

# COLLEGE OF DUPAGE

Fall 2025

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



### Registration Deadline:

**Friday, August 15, 2025 by 5pm or until courses fill**

**Registration is on a first-come, first serve basis.**

**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](http://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, registration 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](mailto: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](mailto: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

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 prior to receiving registration permission.

### **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. **ALEKS placement test score  $\geq$  46 or ACT Math score  $\geq$  22 or SAT Math score  $\geq$  530 AND 1 social/behavioral sciences course. If students do not achieve a successful score, they must complete MATH 0465 or 0482.**

## Health Information Technology A.A.S. Degree

<b>Prerequisites</b>	<b>Course</b>	<b>Credits</b>
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
	<b>Total</b>	<b>13</b>
<b>Year 1</b>	<b>FALL</b>	
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 &amp; Behavioral Sciences** (or MTH 1635)</i>	3
	<b>Total</b>	<b>13</b>
<b>Year 1</b>	<b>SPRING</b>	
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
	<b>Total</b>	<b>12</b>
<b>Year 2</b>	<b>FALL</b>	
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
	<b>Total</b>	<b>13</b>
<b>Year 2</b>	<b>SPRING</b>	
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
	<b>Total</b>	<b>14</b>
	<b>Total Program Credits</b>	<b>65</b>

### **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.

## Program Transfer

Students wishing to transfer into the HIT program and have completed health information technology coursework at another institution will be considered on a case-by-case basis. At a minimum, students will be required to complete the following second year courses HIT 1109, HIT 2110, CIS 1221, HIT 2208, HIT 2217, HIT 2240 and HIT 2250 at College of DuPage.

## 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.

## 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.

## Registration Criteria and Checklist



Students interested in the Health Information Technology (HIT) program must complete all of the following steps in order to be allowed to register for the courses. **There is a Registration Deadline of Friday, August 15, 2025 at 5pm or until seats fill for this 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.

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 registration 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.**
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. Submit the completed Health Requirement Acknowledgement Form (page 8) to [clinicalrequirements@cod.edu](mailto:clinicalrequirements@cod.edu)
5. Have all 4 courses completed prior to receiving registration permission:
  - 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**
6. Once all above steps are completed, please e-mail [clinicalrequirements@cod.edu](mailto:clinicalrequirements@cod.edu) to notify them of your interest in registering for the program. You will then receive instructions to register for HIT classes.

## Important Phone Numbers

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

Program Chair/Assistant Professor

HSC 2207F

630-942-2242

[Brusa235@cod.edu](mailto:Brusa235@cod.edu)

**Ellen Green, MA, RHIA, CCS-P**

Assistant Professor

HSC 2207G

630-942-2549

[greenel@cod.edu](mailto:greenel@cod.edu)

**Nursing & Health Sciences Division**

425 Fawell Blvd. Glen Ellyn, IL 60137-6599

Division Office (630) 942-8331

Fax (630)942-4222

<https://cod.edu/academics/divisions/health-sciences/index.html>

**Health Career Program Advisors**

Tara Hawkins or Lynn Weyrich

Counseling & Advising (630) 942-2259

[https://cod.edu/student\\_life/resources/counseling/healthcareadvising@cod.edu](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](https://www.cod.edu/costs/financial_aid/index.aspx)  
[financialaid@cod.edu](mailto: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://www.cod.edu/student\\_life/resources/index.html](https://www.cod.edu/student_life/resources/index.html)

# 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.

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Signature

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Date

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Print

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Program Name

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