

COLLEGE OF DUPAGE

Health Information Technology (HIT) Program

Associate of Applied Science Degree

Fall 2019

**Application Deadline:
May 24, 2019 at 5 p.m.**

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, CastleBranch.com, 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.

Students are not accepted into this program until they receive an official acceptance letter from College of DuPage 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.

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.

Statement of Health

If accepted, the health requirements must be completed prior to the first clinical rotation. Please see the [health requirement packet](#) for details. **Please do not complete these requirements until you are instructed to do so.** The health examination is completed at the student's expense. Students will still need to be "cleared" by Edward Corporate Health. Once given a "clearance form", students will go to CastleBranch.com to upload their health documents to the medical document manager piece. Students will have unlimited access to personal health records beyond program completion. Along with the health record piece, the Drug Test and Background Check is completed through CastleBranch.com.

If applicants do not submit the necessary paperwork, do not obtain the required examinations and vaccinations, and/or are unable to obtain clearance to participate in all the program's clinical activities, without restrictions and/or precautions, they may be considered ineligible for the program and can be withdrawn from the program courses in which they are registered.

Program Admission Preference

Preference in admission is given to residents of District 502 who meet the stated minimum acceptance criteria for the program. Priority for admissions are a) In-district applicants; b) Out-of-district applicants working full-time in-district (proof of in-district employment will be required each semester); c) Out-of-district applicants including those students with a joint or chargeback agreement; d) International; e) Other.

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 performing activities at the clinical affiliate. The affiliating clinical facility and/or College of DuPage cannot be held liable for such injuries. Please visit the [Center for Access and Accommodation](#) website for additional details.

Students are required to provide evidence of current health insurance coverage. Please follow specific guidelines as instructed for submitting proof of insurance.

Statement on Medical Malpractice Insurance

Malpractice insurance is required and is included in the clinical education tuition costs on an annual basis. That is, the cost of the insurance is included with the tuition costs for HIT 2221. Students must be officially registered and listed on the instructor's class roster to be covered by the malpractice insurance.

Statement on Transportation

Students are responsible for finding their own transportation to and from the College and Clinical Site. No special accommodations will be made for students with transportation problems. Students who accept a position in the program should be willing and able to travel to any site to which they may be assigned including those outside of District #502.

Non-Discrimination Policy

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 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.

This Policy against discrimination applies throughout all College environments, whether on campus, at work assignments off campus, at College-sponsored social functions, or otherwise.

Procedures to facilitate the College's prohibition of discrimination will be promulgated consistent with the Policy. (Board Policy 20-5).

Student E-Mail Policy

College of DuPage will send all official communications to you through your official COD email (dupage.edu). You will no longer be able to use a preferred email account. You do have the option to forward these communications to a personal email account if you wish.

Check out your COD email to get the message about:

- Official COD communications
- Financial aid communications
- Petition to graduate
- Transfer credit evaluation
- Prerequisite proof Sensitive
- FERPA-related communications
- Transcript order Important messages from instructors

<http://www.cod.edu/academics/email.aspx>

Citizenship/Visa Status

If you are not a U.S. citizen or a permanent resident of the U.S., and if you have any questions or concerns regarding your eligibility to participate in health sciences programs, please contact the [International Student Office](#), SSC 2225, (630) 942-3328, e-mail: intlstdt@cod.edu.

Qualified applicants will be considered out-of-district in the admissions ranking process if they are **not** a:

- U.S. citizens
- Permanent residents

Statement on Drug Testing and Criminal Background Testing

A drug test and Criminal Background Check are required prior to starting a clinical rotation in the Health Information Technology program. Several clinical affiliates also require finger printing. The costs of these requirements are the responsibility of the student. You will be informed by the Program Coordinator when you will need to complete these

requirements. **Please do not complete them until instructed to do so.** Results of testing may result in inability to attend clinical experiences and therefore dismissal from the program.

Criminal Background Check Information

All health care workers and student health care workers are required to undergo a criminal background check in order to work in a clinical setting. A student with a positive background check containing disqualifying conditions as defined by Federal and State law will not be allowed to enter the clinical portion of the program. A student with a positive background check containing disqualifying conditions as defined by Illinois State Law ([225ILCS46/25](#)) and 77 Ill Adm. Code 955 Section [955.160](#) will not be allowed to enter the clinical portion of this program, thus preventing the student from obtaining mandated certification and/or licensure.

NOTE: You may have been convicted and not sent to jail. People are often fined or given probation or conditional discharge rather than jail time, but these are still considered convictions. If you are unsure as to whether an arrest resulted in a conviction, contact the county in which you were arrested and speak to a representative in the Circuit Clerk's office, State's Attorney's office or your attorney.

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 or three days per week, and may be in the morning, afternoons or evenings. Second-year courses are typically two mornings per week, AND one to two entire days per week for professional practice experience/clinical. 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

Please note: Only students who apply and are officially accepted into the program are in the program. After acceptance into the program, a semester by semester schedule is followed.

*In order for applicants to be considered for the program, there are 4 pre-admission courses that must be successfully completed by the deadline date:

1. **Anatomy & Physiology (A&P) 1500 or A&P series*** (4 credit hours, pre-admission course)
2. **English 1101 - Composition I*** (3 credit hours, pre-admission course)
3. **Health Science 1110 - Biomedical Terminology*** (3 credit hours, pre-admission course)
4. **Math 1102 - Math for Health Sciences** (3 credit hours, pre-admission course)

Total: 13 credit hours

Course Sequence Once Admitted to the Program

Year 1

Fall 2019

HIT 1101 – Fundamentals of HIT (4 credit hours)

HIT 2211 – Pathophysiology for Health Information (4 credit hours)

HIT 1107 – CPT Coding (3 credit hours)

Total: 11 credit hours

Spring 2020

HIT 1102 – Clinical Classification Systems (5 credit hours)

HIT 1103 – Computerized Health Data and Statistics (4 credit hours)

HIT 2203 – Pharmacology for HIT Professionals (3 credit hours)

CIS 1150 – Introduction to Computers (3 credit hours)

Total: 15 credit hours

Summer 2020

HIT 1125 – Clinical Reimbursement Methodologies (3 credit hours)

Total: 3 credit hours

Year 2

Fall 2020

HIT 2201 – Legal and Qualitative Aspects of Health Information (5 credit hours)

HIT 2221 – Professional Practice Experience (PPE) I (2 credit hours)

Humanities/Elective – (Philosophy 1112 is recommended) (3 credit hours)

Psychology 1100 – General Psychology (3 credit hours)

Total: 13 credit hours

Spring 2021

HIT 2202 – Management of Health Information (3 credit hours)

HIT 2207 – Advanced CPT and ICD Coding (4 credit hours)

HIT 2231 – Professional Practice Experience (PPE) II (2 credit hours)

Speech 1100 or 1120 or 1150 (3 credit hours)

Total: 12 credit hours

Total Credits Required: 67**

**67 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 application deadline. IT IS THE STUDENT'S RESPONSIBILITY TO ENSURE THAT ALL INFORMATION HAS BEEN RECEIVED by the appropriate department. 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) 942-2626. Students with incomplete information will not be considered for admission. Any information received after the application deadline will **not** be accepted.

Determination of Acceptance

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

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 June. Applicants will be notified, by mail, of their status in late June.

Licensure

For information regarding licensure please visit <http://www.ahima.org/certification/RHIT>.

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 May 24, 2019.

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.

It is the applicant's responsibility to ensure that all material listed below have been completed and received by the Office of Admissions & Outreach, SSC 2207, by **5 p.m. on May 24, 2019**.

1. Register to attend a mandatory HIT [Advising Session](#). **It is required that an applicant attend an advising session within a 12 month period prior to the application deadline.** A Photo ID is required for attendance at advising sessions.
2. If you have not been admitted to College of DuPage, please complete the **non-refundable \$20** [College of DuPage General Admissions Application](#) online. **This application is for general admissions to College of DuPage only; it is not an application to the Health Sciences Limited Enrollment Health Information Technology program.**
3. To ensure that all of your eligible credits are evaluated towards the admission requirements, turn in **ALL** official Transcripts from institutions that you have attended. Immediately:
 - a) Submit your official transcript(s) to College of DuPage, Office of Student Records. **If College of DuPage is the only institution you have attended, you do not need to request official transcripts.**
 - b) 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 first be evaluated. Please visit the following website http://cod.edu/registration/records/trans_eval_listing.aspx for details.

4. Complete the **non-refundable \$50** [Health Sciences Limited Enrollment Program Application online](#). **Once term is selected and application submitted, you may not change the term or program.**
 - Select **Fall 2019** in "I plan to start"

I plan to start*

Fall 2019

- Select **Health Information Technology Degree** when asked "What Health Sciences Limited Enrollment program are you applying for?"

What Health Sciences Limited Enrollment program are you applying to?*

Health Information Technology Degree

If you do not have a credit card, you can purchase a prepaid credit card from your local retailer

5. Complete the [College of DuPage Residency Verification form](#) and provide 2 proofs of residency to the **Office of Student Registration Services, Student Services Center (SSC) Room 2221** by the program application deadline date.

Note:

a.) If this residency requirement has not been submitted to Registration by the program application deadline date, you will not be considered for admission

b.) Separate Residency Verification Forms must be submitted for each program application.

6. Have all 4 pre-admission courses completed by the deadline date:
 - a) **Math 1102** (3 credit hours)
 1. The HIT Admissions Committee will accept:
Math 1102 with a grade of "C" or better
 - b) **Anatomy & Physiology**
 1. The HIT Admissions Committee will accept any of the following taken within the last five years (5/24/14 - 5/24/19):
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)
 1. The HIT Admissions Committee will accept:
English 1101, with a grade of "C" or better
 - d) **Health Sciences 1110** (Biomedical Terminology) (3 credit hours)
 1. The HIT Admissions Committee will accept the following taken within the last five years (5/24/14 - 5/24/19):
Health Sciences 1110, with a grade of "C" or better
7. **OPTIONAL: Healthcare Experience** (Must e-mail supporting documentation to hsadmissions@cod.edu; must be on company letterhead and be within the last 3 years)
(See merit evaluation for details)
 - a) Proof of one year or more of recent Health Information Management employment (Full OR Part-time):
 - b) Proof of one year or more of recent volunteerism related to Health Information
 - c) Proof of one year or more of recent healthcare background (not counted above)

"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."

Requests for admission are **not** automatically carried over to the following cycle. Applicants who were not accepted for the cycle in which they originally applied are asked to pay the \$50 **non-refundable** Health Science application fee and submit any/all supporting documents as listed on the Admissions Checklist of the Application Packet requirements (if applicable).

Health Information Technology Merit Evaluation

(Subject to Change)

For your reference only; admissions committee completes this form. Do not fill out and submit

Applicant: _____ Student ID #: _____ Date: _____

Attended an HIT Advising Session (within year of application) Yes or No (circle)

Residency Verification Form Yes or No (circle)

Points (pts).

A. Math:

Math 1102: "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 (5/24/14 – 5/24/19):

"A" = 5 pts., "B" = 4 pts., "C" = 3 pts.

C. English 1101:

English 1101: "A" = 5 pts., "B" = 4 pts., "C" = 3 pts.

D. HLTHS 1110 - Biomedical Terminology:

HLTHS 1110 within 5 years (5/24/14 – 5/24/19): "A" = 5 pts., "B" = 4 pts.

OPTIONAL:

Healthcare Experience (Must submit supporting documentation and make one selection only):

One year or > of recent Health Information Management employment (Full OR Part-time): Yes (2 pts.)

OR

One year or > of recent volunteerism related to Health Information: Yes (1 pt.)

OR

One year or > of recent healthcare background (not counted above): Yes (1 pt.)

A+B+C+D+OPTIONAL = Total Points: _____

____ Reviewer Initials

Reviewer notes: _____