

Health Information Technology Program

The Health Information Technology (H.I.T.) program is a two-year Associate in Applied Science (A.A.S.) degree program aimed at preparing students to process, analyze and store health records for patients, health practitioners, health care facilities and the public. Graduates of the program are able to take the national accreditation examination of the American Health Information Management Association (www.AHIMA.org).

The H.I.T. program at College of DuPage (C.O.D.) is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) in cooperation with the Council on Accreditation, AHIMA's Council on Accreditation.

Individuals interested in the H.I.T. program should apply for admission to the program as soon as possible, as enrollment is limited, based on the number of clinical spaces for students in affiliated health care facilities.

For more information, please write or call coordinator Kim Pack, M.S., R.H.I.A. Visiting www.cod.edu/hsbs may also be helpful.

College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
(630) 942-2532 or (630) 942-2495
packki@cod.edu (preferred)

Times of Courses

Please take the following into consideration:

H.I.T. courses during the first year are usually two days per week, afternoons and evenings. Second-year courses are two days per week mornings and afternoons for lectures AND one to two days per week for clinicals, which means a commitment of three to four days during the second year.

***All applicants for HIT for Fall 2007 MUST include a \$50 application fee.**

1/18/07

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.

NON-DISCRIMINATION POLICY

The college will not discriminate in its programs and activities on the basis of race, color, religion, creed, national origin, sex, age, ancestry, marital status, sexual orientation, arrest record, military status or unfavorable military discharge, citizenship status, physical or mental handicap or disability (Board Policy 5010).

Non-discrimination applies to all areas of the college, including the following departments: Admissions, Educational Services, Employment, Financial Aid, Placement and Recruitment. The lack of English language skills shall not be a barrier to admission and participation in educational programs. Admissions criteria and descriptions of educational programs are available in the college's printed and online semester *Class Schedule*: www.cod.edu/schedule and college *Catalog*: www.cod.edu/catalog.

The following persons have been designated to handle inquiries and concerns about non-discrimination at the college:

Student Inquiries Concerning Non-Discrimination Statement

Vice President for Student Affairs
Instructional Center (IC), Room 2115
(630) 942-2486
FAX (630) 858-9622

Employee and Visitor Inquiries

Director, Human Resources/Affirmative Action Officer
Student Resource Center (SRC), Room 2053C
(630) 942-2460
FAX (630) 942-4027

TDD (Telecommunications Device for the Deaf) – (630) 858-9692
For American with Disabilities Act accommodations, call (630) 942-2141 (voice) or (630) 858-9692 (TDD).

NOTE: Please do not call the numbers above for information about the Health Information Technology program. Contact information for the HIT program is available on page 1 of this packet.

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 work/participate in the PTA program clinical practicums or your eligibility to apply for the state PTA licensure examination, please contact the **International Student office**, IC 2115, (630) 942-3328, e-mail: intlstdt@cod.edu.

About the Program

A.H.I.M.A. Professional Definition (Approved by A.H.I.M.A. Board of Directors)

A health information professional collects, analyzes and manages the information that steers the health care industry.

At the heart of the profession's information responsibilities are keeping individual health records, both computer-based and paper. 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 the individual health record.

The professional also manages aggregate data based on the care of patients. The professional collects health care 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. The professional designs and improves systems, both computerized and manual, to manage large amounts of health care data. As with the individual patient record, the professional balances a patient's privacy rights with legitimate uses of aggregate data.

The H.I.T. professional is qualified to manage individual records and aggregate data because of a unique combination of knowledge and skills in:

- Health care databases and database systems
- Medical classification systems
- Flow of clinical information
- Relationship of financial information to clinical data
- Uses and users of health care information
- Medicolegal issues and security systems

The H.I.T. professional is a valuable member of the health care team who provides valuable information for:

- The patient's care, disease prevention and health promotion
- Providers to evaluate the efficiency and effectiveness of care
- Reimbursement for health care services and analysis of alternate methods of coverage
- Developing public policy on health care, including regulation, legislation, accreditation and health care reform
- Planning, research, decision support and analysis

Students who have worked in the H.I.T. field may want to take proficiency tests for advanced placement and/or credit for experiential learning (work experience). See the 2005-07 C.O.D. *Catalog*, pages 60 to 61.

POLICY FOR PROFESSIONAL CONDUCT AT CLINICAL SITES

Socialization of students to appropriate professional conduct is a significant component of the Health Science Programs of College of DuPage (the “Programs”). Students in the Programs are expected and required to be reliable and competent, exercise sound judgment, act with a high degree of personal integrity, represent College of DuPage (the “College”) in a respectful manner, and observe all the rules and regulations of the clinical sites to which they are assigned. Students also have a responsibility to protect the welfare and safety of the patients/clients for whom services are being provided.

In accordance with these expectations, when assigned to clinical sites, students in the Programs must adhere to the following Policy for Professional Conduct. This Policy is in addition to the Student Code of Conduct outlined in College catalogs and/or policy. The Policy for Professional Conduct includes, but is not limited to,

1. Providing competent and reliable services to patients/clients using sound judgment and discretion. Students are expected to:
 - a. be on time
 - b. refrain from excessive absenteeism
 - c. remain in assigned work areas, leaving only with permission
 - d. not leave patients unattended
2. Demonstrating respect and courtesy to patients/clients and their families
3. Demonstrating respect and courtesy to instructors, supervisors and all other members of the health care/provider team at the site
4. Cooperating with faculty, staff and peers without insubordination
5. Providing care and/or services on a non-discriminatory basis
6. Performing only procedures and/or services authorized by supervisor(s) in accordance with accepted professional standards
7. Observing the rules and regulations of all clinical facilities including
 - a. Proper use of equipment and other property
 - b. Not removing property of clinical facilities
 - c. Not distributing, possessing illegal drugs or controlled substances,
 - d. Not possessing or being under the influence of alcohol, and
 - e. Complying with drug testing requirements*
8. Maintaining the confidentiality of patient/client information in accordance with recognized professional and institutional rules; without unauthorized release and/or misuse of patient/client information or institutional data
9. Maintaining proper dress, appearance, hygiene and decorum in accordance with the standards set by the program, clinical site, and professions
10. Complying with the ethical and professional standards set by the profession and the Programs including:
 - a. Never taking prescription blanks or writing prescriptions
 - b. Never falsifying documents regarding student performance or the care of patients

The penalty for violating the Policy for Professional Conduct will be discipline up to and including suspension or dismissal from the Programs. Due to the sequential design of the curriculum in most Health Science programs, any period of suspension or dismissal may result in a delay in program completion.

If the disciplinary action is suspension or dismissal from one of the Programs, the student may appeal that disciplinary action to the Health Sciences Professional Conduct Review Board within 10 days of the discipline imposed. This appeal must be in writing using the Request for Professional Conduct Review forms available in the Health Sciences Division Office. The form must be submitted to the Associate Dean for Health Sciences.

The student will not be permitted to participate in the Programs during the appeal process. The appeal will result in a hearing before the Health Sciences Professional Conduct Review Board, comprised of faculty from other COD health science programs, within 30 days of the date the appeal is filed with the Associate Dean. Both the student and faculty involved in the disciplinary action may make an oral presentation to the Board in addition to written comments. There is no further appeal; the decision of the Board is final. If the decision to dismiss or suspend a student from a Program is upheld, no refund of tuition or fees or for equipment or books will be provided.

College of DuPage Health Services will perform this drug testing at the students' expense. Drug testing will precede clinical experience in all cases and will be required prior to admission in some programs. Positive results on a drug screen or misrepresentation regarding drug use will lead to immediate dismissal from the Programs.

Admission Requirements

(Admission criteria have been established to determine the eligibility of applicants.)

Requirements:

1. High school graduate or G.E.D.
2. English Placement Test (reading and writing) and place into English 1101, **or** English 1101 completed with a “C” or better. Math Placement Test or college-level math (see #4 below). Can be taken twice. **(NO NEED TO TAKE THESE TESTS IF YOU HAVE ALREADY COMPLETED COLLEGE-LEVEL MATH AND ENGLISH.)**
3. Physical examination prior to first clinical affiliation (second year).
4. Evidence of one year of high school algebra or the equivalent with a “C” grade or better (within the past seven years; if not, take Math 0481 or Math 1102 or higher) **or complete Math 1102 with a grade of “C” or better in Math 1102 or higher within the last seven years. (NO NEED IF YOU HAVE ALREADY COMPLETED A COLLEGE MATH 1100 OR HIGHER)**
5. Evidence of one year of high school or college-level biology or the equivalent with a “C” grade or better (within last seven years; if not take A&P 1500 or another A& P or biology course).
6. Evidence of a typing course with a “C” grade or better within the past seven years **or** completion of such BEFORE fall of the second year (OFTI 1100, Intro to Keyboarding or OFTI 1120, Speed Development) **or** proof of typing 35 WPM or better.
7. Points to be assigned for grade point average.
8. Prior to June 1 2007, contact the Health Sciences Admissions office, IC 1048A, (630) 942-3924, to determine the status of your application file.

Admission to the H.I.T. program is based on the above requirements. Points are assigned based on these requirements. Proficiency tests are available for applicants who do not meet the current status. (This would then update your status to “current.”)

All records and documents for admission requirements **must be received** by the Health Sciences Admissions office, IC 1048A, by June 1 of each academic year. **It is the student’s responsibility to ensure that all information has been received.** Students with incomplete information will not be considered for admission. Any information received after June 1, 2007, will not be accepted.

It is recommended that students who can only attend college on a part-time basis complete their general education and paraprofessional courses **prior** to entering the program. A&P 1500, Math 1102 and OFTI 1100 (if you don’t type) or OFTI 1120 (if you need to increase your speed) may be taken before admission to the program and may be used toward fulfilling admission requirements. If attending school part-time, it is highly recommended that students complete these three courses prior to entering the program. Current college transcripts, **including those from C.O.D.**, must be sent prior to June 1.

Admission to the program is calculated on a numerical system based on the student’s compliance with the admission criteria and high school or college cumulative grade point average (whichever is more recent). A waiting list is established for students who are not accepted into the program. As space becomes available before the fall semester begins, applicants on the waiting list with the highest cumulative points are accepted into the program.

****In the event there are more qualified students than clinical spaces available, preference is given to in-district applicants.**

Once in the program, ALL students must receive a “C” or better in all H.I.T. and required courses. If a student drops out of the program, he/she must reapply. All H.I.T. courses each semester are prerequisites for the next semester. Even missing one required course during the sequence will cause you to be dropped and you will need to reapply.

Application Procedure Check List

Application Deadline: June 1

1. ____ Complete the H.I.T. admission application form and return it to the Health Sciences Admissions office, IC 1048A, before June 1.

____ Pay a \$50 application fee at the Cashier's office, SRC 2049A.
2. ____ Make a formal admission to the C.O.D. Admissions office if you have never attended C.O.D. before. List **code #3152**, H.I.T. program, as your college major code.
3. ____ Have copies of your high school or G.E.D. transcripts and college transcripts mailed to the College of DuPage Records office, SRC 2015. Do this as soon as possible.
4. ____ Arrange to take the English (reading and writing) and Math Placement Tests. You may take them at any time without an appointment, but only two times each. Contact the Testing Lab, IC 100. **If you have taken college-level English or math before, you do NOT have to take these tests.**
5. ____ If you were educated outside the U.S., you must have your foreign transcript evaluated **course-by-course** by the Educational Credential Evaluators, Inc. of Milwaukee, Wis. Forms are available in the Records office, SRC 2015, or at www.ece.org.
6. ____ Earn a grade of "C" or better in A&P 1500 or the equivalent or high school biology. Classes should have been taken within the last seven years. **Taking A&P 1500 recently earns an applicant the greatest number of points.**
7. ____ Earn a grade of "C" or better in a Math 1102 or equivalent or high school algebra. Classes should have been taken within the last seven years. **Taking Math 1102 recently earns an applicant the greatest number of points.**
8. ____ Earn a grade of "C" or better in OFTI 1100 or equivalent (**not necessary if you already type 35 WPM**) or take **before** fall of the second year and, as a result, type at least 35 WPM.
9. ____ Complete as many general education courses as possible by the fall start date of the H.I.T. program.

****Accepted students who do not begin the program must always reapply. Students who begin the program and drop out must always reapply.***

*Applicants who complete the above steps will be scheduled for an Advising Session. Students who complete all admissions requirements by June 1 will be reviewed for admission. To verify the status of your application file, please call Deb Jeffay in the Health Sciences Admissions office, IC 1048A, (630) 942-3924, e-mail: jeffay@cod.edu. The H.I.T. Admissions Committee will meet to review **COMPLETED** student folders during June. You will be notified by mail of your status in early August.

H.I.T. Full-time Sequence Under Semesters

<u>Fall '07</u>	<u>Credit Hours</u>
HIT 1101: Fundamentals of H.I.T.	4
HLTHS 1110: Biomedical Terminology	4
A&P 1500: Survey of Anatomy & Physiology	4
English 1101: Composition I	<u>3</u>
	15
<u>Spring '08</u>	
HIT 1102: Clinical Classification Systems	5
HIT 1103: Computerized Health Data & Statistics	4
HIT 2211: Pathophysiology for Health Information	4
CIS 1150: Introduction to Computers	<u>3</u>
	16
<u>Summer '08</u>	
HIT 1125: Clinical Reimbursement Methodologies	3
HIT 1107: CPT Coding	3
Speech 1100 or 1120 or 1150	3
Math 1102: Math for Health Sciences	<u>3</u>
	12
<u>Fall '08</u>	
HIT 2201: Legal and Qualitative Aspects of H.I.T.	5
HIT 2221: Clinical I	3
Humanities/Elective: Philosophy 1112 (recommended)	3
Psych 1100 - General Psychology	<u>3</u>
	14
<u>Spring '09</u>	
HIT 2202: Management of Health Information	3
HIT 2231: Clinical II	5
HIT 2203: Pharmacology for H.I.T. Professionals	<u>3</u>
	11

COMPLETE THE FOLLOWING GRAPH. TRY TO FINISH AS MANY COURSES AS POSSIBLE BEFORE ENTERING THE H.I.T. PROGRAM (ESPECIALLY MATH AND ANATOMY & PHYSIOLOGY).

COURSE	GRADE RECEIVED	DATE COMPLETED	COLLEGE WHERE TAKEN
ENGLISH 1101			
SPEECH 1100, 1120 OR 1150			
MATH 1102 OR OTHER LIST:			
PSYCHOLOGY 1100			
PHILOSOPHY 1112 OR OTHER HUMANITIES ELECTIVE LIST:			
HEALTH SCIENCES 1110 – MEDICAL TERMINOLOGY			
ANATOMY & PHYSIOLOGY 1500			
COMPUTER INFORMATION SYTEMS 1150			

ACKNOWLEDGEMENT

I acknowledge receipt of the Health Sciences Programs Policy for Professional Conduct. I have read and understand the statement and agree to abide by the standards and rules se forth therein. I understand that failure to abide by the Policy for Professional Conduct may result in my suspension or dismissal from the Programs. I understand that I will not receive a refund of tuition or fees or for books, supplies or equipment purchased should I be dismissed from the Programs for violating this policy.

Also, I give my permission to the Health Sciences Admissions office and the Health Information Technology coordinator to request adviser copies of my College of DuPage transcripts for admissions and retention purposes.

Signature

Date

Name (Please Print)

NOTE: THIS APPLICATION IS FOR USE BY THE HEALTH INFORMATION TECHNOLOGY PROGRAM ONLY. IF YOU ARE NOT CURRENTLY A STUDENT AT COLLEGE OF DUPAGE, YOU MUST APPLY TO THE COLLEGE IN THE ADMISSIONS OFFICE.

Health Information Technology 2007
Cashier's Office

Code 3152

If you have completed an application for admission to the H.I.T. program, the next step is to submit your \$50 application fee to the Cashier's office (SRC 2049A) at College of DuPage with the top portion of this page. Your \$50 fee must be paid before submitting this Audit Form to the Records office.

FORM OF PAYMENT

- CASH CHECK
- CREDIT APPROVED

Name (Please Print)

Social Security Number

(Cut Here)

Health Sciences Adviser Audit Form 2007
Records Office

Code 3152

College of DuPage Health Information Technology (H.I.T.) Program

This Adviser Form is a formal request to have your transfer credits and high school credits evaluated and/or sent to the Health Sciences Admissions office, IC 1048A for Health Information Technology from the College of DuPage Records office.

IMPORTANT: Complete and return this form **AFTER** your transfer credits and high school credits have arrived at the College of DuPage Records department. To verify arrival of transcripts, contact the Records office, (630) 942-3829.

Social Security Number: _____ - _____ - _____

Student Name: _____ Previous Name(s): _____

Daytime Telephone: _____

If needed, Name of High School: _____ Year Graduated: _____

Name Colleges/Universities/ACE/Military transcripts to be sent:

=====
For Office Use Only:
Prior _____ Folder _____ Grad _____

RETURN THIS FORM TO: College of DuPage
Records Office, SRC 2015
425 Fawell Blvd.
Glen Ellyn, IL 60137