Health Information Technology Program
Information and Application Packet 2023-2024

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 experience.
- 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).
- A minimum grade of 2.0 is required in all classes and full and part-time programs are available.

Application Requirements

The Health Information Technology Program (HIT) requires students to complete a specific list of requirements before being officially admitted into the program. Students are listed in a pre-program code while the application requirements are being met. The full program start date and implementation of program code may be dependent on space availability. Requirements are listed in the 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
   - 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.
   - 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 HIT 104 Medical Terminology 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
HIT 114  Pharmacology for Health Professionals
HIT 118  Human Diseases
HIT 120  Foundations of Health Information Management
HIT 130  Legal Aspects of Health Information

Professional Practice Experience

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 guilty to a felony may prevent you from clinical affiliation assignment and/or employment in healthcare.
   - Medical Clearance / Drug Screen
     - Students are required to have a negative urine drug screen on the first attempt just prior to the start of the practical components of the program. Please note marijuana is still prohibited.
   - 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 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. NOTE: History of chicken pox is not accepted as evidence of immunity.

Students will be notified when to pick up forms from the Health Professions Office:

Health Science Center, Room 510
healthprofessions@schoolcraft.edu
734-462-4770
### Health Information Technology Program
(Based on 66 Credits)

<table>
<thead>
<tr>
<th>Health Information Technology Program</th>
<th>Resident</th>
<th>Non-Resident</th>
<th>Out of State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition:</td>
<td>$8,910.00</td>
<td>$12,804.00</td>
<td>$17,688.00</td>
</tr>
<tr>
<td>Registration Fees:</td>
<td>$264.00</td>
<td>$264.00</td>
<td>$264.00</td>
</tr>
<tr>
<td>Service Fee:</td>
<td>$594.00</td>
<td>$594.00</td>
<td>$594.00</td>
</tr>
<tr>
<td>Instructional/Equipment Fees:</td>
<td>$726.00</td>
<td>$726.00</td>
<td>$726.00</td>
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<tr>
<td>Infrastructure Fee</td>
<td>$594.00</td>
<td>$594.00</td>
<td>$594.00</td>
</tr>
<tr>
<td>Course and Learning Management Fees:</td>
<td>$1,958.00</td>
<td>$1,958.00</td>
<td>$1,958.00</td>
</tr>
<tr>
<td>Additional Expenses (Approximate)</td>
<td>$750.00</td>
<td>$750.00</td>
<td>$750.00</td>
</tr>
<tr>
<td>Hepatitis B Vaccine ($150.00)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application fee for certification exam ($300.00) optional</td>
<td>$750.00</td>
<td>$750.00</td>
<td>$750.00</td>
</tr>
<tr>
<td>Miscellaneous expenses for clinical affiliation ($300.00)</td>
<td>$750.00</td>
<td>$750.00</td>
<td>$750.00</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td><strong>$13,796.00</strong></td>
<td><strong>$17,690.00</strong></td>
<td><strong>$22,574.00</strong></td>
</tr>
</tbody>
</table>

The above figures are based on 2023-2024 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.

Estimate does not include textbooks.

**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.*
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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Last Name</th>
<th>First</th>
<th>Middle</th>
<th>Former (If Applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Number</td>
<td>Street</td>
<td>Apt.</td>
<td>City</td>
</tr>
<tr>
<td>Day Phone</td>
<td>( )</td>
<td>Evening Phone</td>
<td>( )</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
<td>Birth Date</td>
<td>Month / Day</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Number</th>
<th>Social Security Number Last 4 Digits</th>
</tr>
</thead>
</table>

It is the policy of Schoolcraft College that no person shall, based on 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

<table>
<thead>
<tr>
<th>Minimum Scores:</th>
<th>CPT</th>
<th>NGA</th>
<th>ACT</th>
<th>SAT March 2016</th>
<th>Overall HS GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>English/Writing</td>
<td>71+</td>
<td>250</td>
<td>18+</td>
<td>25+</td>
<td>2.8+</td>
</tr>
<tr>
<td>Reading</td>
<td>70+</td>
<td>250</td>
<td>18+</td>
<td>25+</td>
<td>2.8+</td>
</tr>
<tr>
<td>Math</td>
<td>AR=75+ or EA=28+</td>
<td>AR=260 or QRAS=230</td>
<td>16+</td>
<td>22+</td>
<td>2.8+</td>
</tr>
</tbody>
</table>

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.

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

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 __________________

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 __________________

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:
- ☐ has successfully completed CIS 120 (2.0/C or better) or
- ☐ has successfully completed ________ at____________________________ with a grade of __________________
Part I: CUMULATIVE COLLEGE GPA  
Attain a 2.0 or better cumulative grade point average at Schoolcraft College.

<table>
<thead>
<tr>
<th>Student:</th>
<th>Academic Advisor Signature</th>
<th>Date</th>
</tr>
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<tbody>
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</tr>
</tbody>
</table>

- Student has Schoolcraft College cumulative GPA of 2.0 or better.

Section III: Application to be signed by student

Return to: Schoolcraft College  
Records Office Room 165  
McDowell Student Center  
18600 Haggerty Road, Livonia, MI 48152  
Phone: 734-462-4677  
Email: screcord@schoolcraft.edu
Health Information Technology
Restricted Enrollment Program Change Form

Once you have met 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: _________________________________________________________
First               Middle Initial               Last

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

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Academic Advisor Signature: ___________________________ Date: ____________

Student Signature: ___________________________ Date: ____________

Return to:
Schoolcraft College
Records Office Room 165
McDowell Student Center
18600 Haggerty Road, Livonia, MI 48152
Phone: 734-462-4677
Email: screcord@schoolcraft.edu