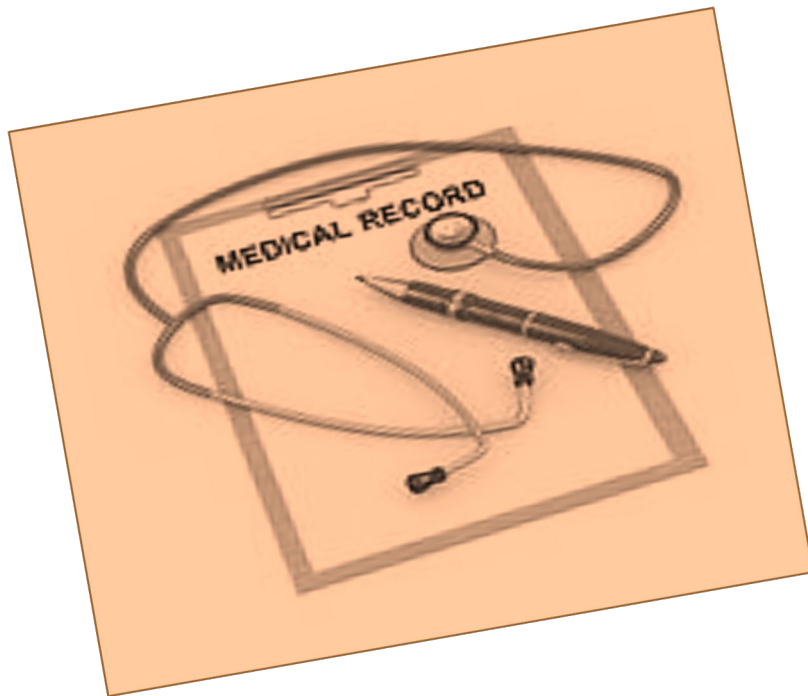# Health Information Technology

Associate of Applied Science Degree

Ivy Tech Community College-Central Indiana

Lawrence Campus/Fairbanks Building

Application Packet

Admission to the Health Information Technology Program

The Health Information Technology program is designed to prepare students to become certified health information professionals, working in one of numerous health information management positions. The program provides thorough training that includes technical instruction as well as personalized practical instruction by health information professionals. The college not only utilizes the facilities in its own building, but also works in cooperation with area healthcare facilities to enhance the student's exposure to a wide range of experiences. Our goal is to provide graduates with the resources needed to be successful in their HIM careers.

<u>Admission</u> to the Health Information Technology Program at Ivy Tech Community College-Central Indiana is based on grades and application submission. The program will evaluate and admit students after the first semester (fall) grades are posted. Acceptance will be based on the highest ranked score for completed courses. The total number of students admitted into the program will be based on availability of externship sites and lab space. <u>Students will be notified of acceptance status through Ivy Tech email.</u> Students who are accepted to the program will report to an orientation session the week before classes start in the spring semester.

After a student meets the program admission criteria (outlined below), he/she must remain in good academic standing in order to register for required program-level courses and to enlist in an externship experience at a healthcare facility. The healthcare facility's health information management professional will control the externship experience based on specific criteria provided by the college.

The associate degree program at Ivy Tech Community College-Central Indiana is accredited by the Commission on Accreditation for Health Informatics and

Information Management Education (www.cahiim.org). Once the student receives an associate degree from an accredited HIM program, he/she can receive certification from the American Health Information Management Association (AHIMA) by passing the Registered Health Information Technician (RHIT) certification examination. The RHIT exam is now included in your coursework.

It is important to understand that admission to the College is separate from admission to Health Information Technology program. Students who are new to Ivy Tech Community College must complete the Ivy Tech online application (free) and follow all instructions once the application is reviewed.

Transferring applicants must provide the HIT Program Chair with a copy of transcripts from other institutions if you wish to transfer credits to meet the course requirements for the HIT program. An official transcript of college courses must be filed with the Ivy Tech Community College Registrar. The applicant may be required to provide course descriptions and/or syllabi to assist with the review process. Only courses with a grade of a C- or higher are eligible for credit transfer. The program has the right to refuse admission to those students who were dismissed for disciplinary reasons from other colleges or universities.

Notice of Revision

In an effort to ensure that the Health Information Technology curriculum is current and meets the rigorous standards of the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), Ivy Tech performs an in-depth examination of the curriculum and program standards on an annual basis. Due to this examination, things may change. You are responsible for following the updated curriculum and processes, and encouraged to pick up a new packet annually as you work your way through the program prerequisites. You will be expected to have completed the proper courses prior to being accepted into the program; even if there have been changes.

Health Information Technology Program Schedule

Fall – 16 Credits

APHY 101	3	Anatomy and Physiology I
COMM 101		Fundamentals of Public Speaking
or		
COMM 102	3	Introduction to Interpersonal Communication
ENGL 111	3	English Composition
HLHS 101	3	Medical Terminology
IVYT 1xx	1	Life Skills

(Points are not awarded for IVYT 1xx-must be completed before eligible for acceptance)

Spring – 13 Credits

APHY 102	3	Anatomy and Physiology II
INFM 109	3	Informatics Fundamentals
HIMT 101	2	Introduction to Health Information Technology (8 weeks)
HIMT 104	3	Health Information and the Law (8 weeks)
HIMT 102	3	Health Data Content and Structure
HIMT 106	3	Healthcare Informatics

Summer – 4 Credits

HIMT 204	2	Quality Assessment and Improvement
HIMT 200	3	Basic ICD Coding

Fall – 13 Credits

HIMT 201	3	Reimbursement Systems
HIMT 203	3	Advanced ICD Coding
HIMT 207	1	Health Information Externship I (5 hours/wk)
HIMT 210	3	Pathophysiology and Pharmacology
MATH 200	3	Statistics

Spring – 14 Credits

HIMT 202	2	Healthcare Data Literacy and Statistics
HIMT 205 ^	3	Organization and Supervision
HIMT 208	1	Health Information Externship II (5 hours/wk)
HIMT 213	3	CPT Coding
PHIL 102		Introduction to Ethics
or		
PSYC 101		Introduction to Psychology
or		
SOCI 111	3	Introduction to Sociology

^Capstone Course

HIT Program Application Deadline Dates

1. _____**July 1** - Submit <u>official</u> transcripts from other colleges/universities you have attended to the Ivy Tech Community College Registrar's office. These must be hand delivered or mailed to the address below in a <u>sealed envelope</u>, or ordered online.

> Ivy Tech Community College-Central Indiana
> c/o Office of the Registrar
> 50 W. Fall Creek Pkwy. North Dr.
> Indianapolis, IN 46208-5752

2. _____**August 1** - contact the HIT Program Chair to discuss transfer credits from other institutions.

3. _____**December 1, 4:00 PM** - Submit (hand deliver or mail) the HIT application and a copy of your resume to the Program Chair. If December 1 falls on a weekend, all applications will be due the Monday following, by 4:00 PM.

   Applications must be received in the year that you are applying to the program. If you are reapplying to the program, you must submit a new application.

4. _____**Fall semester** - Complete all first semester general education courses (or completed in a previous semester).

   Application Packet Contents:
   - Personal resume
   - Application
   - Submit in a sealed **manila envelope, and do not fold submission papers**.

     o Mailed - please mail in a manila envelope, and do not fold submission papers. Be sure to mail this early (3 months before the due date) so it is reached by the deadline date of December 1. Any application received after the due date will not be considered for acceptance.

     o Hand-delivered – Lawrence Campus, Room 350. If locked, you are welcome to slide the envelope under the door, or leave it with the Dean's Assistant in Room 324. It will then be placed in the Program Chair's mailbox.

     o Emailed- Scan a copy of the application and your resume. Please do not send pictures taken with your phone. Email the documents to ssallee1@ivytech.edu.

   Deliver or Mail the Application Packet to:
   Ivy Tech Community College-Central Indiana
   <u>Lawrence Campus</u>
   Health Information Technology Program
   ATTN: Sarah Sallee
   Room 350
   9301 East 59th Street
   Indianapolis, IN 46216

Health Information Technology Program
Ivy Tech Community College-Central Indiana
Application for Admission

Complete each area - if something does not apply, place N/A (not applicable) in the space provided. Applications with blanks will not be considered for acceptance.

Personal Information:

Date _____ Student Identification Number **C** _____

Name _____
 First   **Middle Initial**   **Last**

Address _____

City _____ State _____ Zip _____

Phone Number (____) _____ Alternate Phone (____) _____

Ivy Tech Email Address _____ **Personal Email Address** _____

Have you completed all requirements for this program (end of fall semester)? ☐YES ☐NO

Are you authorized to attend school or work in the United States? ☐YES ☐NO

Do you have previous work experience in the Health Information Field? ☐YES ☐NO

Name of Facility _____

Contact Person _____ Phone Number (____) _____

Address _____

City _____ State _____ Zip _____

Emergency Contact Information:
Name _____

Street Address _____

Phone Number (____) _____ Relationship _____

Previous Education: Official transcripts must be submitted to the Registrar by **August 1.**
Contact Sarah Sallee, HIT Program Chair, with questions regarding transcripts.

College: Please list all colleges and universities, dates of attendance and any degrees awarded:

_____

_____

_____

Health Information Technology Program
Ivy Tech Community College-Central Indiana
Admission/Retention Requirements

The student must successfully complete the <u>first semester courses</u> for acceptance into the HIT program. Points will be awarded based on the grade received.

Admission Criteria	*Completed Course*	*Points Awarded*
<u>First semester general education courses</u>	APHY 101 COMM 101 **or** COMM 102 (only 1 is required) ENGL 111 HLHS 101 IVYT 1xx (points are not awarded for IVYT 1xx)	A = 6 points B = 4 points C = 2 points

Anatomy/Physiology courses fill their seats within the first few days (if not hours) of registration. Failure to obtain a seat in these courses early can often set your academic plan back one year.

The student will be awarded additional points for successfully completing any of the following general education courses in advance of acceptance.

Admission Criteria	*Completed Course*	*Points Awarded*
Completed general education courses	APHY 102 INFM 109 MATH 200 PHIL 102 **or** PSYC 101 **or** SOCI 111 (only 1 is required)	A = 3 points B = 2 points C = 1 point

Admission to the Health Information Technology program will be offered to those students with the highest ranked score. In the event of a tie, the highest GPA will determine acceptance. However, the number of students admitted shall not exceed the number of existing clinical externship sites, or lab space availability (currently, 20 students).

You will receive notification of acceptance/denial by Ivy Tech email after all fall semester grades have been posted and reviewed by the HIT Program Chair. You will attend a brief orientation in January

<u>Admission, Retention, and Graduation Requirements</u>
Any student desiring to pursue an Associate of Applied Science degree in Health Information Technology must:
1. Complete the Ivy Tech Community College-Central Indiana application and follow all admission processes.
2. Complete the HIT application and follow all admission processes.
3. Once accepted, attend the orientation session prior to registering for HIMT classes to obtain clearance for registration (program students only).
4. Every student enrolled in the Health Information Technology program will be monitored, advised, and counseled. Student's grades will be evaluated at the end of each semester by the program chair. A student must complete all required program courses and maintain the following standards to remain in the program:
   (a) Complete designated courses as outlined in the program schedule.
   (b) Maintain a GPA of 2.0 or higher.

Application Process to Apply to Ivy Tech Community College

Apply online at www.ivytech.edu - Choose "Apply Now"

1. Complete an application online at www.ivytech.edu/. You will be asked to select a major— please select Healthcare Support/Health Information Technology. You will change your major to Health Information Technology once you are accepted to the program.

2. If you have completed college courses or have a college degree, request transcripts from that college or university. Have the official copy mailed to the Registrar's office at the Ivy Tech campus you wish to attend.
    a. College transcripts can be mailed by the granting institution or may be hand-carried in envelopes sealed by the granting institution. No photocopies or unsealed documents will be accepted.
    b. Certain rules apply to international students and those who graduated from schools outside the United States. Please contact the Admissions office for more details.

3. Prerequisite courses may be taken at any Ivy Tech Region campus.

4. If required, complete a skills assessment so you can decide which courses you'll need to succeed at Ivy Tech. New students can accomplish a skills assessment by visiting the Admissions office or the Testing Center at the campus they wish to attend.

5. Register for a *New Student Orientation* for Ivy Tech Community College. Registration can be found online at www.ivytech.edu. Choose the campus you will attend from the list and complete the registration. Visit the Advising/Admissions office on Campus for additional information.

6. Register for classes:
    a. Please understand that many Ivy Tech courses have limited seats available. You should plan to register for your courses as soon as possible. Monitor the Ivy Tech Web site frequently for important dates, such as opening day to register.
    b. Courses such as Anatomy/Physiology often fill their seats within the first few days (if not hours) of registration. Failure to obtain a seat in these courses early can often set your academic plan back a year or more and delay your entry into the program.
    c. **Register for classes early!**

7. Pay for your classes - Your enrollment is not complete until you have arranged to pay your tuition. It is advised to begin the financial aid process early. See a financial aid representative for assistance.

8. Applying to Ivy Tech is a separate process from applying to the HIT program. You must complete both applications.