

# HEALTH INFORMATION TECHNOLOGY, CAREER ASSOCIATE OF SCIENCE

The online associate degree program in Health Information Technology at Albany State University is designed to prepare the student for entry-level employment as a health information technician who performs tasks related to the use, analysis, presentation, abstracting, coding, storage, and retrieval of health care data in manual or electronic form.

The program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), 200 East Randolph Street, Suite 5100, Chicago, IL 60601, (312) 235-3255, <http://www.cahiim.org>.

Graduates are eligible to take the national certification examination given by the American Health Information Management Association (AHIMA). Upon successful completion of the examination, the health information technician is awarded the professional credential of a Registered Health Information Technician (RHIT) by the American Health Information Management Association (AHIMA), 233 North Michigan Avenue, 21st Floor, Chicago, IL 60601-5809, <http://www.ahima.org>.

Students may declare a Health Information Technology (HIT) plan of study upon enrolling at the university to receive academic advising while completing the prerequisite coursework for program entry. Declaring a plan of study does not guarantee admission into the program. A student may be deemed a Health Science major until officially being declared a HIT program student by the program director.

The HIT program admits one class per year that begins each Fall semester (mid-August). Program applications are due by June 1<sup>st</sup> of the year you wish to enter the program.

The deadline for applying (June 1<sup>st</sup>) occurs during the SUMMER semester prior to the FALL semester start date. If a student is enrolled in courses that will complete all requirements during the Summer semester of the June 1<sup>st</sup> deadline, the student may submit the application with those required courses still in progress.

An application is deemed complete when all requested materials have been submitted. It is the student's responsibility to ensure their application is complete. Applications that are incomplete or submitted after **June 1st** may not be considered. The HIT Selection Committee evaluates applicants based on criteria such as GPA and the number of completed prerequisite hours. Interviews may be conducted as part of the selection process. Acceptance offers will be made to students who meet all admission requirements, ranked according to their final evaluation. Applications are available in the Health Sciences Office, J-210.

## Program Admission Requirements

For full consideration for admission to the Health Information Technology program, the student must:

1. Be admitted to Albany State University.
2. Complete all required Learning Support courses.
3. Complete all courses required for entry to the program with a "C" or better. Courses required for admission to the program include ALHE 1120, BIOL 2411K, BIOL 2412K, BUSA 2101, and ENGL 1101.

4. Have a minimum GPA of 2.5.
5. Complete and submit an application for admission to the HIT program to the Program Director by June 1<sup>st</sup>.

## Additional Requirements

1. Before registering and being enrolled in the HIT program, students should access Distance Learning on the ASU website for orientation to online system requirements.
2. To continue in the Health Information Technology Program, a minimum grade of "C" is required in all HITE courses. If the student fails to make a "C" in an HITE course, and it is the student's first failure, the student may reapply to the HITE Program. All of the student's previous HITE work will be evaluated by the program director. More than one "W", "D" and/or "F" in HITE courses will result in permanent dismissal from the program (this may be two courses or failure in the same course twice).
3. High-speed internet connection is highly recommended for optimal use of AHIMA's Virtual Lab, EHR Go, and other assigned applications. The AHIMA Virtual Lab and EHR Go applications require a paid subscription.
4. Professional liability insurance, required for the program, is available through the college. The annual cost is approximately \$17.50 and is included in the program fees. Additionally, Allied Health students are required to have student health insurance that meets the minimum standards set by the University System of Georgia through an active parent, individual, family, employee-sponsored, DCHP, or government-sponsored plan. Students who are not covered by a policy will be charged for the USG Student Health Insurance Plan (SHIP).
5. Because of the nature of the profession, the student is required to sign and abide by a statement that the student will honor the confidential nature of health/medical records (HIPAA). A charge of breach of confidentiality will be treated according to the procedures outlined in the Student Handbook, "Code of Conduct."
6. Once enrolled in the HIT program, failure to exhibit professional behavior will result in the student being withdrawn from the program and deemed ineligible for re-admission to the HIT program. Unprofessional behavior is defined as:
  - a. misrepresentation of self or falsifying information on program application
  - b. disruptive or abusive behavior in an online class
  - c. breach of confidentiality statement and/or
  - d. suspicion of cheating will be dealt with in accordance with the Student Handbook, "Code of Conduct."
7. Student membership to the American Health Information Management Association (AHIMA) is recommended. The cost of student membership is \$49.00 per year.
8. A student may be denied permission to continue in the HIT program if, in the opinion of the HIT faculty, the Chair of Health Sciences, the Dean of the Darton College of Health Professions, and the Vice President of Academic Affairs, the student does not demonstrate the necessary qualifications for a health information technician.
9. To satisfactorily complete the curriculum and to develop the skills required of an entry level health information technician, the student must demonstrate:
  - a. Visual Acuity (with or without corrective lenses): to read paper, microfilm, and electronic documents.
  - b. Physical Ability: to process reports and records, to operate equipment necessary for record keeping (for example, manually operated filing equipment, printers, microfilm reader/printers,

computer keyboard), and to move about in space limited by compacted filing.

- c. **Manual Dexterity:** to perform the fine motor functions necessary to document analysis of records (i.e., must use pens, pencils, and manage papers), and to operate electronic equipment (i.e., computers, word processors).
  - d. **Hearing** (with or without aids): to hear the spoken voice in order to be able to respond verbally.
10. The student must abide by the policies and procedures of the Health Information Technology Program as defined by the Program Handbook.
  11. *Albany State University Code of Conduct Policies related to Disruptive and Obstructive Behavior will be enforced in an online program just as it would be in a traditional classroom. Exhibit of such behavior may result in dismissal from the program.*

**For additional Health Science Division policies that apply to this program, please refer to Academic Regulations, Section R – T.**

\*All HITE courses are only offered online with the exception of HITE 2610. HITE 2600 and HITE 2610 constitute 120 hours of the professional practice experience, with HITE 2610 being completed in an acute care facility.

Students may declare an HIT plan of study upon college enrollment for the purpose of advisement while completing courses required for admission to the program. However, declaring this plan of study does not guarantee admission to the HIT Program. A separate application is required for consideration of acceptance into this program.

## Full-time Track

Code	Title	Semester Hours
<b>Courses required for program admission, semester 1</b>		
ENGL 1101	English Composition I	3
BIOL 2411K	Human Anatomy and Physiology I	4
ALHE 1120	Medical Terminology	2
MATH 1111	College Algebra	3
<b>Courses required for program admission, semester 2</b>		
BIOL 2412K	Human Anatomy and Physiology II	4
BUSA 2101	Survey of Computer Applications	3
COMM 1000	Cultural Diversity in Communication	2
POLS 1101	American Government	3
<b>Program Courses:</b>		
<i>Fall Semester</i>		
HITE 2100	Health Record Content and Structure <sup>1</sup>	3
HITE 2400	Pathophysiology and Pharmacology <sup>1</sup>	3
HITE 2137	Fundamentals of Health Information Management <sup>1</sup>	3
<i>Spring Semester</i>		
PSYC 1101	General Psychology	3
<i>Spring Semester</i>		
HITE 2150	Coding I <sup>1</sup>	4
HITE 2250	Legal & Ethical Issues in Health Information Technology <sup>1</sup>	3
ARTS 1100	Art Appreciation <sup>2</sup>	3
or DANC 1100	Dance Appreciation	
or MUSC 1100	Music Appreciation	

or THEA 1100	Theater Appreciation	
ACCT 2101	Accounting Principles I	3
<i>Summer Semester</i>		
HITE 2110	Organization and Supervision in Health Information Management <sup>1</sup>	2
HITE 2160	Coding II <sup>1</sup>	2
HITE 2200	Healthcare Statistics <sup>1</sup>	2
HITE 2600	Professional Practice I <sup>1</sup>	2
<i>Fall Semester</i>		
HITE 2170	Advanced Coding and Reimbursement <sup>1</sup>	4
HITE 2500	Health Information System Applications <sup>1</sup>	3
HITE 2550	Quality Assessment <sup>1</sup>	3
HITE 2610	Professional Practice II <sup>1</sup>	2
HITE 2650	Seminar on Health Information Technology <sup>1</sup>	1
<b>Total Semester Hours</b>		<b>70</b>

## Part-time Track

Code	Title	Semester Hours
<b>Courses required for program admission, semester 1</b>		
ENGL 1101	English Composition I	3
BIOL 2411K	Human Anatomy and Physiology I	4
<b>Courses required for program admission, semester 2</b>		
BIOL 2412K	Human Anatomy and Physiology II	4
ALHE 1120	Medical Terminology	2
MATH 1111	College Algebra	3
<b>Courses required for program admission, semester 3</b>		
BUSA 2101	Survey of Computer Applications	3
POLS 1101	American Government	3
COMM 1000	Cultural Diversity in Communication	2
<b>Program Courses:</b>		
<i>Fall Semester</i>		
HITE 2100	Health Record Content and Structure <sup>1</sup>	3
HITE 2400	Pathophysiology and Pharmacology <sup>1</sup>	3
HITE 2137	Fundamentals of Health Information Management <sup>1</sup>	3
<i>Spring Semester</i>		
HITE 2150	Coding I <sup>1</sup>	4
PSYC 1101	General Psychology	3
<i>Summer Semester</i>		
HITE 2110	Organization and Supervision in Health Information Management <sup>1</sup>	2
HITE 2160	Coding II <sup>1</sup>	2
HITE 2200	Healthcare Statistics <sup>1</sup>	2
<i>Fall Semester</i>		
HITE 2170	Advanced Coding and Reimbursement <sup>1</sup>	4
HITE 2500	Health Information System Applications <sup>1</sup>	3
<i>Spring Semester</i>		
HITE 2250	Legal & Ethical Issues in Health Information Technology <sup>1</sup>	3
ARTS 1100	Art Appreciation <sup>2</sup>	3
or DANC 1100	Dance Appreciation	
or MUSC 1100	Music Appreciation	

or THEA 1100 Theater Appreciation

*Summer Semester*

ACCT 2101	Accounting Principles I	3
HITE 2600	Professional Practice I <sup>1</sup>	2

*Fall Semester*

HITE 2550	Quality Assessment <sup>1</sup>	3
HITE 2610	Professional Practice II <sup>1</sup>	2
HITE 2650	Seminar on Health Information Technology <sup>1</sup>	1

**Total Semester Hours** **70**

<sup>1</sup> Pre-requisite courses must be taken prior to program admission.

<sup>2</sup> Humanities requirement may be met by taking any literature or appreciation course in the Humanities Area of the Core IMPACTS (<http://catalog.asurams.edu/undergraduate/core-curriculum/#coreimpactstext>).