

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 program at Arapahoe Community College in Littleton, Colorado. **ACC has the only accredited online HIT program in Colorado.**

The Associate of Applied Science (A.A.S) degree in Health Program 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. **Program outcome is 92% for RHIT certification exam pass rate.** Successful completion of this examination allows the student to use the professional credential of Registered Health Information Technician (RHIT).

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 Medical Laboratory 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 health care system. 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), the Colorado Health Information Management Association (CHIMA), and the Northern Colorado Health Information Management Association (NCHIMA). 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 classes are offered in an online format except for the practicum courses, HIT 188 and HIT 289. Although conducted in off-campus healthcare settings, the practicum courses are administered as online courses.

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. The Colorado projected percent change in medical and clinical laboratory technician's employment between 2012 and 2022 is expected to be +27%. The expected number of yearly job openings in Colorado is about 150. The 2014 statistics from the Bureau of Labor indicated that the median hourly wage for health information technicians in Colorado is \$16.49 and the median annual wage is \$42,800.

For more information on wages and employment trends, please visit

http://www.careerinfonet.org/occ_rep.asp?next=occ_rep&level=&optstatus=111111111&stfips=08&jobfam=&id=1&nodeid=2&menuMode=&keyword=HEALTH+INFORMATION+TECHNICIAN&soccode=292071&x=54&y=9 and <http://www.onetonline.org/link/summary/29-2071.00>

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 66 credit hours of the HIT associate degree would only cost a COF (College Opportunity Fund) eligible student approximately \$15,000.00. COF is not a need based financial aid but a subsidy from the State of Colorado for the education of its residents. Apply for your stipend at www.collegeincolorado.org

Nonresidents will find tuition information in the current semester schedule. Schedules are available online at <http://www.arapahoe.edu/tuition-and-financial-aid/tuition-and-fees>

For tuition and fees updates please view ACC's current [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, physical or mental disability, veteran 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 Williams, Human Resources Director, as its Affirmative Action Officer/Equal Opportunity Coordinator/Title IX Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Angela Williams, Human Resources Director at 5900 S. Santa Fe Drive, Littleton, CO 80120, telephone 303.797.5715. You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office 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). Web: <http://www.cahiim.org>

Admission Deadline

Applications and interviews have to be completed before the start of classes.

HIT Application Process and Minimum Requirements

	Item	Information
	<ul style="list-style-type: none"> Complete high school or GED equivalence 	
	<ul style="list-style-type: none"> Complete ACC application for acceptance to college 	Complete the Admission Application online at www.arapahoe.edu . Select "Apply Now".
	<ul style="list-style-type: none"> Take the Community College Placement Test in the Testing Center 	<p>CCPT minimum scores to be considered :</p> <p>English</p> <ul style="list-style-type: none"> 96 or higher in Reading and a 5 on the Essay OR 80 in Reading and a 6 on the Essay <p>Mathematics</p> <ul style="list-style-type: none"> MAT050 with "C" or better OR 80 or higher in the PADI OR Any score on the IADI <p>Accuplacer scores can still be accepted if not older than three years. Minimum Accuplacer scores to be considered are Reading Comprehension = 80 Sentence Skills = 95 Elementary Algebra = 36</p> <p>Students with equivalent ACT / SAT scores or appropriate prior college-level coursework do not need to complete the placement tests. Documentation should be provided with the college application.</p>
	<ul style="list-style-type: none"> Complete the ACC New Student Orientation 	<p>New student orientation must be completed before students are allowed to register for classes.</p> <p>Students who live out of the area or not available for onsite orientation may request a link to an online orientation by contacting the Student Life Office at 303.797.5668 or orientation@arapahoe.edu</p>
	<ul style="list-style-type: none"> Schedule and conduct an advising and program planning session with the Allied Health Student Success Coordinator prior to enrolling in any courses that are part of the HIT curriculum. 	To schedule the advising and curriculum planning session, contact the Allied Health Student Success Coordinator, Rosalie Moncada by calling 303.797.5688 or e-mail rosaliemoncada@arapahoe.edu .
	<ul style="list-style-type: none"> Complete the HIT application. See page 7 of this document 	A complete application packet is indicated when all necessary application items are filled out and required documentation is attached.
	<ul style="list-style-type: none"> Attach the following documentation to your application and submit prior to registering for an HIT class. <ol style="list-style-type: none"> Transcripts (Unofficial) Signed HIT Program Student Handbook Agreement. See page 8 of this document. Signed Confidentiality Agreement. See page 9 of this document. Individualized Program Plan 	<p>Completed application packets can be submitted directly to the Allied Health Student Success Coordinator, Rosalie Moncada. Students are responsible for completing the Official Transcript Evaluation process to officially transfer credits from other colleges or universities to ACC. The process of course evaluation and transferring credit can be lengthy and therefore should begin immediately.</p> <p>http://www.arapahoe.edu/apply/register/admissio</p>

	e. Student Photograph	ns/transfer-evaluations.html
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Notes:

- Students are required to submit the following documentation to the ACC HIT department prior to beginning the HIT 188 (first practicum) class:
 - Background Check: For additional information on the procedure for background checks as well as disqualifying events, please see the ACC website: <http://www.arapahoe.edu/departments-and-programs/a-z-programs/health-careers/background-check>. Please note: Criminal background checks require a fee and the applicant's social security number. Background Check is no more than one year old.
 - Vaccinations' documentations including:
 - Tuberculosis (TB) (no more than 1 year old).
 - Current chest x-ray results demonstrating no active disease must be submitted if PPD test result is positive
 - Chickenpox (Varicella)
 - MMR: For information about MMR vaccine visit <http://www.cdc.gov/vaccines/vpd-vac/combo-vaccines/mmr/vacopt-faqs-hcp.htm>
 - Hepatitis B: For information about Hepatitis B vaccine visit <http://www.cdc.gov/vaccines/hcp/vis/vis-statements/hep-b.html>
 - Tetanus
 - Flu Shot (current)

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

Ranking Criteria Point System

No ranking system is used to enroll students in the HIT program; however, to be considered for the program, students have to submit a complete application with required documentation attached.

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
Gen Ed. Elective	Select three credits from the list of AAS - General Education Electives	3
HEALTH INFORMATION TECHNOLOGY COURSES		51 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	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	5
HIT 241	CPT Coding Basic Principles	3
HIT 251	Code Sets and Vocabularies	2
HIT 289	Health Information Capstone	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

** Students can challenge HPR 178 and take the HPR 178 Challenge Exam. For more information please contact Eric Rogers, Transcript Evaluator at eric.rogers@arapahoe.edu.

For credit for prior learning and to earn college credit for specific work experience, please contact HIT Department Chair Cindy Johnson at cindy.johnson@arapahoe.edu.

**ARAPAHOE COMMUNITY COLLEGE
HEALTH INFORMATION TECHNOLOGY PROGRAM
APPLICATION FOR ADMISSION**

Date:

Name: _____ Student I.D. S
 Last First Middle

Maiden/Formal Name(s):

Mailing Address:

Street City State Zip

Phone: _____ Email: _____
 Home Work Cell

Are you now or have you ever been a student at Arapahoe Community College?
Yes No

Under what name (if different than name on application)?

Have you ever applied to a Health Career program at ACC? Yes No

If yes, name of program:

RELEVANT WORK OR VOLUNTEER EXPERIENCE

WORK OR VOLUNTEER EXPERIENCE	POSITION OR TITLE	FROM Mon/yr TO Mo/Yr
1.		
2.		
3.		

Are you presently employed Yes No
If yes, name of employer:

**Health Information Technology
Online Program**

STUDENT AGREEMENT

I have received, read and understand the policies and statements contained in the Health Information Technology Program Student Handbook. I agree to abide by these policies.

I am aware that the Health Information Technology Student Handbook does not cover every policy. I will consult the ACC Student Code of Conduct and the Office of Student Services if I have any questions.

ACC Catalog and Student Handbook

Students will be held accountable for the student Code of Conduct in the ACC Student Handbook, as well as college policies and procedures and system policies that are outlined in the College Catalog. These documents can be found on the college homepage at <http://www.arapahoe.edu/campus-life/student-handbook>.

I indicate my willingness to adhere to the policies and statements in the HIT Program Student Handbook and the ACC Student Handbook by my signature. An electronic signature has the same value as a handwritten signature.

Student Signature:

Date:

Health Information Technology
CONFIDENTIALITY AGREEMENT

All patient health record information is confidential in nature. All persons working with health records are ethically bound to keep the information confidential.

The students in the Health Information Technology program at Arapahoe Community College will be working with actual clinical patient records as well as with other confidential patient information in their coursework and also at clinical practicum sites. All HIT students are obligated to maintain the confidential nature of this information at all times.

Each healthcare facility will have its own rules/policies regarding the confidentiality of patient information. The following must be observed in all cases:

- I. Do not read records except as the assigned tasks require.
- II. Do not discuss among your friends, relatives or among fellow workers except as necessary for work/learning experience.
- III. Observe the policies and procedures of the facility regarding any release of patient information.

As a student of the Health Information Technology program at ACC, I have read this Confidentiality Agreement and pledge that I will uphold the confidential nature of all types of medical or health information. My electronic signature has the same value as a handwritten signature.

Student Signature:

Date: