

Health Information Technology Program

Information and Application Packet 2012-2013

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. Important information about the Health Information Technology program:

- Thirty-one (31) students are admitted each fall semester.
- Health Information Technology courses are offered at the Radcliff Center campus in Garden City. Classes are offered during the day with some courses in the evening on a limited basis. Most classes generally meet one or two days per week.
- In addition to lecture and laboratory experiences, the program requires off-campus experiences which include supervised, professional practice assignments.
- Students who satisfactorily complete all program/college requirements qualify for an Associate of Applied Science Degree. Graduates are eligible to take the Registered Health Information Technician (RHIT) examination and/or 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	Apply to Schoolcraft College on-line at www.Schoolcraft.edu .
2. Transcripts	Request official undergraduate college transcripts from <u>all</u> schools previously attended. College transcripts must be sent directly from the issuing college or university to Schoolcraft College.
3. Verify Transcripts	Contact the Admissions and Enrollment Center at 734-462-4426 to confirm that all official college transcripts have been received.
4. Counseling and Assessment	<p>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 to 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.</p> <p>Contact the Counseling Center at 734-462-4429 to make an appointment.</p>
5. College Prerequisite Coursework	<p>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 <u>2.0/C</u> or better ----- Complete BIOL 236 <i>Anatomy & Physiology</i> with a grade of <u>2.0/C</u> or better. (BIOL 101 <i>General Biology</i> is a prerequisite for BIOL 236) -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 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.</p>
6. Cumulative GPA	Attain a cumulative grade point average at <i>Schoolcraft College</i> of <u>2.0</u> or better
7. Apply to Health Information Technology Program	Submit the attached Health Information Technology Program 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 Health Information Technology Program application. Applications are received and processed on an on-going basis.
For the purpose of fairness, applications received at the end of each semester will be held for three business days after final grades are available and then will be dated received.
2. In the event that 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 at Schoolcraft College and then by residency if needed.
3. When the maximum number of qualified applicants has been accepted, students will be considered for acceptance into the next available semester.
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* (with a grade of 2.0 or better)
- HIT 109** *Principles of Health Information Management 1* (with a grade of 2.0 or better)
- HIT 113** *Human Diseases* (with a grade of 2.0 or better)
- HIT 112** *Basic Laboratory and Diagnostic Tests* (with a grade of 2.0 or better)
- HIT 114** *Pharmacology for Health Professionals* (with a grade of 2.0 or better)

CLINICAL PROCESS

The *HIT 158 Clinical Affiliation 1 Permit* will be issued by the Radcliff Administrative Office after the following have been completed:

1. The student has been formally admitted into the HIT program.
2. The student has completed the following courses:
 - HIT 113** Human Diseases (with a grade of 2.0 or better)
 - HIT 112** Basic Laboratory and Diagnostic Tests (with a grade of 2.0 or better)
 - HIT 114** Pharmacology for Health Professionals (with a grade of 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 Administrative Office at the Radcliff 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 at Schoolcraft College 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 longer 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

ESTIMATE OF TUITION AND FEES – HEALTH INFORMATION TECHNOLOGY PROGRAM		
(Based on 68 Credits)		
	<u>Resident</u>	<u>Non-Resident</u>
Tuition:	\$5,916.00	\$8,636.00
Service Fee:	\$340.00	\$340.00
Registration Fees:	\$240.00	\$240.00
Instructional/Equipment Fees:	\$272.00	\$272.00
Course Fees:	\$2,294.00	\$2,294.00
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:	\$9,747.00*	\$12,467.00*
<small>*Estimation of tuition and fees does not include the cost of textbooks. The above figures are based on 2012-2013 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. Tuition and fees for out-of-state and international students are available at www.schoolcraft.edu/admissions.</small>		

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 submit this application to the Admission and Enrollment Center after you complete the following:

- 1) Are admitted to Schoolcraft College.
- 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 an academic advisor or counselor is required to be accepted into the Health Information Technology 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 Digits

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.*

Schoolcraft College:

- ☐ has received all official undergraduate 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). Assessment Test scores are valid for three years.*

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. Assessment Test Scores are valid for up to three years.

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

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 MATH 045 with a 2.0/C or better

Test Score or Course	Counselor or Academic Advisor 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. Anatomy & Physiology must be completed within 5 years of application.

Student:

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

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 at Schoolcraft College.

Student:

☐ Student has Schoolcraft College 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:

HIT 158 Clinical Affiliation 1 Permit

Eligibility for HIT158 Clinical Affiliation1 requires issuance of a *HIT 158 Clinical Affiliation 1 Permit* by the Radcliff Administrative Office. A completed permit needs to be turned into the Administrative Office at the Radcliff Center Room 625 in order to be placed on the HIT 158 Acceptance list. Permit Requirements:

☐ **Application** Submit the Application for Admission and Readmission to Schoolcraft College.

☐ **HIT Application** Student has been accepted into the HIT Health Information Technology Program.

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

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Evening Phone

()

Email

Birth Date

Month / Day

Student Number

Social Security Number

Last 4 Digit s

Section II: To be completed with academic advisor/counselor

Part A: HIT 113 Human Diseases 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 113 (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 B: HIT 114 Pharmacology for Health Professionals 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 114 (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 C: HIT 112 Basic Laboratory and Diagnostic Tests 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 112 (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 D: ENG 101 English Composition with a grade of 2.0/C or better. You may complete an equivalent college course to satisfy this requirement.

Student:

☐ has successfully completed
ENG 101 (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 E: MATH 101 Business Mathematics with a grade of 2.0/C or better. You may complete an equivalent college course to satisfy this requirement.

Student:

☐ has successfully completed
MATH 101(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: Cumulative Schoolcraft College GPA. A 2.0 or better cumulative grade point average for all courses attempted at Schoolcraft College.

Student's cumulative GPA

☐ is 2.0 or above

Counselor or
Academic Advisor
Signature

Date

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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: