



Health Information Technology Program

Information and Application Packet 2021-2022

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 health information. Important points about the HIT program include:

- Health Information Technology courses are offered at the Radcliff Center campus in Garden City. Most classes generally meet one or two days or evenings per week.
- In addition to lecture and laboratory experiences, the program requires **one** off-campus daytime professional practice experiences.
- 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 offered by the American Health Information Management Association (AHIMA).
- The Health Information Technology Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

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	It is recommended you request official undergraduate transcripts from all colleges and universities previously attended. Transcripts must be sent directly from the issuing college or university to Schoolcraft College. To confirm that transcripts have been received, contact the Answer Center at 734-462-4426.																								
3. Academic Advising and Assessment	This program requires minimum assessment levels or course work in the areas of math, reading and writing. Students should have placement scores (Computer Placement Test, ACT, or SAT) submitted prior to meeting with an academic advisor. Students with prior college-level work or a degree may be exempt from placement testing. The Computer Placement Test (CPT) is taken in the Testing Center. ACT or SAT scores must be less than three years old. Contact the Academic Advising at 734-462-4429 to make an appointment.																								
4. College Prerequisite Coursework	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Complete CIS 120</td> <td>Software Applications with a grade of 2.0/C or better.</td> </tr> <tr> <td>Complete BIOL 236</td> <td>Anatomy & Physiology with a grade of 2.0/C or better.</td> </tr> <tr> <td style="text-align: center;">-or-</td> <td style="text-align: center;">-or-</td> </tr> <tr> <td>Complete BIOL 237 & BIOL 238 (recommended)</td> <td>Principles of Anatomy & Physiology 1 & Principles of Anatomy & Physiology 2 with a grade of 2.0/C or better in both courses.</td> </tr> <tr> <td>Complete MATH 111</td> <td>Applications-Utility of Math with a grade of 2.0/C or better.</td> </tr> <tr> <td>Complete ENG 101</td> <td>Composition 1 with a grade of 2.0/C or better.</td> </tr> <tr> <td>Complete HIT 104</td> <td>Medical Terminology with a grade of 2.0/C or better.</td> </tr> <tr> <td>Complete HIT 118</td> <td>Human Diseases with a grade of 2.0/C or better.</td> </tr> <tr> <td>Complete HIT 114</td> <td>Pharmacology for Health Professionals with a grade of 2.0/C or better.</td> </tr> <tr> <td>Complete HIT 120</td> <td>Foundations of Health Information Management Technology with a grade of 2.0/C or better.</td> </tr> <tr> <td>Complete HIT 117</td> <td>ICD-10-CM/PCS with a grade of 2.0/C or better.</td> </tr> <tr> <td>Complete HIT 162</td> <td>Professional Practice Experience Simulation with a grade of 2.0/C or better.</td> </tr> </table>	Complete CIS 120	Software Applications with a grade of 2.0/C or better.	Complete BIOL 236	Anatomy & Physiology with a grade of 2.0/C or better.	-or-	-or-	Complete BIOL 237 & BIOL 238 (recommended)	Principles of Anatomy & Physiology 1 & Principles of Anatomy & Physiology 2 with a grade of 2.0/C or better in both courses.	Complete MATH 111	Applications-Utility of Math with a grade of 2.0/C or better.	Complete ENG 101	Composition 1 with a grade of 2.0/C or better.	Complete HIT 104	Medical Terminology with a grade of 2.0/C or better.	Complete HIT 118	Human Diseases with a grade of 2.0/C or better.	Complete HIT 114	Pharmacology for Health Professionals with a grade of 2.0/C or better.	Complete HIT 120	Foundations of Health Information Management Technology with a grade of 2.0/C or better.	Complete HIT 117	ICD-10-CM/PCS with a grade of 2.0/C or better.	Complete HIT 162	Professional Practice Experience Simulation with a grade of 2.0/C or better.
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Complete HIT 162	Professional Practice Experience Simulation with a grade of 2.0/C or better.																								
5. Cumulative GPA	Attain a cumulative grade point average at Schoolcraft College of 2.0 or better.																								

6. Apply to Health Information Technology Program

Meet with a Schoolcraft academic advisor. Completion of all sections of this application with signatures from an academic advisor is required to be accepted into the HIT Program.

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/C or better)
HIT 114	Pharmacology for Health Professionals (with a grade of 2.0/C or better)
HIT 117	ICD-10-CM/PCS with a grade of 2.0/C or better.
HIT 118	Human Diseases (with a grade of 2.0/C or better)
HIT 120	Foundations of Health Information Management (with a grade of 2.0/C or better)
HIT 130	Legal Aspects of Health Information
HIT 162	Professional Practice Experience Simulation

Professional Practice Experience

HIT 262 Professional Practice Experience course is typically only offered twice each year, during the winter and spring semesters. The HIT 262 Professional Practice Experience requires:

1. The student has been formally admitted into the HIT program.
2. Students will be required to complete the following prior to professional practice experience placement:
 - Criminal History Check Clearance. Convictions or plea of guilt to a felony may prevent you from clinical affiliation assignment and/or employment in healthcare.**
 - 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.
 - **Two-step 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.

Students will be notified when to pick up forms from the Radcliff Administrative Office located in the Radcliff Center, Room RC 625.

Estimate of Tuition and Fees

Health Information Technology Program			
(Based on 66 Credits)			
Health Information Technology Program	<u>Resident</u>	<u>Non-Resident</u>	<u>Out of State</u>
Tuition:	\$8,316.00	\$12,012.00	\$17,554.00
Registration Fees:	\$215.00	\$215.00	\$215.00
Service Fee:	\$528.00	\$528.00	\$528.00
Instructional/Equipment Fees:	\$660.00	\$660.00	\$660.00
Infrastructure Fee	\$528.00	\$528.00	\$528.00
Course Fees:	\$1,859.00	\$1,859.00	\$1,859.00
Additional Expenses (Approximate)	\$750.00	\$750.00	\$750.00
Hepatitis B Vaccine (\$150.00)			
Application fee for certification exam (\$300.00) optional			
Miscellaneous expenses for clinical affiliation (\$300.00)			
TOTAL:	\$12,856.00	\$16,552.00	\$21,832.00
<p>The above figures are based on 2021-22 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.</p>			

NOTE

Requirements for admission to the Health Information Technology Program are subject to change at any time.

Please contact the Admissions and Welcome Center for updates of any applicable changes.

Phone: 734-462-4683

Fax: 734-462-4552

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.



Health Information Technology

Restricted Enrollment Application 2021-2022

This application is required to apply to the Health Information Technology Program. To be accepted to the Health Information Technology Program, students must:

- 1) Be admitted to Schoolcraft College.
- 2) Meet all requirements on this application. Program requirements are subject to change.
- 3) Submit appropriate transcripts.
- 4) Complete assessment requirement unless exempt.
- 5) Meet with an academic advisor to develop a program plan, review your progress toward meeting program requirements and to obtain appropriate signatures.
- 6) Complete all sections of this application with signatures from an academic advisor.

Section I: To be completed by student

Demographic information on this application must match the information on record in the Registration Center at Schoolcraft College.

Name

Last 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 an Academic Advisor

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

Part A: ASSESSMENT TESTING Take an assessment test unless you are exempt (approved by an academic advisor). Assessment Test scores are valid for three years.

Student:

- has taken assessment test or ®
- is exempt

Academic Advisor Signature

Date

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Part B: 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:	<i>CPT</i>	<i>NGA</i>	<i>ACT</i>	<i>SAT March 2016</i>
English/Writing	71 +	250	18+	25+
Reading	70 +	250	18+	25+
Math	AR=75+ or EA=28+	AR=260 or QRAS=230	16+	22+

Student:

- has met minimum **English** score or ®
- has met minimum **reading** score or ®
- has met minimum **math** score or ®
- has successfully completed ENG 055 or higher with a 2.0/C or better
- has successfully completed COLLS 053 or higher with a 2.0/C or better
- has successfully completed MATH 047 or higher with a 2.0/C or better

Test Score or Course

Academic Advisor Signature

Date

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

Academic Advisor Signature

Date

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Part D: 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 _____

Academic Advisor Signature

Date

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Part E: 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:	Academic Advisor Signature	Date
<input type="radio"/> has successfully completed CIS 120 (2.0/C or better) or ® <input type="radio"/> has successfully completed _____ at _____ with a grade of _____		

Part F: HIT 118 Human Diseases with a grade of 2.0/C or better. You may complete an equivalent college course to satisfy this requirement.

Student:	Academic Advisor Signature	Date
<input type="radio"/> has successfully completed HIT 118 (2.0/C or better) or ® <input type="radio"/> has successfully completed _____ at _____ with a grade of _____		

Part G: 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:	Academic Advisor Signature	Date
<input type="radio"/> has successfully completed HIT 114 (2.0/C or better) or ® <input type="radio"/> has successfully completed _____ at _____ with a grade of _____		

Part H: HIT 120 Foundations 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:	Academic Advisor Signature	Date
<input type="radio"/> has successfully completed HIT 120 (2.0/C or better) or ® <input type="radio"/> has successfully completed _____ at _____ with a grade of _____		

Part I: HIT 162 Professional Practice Experience Simulation with a grade of 2.0/C or better. You may complete an equivalent college course to satisfy this requirement.

Student:	Academic Advisor Signature	Date
<input type="radio"/> has successfully completed HIT 162 (2.0/C or better) or ® <input type="radio"/> has successfully completed _____ at _____ with a grade of _____		

Part J: ENG 101 English Composition 1 with a grade of 2.0/C or better. You may complete an equivalent college course to satisfy this requirement.

Student:	Academic Advisor Signature	Date
<input type="radio"/> has successfully completed ENG 101 (2.0/C or better) or ®	<input type="radio"/> has successfully completed _____ at _____ with a grade of _____	

Part K: MATH 111 Applications-Utility of Math with a grade of 2.0/C or better. You may complete an equivalent college course to satisfy this requirement.

Student:	Academic Advisor Signature	Date
<input type="radio"/> has successfully completed MATH 111(2.0/C or better)or ®	<input type="radio"/> has successfully completed _____ at _____ with a grade of _____	

Part L: CUMULATIVE COLLEGE GPA Attain a 2.0 or better cumulative grade point average at Schoolcraft College.

Student:	Academic Advisor Signature	Date
<input type="radio"/> Student has Schoolcraft College cumulative GPA of 2.0 or better.		

Section III: Application to be signed by student

X

Applicant Signature

Date

Return to:
 Schoolcraft College
 Academic Advising
 105 McDowell Center
 18600 Haggerty Road, Livonia, MI 48152
 Phone: 734-462-4429
 FAX: 734-462-4489



Health Information Technology Restricted Enrollment Program Change Form

Once you have met all the requirements on the HIT Application you will qualify to be admitted into the program. Meet with an academic advisor to complete the program change.

Please Print:

Student Name: _____
 Last First Middle Initial

Student Number: _____ or Social Security Number (last four digits) _____

Month and Day of Birth ____/____

Current Academic Program Name: _____

Current Academic Program Number: _____

Choose one:

New Academic Program Name: Health Information Technology Program

New Academic Program Number: AAS.00153

Academic Advisor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Return to:
Schoolcraft College
Academic Advising
105 McDowell Center
18600 Haggerty Road, Livonia, MI 48152
Phone: 734-462-4429
FAX: 734-462-4489