

The Health Information Technology (HIT) program enables the student to develop the technical skills necessary for managing health information within the healthcare delivery system. The health information field has employment opportunities in hospitals, long-term care, ambulatory care, mental health and other healthcare facilities as well as private industry. Upon successful completion of the program, the graduate is eligible to write the national certification examination and upon successful passing of this examination, receive the RHIT (Registered Health Information Technology) credentials. This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Council on Accreditation of the American Health Information Management Association (AHIMA). AHIMA is located at 919 N Michigan Avenue, Chicago, IL 60611. Their phone number is 312-787-2678. The following are the basic requirements for admission to the Health Information Technology (HIT) program:

1. High School graduation or GED equivalence.
2. Interview with Chairperson.
3. CPT scores of 95 on sentence skills, 80 on reading comprehension, and 36 on arithmetic. Students who do not achieve the required Math score must complete MAT 030.

Students must contact Annette Bigalk, RHIA, HIT Program Chair for counseling and program planning prior to enrolling in any courses that are part of the HIT curriculum. Contact her at 303-797-5795 or annette.bigalk@araphoe.edu.

- All major, general education and other courses required for this degree must be completed with a "C" or better to meet graduation requirements.
- All courses are offered online except for HIT 188 and HIT 288.
- Students who do not achieve the required Math score must complete MAT 030.
- Students planning to transfer credits to another institution should complete the BIO 201 and 202 (Anatomy & Physiology I/II and HPR 216 (Pathophysiology) instead of the basic medical science courses.
- Students planning to transfer their speech credit to another institution should complete SPE 115.

**Major Courses – 50 credit hours**

|  |   |   |
|--|---|---|
|  | HIT 101 Health Information Management Science       | 6 |
|  | HIT 105 Physician Practice Coding and Reimbursement | 5 |
|  | HIT 111 Health Data Management                      | 3 |
|  | HIT 112 Legal Aspects                               | 2 |
|  | HIT 188 Health Information Practicum I              | 2 |
|  | HIT 221 ICD-9-CM Coding I                           | 5 |
|  | HIT 222 Quality Management                          | 3 |
|  | HIT 288 Health Information Practicum II             | 2 |
|  | HIT 225 Health Information Management               | 3 |
|  | HIT 231 ICD-9-CM Coding II                          | 5 |
|  | HIT 241 CPT Coding Basic Principles                 | 2 |
|  | HPR 178 Medical Terminology                         | 3 |
|  | MOT 125 Basic Medical Sciences I                    | 3 |
|  | MOT 133 Basic Medical Sciences II                   | 3 |
|  | MOT 135 Basic Medical Sciences III                  | 3 |

**General Education Courses – 15 credit hours**

|  |   |   |
|--|---|---|
|  | ENG 121 English Composition I           | 3 |
|  | SPE 115 Public Speaking <b>OR</b>       |   |
|  | SPE 125 Interpersonal Communication     | 3 |
|  | CIS 118 Introduction to PC Applications | 3 |
|  | PSY 101 General Psychology I            | 3 |
|  | General Education Elective              | 3 |

\_\_\_\_\_ **Total Required – 65 credits**

## IMPORTANT TELEPHONE NUMBERS:

### STUDENT SERVICES

|   |               |                           |
|---|---------------|---------------------------|
| <b>Admission and Records</b>  | <b>M2470</b>  | <b>303.797.5621</b>       |
| <ul style="list-style-type: none"> <li>• Graduation coordination</li> <li>• Residency petitions</li> <li>• General information</li> </ul>   |               |                           |
| <b>Advising and Counseling Center</b>   | <b>M 2010</b> | <b>303.797.5664</b>       |
| <ul style="list-style-type: none"> <li>• Educational planning</li> <li>• Transfer advising</li> <li>• Academic success counseling</li> </ul>  |               |                           |
| <b>Bookstore</b>  | <b>M1200</b>  | <b>303.797.5676</b>       |
| <ul style="list-style-type: none"> <li>• Order books online at <a href="http://www.efollett.com">www.efollett.com</a></li> </ul>  |               |                           |
| <b>Campus Police</b>  | <b>M2600</b>  | <b>303.797.5800</b>       |
| <ul style="list-style-type: none"> <li>• Student ID cards, parking permits, locker rental</li> <li>• Crime reporting, escort to your car after hours</li> <li>• First aid</li> <li>• Lost and found</li> </ul>  |               |                           |
| <b>Career Center</b>  | <b>M2025</b>  | <b>303.797.5805</b>       |
| <ul style="list-style-type: none"> <li>• Career planning seminars</li> <li>• Career resource library</li> <li>• Employment services</li> <li>• Job fairs</li> </ul>   |               |                           |
| <b>Cashier</b>  | <b>M2300</b>  | <b>303-797-5638</b>       |
| <ul style="list-style-type: none"> <li>• Tuition payment, payment plans, refunds, general financial information</li> <li>• Ticket sales</li> </ul>  |               |                           |
| <b>Child Development Center</b>   | <b>N1000</b>  | <b>303.797.5678</b>       |
| <ul style="list-style-type: none"> <li>• High quality, flexible, convenient, moderately-priced childcare services for ACC students, staff and faculty on a space-available basis</li> </ul>   |               |                           |
| <b>Disability Services</b>  | <b>M2710</b>  | <b>303.797.5937 v/tty</b> |
| <ul style="list-style-type: none"> <li>• Academic accommodations and specialized consultation for students with documented disabilities. Computer adaptations for students with vision, learning, orthopedic, or other disabilities.</li> </ul>   |               |                           |
| <b>Financial Aid</b>  | <b>M2115</b>  | <b>303.797.5661</b>       |
| <ul style="list-style-type: none"> <li>• Apply online at <a href="http://www.FAFSA.ed.gov">www.FAFSA.ed.gov</a></li> </ul>  |               |                           |
| <b>Information Central</b>  | <b>M2800</b>  | <b>303-797-4222</b>       |
| <ul style="list-style-type: none"> <li>• Registration, Add/Drop, Withdrawal, Schedules and general information</li> <li>• Name/address/personal information changes etc.</li> </ul>   |               |                           |
| <b>Library (Weber Center for Learning Resources)</b>  | <b>M2500</b>  | <b>303.797.5090</b>       |
| <ul style="list-style-type: none"> <li>• Private study rooms</li> </ul>   |               |                           |
| <b>Math Lab</b>   | <b>M3610</b>  | <b>303.797.5877</b>       |
| <ul style="list-style-type: none"> <li>• Students must register for MAT 101 Enhanced Mathematics Lab</li> </ul>   |               |                           |
| <b>Open Computer Lab</b>  | <b>M1650</b>  | <b>303.797.5907</b>       |
| <ul style="list-style-type: none"> <li>• FREE computer access for registered students with an ACC Student ID</li> </ul>   |               |                           |
| <b>Student Affairs</b>  | <b>M2820</b>  | <b>303.797.5668</b>       |
| <ul style="list-style-type: none"> <li>• Student Senate</li> <li>• Student Newspaper</li> <li>• Student Clubs and Programming</li> <li>• Student Grievances and Discipline</li> </ul>   |               |                           |
| <b>Testing Center</b>   | <b>M2280</b>  | <b>303.797.5993</b>       |
| <ul style="list-style-type: none"> <li>• Computerized Placement Test (CPT)</li> <li>• GED testing, Instructor testing, CLEP/correspondence testing</li> </ul>   |               |                           |
| <b>Tutorial Services</b>  | <b>M2710</b>  | <b>303.797.5937 v/tty</b> |
| <ul style="list-style-type: none"> <li>• FREE workshops and academic tutors to supplement and enrich course requirements for those that qualify</li> </ul>  |               |                           |
| <b>Writing Center</b>   | <b>M2855</b>  | <b>303.797.5830</b>       |
| <b>Location Abbreviations:</b>  |               |                           |
| <ul style="list-style-type: none"> <li>• <b>A</b> – Annex.</li> <li>• <b>AD</b> – Art and Design Center</li> <li>• <b>CSB</b> – Church Street Building</li> <li>• <b>DTC</b> – Triad N Bldg Suite 111 (5660 Greenwood Plaza Blvd, Greenwood Village)</li> <li>• <b>M</b> – Main Building</li> <li>• <b>N</b> – North Building</li> <li>• <b>UCC</b> – University Center at Chaparral (15653 Brookstone Dr, Parker)</li> </ul> |               |                           |

## ASSESSMENT REQUIREMENTS:

Basic Skills courses may be required based on assessment scores. It is the student's responsibility to take these course requirements within the first 30 credits at ACC. Basic Skills courses are also available at other area community colleges.

| Tested Out/ Completed           | Semester | ACT/ SAT Last 2 yrs | Accuplacer                      | Course                            | Credits |
|---------------------------------|----------|---------------------|---------------------------------|-----------------------------------|---------|
| <b>Sentence Skills</b>          |          |                     |                                 |                                   |         |
|                                 |          |                     | 25-49                           | See Developmental Studies Advisor |         |
|                                 |          |                     | 50-69                           | ENG060                            | 3       |
|                                 |          |                     | 70-94                           | ENG090                            | 3       |
|                                 |          | 18/440              | 95-120                          | ENG 121                           | 3       |
| <b>Reading</b>                  |          |                     |                                 |                                   |         |
|                                 |          |                     | 25-39                           | See Developmental Studies Advisor |         |
|                                 |          |                     | 40-61                           | REA060                            | 3       |
|                                 |          |                     | 62-79                           | REA090                            | 3       |
|                                 |          | 17/430              | 80-120                          | REA 112                           | 3       |
| <b>Mathematics</b>              |          |                     |                                 |                                   |         |
|                                 |          |                     | Arithmetic 24-56                | MAT030                            | 2       |
|                                 |          |                     | Arithmetic 57-120               | MAT060                            | 3       |
|                                 |          |                     | Elem. Alg. 45-60                | MAT090                            | 4       |
|                                 |          |                     | Elem. Alg. 61-84                | MAT106/111                        | 5       |
|                                 |          | 19/460              | 85-120                          | MAT 120,121,123,135/179           | 4       |
| <b>Study Skills/Orientation</b> |          |                     |                                 |                                   |         |
|                                 |          |                     | Academic Achievement Strategies | AAA090                            | 3       |
|                                 |          |                     | College Orientation             | AAA103                            | 1       |
|                                 |          |                     | Advanced Academic Achievement   | AAA 109                           | 3       |

### EXEMPTIONS TO TESTING:

1. Have successfully completed a college-level mathematics and college-level english course with a grade of C or better. You must provide a transcript.
2. Have achieved the minimum ACT/SAT scores shown above within the last 2 years and provide documentation.
3. Have successfully completed necessary remedial course(s), if required with a "C" or better.
4. Have earned an Associate's degree or higher. You must provide documentation.
5. Some degree programs do not allow a waiver for the CPT.

### IMPORTANT TRANSFER INFORMATION:

1. It is important that you consult an advisor and the transfer institution when choosing courses, as certain majors have particular degree prerequisites and general education course requirements that need to be taken within the Associate degree program.
2. Students who complete a 60 credit hour A.A./A.S. degree with appropriate course requirements and grades of C or better may be able to complete a Baccalaureate degree in 60 additional credits after transferring to a 4-year public institution.
3. Consult your ACC Advisor about Colorado's 60 + 60 plans.

### SUGGESTIONS FOR SUCCESS

1. Take your CPT or be exempted (see above) before meeting with an academic advisor.
2. Take English, Speech and Math classes early in your program.
3. See your advisor about balancing your workload with credit load.
4. If you want to graduate in two years, take a minimum of fifteen college-level credits per fall/spring semester or twelve credits Fall/Spring and six credits Summer.
5. Transfer and financial aid students should consult an advisor before registering.

### ADDITIONAL CLASS FORMATS

Many of the classes in this degree can be taken as **flex**, **online** or **hybrid** courses. Symbols in the semester schedule indicate which classes are offered in these formats.

**You must apply for graduation at [www.arapahoe.edu](http://www.arapahoe.edu) (Student Support Services) or at Information Central by: April 1 (summer graduation), July 1 (fall graduation) and November 1 (spring graduation).**

For more information log on to [www.arapahoe.edu](http://www.arapahoe.edu).