on the care of patients. He or she collects healthcare data by abstracting and encoding information, by using computer programs to interpret data and by putting in place quality controls to ensure the data’s validity. In addition, the professional designs and improves systems, both computerized and manual, to manage large amounts of healthcare data. As with individual patient records, the professional balances a patient’s privacy rights with legitimate uses of aggregate data.

The professional is qualified to manage individual records and aggregate data with a unique combination of knowledge/skills in:

- healthcare databases and database systems
- medical classification systems
- flow of clinical information
- relationship of financial information to clinical data
- uses and users of healthcare information
- privacy issues and security systems

The professional is valuable because health information is essential for:

- the patient’s care, disease prevention and health promotion
- providers to evaluate the efficiency and effectiveness of care
- reimbursement for healthcare services and analysis of alternate methods of coverage
- developing public policy on healthcare, including regulation, legislation, accreditation and healthcare reform
- planning, research, decision support and analysis
Please take the following into consideration: HIT courses during the first year are usually two days per week, afternoons and evenings. Second-year courses are two days per week, mornings and afternoons for lectures, AND one to two days per week for professional practice experience/clinicals. This means a commitment of three to four days during the second year.

The HIT program includes 2 certificates:
- Acute Health Care Coding
- Ambulatory Coding
### HIT TWO YEAR, FULL-TIME COURSE SEQUENCE - BY SEMESTERS

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>FALL 2016</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT 1101 - Fundamentals of HIT*</td>
<td>4*</td>
<td>Pre-admission course</td>
</tr>
<tr>
<td>Health Sciences 1110 - Biomedical Terminology*</td>
<td>4*</td>
<td>Pre-admission course</td>
</tr>
<tr>
<td>English 1101 - Composition I*</td>
<td>3*</td>
<td>Pre-admission course</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology (A&amp;P) 1500 or A&amp;P series*</td>
<td>4*</td>
<td>Pre-admission course</td>
</tr>
<tr>
<td>Math 1100 or higher (Math 1102 Preferred)*</td>
<td>3*</td>
<td>Pre-admission course</td>
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<tr>
<td>**</td>
<td><strong>18</strong></td>
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*Students must have completed all of the pre-admission courses listed above prior to applying to the HIT program. The application deadline is December 19, 2016. The last opportunity to complete any/all of the pre-admission courses is Fall Semester 2016.

### PROFESSIONAL COURSE SEQUENCE

**ONCE ADMITTED TO THE PROGRAM**

<table>
<thead>
<tr>
<th>SPRING 2017</th>
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<tbody>
<tr>
<td>HIT 1102 - Clinical Classification Systems</td>
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<tr>
<td>HIT 1103 - Computerized Health Data and Statistics</td>
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<tr>
<td>HIT 2211 - Pathophysiology for Health Information</td>
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<tr>
<td>CIS 1150 - Introduction to Computers</td>
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<tr>
<th>SUMMER 2017</th>
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<tbody>
<tr>
<td>HIT 1125 - Clinical Reimbursement Methodologies</td>
</tr>
<tr>
<td>HIT 1107 - CPT Coding</td>
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<tr>
<td>HIT 2203 - Pharmacology for HIT Professionals</td>
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<table>
<thead>
<tr>
<th>YEAR 2</th>
<th>FALL 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT 2201 - Legal and Qualitative Aspects of Health Information</td>
<td>5</td>
</tr>
<tr>
<td>HIT 2221 – Professional Practice Experience (PPE) I</td>
<td>2</td>
</tr>
<tr>
<td>Humanities/Elective - (Philosophy 1112 is recommended)</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 1100 - General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>**</td>
<td><strong>13</strong></td>
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<table>
<thead>
<tr>
<th>SPRING 2018</th>
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<tbody>
<tr>
<td>HIT 2202 - Management of Health Information</td>
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<tr>
<td>HIT 2207 – Advanced CPT and ICD Coding</td>
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<tr>
<td>HIT 2231 – Professional Practice Experience (PPE) II</td>
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<tr>
<td>Speech 1100 or 1120 or 1150</td>
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**Total credits required** **68**

**68** required credits in program requirements for the Associate Degree in Applied Science in HIT

**NOTE:** Once in the program, all students MUST receive a “C” or better in ALL HIT and required courses or they will be dropped. Students who drop out of the program (voluntarily OR due to program policy) must reapply if/when they so choose, yet certain courses must be repeated. All HIT courses each semester are prerequisites for courses in the next semester. Missing or failing just one required course during the sequence will cause a student to be dropped and he/she
must then reapply. Accepted students who do not begin the program must reapply. Students who begin the program and drop out must reapply.

All records and documentation for the admissions requirements MUST be received by the Office of Admissions & Outreach, SSC 2207, by the application deadline. **IT IS THE STUDENT’S RESPONSIBILITY TO ENSURE THAT ALL INFORMATION HAS BEEN RECEIVED.** To find out information about the status of your application, please contact the Office of Admissions & Outreach, SSC 2207, hsadmissions@cod.edu (preferred) or (630) 942-2380. Students with incomplete information will not be considered for admission. **Any information received after the application deadline will not be accepted.**
Admission Criteria

Students interested in the Health Information Technology (HIT) program must complete all of the following steps in order to be considered for admission by the deadline of December 19, 2016.

NOTE: Admission Committees for all Health Science programs has the right to deny admission to any applicant that they feel is unable to fulfill these essential functions as described.

Step 1 ______ Attend a mandatory HIT Advising Session. View upcoming session dates and times and please make sure to RSVP for your session to secure your spot using the directions provided. It is required that an applicant attend an advising session within the 12 month period prior to the application deadline.

Step 2 ______ Complete the College of DuPage General Admissions Application online or in person at the College of DuPage Admissions and Outreach office, SSC 2207. There is a $20 general admissions fee due upon submission. If you have previously attended College of DuPage, you can omit this step. This application is for general admissions to College of DuPage only; it is not an application to the Health Information Technology degree program.

Step 3 ______ Complete the online Health Sciences Application and select Health Information Technology Degree when asked “which Health Sciences program are you applying to?” and Spring 2017 as your “anticipated entry term”. NOTE: You can only submit the application online and must pay a $50 non-refundable application fee by credit card. If you do not have a credit card, you can purchase a prepaid credit card from your local retailer. Be sure you have selected the correct entry term and program. Once your term is selected and application submitted, you may not change this without submitting a new application and paying another $50 non-refundable application fee. If you previously applied to the Health Information Technology Degree program, you will need to complete this step again and pay another $50 non-refundable fee to be considered for this admissions cycle.

Step 4 ______ To ensure that all of your eligible credits are evaluated towards the admission requirements turn in all official Transcripts from any schools that you have attended. Please follow the steps listed below:
Submit your official transcript(s). Contact your previous institution(s) to order an official copy of your transcript to be sent to the College of DuPage, Office of Student Records, 425 Fawell Blvd, SRC 2150, Glen Ellyn, IL 60137-6599. If College of DuPage is the only institution you have attended you do not need to request official transcripts. Verify receipt of your transcript(s). Login to your myACCESS account, click on ‘myACCESS for Students’, then select ‘My Profile’. The receipt status of your transcript will be listed under ‘Transcript Institutions’.

NOTE: If you have an international transcript from high school or college, it must be evaluated by EDUCATIONAL CREDENTIAL EVALUATORS, Inc. Forms may be obtained from www.ece.org.

Step 5 ______ Complete all pre-admission course requirements. All courses must be completed prior to the application deadline.

A. Math
The HIT Admissions Committee will accept:
- Any college-level math course (Math 1100 or higher) with a grade of “C” or better; however, Math 1102 is preferred

B. Anatomy & Physiology
The HIT Admissions Committee will accept any of the following taken within the last five years:
- ANAT 1500 or ANAT 1551 and 1552 or ANAT 1571 and 1572, with a grade of “C” or better.

NOTE: If you choose to take ANAT 1551, then you must take ANAT 1552. If you choose to take ANAT 1571 then you must take ANAT 1572.
C. **English 1101 (3 credit hours)**
   The HIT Admissions Committee will accept:
   - English 1101, with a grade of “C” or better

D. **Health Sciences 1110 (Biomedical Terminology) (4 credit hours)**
   The HIT Admissions Committee will accept any of the following taken within the last five years:
   - Health Sciences 1110, with a grade of “C” or better

E. **Health Information Technology 1101 (Fundamentals of Health Information) (4 credit hours)**
   The HIT Admissions Committee will accept any of the following taken within the last three years:
   - Health Information Technology 1101, with a grade of “C” or better.

**Step 6**  
Complete the [College of DuPage Residency Verification form](#) by providing 2 proofs of residency to the Office of Student Registration Services, Student Services Center (SSC) Room 2221 by the program application deadline date. **Note:** If 2 proofs of residency have not been submitted to Registration by the program application deadline date the applicant will not be considered for admission.

**Step 7**  
**OPTIONAL:** Healthcare Experience (Must submit supporting documentation)

(See merit evaluation for details)
- Proof of one year or more of recent Health Information Management employment (Full OR Part-time):
- Proof of one year or more of recent volunteerism related to Health Information
- Proof of one year or more of recent healthcare background (not counted above)

Applicants who complete all steps by the application deadline will be considered for admission. The HIT Admissions Committee will meet to review **COMPLETED** student admission files in January. Applicants will be notified, by mail, of their status in late January.

“All application documents delivered to the College of DuPage pertaining to a health sciences admissions file become the property of the College of DuPage and will not be returned to applicants. This includes but is not limited to transcripts, letters of recommendation, clinical evaluation forms or outside test reports.”
Health Information Technology Merit Evaluation
(Subject to Change)

Applicant: _____________________  Student ID #: _____________________  Date: ___________________

Points (pts).

A. Math 1100 or higher:
College level math 1100 or above: “A” = 5 pts., “B” = 4 pts., “C” = 3 pts.

B. Anatomy and Physiology (A&P):
(This is A&P 1500; or A&P series 1551 and 1552; or A&P series 1571 and 1572.)
College level A&P 1500 or completed series within 5 years (12/19/12 – 12/19/16):

C. English 1101:

D. HLTHS 1110 - Biomedical Terminology:
HLTHS 1110 within 5 years (12/19/12 – 12/19/16): “A” = 5 pts., “B” = 4 pts.

E. HIT 1101 – Fundamental of Health Information Technology:
HIT 1101 within 3 years (12/19/14 – 12/19/16): “A” = 5 pts., “B” = 4 pts.

OPTIONAL:
Healthcare Experience (Must submit supporting documentation):
One year or more of recent Health Information Management employment (Full OR Part-time): □ Yes (2 pts.)
One year or more of recent volunteerism related to Health Information: □ Yes (1 pt.)
One year or more of recent healthcare background (not counted above): □ Yes (1 pt.)

Total Points: __________

Reviewer Initials  Notes: ____________________________________________