Salt Lake Community College — Step Ahead.

School of Health Sciences
Health Information Technology- Certificate of Completion
Admission Criteria Fall 2016, Spring 2017 and Summer 2017

Admissions

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

2. High School Graduate or equivalent.

3. 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

4. *Also, a request to have an OFFICIAL evaluation of student's transcript must be submitted to the SLCC Incoming Transcript 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 SLCC application will be considered.*

5. 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/

6. Program course prerequisites are as follows:
   a. Placement into ENGL 1010 or completion of Engl 0990.
   b. Placement into MATH 0980 or higher within one year **or** completion of Math 0950 or higher. Math 0950 or higher can be older than 1 year.

> **NOTE: All prerequisites must be completed before applying to the Health Information Technology program. See application deadline below.**

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. **American DataBank Complio:** Students are required to create an American DataBank Complio account to order their background check, submit necessary documentation, and meet immunization compliance requirements. Create an account by going to: 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.

b. **Immunizations:** Order "Compliance Package" from American DataBank Complio, $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.

7. *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.

c. **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 of completed prerequisites and 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 and officially documented immunizations to American DataBank Complio website.
   b. ☐ Complete background check through American DataBank Complio
6. ☐ Submit the Health Information Technology online application and pay the $25 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 - Aug 19th	**Applications Accepted for Spring 2017 Class** November 1st - January 6th	**Applications Accepted for Summer 2017** April 1st - May 15th
Notification of Acceptance/Denial August	**Notification of Acceptance/Denial** December	**Notification of Acceptance/Denial** May
Orientation for Fall August	**Orientation for Spring** January	**Orientation for Summer** May
Classes Begin August	**Classes Begin** January	**Classes Begin** May

SAMPLE SCHEDULE (prerequisites MAY take longer than one semester to complete)			
PREREQUISITES FOR PROGRAM ADMISSIONS		* Placement into Engl 1010 or completion of Engl 0990 ** Placement into Math 0980 within 1 year or completion of Math 0950. Math 0950 can be older than 1 year.	
*Placement into ENGL 1010 or completion of ENGL 0990			
**Placement into MATH 0980 within 1 year			
FIRST SEMESTER		**SECOND SEMESTER**	
HIT 1010 Intro to Computers	1	HIT 2110 Health Informatics	3
HIT 1020 Intro to Diagnosis Code	3	HIT 2120 Pharmacotherapy HI	2
HIT 1030 Basic Procedure Code Sys	3	HIT 2220 Intermediate Coding	3
HIT 1040 Pathophysiology for HI	3	HIT 2230 ICD-10 & Root Analysis	3
HIT 1100 Med Terminology for HI	3	CM Communications	3
Total	**13**	**Total**	**14**
THIRD SEMESTER			
HIT 2240 Healthcare Data Structure	3		
HIT 2250 Healthcare Delivery Systems	3		
HIT 2260 Healthcare Reimbursement	3		
HIT 2270 Prof Practice Expertise	1		
HR Human Relations	2-3		
Total	**12-13**		

Additional Information

Students may apply to start this program Fall, Spring, or Summer semesters. Courses will be offered on-line or in a hybrid classroom environment at the Jordan Campus. Students can complete the program either as part-time or full-time enrollment.

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The Certified Coding Associate (CCA) exam can be completed by program graduates (National Commission for Certifying Agencies [NCCA] and American Health Information Management Association [AHIMA]). The proposed courses and design of curriculum align with the AHIMA standards and CAHIIM standards.

"The CCA credential distinguishes coders by exhibiting commitment and demonstrating coding competencies across all settings, including both hospitals and physician practices" (AHIMA).

FOR MORE INFORMATION

Academic Advisor Angela Harvey 3491 W. Wights Fort Road West Jordan, UT 84088 Jordan Health Sciences Center 047 (801) 957-2689 Angela.harvey@slcc.edu https://aharve12.youcanbook.me	**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

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