

COLLEGE OF DUPAGE

Fall 2024

Health Information Technology (HIT) Program Associate of Applied Science Degree



**Application Deadline:
June 6, 2024, 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](https://www.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.

Welcome

Dear Applicant,

Welcome to the College of DuPage Associate Degree in Health Information Technology (HIT) program. The following registration packet has been developed to provide you an overview of the program and application process.

Health information Technology is part of the larger field of Health Information Management (HIM). The field of HIM combines business, technology, and medicine to provide patient care, by caring for patient's health information. This is an essential function of health care and one of the few health-related occupations that does not require direct patient care. This dynamic field is continuously evolving ensuring ever changing opportunities to its dedicated professionals. As such, the COD curriculum is designed to maximize your success and prepare you for a long, rewarding career. I encourage you to visit the [American Health Information Management Association](#) for more information about the profession, career map and salary information.

On the following pages, you will find information regarding the program prerequisites, the sequence of classes, admission criteria as well as important dates and contact information. Please take some time to review the information and should you find you have additional questions, feel free to contact me at brusa235@cod.edu or 630-942-2242.

Again, welcome, and I look forward to seeing you in class very soon!

Best,

Andréa Brus

Andréa Brus, M. Ed., RHIA, CCS, CCS-P, CPC, CRC
Program Chair/Assistant Professor

Program Outcomes

At the completion of the program, students will be able to:

1. Determine compliance of health record content in accordance with accreditation, state and federal regulations.
2. Utilize computer applications and software to collect, manage, and retrieve healthcare data.
3. Apply procedures to ensure the protection and security of protected health information.
4. Evaluate statistical tools and techniques for the compilation and management of healthcare data.
5. Validate assignment of diagnostic and procedural codes and groupings in accordance with official guidelines.
6. Analyze the organization, operation, financing, and management of a variety of healthcare settings.
7. Explore attitudes, attributes, and ethical behavior critical to teamwork, inclusivity, and professional leadership.
8. Demonstrate professional written and oral communication skills

Accreditation

CAHIIM

The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) is the accrediting body of Health Information Technology at the College of DuPage. The College's accreditation for the Associate Degree in Applied Science is current through 2023. All inquiries about the program's accreditation status should be directed by mail to CAHIIM, 200 East Randolph Street, Suite 5100, Chicago, IL, 60601; by phone at (312) 235-3255; or by email at info@cahiim.org.

AHIMA

The American Health Information Management Association (AHIMA) is the guiding professional organization for the College of DuPage HIT program. Students are encouraged to join AHIMA after completion of the core program requirements. Membership is required to be eligible for the Registered Health Information Technician (RHIT) exam.

Program Course Sequence

Please note: Only students who apply and are officially accepted are in the program. The program is organized in a cohort model and a semester-by-semester schedule can be found on the following page. Students should not be considered accepted until they receive an acceptance email from the College of DuPage Nursing & Health Sciences Division.

For applicants to be considered for the program, there are four pre-admission courses that must be successfully ("C" or better) completed by the end of the Summer semester.

Program Prerequisites:

1. **ANAT 1500 Survey of Human Anatomy and Physiology** (4 credits)
* A&P Series will be accepted
2. **CIS 1150 Understand Computers/Information/Systems** (3 credits)
3. **HLTHS 1110 Biomedical Terminology** (3 credits)
4. **PSYCH 1100 General Psychology** (3 credits)
5. **MATH 0465, 0482 or higher**

OR

ALEKS placement test score \geq 46 or ACT Math score \geq 22 or SAT Math score \geq 530 AND 1 social/behavioral sciences course

Health Information Technology A.A.S. Degree

Prerequisites	Course	Credits
CIS 1150	<i>Understand Computers/Information Systems</i>	3
PSYCH 1100	<i>General Psychology</i>	3
ANAT 1500	<i>Survey of Human Anatomy and Physiology</i>	4
HLTHS 1110	<i>Biomedical Terminology</i>	3
	Total	13
Year 1	FALL	
HIT 1130	<i>Survey of Health Information Management</i>	4
ENGLI 1105	<i>Workplace Writing*</i>	3
HIT 1107	<i>CPT Coding</i>	3
PSYCH 2280	<i>Statistics/Social & Behavioral Sciences** (or MTH 1635)</i>	3
	Total	13
Year 1	SPRING	
HIT 1140	<i>Disease and Pharmacology for Health Information Technology</i>	3
HIT 1110	<i>Diagnostic Coding</i>	3
HIT 1210	<i>Healthcare Information Statistics and Analysis</i>	3
HUM	<i>Humanities Gen Ed.</i>	3
	Total	12
Year 2	FALL	
HIT 2110	<i>Health Information Law and Compliance</i>	4
SPEEC 1100	<i>Fundamentals of Speech Communication***</i>	3
HIT 1109	<i>Inpatient Procedural Coding</i>	3
CIS 1221	<i>Data Analysis with Spreadsheets</i>	3
	Total	13
Year 2	SPRING	
HIT 2208	<i>Advanced Coding</i>	4
HIT 2217	<i>Revenue Cycle Management</i>	4
HIT 2240	<i>Health Information Organization Management and Leadership</i>	4
HIT 2250	<i>Health Information Technology Capstone</i>	2
	Total	14
	Total Program Credits	65

NOTES:

* ENG 1101 will be accepted if previously completed

**or SOCIO 2205 Statistics for the Social and Behavioral Sciences

** Prerequisite for PSYCH 2280 or SOCIO 2205: Mathematics 0465 or Mathematics 0482 (or college equivalent) with a grade of C or better or qualifying score on the mathematics placement test or qualifying A.C.T. math score and at least one course in the social/behavioral sciences or consent of instructor.

** MTH 1635 will meet Statistics requirement

***or SPEEC 1120 Small Group Communication or SPEEC 1150 Intro. to Business Communication

Program Progression

- 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

Professional Practicum Experience

As part of the HIT curriculum, students are provided the opportunity to gain hands-on professional experience professional facility employee at an external site. During their last semester, students enrolled in HIT 2250, will complete a minimum of 40-hours of onsite experience with a local health information management partner. The Program Chair and student will work together to find an acceptable placement which may include a hospital, physician office, clinic etc. Prior to participating in professional practice activities, students must submit to a criminal background check and meet any additional applicable health requirements set by the facility. These may include site-specific background checks, drug screenings, fingerprinting, and/or proof of vaccinations and health records.

Please be aware that most healthcare facilities and companies now require COVID-19 vaccinations for their employees, volunteers and students working onsite regardless of if they are working directly with patient’s or not. The HIT program does not mandate the COVID-19 but non-vaccinated students will likely encounter issues finding a suitable PPE placement. The college does not guarantee placement and non-vaccinated students should consider this before entering the program.

Admission Information

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.

- Computed Tomography
- Health Information Technology
- Magnetic Resonance Imaging Technology (MRI)
- Mammography
- Nuclear Medicine (DMIN)
- Nursing (ADN)
- Physical Therapist Assistant (PTA)
- Proton Therapy
- Radiation Therapy
- Radiography (DMIR)
- Respiratory Care
- Sonography (Ultrasound) DMIS
- Speech Language Pathology Assistant (SLPA)
- Surgical Technology

Priority for Admission

- a. In-District applicants
- b. 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)

- c. Out-of-District applicants working full-time in-district (proof of in-district employment will be required each semester)
- d. 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 May. Applicants will be notified, by e-mail, of their status in June or before.

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.

Admission Criteria and Checklist



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 **June 6, 2024**.

*Applications received after the deadline may be considered on a case-by-case basis provided there are available spaces in the program.

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.

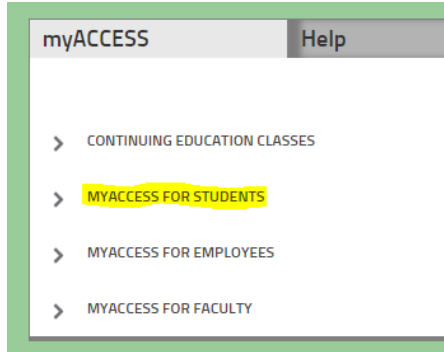
It is the applicant's responsibility to ensure that all material listed below have been completed by **5 p.m. on June 6, 2024**.

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.**

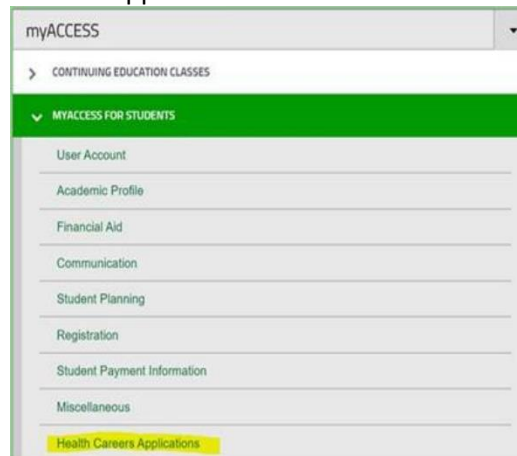
- b) Verify receipt of your transcript(s). Login to your myACCESS account, click on 'myACCESS for Students', then select '**My Profile**'. The receipt status of your transcript will be listed under '**Transcript Institutions**'.

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. You **MUST** send from your @dupage.edu e-mail address.

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. Submit the completed Health Requirement Acknowledgement Form (page 9) to hsadmissions@cod.edu
7. Have all 4 pre-admission courses completed by the end of the summer semester 2024:
- a) **Understand Computers/Information/Systems** (3 credit hours)
1. The HIT Admissions Committee will accept:
CIS 1150 with a grade of "C" or better
- b) **Anatomy & Physiology** (4 credit hours)
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) **General Psychology** (3 credit hours)
1. The HIT Admissions Committee will accept:
PSYCH 1100, with a grade of "C" or better if previously completed
- d) **Biomedical Terminology** (3 credit hours)
1. The HIT Admissions Committee will accept the following:
HLTHS 1110, with a grade of "C" or better'
- e) **MATH 0465, 0482 or higher**
OR
ALEKS placement test score \geq 46 or ACT Math score \geq 22 or SAT Math score \geq 530 AND 1 social/behavioral sciences course
8. **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).

College of DuPage

Health Career Programs

Health Requirement Acknowledgement

Part of this program is to complete health requirements prior to the first clinical rotation. Please see the [health requirement packet](#) for details. **Please do not complete these requirements until you are instructed to do so.** Along with the health requirements, you will also complete a drug test and background check.

Failure to submit the necessary paperwork, obtain the required examinations and vaccinations, and/or are obtain clearance to participate in all the program's clinical activities, without restrictions and/or precautions, you may be considered ineligible for the program and can be withdrawn from the program courses in which you are registered.

I, hereby, acknowledge that:

- a. I have reviewed the [Health Requirement packet](#) for the program and understand that the program has specific requirements that must be completed during specific time periods as directed.
- b. I have reviewed and understand that enrollment and participation in the clinical component of the program is subject to the practices and requirements of the clinical site, which may necessitate additional health requirements.
- c. I understand that my failure to complete the health requirements mandated by the program and/or the clinical site may prevent either my registration into the program or continuation in the program.

Signature

Date

Print

Program Name

Email to clinicalrequirements@cod.edu or return to:
College of DuPage Nursing & Health Science Division Office, HSC 1220

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. Computer Information Systems

CIS 1150 "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. Psychology

PSYCH 1100 General Psychology: "A" = 5 pts., "B" = 4 pts., "C" = 3 pts.

D. 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 Initial

Reviewer notes: _____

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

Important Phone Numbers

Andréa Brus, M. Ed., RHIA, CCS, CCS-P, CPC, CRC

Program Chair/Assistant Professor

HSC 2207F

630-942-2242

Brusa235@cod.edu

Ellen Green, MA, RHIA, CCS-P

Assistant Professor

HSC 2207G

630-942-2549

greenel@cod.edu

Nursing & Health Sciences Division

425 Fawell Blvd. Glen Ellyn, IL 60137-6599

Division Office (630) 942-8331

Fax (630)942-4222

www.cod.edu

Health Career Program Advisors

Tara Hawkins or Lynn Weyrich

Counseling & Advising (630) 942-2259

https://cod.edu/student_life/resources/counseling/healthcareadvising@cod.edu

Financial Aid Student Services Center (SSC)

Room 2220

(630) 942-2251

Fax: (630) 942-2151

https://www.cod.edu/costs/financial_aid/index.aspx
financialaid@cod.edu

Registration Student Services Center (SSC)

Room 2221

(630) 942-2377

<http://www.cod.edu/registration>

Center for Student Success

Berg Instructional Center (BIC), Room 1A02, (630) 942-3400

Fax: (630) 942-3785

https://cod.edu/student_life/resources/center-for-student-success/index.aspx