

School of Health Sciences
Health Information Technology – Associate of Applied Science
Admission Criteria Fall 2016 and Spring 2017

*For current information contact Health Information Technologist Advisor.

Admissions

Be admitted to SLCC as a matriculated student. See <http://www.slcc.edu/apply/index.aspx>

1. High School Graduate or equivalent.
2. For transfer credit, submit OFFICIAL, SEALED transcripts for ALL colleges and universities where prerequisite course work has been completed. Send to:
SLCC Transfer Evaluation Office
4600 South Redwood Road
P.O Box 30808
Salt Lake City, UT 84130-0808
3. Also, a request to have an OFFICIAL evaluation of student's transcript must be submitted to the SLCC Transfer Evaluation Office. The form is located at <http://www.slcc.edu/transcriptevaluation/transferring-to-slcc.aspx>. *This process may take 4-6 weeks and must be completed before a student's application will be considered.*
4. Complete Accuplacer exam, or submit current SAT/ACT test scores, if MATH and ENGL course work have not been transferred to SLCC. See: <http://www.slcc.edu/testing/>
5. Program course prerequisites are as follows:
 - a. Placement into ENGL 1010 or completion of ENGL 0990.
 - b. Placement into MATH 1010 within one year or completion of MATH 0980 or higher. Math 0980 or higher can be older than 1 year.

Application Requirements

1. **Health Sciences Online Admissions Application:** To access and complete application requirements, go to MyPage> Student Tab> Health Sciences Portal> Program Admissions. There is a non-refundable application fee of \$25. The HIT online application will only appear on the menu during open application periods.
 - a) The American DataBank online system for submitting required documentation and meeting compliance requirements for the Health Information Technology program is found at the following link: <https://saltlakecc.complio.com/>.

Follow the instructions on setting up the account and then order **ONLY** the Criminal Background Check Package and the Compliance Package.

DO NOT order the Drug Screening Package at this time; you will be notified at a later date when to purchase the Drug Screening Package. If you order it at this time, SLCC will not reimburse you and you will have to order and pay for it at a later date.

If you have any problems setting up the account or questions on submitting information, please contact the Customer Service Department for American DataBank. Phone: 1-800-200-0853 (7am-6pm MT Monday-Friday) OR email: complio@americandatabank.com.

a. Immunizations: American DataBank, part of Compliance Package, \$15

i. Required immunizations officially documented and uploaded into the American DataBank:

1. Influenza Vaccination: Required Annually
Generally given September-February. Students must provide proof of the Influenza vaccination or submit a signed declination.
2. Tuberculosis Test: Required Annually
You must submit an initial QuantiFERON TB Gold Test and an annual QuantiFERON TB Gold Test thereafter. If your QuantiFERON is positive please submit a negative Chest X-Ray as well. Deadlines are AFTER you've started the program: Fall Program-May 30th; Spring Program-August 31st; Summer Program-December 31st.
3. Tetanus, Diphtheria and Pertussis (Tdap) Booster:
Tdap booster is good for 10 years. TD will be given subsequent to Tdap. If it has been more than 1 ½ years since receiving TD, the student must have their tetanus updated with a Tdap.
4. Measles, Mumps, Rubella (MMR):
Two doses are needed with booster as an adult or positive titer on all three. Equivocal results are not acceptable; students must test in the positive range. NOTE: If given to adult females, since this is a live virus, you cannot be pregnant at the time you receive the immunization and you must avoid pregnancy for 3 months after administration
5. Varicella (Chicken Pox):
Two immunizations or proof of positive titer. Stating you had the disease is not acceptable. Varicella immunizations are expensive, if a student had the disease it is recommended to start with a less expensive titer first for proof of immunity before starting the immunizations.
6. Hepatitis B vaccination series:
Students must provide proof of a **3 traditional Hep B dose series** (Twinrix will not be accepted) **AND** a positive titer. Dates are as follows: **Fall Program:** 1st 2 doses- September 20th, 3rd dose-February 20th, titer-May 30th. **Spring Program:** 1st 2 doses- January 20th, 3rd dose-June 20th, titer-August 31st. **Summer Program-**1st 2 doses- June 20th, 3rd dose November 20th, titer-December 31st. If your titer is negative or equivocal you must get a 4th dose of the Hepatitis B vaccine AND a positive repeat Hepatitis B titer. If your repeat titer is still negative or equivocal you will have to apply the Allied Health Division at 801-957-6203.

Hepatitis A vaccination series: Highly recommended but not required
Two dose series or a positive titer. If a student starts the series, they must complete it.

b. Background Check: Order "Criminal Background Check Package" through American DataBank Complio, \$29

- i. It is strongly recommended that prospective students take measures to have criminal offenses (felonies and or misdemeanors) expunged or sealed from your record if possible.
- ii. Convictions or pending charges for crimes involving violence, drugs, or sexual offenses will not be eligible for clinical training experiences. The student assumes the risk if their criminal background is not clear. If clinical sites do not accept them, he/she may not be able to complete the program. This may also result in possible withdrawal from the program after the tuition refund deadline is past. Only one placement attempt will be made per clinical course. Students are advised to see the Associate Dean of Allied Health for any questions or concerns prior to applying to a program.

Required AFTER submission of application AND acceptance into the program:

- a. **Drug Screening:** American DataBank, \$35
Specific information will be given to accepted students by program faculty regarding when to register and complete the screening.

Additional Requirements

- 1. After verification requirements, applicants will be contacted to participate in a required formal interview with the Program Manager.

Summary and Checklist of Admissions and Application Steps

- 1. • Be admitted to SLCC as a matriculated student.
- 2. • Be a high school graduate or equivalent.
- 3. • Submission of all college/university transcripts to the Transfer Evaluation Office for review; if applicable.
- 4. • Meet with the Health Information Technology program advisor. Call 801-957-6215 to schedule an appointment.
- 5. • Access application and complete requirements
 - a. Upload required documented immunizations to American DataBank Complio website.
 - b. Complete background check through American DataBank Complio website.
- 6. • Submit the Health Information Technology online application and pay the non-refundable fee before application deadline.
- 7. • All communications will be through SLCC Bruinmail.

Health Information Technology Important Dates	
Applications Accepted for Fall 2016 Class May 16th - August 19 th	Applications Accepted for Spring 2017 November 1 st - January 6 th
Notification of Acceptance/Denial August	Notification of Acceptance/Denial December
Orientation for Fall 2016 Class August	Orientation for Spring 2016 Class January
Classes Begin August	Classes Begin January

SAMPLE SCHEDULE (prerequisites MAY take longer than one semester to complete)			
FIRST SEMESTER		SECOND SEMESTER	
HIT 1100 Medical Terminology	3	HIT 1050 Medical Business Practice	3
ENGL 1010 Intro to Writing	3	*MATH 1040 Intro to Statistics or 1010 or higher	3-4
BIOL 1610/1615 College Biology w/Lab	4	BIOL 2320/2325 Human Anatomy w/Lab	4
COMM 1010 Elements of Effective Comm	3	HS 2050 (ID/DV) Cultural, Ethical, Legal Issues	3
CSIS 2010 Bus Comp Prof Spreadsheet/DB	3	CSIS 2050 Advanced Database Applications	3
Total	16	Total	16-17
THIRD SEMESTER		FOURTH SEMESTER	
HIT 1040 Pathophysiology for HIT	3	HIT 2120 Pharmacotherapy	3
HIT 1080 Clinical Classification Systems	2	HIT 2240 Healthcare Data Content & Structure	3
HIT 1120 Healthcare Quality Improvement	2	HIT 2260 Healthcare Reimbursement	3
HIT 2110 Health Informatics	2	HIT 2270 Professional Practice Experience	1
HIT 2115 Health Informatics Lab	1	HIT 2280 Advanced Clinical Classification Sys	2
CSIS 2060 Decision Support Systems	3	BIOL 2420/2425 Human Physiology w/Lab	4
(PS) course *CHEM 1110	3-4		
Total	16-17	Total	16

***CHEM 1110 is highly recommended as it is the pre-requisite to Biol 2420/2425. CHEM 1115 is a recommended co-requisite to CHEM 1110.**

***MATH 1040 STRONGLY SUGGESTED.** If students have previously taken MATH 1010 it will be accepted. Students no longer need to take MATH 1010 as a pre-requisite to MATH 1040. Students are encouraged to NOT do MATH 1010 if they haven't already taken it unless they are planning on doing MATH 1050.

Additional Program Information

The Health Information Technology AAS program accepts up to **25** students every Fall and Spring semesters. Students are required to **be enrolled in courses full time after being accepted into the program and must take the courses each consecutive semester.** Courses will be offered on-line or in a hybrid classroom environment at the Jordan Campus. Students must maintain a C or higher grade in each required course in order to maintain their status in the program. Please visit the Health Information Technology website for more information: <http://www.slcc.edu/hit/index.aspx>.

The program will train students in medical records and health information covering assembling patient health information to include medical history, symptoms, examination results, diagnostic tests, treatment methods, and all other healthcare provider services. The program will introduce students to the use of electronic health records (EHR/EMR), computer software, EHR security, and analyzing electronic data to improve healthcare information, ensure completeness, accuracy, and proper entry into computer systems. As well as learn to maintain data on patient safety, patterns of disease, and disease treatment and outcome. The RHIT credential allows students to move on to a Bachelor's degree in Health Information Management.

National Exam

The Registered Health Information Technician exam can be completed by program graduates through American Health Information Management Association [AHIMA]). The proposed courses and design of curriculum align with the AHIMA standards and Commission on Accreditation for Health Information and Information Management Education {CAHIIM} standards. (This program does not currently have CAHIIM accreditation).

FOR MORE INFORMATION

<p>Academic Advisor 3491 W. Wights Fort Road West Jordan, UT 84088 Jordan Health Sciences Center 047 801-957-2689 Angela.harvey@slcc.edu Appts: https://aharve12.youcanbook.me</p>	<p>Health Sciences Admissions Office Office: (801) 957-6253 Fax: (801) 957-6324 3991 W. Wights Fort Road West Jordan, UT 84088 Jordan Health Sciences Center 065 http://www.slcc.edu/hs/admissions/index.aspx healthsciencesadmissions@slcc.edu</p>
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Helpful Websites

HIT Main Page:

<http://www.slcc.edu/hit/admissions.aspx>

HIT Admissions:

<https://www.slcc.edu/hit/admissions.aspx>

HIT: Frequently Asked Questions:

<https://www.slcc.edu/hit/faq.aspx>

HIT Student Handbook:

<http://www.slcc.edu/hit/docs/hit-student-handbook-2016-2017.pdf>

HIT Career Information:

<https://slcc.emsicareercoach.com/#action=loadOccupationData&OccID=29-2071.00>

Updated: 8/5/2016