



Lamar Institute of Technology
Allied Health Department

Dear Applicant:

Thank you for considering LIT's Health Information Technology Program for your education and career. Attached please find all necessary instructions and forms for your application to the Health Information Technology Program. Please follow all directions thoroughly and completely, remembering that all materials must be submitted to us on or before May 15th.

We look forward to receiving your credentials. If we may be of any help, please contact us at 409 839-2918 or 409 839-2929.

Sincerely,

Debbie Long

Debbie Long, M.S., RHIA, RHIT, CCS
Program Director

PROCEDURES FOR ADMISSION TO THE HEALTH INFORMATION TECHNOLOGY PROGRAM

1. Admission to Lamar Institute of Technology and Lamar University (if needed).
2. Completion of the "Application to the Health Information Technology Program".
3. Must have met all requirements of Texas Success Initiative (TSI). (COMPASS, THEA, ACCUPLACER, ASSET)
4. Official transcripts from all previous college(s) and/or technical school(s) sent to the Program Director of Health Information Technology.
5. All applicants are required to spend 24 hours volunteering in a health information department. (written verification required)
6. All application forms, transcripts, and examination scores must be sent to the Program Director of Health Information Technology by May 15th. Written notice of acceptance into the program will be sent to each applicant.
7. Students not accepted will need to reapply with a new application and new transcripts.

YOU WILL BE RESPONSIBLE FOR YOUR OWN TRANSCRIPTS. THE DEPARTMENT WILL NOT FURNISH THIS INFORMATION.

HEALTH INFORMATION TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE DEGREE

Health Information Technology professionals play a critical role in maintaining, collecting and analyzing the data that doctors, nurses, and other healthcare providers rely on to deliver quality healthcare. They are experts in managing patient health information and health records, administering computer information systems, coding the diagnoses and procedures for healthcare services provided to patients, preparing healthcare statistics, and continuous quality improvement.

Health Information Technology prepares the student for employment in a multitude of settings throughout the healthcare industry including hospitals, physician offices and clinics, long-term care facilities, insurance companies, government agencies and home care providers. Graduates are prepared to serve as entry-level health information technicians. Upon successful completion of the program, students earn an Associate of Applied Science degree.

Students are accepted into the program in the fall of each year. The number of students is limited to space available in clinical agencies. Admission to the program is based on academic success and past medical experiences. Applicants must complete all requirements of the Texas Successive Initiative (THEA/COMPASS or equivalent) prior to admission to the program. Those students who have not completed the requirements of TSI must reapply one year later during the normal admission times. Students are required to obtain a criminal background screening and must meet acceptable established criteria.

Applications and information for selection criteria for admission are available in the Health Information Program Office. Applications and supporting documentation are due **May 15th** of each year. Students are encouraged to take supporting courses prior to applying to the program. All courses in the curriculum must be completed with a grade of "C" or better.

The Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education. Graduates are eligible to apply for admission to the national examination administered by the American Health Information Management Association.

Health Information Technology – Associate of Applied Science Degree

Program of Study (69 credit hours)

Pre-Enrollment Courses

BIOL 2301	Anatomy & Physiology I	3:3:0
BIOL 2101	Anatomy & Physiology Lab I	1:0:2
BIOL 2302	Anatomy & Physiology II	3:3:0
BIOL 2102	Anatomy & Physiology Lab II	1:0:2
		8:6:4

General Education Courses

DORI 0200	College Success Skills+	2:2:0
ENGL 1301	Composition I	3:3:0
MATH 1332	Contemporary Math I	3:3:0
SOCI 1301	Introductory Sociology	3:3:0
HUMA 1315	Fine Arts Appreciation	3:3:0
COSC 1301	Microcomputer Applications	3:3:0
		17:17:0

Fall 1

HITT 1305	Medical Terminology	3:2:2
HITT 1345	Health Care Delivery Systems	3:3:0
HITT 1401	Health Data Content/Structure	4:3:2
		10:8:4

Spring 1

HITT 1211	Computers in Health Care	2:2:0
HITT 1249	Pharmacology	2:2:0
HITT 1253	Legal & Ethical Aspects of Health Information	2:2:0
HPRS 2301	Pathophysiology	3:3:0
ENGL 2311	Technical & Business Writing	3:3:0
		12:12:0

Fall 2

HITT 1355	Health Care Statistics	3:3:0
HITT 1441	Coding & Classification Systems	4:3:2
HITT 2266	Practicum I	2:0:16
HITT 2343	Quality Assessment	3:3:0
		12:9:18

Spring 2

<u>HITT 2267</u>	Practicum II*	2:0:16
<u>HITT 2339</u>	Health Information Organization/Supervision	3:3:0
<u>HITT 2435</u>	Coding/Reimbursement Methods	4:3:2
<u>ITSW 1304</u>	Intro to Spreadsheets	3:2:2
		12:8:20

* Capstone course

+ Institutional requirement.

PHYSICAL REQUIREMENTS FOR HEALTH INFORMATION TECHNOLOGY

The following are essential physical requirements for any Health Information Technicians as compiled from observations of a wide variety of job experiences.

VISUAL ACUITY

- Perform specific health information technology processes required by the job that include close vision, color vision, and the ability to adjust focus.
- Perform data entry tasks using standard computer equipment in clinical settings.

HEARING ACUITY

- Hearing must be sufficient to communicate with others.
- Hear and retain pertinent information to relay and follow instructions from physicians, peers, or patients in clinical settings.
- Hear and respond to requests for information from physicians, peers, or patients in clinical settings.
- Work in environment with moderate noise level.

SPEAKING ABILITY

- Speak clearly and loudly enough to be understood by physicians, peers, or patients in clinical settings, or on the telephone.
- Good communication skills are also necessary to maintain good interpersonal relationships with physicians, peers, or patients in clinical settings.

DIGITAL DEXTERITY

- Must have fine hand and finger movement for use on standard medical office equipment.
- Arms and hands or functional artificial limbs are essential to maintain balance to accomplish required duties in HIT clinical setting.
- Legs and feet or functional artificial limbs are essential to maintain balance to accomplish required duties in HIT clinical setting.

PHYSICAL ABILITY

- Sit or stand for the majority of a normal workday.
- Maneuver between floors of an institution.
- Pull/push equipment used in HIT department.
- Lift and move up to 25 pounds.
- Ability to reach above shoulder level for filing or gathering health data and records in clinical facilities.
- Ability to reach with hands and arms, stoop, kneel, crouch, or crawl.

PROGRAM COSTS

Costs include tuition, books, uniforms, malpractice insurance, transportation, food, and a physical before starting the fall semester each year.

REQUIREMENTS FOR ADMISSION ELIGIBILITY TO THE HEALTH INFORMATION TECHNOLOGY PROGRAM

The number of students admitted to the program is limited. The number is dependent on the number of clinical sites available. Selection of students will be based on those students with the greatest number of points.

MINIMUM QUALIFICATIONS

1. 2.25 GPA on **all** college work, including transfer, academic and technical courses.
2. Completion of **all** requirements of Texas Success Initiative (TSI).
3. Completion of **both** semesters of anatomy and physiology with a grade of “**C**” or better.

CRITERIA FOR THE SELECTION OF STUDENTS

A point value system will be utilized and students will be awarded points for the following:

1. College GPA (2.5 GPA = 2.5 pts). The overall GPA must be **2.25** to be admitted to the program.
2. The grade point equivalent for each of the required academic courses which are completed with a grade of **C** or better, i.e., A=4, B=3, C=2.
3. One point will be given for completion of each required academic course. This includes those completed in the spring semester. (proof of enrollment & current grade must be submitted by May 15th)
4. Two points will be given to those completing volunteer time by May 15th. (written verification required)

CRIMINAL BACKGROUND SCREENING

All students admitted to Health Information Technology Program will be screened for a Criminal Background.

The clinical agencies used by LIT are required by the Joint Commission on Accreditation of Healthcare Organizations to ensure that personnel having contact with patients be free of any past or present criminal behavior that might jeopardize the welfare of the patient or personnel. ***To comply with this requirement the following criminal histories will disqualify an individual from consideration for admission into the Health Information Technology Program:***

1. Misdemeanor or convictions/deferred adjudication or felony convictions/deferred adjudication involving crimes against persons (physical or sexual abuse).
2. Misdemeanor convictions/deferred adjudication related to moral turpitude (prostitution, public lewdness/exposure, etc.).
3. Felony convictions/deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances.
4. Registered sex offenders.

Lamar Institute of Technology

Application for Admission to the Health Information Technology Program

Date _____ Social Security _____ Telephone _____

Name _____ Date of Birth _____

Mailing Address _____ City _____ State _____ Zip _____

Residence Address _____ City _____ State _____ Zip _____

Email Address _____ Cell Phone _____

Name, address, and telephone of person to be notified in case of emergency _____

List of Technical Schools or Colleges Attended **Dates From/To** **Degree/Certificate Awarded**

Previous medical experience? _____ Explain _____

Have you ever been arrested or convicted of any crime other than a minor traffic violation? _____

Date you wish to enter the Health Information Technology Program _____

Do you have any medical problems that might limit you in performing the duties of a Health Information Technician?

yes no

I can certify that the above information is true and correct.

Signature

NOTE: This form and all other information requested must be received in the office of the Director by May 15th to be considered for admission.

Lamar Institute of Technology is an equal opportunity/affirmative action educational institution and employer. Students, faculty and staff members are selected without regard to their race, color, creed, sex, age, handicap or national origin, consistent with the Assurance of compliance with Title IX of the Education Amendments of 1972, as amended; Section 504 of the Rehabilitation Act of 1973. Inquiries concerning application of these regulations may be referred to the Director of Human Resources.

PLEASE MAIL APPLICATION AND ORIGINAL TRANSCRIPTS TO:

**Lamar Institute of Technology
Health Information Technology Program
P.O. Box 10061
Beaumont, TX 77710**