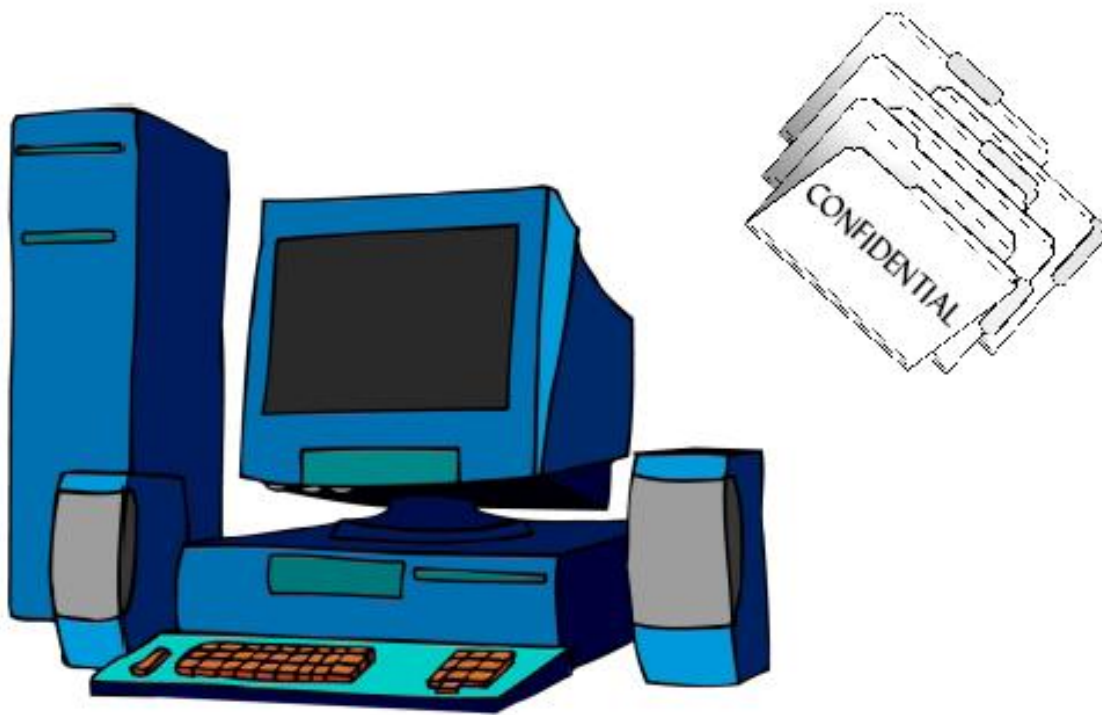


# Health Information Technology 2012\*



\*Subject to change; for additional  
information, see  
[www.cvcc.edu/health\\_services](http://www.cvcc.edu/health_services)

# A word about criminal background checks for health programs...

SOME FACILITIES WILL REQUIRE STUDENTS TO UNDERGO CRIMINAL BACKGROUND CHECKS AND/OR DRUG TESTING; STUDENTS MAY BE REQUIRED TO PAY THE FEES ASSOCIATED WITH THESE SCREENINGS.

CLINICAL FACILITIES MAY REFUSE ACCESS TO CLINICAL EXPERIENCES BASED ON THE CRIMINAL BACKGROUND CHECKS AND/OR DRUG TESTING, WHICH WOULD RESULT IN THE STUDENT BEING UNABLE TO CONTINUE IN THE PROGRAM.

# Catawba Valley Community College

## Health Information Technology Program – Fall Semester 2012

(Admission criteria outlined in this packet is subject to change.)

We are glad you have chosen CVCC to further your educational goals. This packet provides you with information to assist you with the admissions process for the Health Information Technology program. Please **carefully review all information** provided in this packet. If you have questions regarding any of the information provided, contact HIT Department Chair, Debby Cook, at 828/327-7000, Ext. 4342, or at [dcook@cvcc.edu](mailto:dcook@cvcc.edu), or Caroline Farmer, Director of Health Services Admissions, at 828/327-7000, Ext. 4218, or at [cfarmer@cvcc.edu](mailto:cfarmer@cvcc.edu).

### **General Information**

**What is a health information technician?** Health information technicians carry out many technical duties in the management of patient records. In a small institution, they may have full responsibility for operation of the department. In large facilities, the technician may code diagnoses for reimbursement and for research purposes; assist in analyzing the quality of care; and maintain, organize, and index health information.

**What employment opportunities are available?** Wherever health care data is collected, maintained, and analyzed, there is a potential position for a Registered Health Information Technician. Past CVCC HIT graduates have found employment in hospitals, nursing homes, home health care agencies, consulting firms, insurance companies, and physician group practices. Locally, salaries rang from \$25,000 - \$50,000, with the largest percentage of HIT professionals nationwide reportedly earning between \$38,000 - \$45,000 per year.

**What is the class schedule/length for the HIT program?** Core Health Information Technology classes are held during the day while related coursework is available during day or evening hours. Students are expected to participate in classroom, laboratory, and professional practice experiences. (See “Professional Practice Experience Policies and Requirements” section for more information.) The HIT program consists of five semesters, which take at least two years to complete. Completion of the program prepares the student to apply to take the national exam for certification as a Registered Health Information Technician (RHIT). *Applicants who wish to do so may take the general education/related coursework for the HIT program prior to acceptance. Please note that taking these courses does not shorten your program length as the actual HIT courses take five semesters to complete; however, many applicants find this process beneficial.*

**Admission:** The HIT program begins in the Fall Semester. Admission to the program is based upon completion of all minimum requirements as listed on the attached “Minimum Requirements” sheet and the number of vacancies in the program. Priority status is given to students with previous college degrees from accredited institutions and to students who have completed the biology sequence or HIT core courses with a grade of “C” or better. To begin the admissions process, complete the CVCC Application for Admission and visit with a counselor in Student Services.

**Costs:** College tuition is set by the North Carolina State Legislature and is subject to change. The *approximate* cost for the HIT program, including books and supplies, is \$4,000 - \$4,500. *(This figure is based upon in-state tuition rates and reflects an approximate cost only.)*

**Financial Aid:** All applicants are encouraged to apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA). For information about financial aid, contact the Financial Aid Office at 828-327-7000.

**Computer Access:** Coursework requires ready access to a reliable computer with Word, PowerPoint and Excel. Upon application to CVCC, students are assigned a CVCC email address. It is the responsibility of the student to open their email account and read it frequently as the College provides crucial program information through this email account. **You may be notified via your CVCC email account concerning your status in the program.**

## HEALTH INFORMATION TECHNOLOGY PROGRAM

### Minimum Requirements

*These minimum requirements must be met prior to being considered for admission & are subject to change.*

1. Applicants must complete the CVCC application for admission and the application must be received in student Services. **On-line applications will NOT be processed until the applicant comes in and meets with a Student Services counselor.** Priority is given to applicants who apply by March 1, 2012.
2. Applicants must be high school graduates or have received a GED. An official high school transcript showing the graduation date or an official copy of the GED scores **must be received by CVCC. Official transcripts/GED scores must be received by CVCC in a sealed envelope or they will not be accepted.** The high school transcript requirement is waived if the applicant has graduated from a regionally accredited two-year or four-year college.
3. Official transcripts from all previously attended colleges must **be received by CVCC. Official transcripts must be received by CVCC in a sealed envelope or they will not be accepted.** Grades less than "C" are not transferable.
4. **Applicants who do not meet testing exemptions must take the required Reading, Writing, and Math placement tests.** Applicants who are required to test must either place out of or complete the following courses with a grade of "C" or better to be considered for the HIT program: RED 070, 080, 090; ENG 070, 080, 090; MAT 050, 060, 070; CTS 080.
5. Applicants who have taken coursework at CVCC or are currently enrolled in coursework at CVCC must have a minimum cumulative (overall) grade point average of **2.40** on all CVCC coursework.

Applicants applying for admission for Fall Semester 2012 must complete **ALL** admission requirements to be considered for the program. **Completion of admission requirements is not a guarantee of acceptance.** Applicants meeting requirements will be accepted into the program until the program fills. **HIT plans to accept 10 – 16 students depending on availability of clinical space. You will be notified by May 2012 of your acceptance into the HIT program.**

**Applicants not admitted for Fall 2012 must see a counselor in Student Services to re-apply if they wish to be considered for the next Fall class. CVCC does NOT use waiting lists for any allied health programs. Health program applicants must re-apply for each year they wish to be considered for admission.**

#### Mail Applications and Transcripts to:

Catawba Valley Community College  
Student Records  
2550 Highway 70 SE  
Hickory, NC 28602

Applicants are responsible for completing all admission requirements, making sure all materials have been received by the College, and for informing the College of any changes in personal information, such as name or mailing address. Personal information changes require appropriate identification and must be made in person at Student Records.

A personal email account is created for all CVCC students. It is the student's responsibility to learn how to open the email account and read it frequently, as the College shares important information through this email account.

# HEALTH INFORMATION TECHNOLOGY INFORMATION SHEET

## **PROGRAMS OFFERED/CERTIFICATION:**

Upon successful completion of the program, the graduate will receive an Associate of Applied Science degree and will be eligible to apply to take the national examination given by the American Health Information Management Association. Upon successful completion of the examination, the candidate is entitled to use the letters R.H.I.T. (Registered Health Information Technician) after his/her name.

## **PROGRAM ACCREDITATION:**

The Health Information Technology Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education.

## **ACADEMIC STANDARDS AND PROGRAM PROGRESSION:**

A 2.0 cumulative GPA must be maintained in general and related coursework. Students with less than a 2.0 must bring the GPA up to the required 2.0 before taking another course with a HIT prefix.

Each course with a HIT prefix and the required BIO and MED courses must be completed with a grade of 78 ("C") or better before progression to the next HIT course.

Beginning with the first HIT course, students are permitted to progress through the program on a 2-year, 3-year, or 4-year plan as designed by both the student and the academic advisor. Students who do not plan to progress with a full load each semester are advised to take courses in this order: general, related, core.

## **READMISSION TO THE PROGRAM:**

Students who have been admitted to the Health Information Technology Program, but whose studies are interrupted for **any** reason, **must reapply** to the program through the Admissions Office of the College and may be considered for readmission for the next year. Readmission is contingent upon the student's past performance in the program, a minimum GPA of 2.40, and available space. The applicant will be expected to meet the current minimum admission requirements for the program and to graduate under the current catalog. A lapse of more than two (2) years in core HIT courses requires an audit of these courses.

## **PROFESSIONAL PRACTICE EXPERIENCE POLICIES AND REQUIREMENTS:**

Professional practice experience will be provided after the successful completion of HIT 112 and HIT 114 in a variety of health care settings.\* These experiences are designed to allow practice in performing the entry-level skills of medical record practitioners that have been taught in the classroom or laboratory setting. Students must submit evidence of a current satisfactory health record prior to clinical rotation (see CVCC Medical Health Form). Health forms will be handed out in the Spring Semester of the first year. No student health services are provided on campus, nor are referrals made.

**\*Criminal Background Check:** Some clinical facilities will require students to undergo criminal background checks and/or drug testing. Clinical facilities may refuse access to professional practice experiences based on criminal background checks and/or drug testing, which could result in the student being unable to continue in the HIT program. All health expenses, fees for criminal background checks, and travel expenses to and from the clinical site are the responsibility of the student.

No remuneration/compensation will be made to the student for professional practice activities. Typically, rotations will not be scheduled in facilities where the student is employed in the Health Information Services Department. The health care facility agrees to assure that students will not be substituted for paid staff and will receive supervision during this educational experience as stated in the contracted agreement between the College and the Facility.

# HEALTH INFORMATION TECHNOLOGY

## ESSENTIAL PROGRAM REQUIREMENTS

Since the Health Information program at CVCC qualifies students to apply to read the national examination to become Registered Health Information Technicians (R.H.I.T.), essential program requirements support the Domains, Subdomains and Competency Tasks for Registered Health Information Technicians published by the American Health Information Management Association (AHIMA). The following shows examples of the kind of activities, which a student in the HIT program will be required to perform in order to successfully complete the program.

<b>Issue</b>	<b>Standard</b>	<b>Examples</b>
Communication	Written & verbal communication skills to permit effective interaction with others	<ul style="list-style-type: none"> <li>– Write job descriptions</li> <li>– Ask physician for information regarding diagnoses</li> </ul>
Visual	Visual acuity sufficient to read & access medical information in a variety of media (i.e., paper records, computerized data)	<ul style="list-style-type: none"> <li>– Perform quantitative analysis on paper medical records</li> <li>– Assign ICD-9-CM codes using computerized coding package</li> </ul>
Mobility	Sufficient mobility to maneuver in small areas	<ul style="list-style-type: none"> <li>– File medical records in standard filing areas (aisle width 30")</li> </ul>
Motor Skills	Motor skills sufficient to perform standard record filing and data input tasks	<ul style="list-style-type: none"> <li>– File medical records weighing up to three pounds on standard shelving (60" high)</li> <li>– Input medical information into a computer</li> </ul>
Cognitive	Cognitive ability sufficient to perform standard record filing, abstracting & coding tasks	<ul style="list-style-type: none"> <li>– File medical records in terminal digit order</li> <li>– Abstract data from patient records</li> <li>– Assign diagnostic/procedure codes</li> </ul>

**Health Information Technology**  
**Additional Program Costs**  
(fees subject to change)

<b><u>Item</u></b>	<b><u>Estimated Cost</u></b>
TB Skin Test	\$30.00 (Catawba Co. Health Dept.) (Required prior to first Professional Practice Experience and taking HIT 122)
Physical Exam	Cost can vary widely
AHIMA Dues	\$35.00 Yr (American Health Information Management Association; due prior to taking HIT 124))
Travel to Professional Practice Site	Will vary depending on location
Fee for the Registry Exam	\$229-299.00 (required after graduation)
Criminal Background Check	\$10.00 (required for all placements)

**Please Note:** These cost estimates **are in addition to** the costs that any student attending CVCC will incur each semester, such as tuition, activity fees, accident insurance, books and class supplies such as pens, paper, etc. Students applying for graduation will also pay graduation fees. Estimates for these costs may be found in the CVCC general catalog.