

ARAPAHOE COMMUNITY COLLEGE

Health Information Technology Program Admission Packet

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Program Information

Thank you for your interest in the Health Information Technology (HIT) program at Arapahoe Community College in Littleton, Colorado.

The Associate of Applied Science (A.A.S) degree in Health Information Technology is designed to develop the technical skills necessary for managing health information within the healthcare delivery system. The A.A.S. degree program in Health Information Technology emphasizes the technical component of health information services and is designed to prepare entry-level graduates with the knowledge and skills necessary to use, analyze, abstract, code, present, and retrieve data in a variety of health care settings and to prepare students for the AHIMA national Registered Health Information Technician (RHIT) certification examination. Successful completion of this examination allows the student to use the professional credential of Registered Health Information Technician (RHIT). General information about the ACC HIT Program is available at <https://www.arapahoe.edu/academics-programs/programs/health-information-technology-hit>

Mission Statement

It is the mission of the Health Information Technology Department to facilitate student learning and meet the needs of the healthcare community by providing a challenging curriculum based on sound educational principles and the needs of the industry in a format that is accessible and exhibits high standards of excellence to help master their future career. The Health Information Technology Department is committed to utilizing appropriate and effective instructional strategies and resources and continuously assessing student academic achievement for the purpose of ongoing improvement and future learning.

Profession Description

Health Information Technicians compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the healthcare system. They process, maintain, compile, and report patient information for health requirements and standards in a manner consistent with the healthcare industry's numerical coding system.

Professional Organizations

Students in the HIT program are strongly encouraged to join and actively participate in the American Health Information Management Association (AHIMA) <http://www.ahima.org/>, the Colorado Health Information Management Association (CHIMA) <https://www.chima.org/>, and the Northern Colorado Health Information Management Association (NCHIMA) <http://www.nchimaonline.org/>. Student membership provides discounted registration fees to national and local meetings as well as a subscription to the Journal of AHIMA. **Scholarships and loan programs are also provided by AHIMA, CHIMA, and NCHIMA.**

Program Format

All ACC HIT are conducted in an online format via online instruction except for the practicum course HIT 289. The practicum course appear as an online course in the student's schedule, students will complete practicum hours in an off campus Health Information Management (HIM) office. HIT course are only offered once during the entire year, which means, if students miss, drop or fail a course it will be a full year before they are able to take the course again.

Job Opportunities

According to the Bureau of Labor Statistics (BLS), employment for Medical Records and Health Information Technicians is expected to grow faster than the average through the year 2022. According to BLS Colorado employment needs in Health Information Technology are expected to increase by 27% through 2022 resulting in 150 yearly job openings. BLS reported in 2014 the median hourly wage for health information technicians is \$16.49 and the median annual wage is \$42,800 in Colorado. For more information on wages and employment trends, please visit <https://www.careeronestop.org> [Colorado Statistics](#) and <https://www.onetonline.org> [National Statistics](#)

Program Costs, Tuition, and Fees

As part of the Colorado Community College System, ACC offers courses at a very reasonable tuition rate. At today's tuition rates, the 64 credit hours of the HIT associate degree would be approximately \$19,000.00 for students using their college Opportunity Fund (COF). COF is a stipend offered by the state of Colorado for the education of its residents and is not a need based financial aid. Apply for your stipend at <https://secure.collegeincolorado.org>

Nonresidents will find tuition information in the current semester schedule. Fee schedules are available online at [Tuition and Fees](#)

Students in the HIT program are also financially responsible for all the costs of all required vaccinations, background check, and drug screening.

Non-Discrimination Statement

Arapahoe Community College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 or 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, ancestry, physical or mental disability, veteran or military status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Arapahoe Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Angela Johnson, Human Resources Director, as its Affirmative Action Officer/Equal Opportunity/Title IX Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, please contact Angela Johnson, Human Resources Director at 303.797.5715, 5900 S. Santa Fe Drive, Littleton, CO 80120.

Students may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone 303.844.3417.

Accreditation

The HIT program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education Programs (CAHIIM) Website:

<http://www.cahiim.org/>

Admission Deadline

Applications and student program plans must be completed before the start of classes. Applications will be accepted and reviewed at any time as students may take general education courses at any time before or during the completion of the HIT course work.

ADMISSION REQUIREMENTS

The following are the basic requirements for admission to the Health Information Technology (HIT) program:

- 1. High School graduation or GED equivalence**
- 2. Assessment and Placement:** Either by placement exam (Accuplacer, CCPT, SAT or ACT) or transcript evaluation, students must have been assessed and placed into MAT 050 (or higher) and ENG 121. To determine your need for placement testing please visit [ACC Placement](#)
3. Request an [Official Transcript](#) be sent to records@arapahoe.edu if you have any prior college courses.
4. Submit a [HIT Program Application](#) through the HIT website.
5. The HIT Program Chair will contact you to confirm receipt of the HIT Program Application and to work out details of next steps.
- 6. Program Planning will be done by the HIT Program Chair prior to enrolling in any courses that are part of the HIT Curriculum.**
- 7. Other things to be considered:** Once accepted to the HIT program [Prior Learning Assessments](#) may be attempted for appropriate classes.

Students may contact Christine Tomas, RHIA; HIT Program Chair for counseling and program planning prior to enrolling in any courses that are part of the HIT curriculum (303.797.5603 or christine.tomas@arapahoe.edu.)

HIT 289 Health Information Capstone/Practicum course information.

HIT 289 is the final class to be completed as part of the HIT Associate of Applied Science Degree. Students are required to complete 40 hours in an off campus Health Information Management office. Students are required to submit the following documentation to the ACC HIT department prior to beginning HIT 289:

- Background Check: For additional information on the procedure for background checks as well as disqualifying events, please see the ACC website: [ACC Background Check](#). Please Note: Criminal background checks require a fee and the applicant's social security number. Background Check can be no more than one year old.
- Vaccinations' documentations including:
 - Tuberculosis (TB) (no more than one year old). Current chest x-ray results demonstrating no active disease must be submitted if PPD test result is positive
 - Chickenpox (Varicella) MMR
 - Hepatitis B
 - Tetanus
 - Flu Shot (current define current)

* A drug screen may be required by the healthcare facility. Students should be aware that healthcare facilities may not accept students using medical marijuana, even if the student has a prescription.

General and required course for an A.A.S. Degree in Health Information Technology

** For HIT plans of study, please visit [the current curriculum advising sheets](#)

GENERAL EDUCATION COURSES 15 CREDITS

CIS 118	Intro to PC applications	3
ENG 121	English Composition I	3
	OR any other higher level Composition/Writing course	
COM 125	Interpersonal Communications	3
	OR COM 115 – Principles of Speech Communication	
PSY 101	General Psychology (GT-SS3) OR higher	3
MAT 135	Intro to Statistics	
	OR CIS 155 Complete Spreadsheets	3

HEALTH INFORMATION TECHNOLOGY COURSES 49 Credits

HIT 101	Health Information Management Science	3
HIT 105	Principles of Health Care Reimbursement	3
HIT 111	Health Data Management and Information	3
HIT 112	Legal Aspects	2
HIT 122	Workflow Fundamentals of Healthcare	3
HIT 188	Health Information Practicum 1 (online)	2
HIT 220	ICD Coding I	3
HIT 221	ICD Coding II	2
HIT 222	Quality Management	3
HIT 225	Health Information Management	3
HIT 231	ICD Coding III	3
HIT 241	CPT Coding Basic Principles	2
HIT 289	Health Information Capstone/Practicum (In field)	2
HPR 178	Medical Terminology	3
MOT 125	Basic Medical Science I	3
MOT 133	Basic Medical Science II	3
MOT 135	Basic Medical Science III	3