

# Health Information Technology Program Admission Requirements

Dear Prospective HIT Student:

Thank you for your interest in the Health Information Technology Program at Volunteer State Community College. As an HIT professional, you will become the expert on patient data that doctors, nurses, and other providers rely on to perform their jobs. By maintaining, collecting, and analyzing health information, your work makes an important contribution to the delivery of quality health care.

Health information professionals can expect to be in high demand as the health care sector expands into the next century. In fact, the Bureau of Labor Statistics cites health information technology as one of the **10 fastest growing occupations** in the US between now and 2012. The health information field places you right where the expanding arena of healthcare meets the cutting edge of technology.

The Health Information Technology Program at Volunteer State Community College may be completed in two years, or if you attend part time, you may complete the program in three years. The program at VSCC is not completely on line, however several of the classes are offered online. Please visit the HIT website at <http://www.volstate.edu/HIT/> and you may find additional information at AHIMA's website: [www.ahima.org/](http://www.ahima.org/) and their Facebook page, <http://tinyurl.com/AHIMACareersFacebook>.

Regarding tuition, you may review our tuition and fees at <http://www.volstate.edu/BusinessOffice/>. Click on the "fees and tuition" link. Please keep in mind that the attached Allied Health Program Costs are only estimates. Tuition and fees generally increase each year beginning in the Fall semester.

Enclosed you will find additional information on the Health Information Technology (HIT) profession and our program. Please feel free to contact me directly if you have any further questions.

Valerie D. Bowling, RHIA

Health Information Technology  
Direct Number: 615.230.3337  
Toll Free Number: 1.888.335.8722 x3337  
Email: [valerie.bowling@volstate.edu](mailto:valerie.bowling@volstate.edu)

### **Description of the Health Information Technology Profession:**

Are you interested in working in the health care industry but not in a direct patient contact role? HIM professionals enjoy a broad selection of job opportunities and options for professional growth. Career opportunities exist not only in the traditional hospital health information management department, but in physician offices, nursing homes, computer vendors, surgical care centers, insurance companies, information system departments and any other health care related organization. Some of your career opportunities are: coding, tumor registry, database administrators, data quality coordinator, analysis, directors, supervisors, and systems analysts.

You may wish to further research the Health Information Technology field by visiting the following websites:

<http://himcareers.ahima.org/>

[www.health-information.advanceweb.com](http://www.health-information.advanceweb.com)

[www.fortherecordmag.com](http://www.fortherecordmag.com)

### **Admission requirements:**

#### **To be considered a “Pre-HIT” student, the following criteria must be met:**

1. A completed formal application submitted to Volunteer State Community College, with a \$10 nonrefundable application fee.
2. All high school transcripts, GED scores, and previous college transcripts forwarded to Admissions. Transcripts must be official and copies will not be accepted.
3. If you are a new or returning college student, you will be required to take the ASSET placement exam unless you have recent satisfactory ACT or SAT test scores. The ASSET exam is used to evaluate your proficiency level in reading, writing, basic mathematics, and algebra. **You should contact the testing center at (615) 230-3484 as soon as possible to schedule your testing.** The results of the tests will determine if you will be required to take any remedial/developmental courses prior to any college level courses. *Developmental Math testing is not required for the HIT program.*
4. Complete and submit the Health Information Technology Program Letter of Intent (see Attachment 1)

#### **Minimum criteria to be considered for OFFICIAL acceptance into the HIT program:**

1. Any developmental/remedial courses **must be** successfully completed in order to be considered for admission into the Program.
2. Successful completion of the following courses (grade of C or better):
  - HIT 115—Introduction to Health Information Technology
  - CIS 100—Microcomputer Literacy & Applications
  - BIOL 2010—Human Anatomy and Physiology I
  - BIOL 2020—Human Anatomy and Physiology II
  - AHC 115- Medical Terminology
3. **You will be given an official Application to the Health Information Technology Program to complete during the spring semester.** The Application must be completed and turned in to the Program Director no later than March 16 to be considered for the HIT program beginning in the summer.
4. Cumulative GPA of 2.5 or better.
5. Completion of an interview for screening purposes.

Preference will be given to students who have completed all general education requirements including, social science, fine arts, and English Composition I. If you have not completed these courses at the time of admission, it will take two years to complete the HIT degree.

**Selection and Notification:**

The selection process is held once a year and the **maximum class size is 25 students per year**. Formal admission into the program is a competitive process. The Program adheres to the College’s equal opportunity policy.

Currently, the following weighted criteria will be used to determine acceptance into the program:

- BIOL 2010 grade
- Number of successfully completed pre-HIT (required general education) courses for the Associate of Applied Science Degree in Health Information Technology
- Interview score
- GPA of pre-HIT (general education) courses
- Strength of personal references
- Formal acceptance will only be confirmed after the required background check has been successfully completed

The HIT Admissions Committee will select each year’s class from the pool of applicants who meet minimum admission criteria. **No applicant will be considered unless the minimum admission criteria are met.** The student will be notified of acceptance in writing prior to the summer semester.

**Expected Length of Program & Class Location:**

Students are expected to follow the established plans of study. If a student deviates from the established plan of study, it may take longer to complete the two-year degree.

**Tuition Costs & Financial Aid**

Fees for Tennessee Residents		
	Full Time (per semester) Based on 12 hours per semester	Part Time (per credit hour)
Maintenance Fee	\$1,416.00	\$118.00
Tuition	\$0.00	\$0.00
Technology Fee	\$112.50	\$9.00
<b>Total</b>	<b>\$1,528.50</b>	<b>\$127.50</b>

If you have questions concerning financial aid, please contact the VSCC Financial Aid Office directly at (615) 230-3456 for assistance. **Please direct all questions related to financial aid to the VSCC Financial Aid Office.**

### **Additional Costs:**

Upon acceptance into the HIT program, you will be responsible for some additional costs not covered in tuition:

- Student membership in AHIMA \$35
- Background check approximately \$80-\$100
- Professional liability insurance approximately \$35
- TB skin test approximately \$10
- Proof of current vaccinations
- Drug screen (dependent upon clinical site)

### **Professional Practice Experience (PPE):**

A professional practice experience, also known as clinical rotations, is required of all students who are admitted into the HIT Program. **PPEs will only be scheduled on weekdays during daytime hours due to clinical site availability.** If you hold employment, you will need to make arrangements to coordinate your work schedule with the clinical rotation. No exceptions will be made for working students.

### **Background Checks:**

Prior to official acceptance into the HIT program, all students will be required to pay for background checks. There are certain convictions that will prevent an individual being eligible to participate in clinical experiences and as a result, not accepted into the program. **If a student does not have a clear background check, he/she will not be accepted into the HIT program.**

The background check includes, but is not limited to, the following:

1. Name and Social Security number verification;
2. Seven-year multi-county or statewide felony and related misdemeanor criminal record search
  - a. Violent Sexual Offender and Predator Registry Search
  - b. Tennessee abuse registry maintained by TN Dept of Health pursuant to T.C.A. Section 68-11-1004
3. HHS/OIG list of excluded individuals/entities-
  - a. GSA list of parties excluded from federal programs
  - b. US Treasury, Office of Foreign Assets Control (OFAC)
  - c. List of Specially Designated Nationals (SDN)

### **Computer Requirements:**

Certain courses within the HIT program are designed in a web-based and/or hybrid structure. These courses will require the use of a computer with access to the Internet for completion of course requirements.

### **Professional Credentials:**

Graduates of this program are eligible to apply to write the registration examination of the American Health Information Management Association for the designation of Registered Health Information Technician (RHIT).

### **Accreditation:**

The Health Information Technology Program is an associate degree program accredited by the Commission on Accreditation for Health Informatics and Information Management Education in cooperation with the sponsoring professional association, the American Health Information Management Association.

**Volunteer State Community College  
Associate of Applied Science  
Health Information Technology Option**

<b>Courses</b>		<b>Credit</b>
<b>Required General Education Courses</b>		
BIOL 2010	Human Anatomy & Physiology I	4
BIOL 2020	Human Anatomy & Physiology II	4
ENGL 1010	English Composition I	3
Fine Arts/Humanities Course (See list in College catalog for choices)		3
Social/Behavioral Science Course (See list in College catalog for choices)		3
<b>Total General Education</b>		<b>17</b>
<b>Required Major Core Courses</b>		
AHC 115	Medical Terminology	3
CIS 100	Microcomputer Literacy & Applications	3
HIT 115	Introduction to Health Information Technology	4
HIT 125	Computer Applications in Health Information (online course)	3
HIT 210	Classification Systems- ICD-9	4
HIT 215	Classification Systems- CPT	4
HIT 225	Pathophysiologic Science (online course)	3
HIT 230	Reimbursement Methodologies (online course)	3
HIT 240	Statistics	3
HIT 250	Legal Aspects of Health Records (online course)	3
HIT 270	Supervisory Management for Health Care I (online course)	3
HIT 275	Supervisory Management for Health Care II	3
HIT 280	Seminar in Health Information Technology (online course)	3
HIT 281C	Professional Practice Experience (I)	3
HIT 282C	Professional Practice Experience (II)	3
<b>Total Major Core</b>		<b>48</b>
<b>Total Degree Requirements</b>		<b>65</b>

## **HIT Course Descriptions:**

### **HIT 115 Introduction to Health Information Technology (FALL AND SPRING ONLY) (4)**

This course is designed to introduce students to the principles of health information management. The development, content, and management of the medical record will be explored as well as a basic overview of health care delivery systems. Emphasis is placed on hospital and medical staff organization; patient record content; procedures in filing, numbering and retention of patient records; quantitative analysis; release of patient information; forms control and design; indexes and registers; regulatory and accrediting agencies; and the transition to an electronic health record. Three lecture, two laboratory hours per week.

### **HIT 125 Computer Applications in Health Information (SUMMER ONLY) (3)**

The purpose of this course is to provide students with knowledge and understanding of the various computer applications and information systems that are encountered in health information departments. Topics for discussion include clinical vocabularies, data repositories (including the various registries), master patient indices, health information abstracting, transcription, the computerized patient record, voice recognition technology and scanning. The use of databases, data collection methods, and the importance of data quality will be discussed. **PREREQUISITE: HIT 115\***

### **HIT 210 Classification System ICD-CM (FALL ONLY) (4)**

A study of the coding and classification of symptoms, diseases, operations and procedures according to the International Classification of Diseases, Clinical Modification (ICD-9-CM). Laboratory experiences will emphasize application of the ICD-9-CM coding manual through the use of a computerized encoder. **PREREQUISITES AHC 115\*, HIT 225\***. Three lecture, two laboratory hours per week.

### **HIT 215 Classification System CPT (SPRING ONLY) (4)**

A study of the descriptive terms and identifying codes for reporting medical services and procedures performed by physicians and outpatient facilities according to the latest version of Current Procedural Terminology (CPT). Laboratory experiences will emphasize application of the CPT coding manual through the use of a computerized encoding system. **PREREQUISITE: HIT 210\***. Three lecture, two laboratory hours per week.

### **HIT 225 Pathophysiologic Science (SUMMER ONLY) (3)**

A study of pathophysiologic processes of the human body with emphasis on the anatomic systems, disease entities, medications, laboratory tests, and imaging results. **PREREQUISITE: HIT 125\*, AHC 115.**

### **HIT 230 Reimbursement Methodologies (SPRING) (3)**

A study of the uses of coded data and health information in reimbursement and payment systems appropriate to all health care settings and managed care.

### **HIT 240 Statistics (FALL ONLY) (3)**

A study of the health care data abstract systems; computation and display of statistical data for administrative use, health care planning and research; statistical terminology; uniform discharge data systems; birth and death registration, rules and regulations; and compilation of standard hospital statistics. **PREREQUISITE: HIT 125\***.

**HIT 250 Legal Aspects of Health Information (SUMMER ONLY) (3)**

This course is designed to assist students with an understanding of the legal principles that govern the health information field. Emphasis is placed on concepts and principles of the law, the health record as a legal document, confidentiality, informed consent, release of information and current trends in health legislation.

**CO-PREREQUISITE: HIT 125.\***

**HIT 270 Supervisory Management for Healthcare I (FALL ONLY) (3)**

A study of the basic principles and theories of management for healthcare organizations focusing on management terminology, decision making, and the planning, organizing and directing functions as used in modern healthcare institutions. **PREREQUISITE: HIT 125\*.**

**HIT 275 Quality Management in Healthcare (SPRING ONLY) (3)**

This course will focus on current philosophy and methodology in quality improvement as applied to healthcare. Emphasis is placed on quality improvements techniques, applications and standards. **PREREQUISITE: HIT 270\*.**

**HIT 280 Seminar in Health Information Technology (SPRING ONLY) (3)**

A capstone course of research and testing based on all domains and knowledge clusters of the curriculum to prepare the student for national certification. **PREREQUISITE: HIT 210\*, HIT 240\*, HIT 270\*, HIT 281C\*.**

**HIT 281C Professional Practice Experience I (FALL ONLY)(3)**

Students are assigned to various types of health care facilities to complete a supervised, professional practice experience in a health information management department. Emphasis is placed on provided opportunities for students to relate classroom theory to actual functions of a health information department, such as assembly and record analysis; medicolegal procedures; information retention; filing and retrieval; and the use of technology. **PREREQUISITE: HIT 115\*, HIT 125\*, HIT 250\*. COREQUISITE: HIT 270\*.** Sixty hours of clinical practice.

**HIT 282C Professional Practice Experience II (SPRING ONLY) (3)**

An extensive clinical practice experience in health care facilities, including a directed practice seminar in which student competency is tested. Sixty hours of clinical practice. **PREREQUISITE: HIT 281C\*.**

## VSCC Health Information Technology Program

### Full-time Plan of Study

#### Two year track

\*This plan assumes you have completed all required remedial/developmental courses.\*

Semester	Course	Description	Semester Hours
<b>Fall</b>	HIT 115	Introduction to Health Information Technology	4
	BIOL 2010	Human Anatomy & Physiology I	4
	ENGL 1010	English Composition I	3
	AHC 115	Medical Terminology	3
	<b>Total hours:</b>		
<b>Spring</b>	CIS 100	Microcomputer Literacy & Applications	3
	BIOL 2020	Human Anatomy & Physiology II	4
	Fine Arts/Humanities Course	See list in College catalog for choices	3
	Social Science Course	See list in College catalog for choices	3
	<b>Total hours:</b>		
<b>SCREENING PROCESS</b>			
<b>Summer</b>	HIT 125	Computer Applications in Health Information (online course)	3
	HIT 225	Pathophysiologic Science (online course)	3
	HIT 250	Legal Aspects of Health Records (online course)	3
	<b>Total hours:</b>		
<b>Fall</b>	HIT 210	Classification Systems- ICD-9-CM	4
	HIT 240	Statistics	3
	HIT 270	Supervisory Management for Health Care I (online course)	3
	HIT 281C	Professional Practice Experience I	3
	<b>Total hours:</b>		
<b>Spring</b>	HIT 215	Classification Systems- CPT	4
	HIT 230	Reimbursement Methodologies (online course)	3
	HIT 280	Seminar in Health Information Technology (online course)	3
	HIT 275	Quality Management in Healthcare	3
	HIT 282C	Professional Practice Experience II	3
	<b>Total hours:</b>		
<b>Total Degree Requirement</b>			<b>65</b>

## VSCC Health Information Technology Program

### Part-time Plan of Study

#### Three year track

\*This plan assumes you have completed all required remedial/developmental courses.\*

Semester	Course	Description	Semester Hours
Fall	HIT 115	Introduction to Health Information Technology	4
	BIOL 2010	Human Anatomy & Physiology I	4
	ENGL 1010	English Composition I	3
	<b>Total hours:</b>		<b>11</b>
Spring	CIS 100	Microcomputer Literacy & Applications	3
	BIOL 2020	Human Anatomy & Physiology II	4
	<b>Total hours:</b>		<b>7</b>
<b>SCREENING PROCESS</b>			
Summer			
	HIT 125	Computer Applications in Health Information (online course )	3
	HIT 250	Legal Aspects of Health Records (online course)	3
<b>Total hours:</b>		<b>6</b>	
Fall	HIT 270	Supervisory Management for Health Care I (online course)	3
	HIT 240	Statistics	3
	Fine Arts/Humanities Course	See list in College catalog for choices	3
	<b>Total hours:</b>		<b>9</b>
Spring	HIT 275	Quality Management in Healthcare	3
	HIT 230	Reimbursement Methodologies (online course)	3
	Social Science Course	See list in College catalog for choices	3
	<b>Total hours:</b>		<b>9</b>
Summer	HIT 225	Pathophysiologic Science (online course)	3
	AHC 115	Medical Terminology	3
	<b>Total hours:</b>		<b>6</b>
Fall	HIT 210	Classification Systems- ICD-9-CM	4
	HIT 281C	Professional Practice Experience I	3
	<b>Total hours:</b>		<b>7</b>
Spring	HIT 215	Classification Systems - CPT	4
	HIT 280	Seminar in Health Information Technology (online course)	3
	HIT 282C	Professional Practice Experience II	3
	<b>Total hours:</b>		<b>10</b>
<b>Total Degree Requirement:</b>		<b>65</b>	

## **Frequently Asked Questions**

### **What if I do not get accepted into the program?**

There are no guarantees to being formally accepted. There may be many qualified applicants which is why we use a number of different factors to help determine admission. If you are not accepted, there may be other HIT options available, such as our medical transcription certificate program or coding certificate program.

### **If I have all of the general education courses, how long will it take me to complete?**

Once you are formally accepted into the program, it will take three semesters to complete. We encourage you to have the general education courses completed prior to entering the Program so that you do not have to take other courses while trying to balance the HIT coursework.

### **Do I have to take the HIT courses in the order they are shown on the schedule?**

Yes, you must take HIT courses in the sequence listed on your chosen Plan of Study. Each course has pre-requisites and you must have passed all the courses in one semester to continue into the next semester.

### **Can I complete my clinicals at night or on the weekend?**

No, all clinical rotations must be completed during the week during regular business hours.

### **Why am I required to take Anatomy and Physiology?**

While health information does not involve direct patient contact, you must have a high level of clinical knowledge. You will be reading and interpreting medical documentation, surgical reports, etc. and must have detailed understanding of the human body. In addition, you will be working with physicians, nurses and other clinical staff and must be able to effectively communicate with them.

### **What's the typical salary range?**

HIM professionals can look forward to competitive salaries. The Bureau of Labor Statistics cites health information technology as one of the 20 fastest growing occupations in the US. New HIT graduates with associate's degrees and the RHIT credential can earn \$25,000 to \$36,000 annually. Please visit the Bureau of Labor Statistics webpage for additional information of HIT careers at: <http://www.bls.gov/oco/ocos103.htm>.



**Health Information Technology Program  
Letter of Intent**

Please complete this letter and submit to Program Director if you are interested in pursuing the Health Information Technology Degree.

**\*Please note--this is NOT an official application to the program.\***

Name: \_\_\_\_\_

Present Address:

\_\_\_\_\_  
Street/P.O. Box

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip)

Home Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**Please select the option you are interested in:**

\_\_\_\_\_ Day classes held at the main campus in Gallatin

\_\_\_\_\_ Night classes held in combination at off-site location and the main campus

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Send completed form to:**

Volunteer State Community College  
Attn: Valerie D. Bowling, RHIA, Director/Instructor HIT  
1480 Nashville Pike  
Gallatin, TN 37066

*\*If preferred, you may fax the completed form to: (615) 230-3251*