

COLLEGE OF DUPAGE

Health Information Technology (HIT) Program

Associate of Applied Science Degree

Fall 2023

**Application Deadline:
July 6, 2023 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 official acceptance letters from the College of DuPage Nursing & Health Sciences Division.

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). In 2019, College of DuPage HIT program graduates that sat for the Registered Health Information Technician (RHIT) examination given by the American Health Information Management Association (www.ahima.org) achieved an 83% pass rate for first time test takers.

For more information, please contact the HIT Program Chair, Andréa Brus at College of DuPage, 425 Fawell Boulevard, Glen Ellyn, IL 60137. Preferred method of communication is e-mail: brusa235@cod.edu. Phone: (630) 942-2242. Also, visit the program website at www.cod.edu/hit.

Policies and Procedures

All Nursing and Health Science Division policies and procedures are found on our [Division website](#). It is the students' responsibility to ensure they have reviewed and understand the policies and procedures. The Nursing and Health Science Division reserves the right to change, at any time, without notice, these policies and procedures.

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

Program Admission Preference

Each program with out-of-district clinical sites (see list of participating programs below) may admit a maximum of 20% of out-of-district applicants to the program, based on merit. The 20% maximum policy would only apply to out-of-district applicants who do **not** have access to a particular program in the **community college district in which they reside**. Students coming from districts with a particular program within their district would only be considered if there were open seats after all qualified candidates from in-district and out-of-district without programs were accepted.

If there are insufficient numbers of qualified in-district applicants, the maximum percentage of out-of-district students accepted can be exceeded until the program achieves full enrollment, with the approval of the Dean of Nursing & Health Sciences.

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| <ul style="list-style-type: none"> • Computed Tomography • Health Information Technology • Magnetic Resonance Imaging Technology (MRI) • Mammography • Nuclear Medicine (DMIN) • Nursing (ADN) • Physical Therapist Assistant (PTA) • Proton Therapy | <ul style="list-style-type: none"> • Radiation Therapy • Radiography (DMIR) • Respiratory Care • Sonography (Ultrasound) DMIS • Speech Language Pathology Assistant (SLPA) • Surgical Technology |
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Priority for Admission

- In-District applicants
- Out-of-District who are part of the [CAREER Consortium Agreement](#) (meaning your residing community college does not offer the particular program in which you are applying)
- Out-of-District applicants working full-time in-district (proof of in-district employment will be required each semester)
- Out-of-District applicants (who are not part of the CAREER Consortium Agreement) including those students with a joint or chargeback agreement and International students

Determination of Acceptance

Students are not accepted into this program until they receive an official acceptance e-mail from the Nursing & Health Sciences Division.

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 July. Applicants will be notified, by e-mail, of their status in July.

Licensure

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

Estimate of Program Cost

Please visit the [Program Costs webpage](#) for estimated cost.

HIT TWO YEAR, FULL-TIME COURSE SEQUENCE - BY SEMESTERS

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

*For applicants to be considered for the program, there are 4 pre-admission courses that must be successfully completed by the end of Summer 2023:

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 to 2270**, PSYCH 2280 or SOCIO 2205*** (3 credit hours, pre-admission course)

** MATH 1104 and MATH 1120 **do not** qualify**

Total: 13 total credit hours for pre-admission coursework

Course Sequence Once Admitted to the Program

Year 1

Fall 2023

HIT 1130	Survey of HIT (4 credit hours)
CIS 1110	Introduction to Informatics (2 credit hours)
HIT 1107	CPT Coding (3 credit hours)
HIT 1140	Disease and Pharmacology (4 credit hours)
HIT 1210	Statistics in HIM (4 credit hours)

Total: 17 credit hours

Spring 2024

PSYCH 1110	General Psychology (3 credit hours)
CIS 1150	Intro to Computers (3 credit hours)
HIT 1237	Intro to ICD (4 credit hours)

Total: 10 credit hours

Year 2

Fall 2024

SPEECH	Speech (3 credit hours)
HIT 2110	Health Law & Compliance (4 credit hours)
HIT 2120	Data Management (4 credit hours)
PHILO 1112	Biomedical Ethics (3 credit hours)

Total: 14 credit hours

Spring 2025

HIT 1217	Revenue Cycle Management (4 credit hours)
HIT 2240	Organizational Management and Leadership (4 credit hours)
HIT 2250	Professional Practice Experience (2 credit hours)

Total: 10 credit hours

Total Credits Required: 64**

**64 required credits in program requirements for the Associate Degree in Applied Science in HIT

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 partial days per week, AND

one to two entire days per week for professional practice experience/clinical. This means a commitment of three to four days per week during the second year of the program.

The HIT program includes 2 certificates:

- Acute Health Care Coding
- Ambulatory Coding

NOTE:

- **Once accepted into the HIT program, a student MUST satisfactorily complete ALL HIT and required courses by earning a letter grade of “C” or better in each course or they will be withdrawn from the HIT program. A single re-admission to the HIT program is possible with a new application.**
- **If a student in the HIT program does not take a required course during the sequence, it will cause the student to be withdrawn from the HIT program. A single re-admission to the HIT program is possible with a new application.**
- **Accepted students who do not begin the program will be withdrawn. A single re-admission to the HIT program is possible with a new application.**
- **Students who withdraw from the HIT program voluntarily are provided the possibility of a single re-admission with a new application.**
- **Students dismissed from the HIT program are not eligible for HIT program re-admission**

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 July 6, 2023.

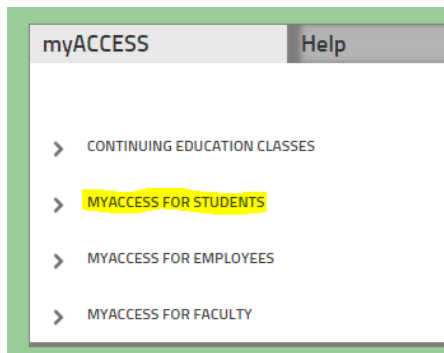
NOTE: Admission Committees for all Health Science programs has the right to deny admission to any applicant that they feel is unable to fulfill these essential functions as described by the HIT program.

It is the applicant's responsibility to ensure that all material listed below have been completed by **5 p.m. on July 6, 2023**.

1. 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.**
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 Selective 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 <https://cod.edu/records/international-transcript-evaluation.aspx> for details.

4. Complete the **non-refundable \$50 [Health Career Selective Enrollment Program Application](#)** online by logging into the student portal at <https://inside.cod.edu>
 - Click on myACCESS for Students



- Click on the Health Careers Applications link



- Select Health Careers Application



- Select **Health Information Technology Degree** when asked “What selective enrollment program are you applying to?”

Once the application is submitted, you may not change the term or program. 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 proof of residency to the **Office of Student Registration Services** by e-mailing to registration@cod.edu 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 end of Summer 2023:
 - a) **Math for Sciences** (3 credit hours)
 1. The HIT Admissions Committee will accept:

Math 1102 to 2270, PSYCH 2280 or SOCIO 2205 with a grade of "C" or better (MATH 1104 or 1120 NOT accepted)
 - b) **Anatomy & Physiology**
 1. The HIT Admissions Committee will accept any of the following:

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:
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 Career 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 to 2270, PSYCH 2280 or SOCIO 2205: "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:

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

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: _____

Disclaimer: The minimum score to be considered for the Health Information Technology program admission is 12 points.