

**Associate of Science in
Health Information Technology**

**Ivy Tech Community College-Northeast
School of Health Sciences
Coliseum Campus**



Application Packet

Admission to the Health Information Technology Program

The Health Information Technology program is designed to prepare students to become a certified health information professional, 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 career.

Admission to the Health Information Technology Program at Ivy Tech Community College-Central Indiana is based on grades and application submission. It is important to understand that admission to the College is separate from admission into the Associate of Science, Health Information Technology program. After a student meets the program admission criteria (outlined below), 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 complete the program application packet, meet all admission criteria, and schedule and attend an advising session with the HIMT Program Chair. An official transcript of college courses must be filed with the Registrar. 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 review for credit transfer. The Program Chair and other college personnel will review course material and transcripts to make the

final determination. Extenuating circumstances may be considered on an individual basis. The program has the right to refuse admission to those students who were dismissed for disciplinary reasons from other colleges or universities.

The HIMT (degree level) program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Once the student receives an associate degree from an accredited HIM program, he/she can receive certification from the American Health Information Management Association (AHIMA) by taking the Registered Health Information Technician (RHIT) certification examination.

Acceptance into the Health Information Technology program is based on of the following submissions:

- Completed Application
- Resume submission
- Unofficial copy of previous college transcripts (other than Ivy Tech Community College-Central Indiana)
- First Semester - Prerequisite General Education Course Completion

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 email. Students who are accepted to the program will report to an information session the week before classes start in the spring semester. Students who are not accepted into the Health Information Technology program may reapply for admission next fall, but will not be given preferential consideration.

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 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 Technology Program Schedule

Fall – 16 Credits

APHY 101	3	Anatomy and Physiology I
CINS 101	3	Introduction to Microcomputers
COMM 101	3	Fundamentals of Public Speaking
ENGL 111	3	English Composition
HLHS 101	3	Medical Terminology
IVYT 1XX	1	Life Skills

Spring – 14 Credits

APHY 102	3	Anatomy and Physiology II
HIMT 101	3	Health Information Systems
HIMT 102	2	Health Data Content and Structure
HIMT 104	3	Health Information and the Law
HIMT 105	3	Healthcare Organizations and Delivery Systems

Summer – 8 Credits

CINS 102	3	Information Systems Fundamentals
HIMT 204	2	Quality Assessment and Improvement
HIMT 210	3	Pathophysiology and Pharmacology I

Fall – 16 Credits

HIMT 201	3	Reimbursement Systems
HIMT 203	3	ICD Coding
HIMT 207	1	Health Information Externship I (5 hours/wk)
HIMT 219	3	Pathophysiology and Pharmacology II
MATH 135		Finite Math
or		
MATH 136	3	College Algebra
PHIL 102	3	Introduction to Ethics

Spring – 15 Credits

ENGL 211	3	Technical Writing
HIMT 202	3	Healthcare Data Literacy and Statistics
HIMT 205 ^	2	Organization and Supervision
HIMT 208	1	Health Information Externship II (5 hours/wk)
HIMT 213	3	CPT Coding
PSYC 101		Introduction to Psychology
or		
SOCI 111	3	Introduction to Sociology

^ *Capstone Course*

**Health Information Technology Program
Advising Sheet**

General Education Core – 25 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
COMM 101	Fundamentals of Public Speaking	3		ENGL 083 (032) ENGL 093 (025)
ENGL 111	English Composition	3		ENGL 083 (032) ENGL 093 (025)
ENGL 211	Technical Writing	3		ENGL 111
IVYT 1XX	Life Skills Elective	1		N/A
MATH 135 or MATH 136	Finite Math College Algebra	3		MATH 035 or 043
PHIL 102	Introduction to Ethics	3		ENGL 083 (032) ENGL 093 (025)
PSYC 101 or SOC 111	Introduction to Psychology Introduction to Sociology	3		ENGL 083 (032) ENGL 093 (025) MATH 015

HIMT Core – 44 Credits				
Course Number and Name		Credits	Grade	Prerequisites
CINS 101	Introduction to Microcomputers	3		ENGL 031 or 083
CINS 102	Information Systems Fundamentals	3		ENGL 031 or 083
HLHS 101	Medical Terminology	3		ENGL 083 (032) ENGL 093 (025)
HIMT 101	Health Information Systems	3		Program Chair Approval
HIMT 102	Health Data Content and Structure	2		Program Chair Approval
HIMT 104	Health Information and the Law	3		Program Chair Approval
HIMT 105	Healthcare Organizations and Delivery Systems	3		Program Chair Approval
HIMT 201	Reimbursement Systems	3		HIMT 101 HIMT 102 HIMT 105
HIMT 202	Healthcare Data Literacy and Statistics	3		HIMT 101 HIMT 102 MATH 135 or MATH 136
HIMT 203	ICD Coding	3		HIMT 101 HIMT 102 HIMT 210
HIMT 204	Quality Assessment and Improvement	2		HIMT 101 HIMT 102 HIMT 105
^HIMT 205	Organization and Supervision	2		HIMT 101 HIMT 102 HIMT 105
HIMT 210	Pathophysiology/ Pharmacology I	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 105 HIMT 219
HIMT 219	Pathophysiology/ Pharmacology II	3		HIMT 210
Total Required Credits 69				
^ = Capstone Course				

Health Information Technology Program Application Checklist

1. ____ October 1 - Submit **official transcript(s)** from other colleges / universities you have attended. These must be hand delivered or mailed to the address below in a sealed envelope.

Ivy Tech Community College-Northeast
c/o Office of the Registrar
3800 North Anthony Blvd
Fort Wayne, IN 46805
2. ____ Attend a counseling session with the Program Chair if needed for `transfer credits.. You must bring an **unofficial copy of all college transcripts (outside of Ivy Tech)** that need to be reviewed for transfer (**NOT MANDATORY**).
3. ____ If you do not need to meet for a counseling session and have transcripts for review, please mail or hand deliver them to the Program Chair by October 1 of the year in which you are applying to the program.
4. ____ December 1 (5:00 PM) - Submit (hand deliver or mail) the HIMT application to the Program Chair or drop-off box. **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.**
5. ____ December 1 (5:00 PM) - Submit a personal resume.
6. ____ Complete first semester general education courses (Courses must be completed by the end of fall semester, grades will be checked after the semester ends).

Application Packet Contents:

- Copy of previous college transcripts (photo copy only not an official sealed copy) from colleges other than Ivy Tech Community College-Central Indiana.
 - GPA of 2.0 or higher in previous college courses.
- Personal resume.
- Application.
- All materials must be submitted in a plain manila file folder
 - If mailed - please place the manila file folder and documents in an appropriate mailing envelope.

Deliver or mail the Application Packet to:

Ivy Tech Community College-Northeast
Health Information Technology Program Chair
3800 North Anthony Blvd
Fort Wayne, IN 46805

A DROP-OFF box is located outside room 1323 in the Coliseum Campus Building

Health Information Technology Program
Ivy Tech Community College-Northeast
Application for Admission

Complete each area - if something does not apply, place N/A (not applicable) in the space provided. Applications with blanks will not be considered for acceptance.

Personal Information:

Date _____ Student Identification Number _____

Name _____

Address _____

City _____ State _____ Zip _____

Phone Number () _____ Alternate Phone () _____

Ivy Tech Email Address _____ Personal Email Address _____

Have you completed all requirements for this program? YES NO

Are you authorized to attend school or work in the United States? YES NO

Do you have previous work experience in the Health Information Field? YES NO

Name of Facility _____

Contact Person _____ Phone Number () _____

Address _____

City _____ State _____ Zip _____

Emergency Contact Information:

Name _____

Street Address _____

Phone Number () _____ Relationship _____

Previous Education: (Official College Transcripts must be submitted to the Registrar's by October 1)

High School _____ Date _____

GED (if applicable) from _____ Date _____

College: (Please list all colleges and universities, dates of attendance and all degrees awarded:

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 HIMT program. Points will be awarded based on the grade received.

Admission Criteria	Completed Course	Points Awarded
First semester completed general education courses	APHY 101 CINS 101 COMM 101 ENGL 111 HLHS 101	A = 6 points B = 4 points C = 2 points

The student will be awarded additional points for successfully completing any of the following general education courses. Points will be awarded based on the grade received.

Admission Criteria	Completed Course	Points Awarded
Completed general education courses	APHY 102 CINS 102 ENGL 211 MATH 135 or MATH 136 PHIL 102 PSYC 101 or SOC 111	A = 3 points B = 2 points C = 1 point

Admission to the 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. You will receive notification of acceptance by email after all fall semester grades have been posted and reviewed by the HIMT 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-Central Indiana application and follow all admissions processes.
2. Complete the HIMT application and follow all admission processes (if information is missing the student will not be considered for acceptance).
3. See the HIMT Program Chair prior to registering for HIMT classes to obtain clearance for registration (program students only).
4. Each student enrolled in the 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

Steps to complete when applying to Ivy Tech Apply online at www.ivytech.edu - Choose “apply now”

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 undecided Health Information Management Technology (UNDI HIMT). You will change your major to HIMT once 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 mailed to the Registrar’s office at the campus you wish to attend.
 - a. College transcripts can be mailed by the granting institution or may be hand-carried in envelopes sealed by the granting institution. No photocopies or unsealed 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 Region 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. You should plan to register for your courses as soon as possible. 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 HIMT program. You must complete both application requirements.

Your Ivy Tech Community College application package is complete when all of these steps have been successfully accomplished.

Those who did not complete high school can also attend classes for one year, pending the completion of a GED or their high school coursework. Students without a high school diploma or GED are financial aid eligible if they demonstrate Ability to Benefit (ATB).PSAT scores will be accepted for two years after the test was taken, after which COMPASS, ASSET, ACT or SAT scores will be required.*