



## Health Information Technology Program

Information and Application Packet 2017-2018

### Program Description

The Health Information Technology program will prepare the student to be a Health Information Technician. The technician is responsible for performing tasks related to the use, analysis, validation, presentation, abstracting, coding, storage, security, retrieval, quality measurement and control of health information. Important points about the HIT program include:

- Forty-eight (48) students are admitted each fall semester.
- Health Information Technology courses are offered at the Radcliff Center campus in Garden City. Most classes generally meet one or two days or evenings per week.
- In addition to lecture and laboratory experiences, the program requires two off-campus daytime professional practice experiences also referred to as clinical affiliation.
- Students who satisfactorily complete all program/college requirements qualify for an Associate of Applied Science Degree. Graduates are eligible to take the Registered Health Information Technician (RHIT) examination and/or the Certified Coding Associate (CCA) examination offered by the American Health Information Management Association (AHIMA).
- The Health Information Technology Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

### Application Requirements

*The Health Information Technology Program (HIT) requires an application (attached to the end of this packet). To be admitted to the program the student must complete the following:*

<b>1. Apply to Schoolcraft College</b>	Apply to Schoolcraft College on-line at <a href="http://www.schoolcraft.edu">www.schoolcraft.edu</a> .
<b>2. Transcripts</b>	It is recommended you request official undergraduate transcripts from all colleges and universities previously attended. Transcripts must be sent directly from the issuing college or university to Schoolcraft College. To confirm that transcripts have been received, contact the Answer Center at 734-462-4426.
<b>3. Counseling and Assessment</b>	This program requires minimum assessment levels or course work in the areas of math, reading and writing. Students should meet with an academic advisor or counselor to develop an academic plan to determine if an assessment test is necessary and if foundation courses are needed. Students with prior college level work or a degree may be exempt from placement testing. Students who have submitted SAT or ACT scores that are less than three years old to the Admissions and Welcome Center may also be exempt from assessment testing.  Contact the Counseling Center at 734-462-4429 to make an appointment.
<b>4. College Prerequisite Coursework</b>	Complete CIS 120 Software Applications with a grade of 2.0/C or better Complete HIT 104 Medical Terminology with a grade of 2.0/C or better. Complete BIOL 236 Anatomy & Physiology with a grade of 2.0/C or better. (BIOL 101 General Biology is a prerequisite for BIOL 236)  -or- Complete BIOL 237 Principles of Anatomy & Physiology 1 and BIOL 238 Principles of Anatomy & Physiology 2 with a grade of 2.0/C or better in both courses (BIOL 101 General Biology is a prerequisite for BIOL 237)
<b>5. Cumulative GPA</b>	Attain a cumulative grade point average at Schoolcraft College of 2.0 or better
<b>6. Apply to Health Information Technology Program</b>	Meet with a Schoolcraft counselor or academic advisor. Completion of all sections of this application with signatures from academic advisor/counselor is required to be accepted into the HIT Program.

## Application Process

1. The order of acceptance of qualified applicants is based on the date the College receives a valid Health Information Technology Program application. Applications are received and processed on an on-going basis.

For the purpose of fairness, applications received at the end of each semester will be held for three business days after final grades are available and then will be dated received.

2. In the event that more than one qualified student applies on the same day, the order of acceptance will be based on the student's cumulative grade point average at Schoolcraft College and then by residency if needed.
3. When the maximum number of qualified applicants has been accepted, students will be considered for acceptance into the next available semester.
4. Applications received from non-qualified students are returned and may be resubmitted after the application requirements are complete.

## Open Courses

Admission to the Health Information Technology Program is not necessary to register for the courses listed below. The following courses are open to all Schoolcraft students who have met the course prerequisite (see the College Catalog).

- HIT 104** Medical Terminology (with a grade of 2.0 or better)
- HIT 120** Foundations of Health Information Management (with a grade of 2.0 or better)
- HIT 118** Human Diseases (with a grade of 2.0 or better)
- HIT 114** Pharmacology for Health Professionals (with a grade of 2.0 or better)

## Clinical Process

HIT 158 is only offered during the winter semester. The HIT 158 Clinical Affiliation 1 Permit will be issued by the Radcliff Administrative Office after the following have been completed:

1. The student has been formally admitted into the HIT program.
2. The student has completed the following courses:

- HIT 114** Pharmacology for Health Professionals (with a grade of 2.0 or better)
- HIT 118** Human Diseases (with a grade of 2.0 or better)
- HIT 120** Foundations of Health Information Management (with a grade a 2.0 or better)
- ENG 101** English Composition 1 (with a grade of 2.0 or better)
- MATH 101** Business Mathematics (with a grade of 2.0 or better)

3. The Radcliff Administrative Office is responsible for maintaining the list of qualifying students for placement into HIT 158 Clinical Affiliation 1. Forty-eight (48) students will be placed in HIT 158 Clinical Affiliation 1 in January. The order of acceptance of qualified applicants will be based on the date the Administrative Office at the Radcliff Center receives a valid clinical permit for HIT 158 Clinical Affiliation 1. The order of acceptance will be as follows for semester placement:
  1. Date the Admission and Welcome Center received a valid Health Information Technology Application.
  2. Date of valid HIT 158 Clinical Affiliation 1 Permit.
  3. Overall grade point average for all courses taken at Schoolcraft College at the time of valid HIT Application.
  4. Residency if needed.
4. Due to the limited number of clinical sites, students may have to wait for **at least one year or more** after being accepted into the HIT Program before they can enroll in HIT 158.

5. Students will be required to complete the following prior to clinical placement:

- Criminal History Check Clearance. Convictions or plea of guilt to a felony may prevent you from clinical affiliation assignment and/or employment in healthcare.**
- Medical Clearance / Drug Screen**
- Maintain a cumulative grade point average at Schoolcraft College of 2.0 or better**
- Required Immunizations**
  - Two **MMR** vaccinations (Measles, Mumps, Rubella) – one as a child – one as an adult or titer showing immunity for ALL of the above.
  - **Hepatitis B** vaccination or titer – (series must be started prior too clinical), or a signed Vaccination Declination Form.
  - **Two-step TB Test** – TB test expires after 12 months. The student’s TB test cannot expire before the end of class and/or when clinicals will be completed.
  - **Chicken Pox** – 2 Varicella vaccinations given 1 month apart and/or a laboratory titer verifying immunity.  
NOTE: We are no long accepting history of chicken pox as evidence of immunity.

Students will be notified when to pick up forms from the Radcliff Administrative Office located in the Radcliff Center, Room RC 625.

**Estimate of Tuition and Fees**

**Health Information Technology Program**

(Based on 67 Credits)

	<u>Resident</u>	<u>Non-Resident</u>	<u>Out of State</u>
Tuition:	\$6,834.00	\$9,916.00	\$14,606.00
Registration Fees:	\$215.00	\$215.00	\$215.00
Service Fee:	\$469.00	\$469.00	\$469.00
Instructional/Equipment Fees:	\$603.00	\$603.00	\$603.00
Infrastructure Fee	\$469.00	\$469.00	\$469.00
Course Fees:	\$2,686.00	\$2,686.00	\$2,686.00
Additional Expenses (Approximate)	\$750.00	\$750.00	\$750.00
Hepatitis B Vaccine (\$150.00)			
Application fee for optional certification exam (\$300.00)			
Miscellaneous expenses for clinical affiliation (\$300.00)			
<b>TOTAL</b>	<b>\$12,026.00</b>	<b>\$15,108.00</b>	<b>\$19,798.00</b>

The above figures are based on 2016-2017 rates and are subject to change. A Resident student is one whose legal residence is in the school district of Clarenceville, Garden City, Livonia, Northville, Plymouth-Canton or parts of Novi. All other students are Non-Residents. Estimate does not include textbook.

**NOTE**

Requirements for admission to the Health Information Technology Program are subject to change at any time. Please contact the Admissions and Welcome Center for updates of any applicable changes.

Phone: 734-462-4683

Fax: 734-462-4552

E-mail: [admissions@schoolcraft.edu](mailto:admissions@schoolcraft.edu)

Web: [www.schoolcraft.edu](http://www.schoolcraft.edu)

*It is the policy of Schoolcraft College that no person shall, on the basis of race, color, national origin, gender, age, marital status, creed, or handicap, be excluded from participating in, be denied benefits of, or be subjected to discrimination during any program or activity or in employment.*



# Health Information Technology Limited Enrollment Application 2017- 2018

This application is required to apply to the Health Information Technology Program. To be accepted to the Health Information Technology Program, students must:

- 1) Be admitted to Schoolcraft College.
- 2) Meet all requirements on this application. Program requirements are subject to change.
- 3) Submit appropriate transcripts.
- 4) Complete assessment requirement unless exempt.
- 5) Meet with an academic advisor/counselor to develop a program plan, review your progress toward meeting program requirements and to obtain appropriate signatures.
- 6) Complete all sections of this application with signatures from an academic advisor or counselor.
- 7) Return application to the Admissions and Welcome Center. Applications are accepted on a continuous basis.

### Section I: To be completed by student

Demographic information on this application must match the information on record in the Registration Center at Schoolcraft College.

<b>Name</b>	_____					
	Last (Family Name)	First	Middle	Former (If Applicable)		
<b>Address</b>	_____					
	Number	Street	Apt.	City	State	Zip + 4 Digit Code
<b>Day Phone</b>	(    ) _____		<b>Evening Phone</b>	(    ) _____		
<b>Email</b>	_____		<b>Birth Date</b>	_____		
				Month / Day		
<b>Student Number</b>	_____		<b>Social Security Number</b>	_____		
				Last 4 Digits		

It is the policy of Schoolcraft College that no person shall, on the basis of race, color, national origin, gender, age, marital status, creed, or handicap, be excluded from participating in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment.

### Section II: To be completed with a counselor or Academic Advisor

**THE ITEMS IN SECTION II ARE REQUIRED. MEET WITH AN ACADEMIC ADVISOR OR COUNSELOR TO OBTAIN APPROPRIATE SIGNATURES BEFORE APPLYING TO THE PROGRAM.**

**Part A: ASSESSMENT TESTING** Take an assessment test unless you are exempt (approved by an academic advisor or counselor).  
Assessment Test scores are valid for three years.

Student:

- has taken assessment test or =>
- is exempt

Counselor or Academic Advisor  
Signature

Date

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**Part B: PROFICIENCY Attain** the minimum Assessment Scores listed below or successfully complete appropriate developmental courses to improve your skills. Assessment Test Scores are valid for up to three years.

Minimum Scores:	<i>CPT</i>	<i>ACT</i>	<i>new SAT March 2016</i>
Sentence Skills	71 +	18+	25+
Reading Comprehension	70 +	18+	25+
Arithmetic	60 +	16+	22+

Student:	Test Score or Course	Counselor or Academic Advisor Signature	Date
<input type="checkbox"/> has met minimum <b>English</b> score or ⇒ <input type="checkbox"/> has met minimum <b>reading</b> score or ⇒ <input type="checkbox"/> has met minimum <b>math</b> score or ⇒	<input type="checkbox"/> has successfully completed ENG 055 with a <u>2.0/C</u> or better <input type="checkbox"/> has successfully completed COLLS 053 with a <u>2.0/C</u> or better <input type="checkbox"/> has successfully completed MATH 045 with a <u>2.0/C</u> or better		

**Part C: BIOL 236 or BIOL 237 and 238 or equivalent.** Complete an Anatomy and Physiology course with a grade of 2.0/C or better. You may complete an equivalent college course to satisfy this requirement.

Student:	Counselor or Academic Advisor Signature	Date
<input type="checkbox"/> has successfully completed BIOL 236 (2.0/C or better) or ⇒ <input type="checkbox"/> has successfully completed BIOL 237 and BIOL 238 (2.0/C or better) or ⇒	<input type="checkbox"/> has successfully completed _____ at _____ with a grade of _____	

**Part D: HIT 104 Complete** Medical Terminology with a grade of 2.0/C or better. You may complete an equivalent college course to satisfy this requirement.

Student:	Counselor or Academic Advisor Signature	Date
<input type="checkbox"/> has successfully completed HIT 104 (2.0/C or better) or ⇒	<input type="checkbox"/> has successfully completed _____ at _____ with a grade of _____	

**Part E: CIS 120 Complete** Software Applications with a grade of 2.0/C or better. You may complete an equivalent college course to satisfy this requirement.

Student:	Counselor or Academic Advisor Signature	Date
<input type="checkbox"/> has successfully completed CIS 120 (2.0/C or better) or ⇒	<input type="checkbox"/> has successfully completed _____ at _____ with a grade of _____	

**Part F: CUMULATIVE COLLEGE GPA** Attain a 2.0 or better cumulative grade point average at Schoolcraft College.

Student:	Counselor or Academic Advisor Signature	Date
<input type="checkbox"/> Student has Schoolcraft College cumulative GPA of 2.0 or better.		

**Section III: Application to be signed by student**

**X**

Applicant Signature

Date

**RETURN TO:**

Admissions and Welcome Center  
McDowell Center  
Schoolcraft College  
18600 Haggerty Road  
Livonia, MI 48152-2696

Phone: 734-462-4683  
Fax: 734-462-4552

**DATE COMPLETED:**

## HIT 158 Clinical Affiliation 1 Permit

Eligibility for HIT 158 Clinical Affiliation 1 requires issuance of a *HIT 158 Clinical Affiliation 1 Permit* by the Radcliff Administrative Office. A completed permit needs to be turned into the Administrative Office at the Radcliff Center Room 625 in order to be placed on the HIT 158 Acceptance list. Permit Requirements:

**Application**      Applied to Schoolcraft College

**HIT Application** Student has been accepted into the HIT-Health Information Technology Program

**Section I: Demographics - To be completed by student**

Demographic information on this application must match the information on record in the Registrar's Office at Schoolcraft College

<b>Name</b>	Last (Family Name)	First	Middle	Former (If Applicable)		
<b>Address</b>	Number	Street	Apt.	City	State	Zip + 4 Digit Code
<b>Day Phone</b>	(      )	<b>Evening Phone</b>		(      )		
<b>Email</b>			<b>Birth Date</b>	Month / Day		
<b>Student Number</b>			<b>Social Security Number</b>	Last 4 Digit s		

**Section II: Course Requirements - To be completed with counselor or academic advisor**

**Part A: HIT 118 Human Diseases** with a grade of 2.0/C or better. You may complete an equivalent college course to satisfy this requirement.

Student:	<input type="checkbox"/> has successfully completed HIT 118 (2.0/C or better) or ⇒	<input type="checkbox"/> has successfully completed _____ at _____ with a grade of _____	Counselor or Academic Advisor Signature	Date

**Part B: HIT 114 Pharmacology for Health Professionals** with a grade of 2.0/C or better. You may complete an equivalent college course to satisfy this requirement.

Student:	<input type="checkbox"/> has successfully completed HIT 114 (2.0/C or better) or ⇒	<input type="checkbox"/> has successfully completed _____ at _____ with a grade of _____	Counselor or Academic Advisor Signature	Date

**Part C: HIT 120 Foundations of Health Information Technology** with a grade of 2.0/C or better. You may complete an equivalent college course to satisfy this requirement.

Student:

has successfully completed  
HIT 120 (2.0/C or better) or ⇒

has successfully completed \_\_\_\_\_  
at \_\_\_\_\_  
with a grade of \_\_\_\_\_

Counselor or  
Academic Advisor  
Signature

Date

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**Part D: ENG 101 English Composition** with a grade of 2.0/C or better. You may complete an equivalent college course to satisfy this requirement.

Student:

has successfully completed  
ENG 101 (2.0/C or better) or ⇒

has successfully completed \_\_\_\_\_  
at \_\_\_\_\_  
with a grade of \_\_\_\_\_

Counselor or  
Academic Advisor  
Signature

Date

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**Part E: MATH 101 Business Mathematics** with a grade of 2.0/C or better. You may complete an equivalent college course to satisfy this requirement.

Student:

has successfully completed  
MATH 101(2.0/C or better) or ⇒

has successfully completed \_\_\_\_\_  
at \_\_\_\_\_  
with a grade of \_\_\_\_\_

Counselor or  
Academic Advisor  
Signature

Date

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**Part F: Cumulative Schoolcraft College GPA.** A 2.0 or better cumulative grade point average for all courses attempted at Schoolcraft College.

Student's cumulative GPA

is 2.0 or above

Counselor or  
Academic Advisor  
Signature

Date

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**Section III: Application to be signed by student**

× \_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_ Date

**RETURN TO: Administrative Office**  
Schoolcraft College - Radcliff Center  
1751 Radcliff Street  
Garden City, MI 48135  
Phone: 734-462-4770

**DATE RECEIVED:**