Albany State University

DARTON COLLEGE OF HEALTH PROFESSIONS

Health Sciences Division

Health Information Technology

Application Packet

Have you considered a *Business* degree, but are drawn to the job opportunities and growth potential in the healthcare industry?

Have you thought about a *Health Science or Nursing Degree* but prefer ***not*** to have direct patient care responsibilities?

Albany State University has a program for you…

HEALTH INFORMATION TECHNOLOGY

"Leading the way to quality data."

This online program includes courses such as:
*Health Record Content and Structure
*ICD-10-CM/PCS & CPT Coding for Reimbursement
*The Legal Aspects of Healthcare
*Organizational Supervision and Management
*Quality Assessment in Healthcare
*Healthcare Technology, etc.

Graduates will be able to explore the following opportunities and more!
Medical Staff Services Supervisor, Health Data Analyst
Quality Improvement Analyst, Insurance Claims Analyst
Clinical Coding Specialist, Physician Practice Manager
Patient Information Coordinator, Medical Paralegal
Medical Software Technician/Vendor

Contact: Latoya D. Davis, MS, RHIA
(229) 500-2237 or Latoya.Davis@asurams.edu

Health Information Technology

"Quality Healthcare Through Quality Information"

This online associate degree program in Health Information Technology is designed to prepare the student for entry-level employment as a health information technician who performs tasks related to the use, analysis, presentation, abstracting, coding, storage, and retrieval of health care data in manual or electronic form.

All Health Information Technology-related courses (HITE) are offered online with the exception of one Professional Practice Experience (PPE) course that is completed at an acute care facility.

This program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), 233 N. Michigan Ave., Chicago, IL 60601-5800, (312) 233-1100, **www.cahiim.org**, in association with the American Health Information Management Association (AHIMA), 233 N. Michigan Ave, 21st Floor, Chicago, IL 60601-5809, **http://ahima.org**.

Graduates are eligible to write the national certification examination given by the American Health Information Management Association. Upon successful completion of the examination, the health information technician is awarded the professional credential of a ***Registered Health Information Technician (RHIT)***.

Registered Health Information Technicians are employed by hospitals, clinics, health maintenance organizations, insurance companies, law firms, physicians, mental healthcare facilities, health data organizations, nursing homes, consulting firms, and information system vendors.

As a ***Registered Health Information Technician***, you will play an important role in healthcare system operations and utilize diverse skills due to the Health Information Management profession's combined emphasis on patient care, technology, and management.

Based on your skills, education, and interests, positions that may be available to you are:

Clinical Coding Specialist	Physician Practice Manager
Health Data Analyst	Patient Information Coordinator
Quality Improvement Analyst	Medical Paralegal
Insurance Claims Analyst	Records Technician
Medical Records Director/Supervisor	
Medical Staff Services Supervisor	

Professional Healthcare Program – Admission Criteria

To be considered for admission to the Health Information Technology program, all applicants must:

1. Apply and be fully admitted to Albany State University before the admission date for each semester. Due dates for ASU applications are as follows:
    - Fall semester – June 1
    - Spring semester – November 1
    - Summer semester – April 1

2. Have completed all required Learning Support Courses (if applicable).
3. Have completed all pre-requisite courses with a "C" or better.
4. Complete a program application & submit it to the Program Director by June 1st.
5. Have a minimum GPA of 2.5.
6. Have a computer with accessibility that meets all of the requirements of GeorgiaView. These can be found at https://www.asurams.edu/distance/orientation/.

You may apply for admission to ASU using the following link: https://www.asurams.edu/enrollment-management/admissions/how-to-apply.php It is recommended that students apply to the University at least 1 month prior to the application deadline, as admission processes may take up to 4 weeks to complete (including articulation of transfer evaluations). If you have previously attended Albany State University and have not been in attendance for a semester or more (excluding Summer), you are required to file an application for readmission, by the deadline dates listed above for admission. Students must be eligible to enroll in the same academic department in which they were last registered. Additionally, all students are required to comply with the provisions of the **Academic Standing Policy**.

- The application for readmission to ASU, can be found at the following link: https://www.asurams.edu/enrollment-management/admissions/readmission.php

- Electronically submit your FASFA application for Financial Aid before **May 1st** of each year. Information on completing your FASFA can be found at the following link: https://www.asurams.edu/enrollment-management/financial-aid/index.php

**Please note that the application process for Albany State University and your selected healthcare professional program are two separate processes and applications. Acceptance to ASU, does not guarantee acceptance to the professional healthcare program.

Additional Requirements:
1. Before registering and being enrolled in the program, students should access Distance Learning on the ASU website for orientation to online system requirements as advised above.
2. To continue in the Health Information Technology Program, a minimum grade of "C" is required in all HITE courses. If the student fails to make a "C" in an HITE course, and it is the student's first failure, the student may reapply to the HITE Program. All of the student's previous HITE work will be evaluated by the program director. More than one "W", "D" and/or "F" in HITE courses will result in permanent dismissal from the program (this may be two courses or failure in the same course twice).
3. High-speed internet is recommended for optimal use of AHIMA's Virtual Lab and EHRGo applications.
4. Professional liability insurance is required and is available through the college. The cost of this insurance is approximately $17.50 per year and is included in the fees. Additionally, all Nursing, Allied Health, and International Students are required to have student health insurance that meets the minimum standards set by the University System of Georgia through an active parent,

individual, family, employee-sponsored, DCHP, or government-sponsored plan. Students who are not covered by a policy will be charged for the USG Student Health Insurance Plan (SHIP).

5. Because of the nature of the profession, the student is required to sign and abide by a statement that the student will honor the confidential nature of health/medical records (HIPAA). A charge of breach of confidentiality will be treated according to the procedures outlined in the <u>Student Handbook</u>, "Code of Conduct."

6. Once enrolled in the program, exhibiting unprofessional behavior will result in the student being withdrawn from the program and deemed ineligible for re-admission to the program. Unprofessional behavior is defined as but not limited to:
   - misrepresentation of self or falsifying information on the program application
   - disruptive or abusive behavior in an online class
   - breach of the confidentiality statement and/or
   - suspicion of cheating will be dealt with in accordance with the Student Handbook, "Code of Conduct."

7. Student membership in the American Health Information Management Association (AHIMA) is recommended. The cost of student membership is approximately $49 per year.

8. A student may be denied permission to continue in the program if in the opinion of the faculty, the Chair of Health Sciences, Dean of the Darton College of Health Professions and the Vice President of Academic Affairs, the student does not demonstrate the necessary qualifications for a health information technician.

9. To satisfactorily complete the curriculum and to develop the skills required of an entry-level health information technician, the student must demonstrate:
   - <u>Visual Acuity</u> (with or without corrective lenses): to read paper, microfilm, and electronic documents.
   - <u>Physical Ability</u>: to process reports and records, to operate equipment necessary for record keeping (for example, manually operated filing equipment, printers, microfilm reader/printers, computer keyboard), and to move about in space limited by compacted filing.
   - <u>Manual Dexterity</u>: to perform the fine motor functions necessary to document analysis of records (for example, must use pens, pencils, and manage papers), and to operate electronic equipment (for example, computers, word processors).
   - <u>Hearing</u> (with or without aids): to hear the spoken voice in order to be able to respond verbally.

HEALTH INFORMATION TECHNOLOGY (0370)

Darton College of Health Professions

RECOMMENDED COURSES FOR CAREER ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Students may declare Pre-HIT plan of study upon college enrollment for the purpose of guidance while completing pre-requisite course work. <u>However, declaring this plan of study does not guarantee admission to the HIT Program.</u> **A separate application is required for consideration of acceptance into this program.**

<u>Recommended Full-Time Track:</u>

		Credit Hours:
ENGL 1101	English Composition I*	3
BIOL 2411K	Human Anatomy and Physiology I*	4
ALHE 1120	Medical Terminology*	2
MATH 1111	College Algebra or higher math	3
		12
BIOL 2412K	Human Anatomy and Physiology II*	4
BUSA 2101	Survey of Computer Applications*	3
POLS 1101	American Government	3
COMM 1000	Cultural Diversity in Communication	2
		12

Program Courses:	Fall Semester	
HITE 2100	Health Record Content and Structure	3
HITE 2400	Pathophysiology & Pharmacology	3
HITE 2137	Fundamentals of Health Information Management	3
PSYC 1101	General Psychology	3
		12

	Spring Semester	
HITE 2150	Coding I	4
HITE 2250	Legal & Ethical Issues in HIM	3
Area C Elective	ART 1100, MUSC 1100, or THEA 1100	3
ACCT 2101	Principles of Accounting I	3
		13

	Summer Semester	
HITE 2110	Organization & Supervision in HIM	2
HITE 2160	Coding II	2
HITE 2200	Healthcare Statistics	2
HITE 2600	Professional Practice I	2
		8

	Fall Semester	
HITE 2170	Advanced Coding and Reimbursement	4
HITE 2500	Health Information System Applications	3
HITE 2550	Quality Assessment	3
HITE 2610	Professional Practice II	2
HITE 2650	Seminar	1
		13

	Two-Year Total	70

*Pre-requisite courses must be taken prior to program admission.

Recommended Part-Time Track:

		Credit Hours:
ENGL 1101	English Composition I*	3
BIOL 2411K	Human Anatomy and Physiology I*	4
		7
BIOL 2412K	Human Anatomy and Physiology II*	4
ALHE 1120	Medical Terminology*	2
MATH 1111	College Algebra or higher math	3
		9
BUSA 2101	Survey of Computer Applications*	3
POLS 1101	American Government	3
COMM 1000	Cultural Diversity in Communication	2
		8

Program Courses: **Fall Semester**

HITE 2100	Health Record Content and Structure	3
HITE 2400	Pathophysiology & Pharmacology	3
HITE 2137	Fundamentals of Health Information Management	3
		9

Spring Semester

HITE 2150	Coding I	4
PSYC 1101	General Psychology	3
		7

Summer Semester

HITE 2110	Organization & Supervision in HIM	2
HITE 2160	Coding II	2
HITE 2200	Healthcare Statistics	2
		6

Fall Semester

HITE 2170	Advanced Coding and Reimbursement	4
HITE 2500	Health Information System Applications	3
		7

Spring Semester

HITE 2250	Legal & Ethical Issues in HIM	3
Area C Elective	ART 1100, MUSC 1100, or THEA 1100	3
		6

Summer Semester

ACCT 2101	Principles of Accounting I	3
HITE 2600	Professional Practice I	2
		5

Fall Semester

HITE 2550	Quality Assessment	3
HITE 2610	Professional Practice II	2
HITE 2650	Seminar	1
		6

	Total	**70**

*Pre-requisite courses must be taken prior to program admission.

APPLICATION

ALBANY STATE UNIVERSITY
Application for Admission to
HEALTH INFORMATION TECHNOLOGY PROGRAM

Associate Degree in Health Information Technology

For full consideration of admission to the online Health Information Technology Program, the student must meet the aforementioned requirements and those listed below:
1. Apply for admission to Albany State University.
2. Have completed all required Learning Support courses (if applicable).
3. Have completed all pre-requisite courses with a "C" or better.
4. Have a minimum GPA of 2.5*.
5. Complete the Student Orientation to GeorgiaView.
   (https://www.asurams.edu/distance/orientation/)
6. Schedule an interview with the Program Director.
7. Professional liability insurance is required (included in fees).
8. Student membership in the American Health Information Management Association is strongly recommended.

*It is the responsibility of the applying student to provide the Health Information Technology Program Director with an unofficial transcript of prior coursework and evidence of current GPA.

Students are admitted to the program once a year in the fall semester. Applications must be received no later than June 1st to be considered for admission to the program in the fall semester.

Read the following information and directions for completion of the HIT Program Application.

Contact Information:

Name:	ASU Student ID Number:
Address:	Phone Number & Personal Email:

Educational Background:

List any colleges/universities/technical schools previously attended, degrees earned, & GPAs:

Have you applied to this program previously? _____ If yes, when? _____

Unofficial Transcript(s):

Include an unofficial copy of transcripts with your current GPA. Note that this is only required if you attended a College, University, or Technical Institution other than Albany State University. Students with accelerated GPAs will be given first consideration for admission to the program.

Current Resume:

Include a copy of your most recent resume. If you have any healthcare-related certifications or diplomas, please include a copy.

Essay:

Include a hand-written essay explaining why you chose Health Information Technology as a career path and why you should be accepted into the program.

Online Student Orientation:

I have reviewed and completed the steps listed for GeorgiaView Orientation and have practiced navigating the orientation course site.

_____I have no questions about being in an online course/program.

_____I would like to ask the following questions:

Signature Page & Checklist:

By signing this document, I acknowledge my understanding that two unsuccessful attempts in program coursework (HITE courses) will render me ineligible for continuation in the Health Information Technology Program. A course grade of "D" or "F" is considered an unsuccessful attempt.

_____   _____

Applicant Signature   Student I.D. Number

I hereby apply for admission to the HIT Program for Fall Semester 20 _____ and certify this application is both correct and complete. I have read the application packet, including the essential abilities required, and understand the application and selection processes. I further understand that any failure on my part to comply with these processes will result in the cancellation of my application. I am aware of the competitive nature of the application process for the HIT program and understand that meeting all minimum requirements does not guarantee admission into the program.

_____   _____

Applicant Signature   Date

Checklist:
- o   Contact Information
- o   Educational Background
- o   Unofficial Copy of Transcripts (if applicable)
- o   Current Resume (Including certifications, diplomas)
- o   Essay
- o   Online Student Orientation Statement
- o   Signature Page
- o   Signed Health Science Student Acknowledgement of Accreditation Status Form (see next page)

The review process does not begin until after June 1ˢᵗ when the deadline for applications has passed. It may take up to a month to get a response, but all applicants will receive an email regarding their status. Phone interviews may be requested for the final selection of students. Out-of-area students may be required to assist in arranging the clinical site for their PPE (professional practice experience).

Return to the Health Information Technology Program Director at:

Albany State University-West Campus
Darton College of Health Professions, Room J-249
2400 Gillionville Road
Albany, Georgia 31707-3098
Fax: 229-500-4395

<u>Health Science Student Acknowledgement of Accreditation Status & Employability</u>

<u>**Accreditation and Approvals:**</u>

Albany State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, (404)679-4501 to award Associate Degrees.

<u>Specific programs of study and their accreditation or approval bodies:</u>

1. Dental Hygiene Program – Accredited by the Commission on Dental Accreditation, a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312)440-2568 or at 211 East Chicago Avenue, Chicago, IL 60611. www.ada.org

2. Diagnostic Medical Sonography Program – Accredited by the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS), 6021 University Boulevard, Suite 500, Ellicott City, MD 21043, (443)973-3251. www.jrcdms.org

3. Emergency Medical Services Program – Paramedic Program is accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP) 25400 US Highway 19N, Suite 158; Clearwater, FL 33763 (727)210-2350 www.CAAHEP.org upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), 8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 75088 (214)703-8445 www.CoAEMSP.org. Both the AEMT Program and Paramedic Program are approved by the Georgia Office of EMS/Trauma, 2600 Skyland Dr NE; Brookhaven, GA 31319 (404)679-0547 www.dph.georgia.gov/EMS.org

4. Health Information Technology Program – Accredited by the Commission on Accreditation for Health Informatics and Information Management Education, 233 N. Michigan Avenue, Chicago, IL 60601-5519, (312)233-1100, www.cahiim.org. This is an agency of the American Health Information Management Association (AHIMA) 233 N. Michigan Ave., Chicago, IL 60601-5519 (312)787-2672 www.ahima.org.

5. Histotechnology Program – Accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd., Suite 720, Rosemont, IL 60018-5119 (773) 714-8880. www.naacls.org

6. Medical Laboratory Technology Program- Accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, Ill. 60018-5119 Phone: (773) 714-8880, fax: (773) 714-8886. www.naacls.org.

7. Occupational Therapy Assistant Program - Accredited by the Accreditation Council for Occupational Therapy Education (ACOTE), The American Occupational Therapy Association, P.O. Box 31220, Bethesda, MD 20824-1220, (301)652-2682. www.acoteonline.org

8. Physical Therapist Assistant Program - Accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 No. Fairfax Street, Alexandria, VA 22314, (703) 684-2782. www.capteonline.org

9. Radiologic Science- Joint Review Committee on Education in Radiologic Technology (JRCERT) 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182 (312) 704-5300. www.jrcert.org

10. Respiratory Care Program - Accredited by the Commission on Accreditation for Respiratory Care (COARC), 1248 Harwood Rd., Bedford, TX 76021 (817) 283-2835. www.coarc.com

<u>**THE FOLLOWING PROGRAMS ARE NOT ACCREDITED AT THIS TIME:**</u>

<u>**PROGRAMS THAT ARE CURRENTLY IN THE INITIAL ACCREDITATION PROCESS:**</u>

PROGRAMS THAT DO NOT HAVE SPECIFIC PROGRAM ACCREDITATION AGENCIES AT THIS TIME:

Computed Tomography   Medical Coding   Phlebotomy

As a Health Science program student at Albany State University, I hereby verify with my signature that I am aware of the accreditation or approval status of the given program that I have been accepted into.

Printed Name_____Program _____

Signature_____Date_____

Employability

Albany State University does not offer formalized job placement services or guarantee employment after graduation from any Health Science program. The employability of a Health Science program graduate is dependent on changeable job market factors and variables beyond the control of Albany State University. It is the responsibility of the graduate to secure employment after program completion.

As a Health Science program student at Albany State University, I hereby verify with my signature that I understand the employability statement as written above.

Printed Name_____

Signature_____ Date_____

Revised September 17, 2014