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An Affirmative Action/Equal Opportunity College

HEALTH INFORMATION TECHNOLOGY 2018 Spring Admissions Information Jamestown Campus

***** Deadline: Until filled *****

Program Description: The Health Information Technology (HIT) curriculum provides individuals with the knowledge and skills to process, analyze, abstract, compile, maintain, manage, and report health information. Students will supervise departmental functions: classify, code and index diagnoses and procedures; coordinate information for cost control, quality management, statistics, marketing, and planning; monitor governmental and non-governmental standards; facilitate research; and design system controls to monitor patient information security. Graduates of this program may be eligible to write the national certification examination to become a Registered Health Information Technician (RHIT). Employment opportunities include hospitals, rehabilitation facilities, nursing homes, health insurance organizations, out-patient clinics, physician's offices, hospice, and mental health facilities.

HIT is a two-year Associate degree program that begins each fall semester. It is a limited enrollment program in which applicants must meet minimum requirements and specific deadlines to be considered for admission. Acceptance into the program is limited to 24 students. **Please note that meeting minimum requirements does not guarantee admission.**

Your official program of study while working on pre-requisites for the Health Information Technology program is Associate in General Education (AGE). AGE is an Associate degree program for students who are interested in pursuing a program of study in general education. This curriculum provides an introduction to the liberal arts and enables the student to tailor the program beyond that point to meet their personal needs and interests. Once you have been selected into the Health Information Technology program, the Admissions Office will change your major. If you are not selected, you are welcome to update your Limited Enrollment status and continue taking classes in AGE or change your major to a non-limited enrollment program.

When an applicant has met the minimum requirements, (s)he must meet with an Admissions Officer for completion of an HIT Minimum Admissions Requirements (MAR) review. This meeting must be completed by the deadline date listed above. Applicants who are not admitted must re-apply, complete a new MAR and Ranking if they wish to be considered for the next fall admission.

GTCC reserves the right to change curriculum and admission requirements without prior notice.

For more information related to the application process, please contact:

Michael Mackey
Admissions Officer
mjmackey@gtcc.edu

PHASE I: MINIMUM ADMISSION REQUIREMENTS

1. Complete college admission process:

Complete an application, submit official high school, GED, or Adult High School, and college transcripts. (College transcripts will be reviewed for possible transfer credit.)

2. Meet minimum placement test scores:

Applicants must be eligible to register for college-level English and Math as evidenced by measures of college-level readiness listed below.

PLACEMENT TESTS

COMPASS		NC DAP			
		Math		English	
		DMA010	7		
Writing	70	DMA020	7	DRE096	Passed
Reading	81	DMA030	7	DRE097	Passed
Algebra	46	DMA040	7	DRE098	Passed
		DMA050	7		

Placement test scores are valid for five years. Applicants who do not meet minimum scores should enroll in the appropriate developmental courses. **All developmental courses must be completed by the deadline date for admission.** College English or Algebra courses with a grade of “C” or higher may waive some of the tests. Acceptable SAT, ACT, PLAN, or PSAT scores within the past five years may also waive placement testing.

SAT & ACT

Component	SAT	ACT
English	500	18
Reading	500	22
Math	500	22

An unweighted high school GPA of 2.6 or higher may waive placement testing (graduation within the last 5 years). The student must meet specific high school course requirements for high school GPA consideration. Applicants who have completed DRE coursework must be eligible to register for college-level English prior to completing their MAR Review. Please see an Admissions Officer to determine the need for placement testing.

3. Complete Minimum Admissions Requirements (MAR) Review:

You must meet with an Admissions Advisor to complete the MAR Review. Failure to do so will hinder your progression to the next phase of the admission requirements. No appointment is necessary.

PHASE II: RANKING REVIEW

Ranking review is required in order to be considered for the class for which you have met the minimum requirements and must be complete by the deadline date. Only courses completed by the deadline date will be used for ranking. Biology courses over 10 years old will not be considered for transfer credit or points in the ranking. CIS courses over 5 years old will not be considered for transfer credit or points in the ranking. Courses with a grade of "C" will meet graduation requirements but have no point value for ranking.

Points	Curriculum Courses	Points	High School Courses (2016 HS Graduates only)
A=12 B=8	BIO 165 or 168 (A & P I) BIO 166 or 169 (A & P II)	A=10 B=6	Advanced Biology Biology
A=6 B=4	ENG 111 ENG 112 or ENG 114 CIS 110 PSY 150 or SOC 210 MAT 143 COM 110 or COM 120 or COM 231 HUM 115	A=5 B=3	10 th grade English 11 th grade English Geometry or Tech Math II Algebra II Honors Math (Algebra III/Trig/Cal)

NOTE: BIO 165/166 (if used) must be completed at the same college or university to receive credit for both courses at GTCC. Students who transfer BIO 165/166 credit from another college must have completed both courses in order to receive ranking points.

Points	Additional Ranking Items
4	Completion of both Anatomy and Physiology I & II with a grade of "C" or better
3	Completion of a college level Allied Health Degree or Diploma Program
2	Completion of high school biology and one additional lab science course with a grade of at least a "C" within the past 3 years. OR completion of BIO 094 within the past 3 years OR completion of college biology course with a grade of "C" or better within the past 10 years.
1	Completion of high school Health Occupations or Medical Careers course within the last 3 years with a grade of "C" or better

Total Points for Ranking:

Adding together the grade points and additional ranking points will determine your total points. Students with the highest points will be accepted. The exact number of students accepted depends on the available space in the program. In case of applicants with the same number of points, the applicant with the highest number of academic points will be ranked higher.

Notification Procedure:

Notification letters will be mailed to those who complete the ranking review (accepted, alternate, and declined applicants). If you did not meet the requirements, were not accepted, or declined admission and wish to be considered for the next available class you must:

- Submit a Limited Enrollment Application Update form
- Complete all admissions requirements (including a new MAR)
- Resubmit evidence for "additional ranking points"

Important Notes to all Applicants

1. Students must have a GPA of 2.0 or better in order to graduate. Students who receive a grade of “D” in a general education course (other than BIO) can graduate as long as their GPA is at least 2.0. However, a grade of “D” in a general education course will not transfer to another institution, nor will GTCC accept a grade of “D” for credit from another institution. Students must have a “C” or better in Anatomy and Physiology I & II in order to graduate.
2. “The HIT Program faculty reserves the right to revise or change course requirements accordance applicable state laws, college requirements, accreditation standards, and /or at the discretion of the HIT Faculty. By accepting admission into the HIT program, the student agrees to at all times abide by the HIT Program requirements and procedures as set forth in the Student Handbook and the respective HIT course syllabus issued at the beginning of each term for each course. Such student is bound by such requirements and procedures regardless of whether they were established before or after the date of enrollment in the HIT Program. Changes made after the publication of the Handbook will be posted as an Addendum to the handbook.”
3. Graduates of this program may be eligible to write the national certification examination to become a Registered Health Information Technician (RHIT). Employment opportunities include hospitals, rehabilitation facilities, nursing homes, health insurance organizations, outpatient clinics, physician's offices, hospice, and mental health facilities.
4. Clinical facilities may require criminal background checks, drug screening, and an OIG review (Office of Inspector General) during participation in the clinical portion of a program. Any expenses associated with these requirements are the responsibility of the student. Pending the outcome, clinical facilities may deny a student the opportunity to complete the clinical portion of a program. A student who is unable to complete the clinical portion of a program will not be able to graduate.
5. Criminal background checks, drug screenings, and an OIG review (Office of Inspector General) may also be required after graduation by examination boards, state licensing boards, and employing agencies. Pending the outcome, a graduate may be disqualified from examination eligibility, state licensure, and/or employment.

HEALTH INFORMATION TECHNOLOGY ESSENTIAL FUNCTIONS

Essential functions are those skills considered to be necessary or fundamental to performance of a job. They are provided here to help you assess the appropriateness of this career field for you. The following are the non-academic essential functions the student must master, with or without reasonable accommodation, in order to complete the Health Information Technology Program and become employable.

COGNITIVE

Measure, calculate, reason, analyze, integrate and synthesize information in a timely manner.

- Apply information, evaluate the meaning of data and engage in critical thinking in the classroom and clinical setting.
- Adapt broad class concepts for unique situations.
- Concentrate to correctly perform health information tasks within the scope of practice.
- Make correct judgments, seeking consultation or supervision as needed.
- Respond positively to constructive feedback.

COMMUNICATION

Interact effectively with other students, faculty, staff, patients, family and other professionals.

- Establish and maintain a professional relationship with patients and colleagues.
- Demonstrate appropriate impulse control and professional level of maturity.
- Communicate effectively with others, both verbally and in writing.
- Convey information in a clear, professional and timely manner.
- Listen and respond to others in an accepting and respectful manner.
- Use correct and appropriate grammar in written and oral communication, being culturally sensitive and professional.

MOTOR SKILLS

Demonstrate sufficient motor function to execute movements required to perform general health information duties.

- Participate, within reasonable limits, to safely maneuver equipment and records to perform duties within scope of work.

Demonstrate sufficient physical endurance to participate fully in the clinical and academic settings at an appropriate level.

- Participate completely in classroom activities.
- Participate fully in required activities in clinical setting including extended periods of sitting, standing, lifting equipment and walking briskly as is reflective of the general practice of health information technology.

PROFESSIONAL CONDUCT

Demonstrate integrity and accountability in clinical and academic settings.

- Complete assignments in a timely manner.
- Respond appropriately to constructive feedback.
- Take tests and examinations on time as scheduled.

Function effectively and adapt to circumstances including highly stressful or rapidly changing situations.

- Examine and change behavior when it interferes with professional relationships in the academic or health care environments.
- Maintain mature, sensitive and effective relationships with patients, colleagues, faculty, staff and other professionals.
- Demonstrate emotional stability to participate fully in the clinical and academic setting at an appropriate level.

Incorporate professional standards of practice into all activities.

- Advocate, uphold and defend the individual's right to privacy and the doctrine of confidentiality in the use and disclosure of information.
- Work effectively with a team in an academic or health care setting.

Present self in a professional manner in clinical and academic settings.

- Dress for the clinical environment per policy, including appropriate hygiene.
- Wear clothing that is not distracting or offensive when in the learning environment.

Utilize computers correctly, effectively and professionally to acquire information and to communicate with others.

- Use Moodle to collect course information.
- Utilize multiple computer systems to complete tasks.
- Utilize the internet to collect current information from credible sources for appropriate patient care
- Communicate via e-mail in a professional and ethical manner.

SENSORY

Demonstrate sufficient hearing to perform health information tasks.

- Acknowledge understanding of verbal communications of the physician and other health care providers.
- Communicate with employees and other hospital staff.

Demonstrate sufficient visual acuity for assessment necessary to perform health information tasks.

- Read provider documentation, statutes, regulations, reference materials and accreditation standards.