Associate of Science in
Health Information Technology
Online Program

Ivy Tech Community College-Fort Wayne

Application Packet

Admission to the Health Information Technology Program

The online 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.

Admission to the online Health Information Technology Program at Ivy Tech Community College-Northeast is based on grades and application submission. The program will evaluate and admit students after the fall semester grades are posted. Acceptance will be based on the highest rank score for completed courses. The total number of students admitted into the program will be based on availability of externship sites and lab space. Students will be notified of acceptance status through Ivy Tech email.

It is important to understand that admission to the College is separate from admission to the online Health Information Technology program. After a student meets the program admission criteria, 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 site. The healthcare site's Health Information Management (HIM) professional will control the externship experience based on specific criteria provided by the college.

Transferring applicants must provide a copy of transcripts from other institutions if you wish to transfer credits to the HIT program. An official transcript of college courses must be filed with the Transcript department. The applicant may be

required to provide course descriptions and/or college catalogs to assist with the review process. Only courses with grades 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.

The online Associate Degree Program at Ivy Tech Community College-Northeast is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (www.cahiim.org). Students that earn an Associate Degree from an accredited HIM program, can receive certification from the American Health Information Management Association (AHIMA) by passing the Registered Health Information Technician (RHIT) certification examination.

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. You are also 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 Management Department
Associate of Science Degree in
Health Information Technology

Course #/ Name	Credit Hr.	Course #/ Name	Credit Hr.
General Education Courses (25 CR)			
APHY 101 Anatomy and Physiology I	3		
APHY 102 Anatomy and Physiology II	3	HLHS 101 Medical Terminology	3
COMM 101 Fundamentals of Public Speaking	3	PSYC 101 Introduction to Psychology **OR** SOCI 111 Introduction to Sociology **OR** PHIL 102 Introduction to Ethics	3
ENGL 111 English Composition	3		
INFM 109 Information Systems Fundamentals	3		
MATH 200 Statistics	3	IVYT 112 Success in Healthcare	1
Professional/Technical Courses (35 CR)			
HIMT 101 Introduction to Health Information Technology	2	HIMT 203 Advanced ICD Coding	3
HIMT 102 Health Data Content and Structure	3	HIMT 204 Quality Assessment and Improvement	2
HIMT 104 Health Information and the Law	3	HIMT 205 Organization and Supervision	3
HIMT 106 Healthcare Informatics	3	HIMT 207 Health Information Externship	1
HIMT 200 Basic ICD Coding	3	HIMT 208 Health Information Externship	1
HIMT 201 Reimbursement Systems	3	HIMT 210 Pathophysiology / Pharmacology	3
HIMT 202 Healthcare Data Literacy and Statistics	2	HIMT 213 CPT Coding	3

Health Information Technology Program

Advising Sheet

General Education Core – 28 Credits				
Course Number and Name		**Credits**	**Grade**	**Prerequisites**
APHY 101	Anatomy and Physiology I	3		ENGL 083/032 ENGL 093/025 MATH 015 or 023
APHY 102	Anatomy and Physiology II	3		APHY 101
INFM 109	Information Systems Fundamentals	3		ENGL 083/032
COMM 101	Fundamentals of Public Speaking	3		ENGL 083/032 ENGL 093/025
ENGL 111	English Composition	3		ENGL 083/032 ENGL 093/025
HLHS 101	Medical Terminology	3		ENGL 083 ENGL 09
MATH 200	Statistics	3		MATH 043
PHIL 102 or PSYC 101 or SOCI 111	Introduction to Ethics Introduction to Psychology Introduction to Sociology	3		ENGL 083/032 ENGL 093/025 MATH 015
Other Institutional Requirements – 1 Credit				
IVYT 112	Student Success Course	1		None

HIMT Core – 32 Credits			
Course Number and Name		**Credits**	**Prerequisites**
HIMT 101	Introduction to Health Information Technology	2	Program Chair Approval
HIMT 102	Health Data Content and Structure	3	Program Chair Approval
HIMT 104	Health Information and the Law	3	Program Chair Approval
HIMT 106	Healthcare Informatics	3	INFM 109
HIMT 200	Basic ICD Coding	3	HIMT 101 HIMT 102 HIMT 210
HIMT 201	Reimbursement Systems	3	HIMT 101 HIMT 102
HIMT 202	Healthcare Data Literacy and Statistics	2	HIMT 101 HIMT 102 MATH 200
HIMT 203	Advanced ICD Coding	3	HIMT 200
HIMT 204	Quality Assessment and Improvement	2	HIMT 101 HIMT 102
HIMT 205 Capstone Course	Organization and Supervision	3	HIMT 101 HIMT 102
HIMT 210	Pathophysiology/ Pharmacology	3	APHY 102 HLHS 101
HIMT 207	Health Information Externship I	1	Program Chair Approval
HIMT 208	Health Information Externship II	1	Program Chair Approval
HIMT 213	CPT Coding	3	HIMT 101 HIMT 102 HIMT 210

HIT Program Application Deadline Dates

1. _____**August 1** - Submit official transcript(s) from other colleges/universities you have attended electronically to email address transcripts@ivytech.edu. These must be official transcripts sent electronically from the college/university.

2. _____**September 1 - October 12** - Submit the application for the HIT program with a copy of your resume using the online application system. The link to the online application system home page is https://www.ivytech.edu/35320.html. The student FAQ can help to answer general questions about the online application system and can be found at https://docs.google.com/document/d/18Xi8PraDkT0M0fd0TUjeILDw-JdmiTLf5BJJ4cNdvTM/edit. A video is also provided on the online application system home page.

   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.

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

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

Admission Criteria	Completed Course	Points Awarded
First semester completed general education courses	APHY 101 MATH 200 COMM 101/102 ENGL 111 HLHS 101	**Science Courses:** APHY101 MATH200 HLHS 101 A = 30 points B = 20 points C = 10 points D = 0 points F = 0 points **Non-Science Courses:** ENGL110 COMM101/102 A = 15 points B = 10 points C = 5 points D = 0 points F= 0 points

Admission to the online Health Information Technology program will be offered to those students with the highest rank 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 (20 students). You will receive notification of acceptance by email after all fall semester grades have been posted and reviewed by the HIT Program Chair (during the holiday break).

Admission, Retention, and Graduation Requirements
Any student desiring to pursue an Associate of Science Degree in Health Information Technology must:
1. Complete the Ivy Tech Community College-Northeast application and follow all admissions processes.
2. Complete the HIT application and follow all admission processes.
3. Each student enrolled in the online 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 level 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.

Ivy Tech Community College
Application Process

1. Complete an application online or print the application and submit to the Admissions Office. You will be asked to select a major—please select Healthcare Sepcialist with Health Information Technology interest. Your major will be changed to Health Information Technology if you are accepted to the program.

2. If you have completed college courses or a college degree, request transcripts from your college or university. Have the official copy emailed to the Registrar's office at the campus you wish to attend.

    a. College transcripts should be emailed by the granting institution. No photocopies or unofficial 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. Ivy Tech does not require high school/GED transcripts for most students. If you are applying for a selective admissions program you may be asked to supply this information. The Health Information Technology program does not require these to be included with your application submission.

4. Prerequisite courses may be taken at any Ivy Tech campus.

5. 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.

    a. **Please Note** - Students meeting one or more of the following criteria are exempt from placement testing:

        i.   Possess an earned associate degree or higher from a regionally accredited institution.
        ii. SAT score of 460 (520 for math) or higher in each area to be waived from testing (no more than 4 years old).
        iii. ACT score of 19 (22 for math) or higher in each area to be waived from testing (no more than 4 years old).
        iv. Have prior college coursework not culminating in an earned degree that meets the required academic standards and prerequisites for the selected degree program (coursework must be no more than 10 years old).

6. Attend 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.

7. Use this application packet to develop an academic plan:

    a. Take this packet to an academic advisor for assistance in developing your plan if necessary.
    b. Refer to this packet to ensure you are taking the proper courses, in the proper

sequence.

8.   Register for classes:
     a. Please understand that many Ivy Tech courses have limited seats available. <u>You should plan to register for your courses as soon as possible.</u> 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!!!**

9.   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.
     a. See a financial aid representative for assistance.

10. Remember that applying to Ivy Tech Community College is a separate process from applying to the HIT program. You must complete both application requirements.