Schoolcraft College

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	<table><tr><td>Complete CIS 120</td><td>Software Applications with a grade of 2.0/C or better.</td></tr><tr><td>Complete BIOL 236 -or- Complete BIOL 237 & BIOL 238 (recommended)</td><td>Anatomy & Physiology with a grade of 2.0/C or better. -or- 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 HIT 104</td><td>Medical Terminology with a grade of 2.0/C or better.</td></tr></table>
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 <u>not</u> 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**
     o 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

Estimate of Tuition and Fees

Health Information Technology Program
(Based on 66 Credits)

Health Information Technology Program	Resident	Non-Resident	Out of State
Tuition:	$8,910.00	$12,804.00	$17,688.00
Registration Fees:	$264.00	$264.00	$264.00
Service Fee:	$594.00	$594.00	$594.00
Instructional/Equipment Fees:	$726.00	$726.00	$726.00
Infrastructure Fee	$594.00	$594.00	$594.00
Course and Learning Management Fees:	$1,958.00	$1,958.00	$1,958.00
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:	**$13,796.00**	**$17,690.00**	**$22,574.00**

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.

5.1.23

Health Information Technology
Restricted Enrollment Application 2023-2024

Schoolcraft College

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, 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:

	Academic Advisor Signature	Date
O has taken assessment test or		
O is exempt		

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:	*CPT*	*NGA*	*ACT*	*SAT* March 2016	Overall HS GPA
English/Writing	71 +	250	18+	25+	2.8+
Reading	70 +	250	18+	25+	2.8+
Math	AR=75+ or EA=28+	AR=260 or QRAS=230	16+	22+	2.8+

Student:

		Test Score or Course	Academic Advisor Signature	Date
O has met minimum **English** score or	O has successfully completed ENG 055 or higher with a 2.0/C or better			
O has met minimum **reading** score or	O has successfully completed COLLS 053 or higher with a 2.0/C or better			
O has met minimum **math** score or	O has successfully completed MATH 047 or higher with a 2.0/C or better			

Part C: BIOL 236 <u>or</u> 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:

		Academic Advisor Signature	Date
O has successfully completed BIOL 236 (2.0/C or better) or	O has successfully completed _____ at_____ with a grade of _____		
O has successfully completed BIOL 237 and BIOL 238 (2.0/C or better) or			

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:

		Academic Advisor Signature	Date
O has successfully completed HIT 104 (2.0/C or better) or	O 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:

		Academic Advisor Signature	Date
O has successfully completed CIS 120 (2.0/C or better) or	O 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
○ Student has Schoolcraft College cumulative GPA of 2.0 *or better*.		

Section III: Application to be signed by student

✗ _____

Applicant 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

Schoolcraft College

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

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

5.1.23