

Valencia College

2017-2018 Program Guide for the Associate in Science Degree in Health Information Technology

Admission requirements are subject to change. Please check for any admission updates:
valenciacollege.edu/west/health/admissionupdates.cfm

Application Deadline: June 15, 2018 for Fall 2018

Students are admitted to Valencia's Health Information Technology (HIT) Program by a selective admission process. The Health Sciences Admission Committee confirms a limited number of students once a year to begin the program in the Fall Term.

ADMISSION CHECKLIST

The admission requirements that **MUST** be satisfied **PRIOR** to submitting an application to the HIT Program are:

- _____ 1. Read about the Health Information Technology admission and program requirements at valenciacollege.edu/health and the Valencia Catalog <http://valenciacollege.edu/catalog/>; read this program guide in its entirety and confirm you are capable of meeting the Core Performance Standards listed within this guide.
- _____ 2. Be a U.S. Citizen, a U.S. permanent resident or an International Student.
International Student: legal immigrant/visa status with employment authorization. See the U.S. Department of State directory of visa categories to verify visa employment options:
<https://travel.state.gov/content/visas/en/visit/visitor.html>
- _____ 3. Attend a Health Sciences Information Session (**strongly recommended**). Information Session dates are posted on the Health Sciences website: valenciacollege.edu/health.
- _____ 4. Submit a completed Valencia Application for Admission via Valencia's website at <http://valenciacollege.edu/>, click on **Future Students, Admissions**, and pay the application fee; satisfy the requirements for Degree-Seeking Status, including submission of all official transcripts, and be in Active Student Status.
- _____ 5. Satisfy the Valencia entry testing requirements and satisfactorily complete any mandatory courses in Reading, Professions of Caring or New Student Experience, Mathematics, English and English for Academic Purposes in which you are placed (must be at college-level for Reading, Mathematics, and English). For more information about Mandatory Courses:
<http://catalog.valenciacollege.edu/entrytestingplacementmandatorycourses/mandatorycourses/>
- _____ 6. Complete the Prerequisites for Admission, with a minimum grade of C:
 - BSC 2093C Anatomy & Physiology I
 - BSC 2094C Anatomy & Physiology II
 - HSC 1531 Medical Terminology
 - CGS 1060C Introduction to Computers OR CGS 2100C Computer Fundamentals and Application**BSC2094C, HSC1531, and CGS1060C (or CGS2100C) may be in progress at the time of application, but must be completed with a minimum grade of C by the program start date.**

To be competitive for admission, these and additional Science and General Education courses should be completed with high grades. See the point system that follows.

- _____7. Have a minimum overall college GPA of 2.5 including all undergraduate transfer work. Must be in good academic standing.
- _____8. After completing Numbers 1 – 7 and prior to the application deadline, submit a Valencia Health Information Technology Program application; pay the \$15 non-refundable Health Sciences program application fee, and submit any required documentation. The application can be found at valenciacollege.edu/health.

Estimated program costs can be found at: <http://valenciacollege.edu/west/health/AdmissionUpdates.cfm>

***GUIDELINES for ALL HEALTH SCIENCE LIMITED ACCESS PROGRAMS
(EXCEPT THE BACHELOR DEGREE PROGRAMS and ADVANCED TECHNICAL CERTIFICATES)***

Valencia's Health Sciences programs are offered through the Divisions of Allied Health and Nursing, which provide information about specific admission criteria for the programs. The Health Sciences Program Guides, of which this is one, are developed for a specific academic year (August to July) and, as a rule, changes to admission and program requirements become effective at the start of an academic year; however, **Valencia College reserves the right to make changes in admission and program requirements as circumstances require.** If a mid-year change becomes necessary, it will be indicated in the information for the specific program at <http://valenciacollege.edu/west/health/AdmissionUpdates.cfm>.

Students interested in a health sciences career are encouraged to explore the many challenging and rewarding opportunities available in health sciences professions. Valencia offers eight health sciences programs which lead to an A.S. degree. They are the Cardiovascular Technology, Dental Hygiene, Diagnostic Medical Sonography, Emergency Medical Services Technology (including EMT and Paramedic technical certificates), Health Information Technology, Nursing (R.N.), Radiography, and Respiratory Care. Admission to these programs is limited because of clinical facilities and staff.

Students whose official records indicate they are seeking admission to a limited access Associate in Science (A.S.) health sciences program will have the health sciences program designated as their secondary major and the Associate in Arts (A.A.) Degree designated as their primary major in order to maximize their educational opportunities. If the student has already earned a Bachelor's or A.A. degree, the student will not have A.A. designated as a primary major.

Valencia offers eight health sciences programs which lead to an A.S. degree. They are Cardiovascular Technology, Dental Hygiene, Diagnostic Medical Sonography, Emergency Medical Services Technology (including EMT and Paramedic technical certificates), Health Information Technology, Nursing (R.N.), Radiography, and Respiratory Care. Admission to these programs is limited because of clinical facilities and staff. Once you complete your A.S. degree in Health Information Technology, you can continue at Valencia to earn a bachelor-level Advanced Technical Certificate (ATC) in Leadership in Healthcare. With additional education at the bachelor's level and professional experience, you will enhance your skills and may have more career options available.

Most programs have an application deadline, but some do not. If a program application deadline falls on Saturday, Sunday or a Valencia holiday, the deadline will become the following Valencia business day. Health Sciences program applications are available at valenciacollege.edu/health. Program applications received after the deadline date will not be considered for the identified term. Students who are not accepted will need to reapply for a future term.

Students must complete the Valencia Application for Admission and the application for the specific health sciences program. Admission to Valencia does not imply acceptance to the health sciences program.

Students may apply to more than one limited access Health Science program; however, enrollment is limited to only one Health Sciences program in a term. A new program application is required if reapplying for admission. Having previously earned a college degree does not grant an advantage in admission to a Health Sciences program that does not require a degree for admission nor does it exempt students from taking the Test of Essential Academic Skills (TEAS) if the TEAS is required for admission to the program.

All communication from Valencia relative to program admission will be via your **Atlas e-mail address**. Written communication you initiate with Valencia staff should also be via your Atlas e-mail account and should include your full name and your Valencia ID number.

BACKGROUND CHECK, FINGERPRINTING, DRUG TESTING, IMMUNIZATIONS AND CPR CERTIFICATION

The Health Sciences programs include student clinical rotations in external affiliate health care facilities with which Valencia has agreements for student clinical assignments. The affiliates' policies require that students serving in a clinical rotation be cleared of offenses that would disqualify them from participating in student clinical assignments. Thus, all students **conditionally* accepted** to a Health Sciences program are required to submit to a criminal background check, fingerprinting and drug testing as well as provide documentation of specific immunizations and American Heart Association (AHA) and Basic Life Support (BLS) CPR certification for health care providers **following acceptance to a program**. The timeframe for meeting these requirements will be provided in the Orientation information that will be sent to the student upon acceptance through ATLAS email. NOTE: Non-Immigrant visa holders must complete their background check, fingerprinting, drug testing, immunizations and CPR certification at least six months in advance of the anticipated start term.

***If you have a positive background check, fingerprint or drug screening, you *may* be denied enrollment in a Health Sciences program due to the inability to participate in a student clinical assignment.** If you have concerns regarding known background issues, it is recommended that you email questions to hscompliance@valenciacollege.edu.

MANDATORY ORIENTATION

The mandatory program Orientation for accepted students usually is held four to six weeks prior to the program start date. Once accepted to a program, students will receive an email via ATLAS regarding the Orientation date, requirements and deadlines. The Orientation materials will give the student information regarding the processes for completing background checks, fingerprinting, drug screening, and other requirements through CastleBranch.com.

TRANSPORTATION TO CLINICAL SITES

If accepted to a program, students will be responsible for furnishing transportation to the community and/or hospital facilities used by Valencia for clinical practice.

HEALTH INFORMATION TECHNOLOGY ADMISSION POINTS GUIDE

The Health Sciences Admission Committee uses the following point system as a guide in the selection of qualified students to be admitted to the **Health Information Technology Program**. Student selection is based on the total number of points earned below. In case of a tie, overall GPA will be considered.

PROGRAM COURSE REQUIREMENTS THAT AWARD POINTS TOWARD ADMISSION

Program Prerequisites:

BSC2093C must be completed with a C or better prior to the application deadline.

**BSC2094C, HSC1531, and CGS1060C (or CGS2100C) may be in progress at the time of program application, but must be completed with a minimum grade of C by the program start date.*

BSC 2093C	Human Anatomy & Physiology I	A=10 pts, B=8 pts, C=6 pts
*BSC 2094C	Human Anatomy & Physiology II	A=10 pts, B=8 pts, C=6 pts
*HSC 1531	Medical Terminology	A=10 pts, B=8 pts, C=6 pts
*CGS1060C OR CGS2100C	Introduction to Computers OR Computer Fundamentals and Applications	A=10 pts, B=8 pts, C=6 pts
The following courses are required for the degree and will result in more admission points if completed with a minimum grade of C prior to the application deadline.		
ENC 1101	Freshman Composition I	A=6 pts, B=3 pts, C=1 pt
MAC 1105	College Algebra	A=6 pts, B=3 pts, C=1 pt
PSY 2012	General Psychology	A=6 pts, B=3 pts, C=1 pt
Humanities	Any course that meets the General Education Humanities requirement: Core or Institutional	A=6 pts, B=3 pts, C=1 pt

RELATED EXPERIENCE ADMISSION POINTS AWARDED

Current Certification	Certified Coding Associate (CCA), Certified Coding Specialist (CCS), Certified Coding Specialist-Physician Based (CCS-P) or Certified Professional Coder (CPC)	5 pts
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OPTIONS FOR ADDITIONAL POINTS

HSC 1004 OR SLS1122	Professions of Caring - OR - SLS1122 New Student Experience	A=5 pts, B=3 pts, C=1 pt A=3 pts, B=2 pts, C=1 pt
PHI 2600	Ethics and Critical Thinking (can also satisfy Humanities requirement)	A=3 pts, B=2 pts, C=1 pt
Career Pathways	A high school program (<i>formerly Tech Prep</i>)	2 pts
Alternate	Previous-year applicant placed on Alternate List	3 pts

Total Points = _____ Total Possible Points: 82

**HEALTH INFORMATION TECHNOLOGY
CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION**

ISSUE	STANDARD	EXAMPLES OF REQUIRED ACTIVITIES (NOT ALL INCLUSIVE)
Critical Thinking	Critical thinking ability sufficient for safe clinical judgment. Ability to make fast decisions in stressful situations in a professional manner.	* Identify cause-effect relationships in clinical situations, and display good coping mechanisms.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	* Establish rapport with patients, families, and colleagues.
Communication	Communication abilities sufficient for interaction with others in verbal and written form.	* Report data using appropriate data presentation techniques, and effective oral and written communication skills.
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces.	* Move around workspaces, file rooms and office areas.
Motor Skills	Gross and fine motor abilities sufficient to keyboard, file, and code.	* Use equipment, computers and encoders programs.
Hearing	Auditory abilities sufficient to monitor and assess health needs.	* Hear phones, alarms, emergency signals, and cries for help.
Visual	Visual ability sufficient for observation and assessment necessary in care of client records.	* Prepare and process health information accurately.
Tactile	Tactile ability sufficient for processing health data.	* Perform filing, coding and preparing reports.

Health Information Technology (HIT) is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. Based on these requirements, the above list of “Core Performance Standards” has been developed. Each standard has an example of an activity or activities, which a student will be required to perform while enrolled in the HIT Program. These standards are a part of each HIT course and of the professional role expectation of a Health Information Technologist.

For the purpose of the HIT Program, a “qualified individual with a disability is one who, with or without reasonable accommodations or modifications, meets the essential eligibility requirements for participation in the program.” The Division of Allied Health at Valencia makes no preadmission inquiries concerning an applicant’s disability status. Information related to an applicant’s disabilities is not a part of the information reviewed by the Admission Committee.

These Performance Standards should be used to assist students in determining whether accommodations or modifications are necessary for the student to meet program requirements. A student who identifies potential difficulties with meeting the Performance Standards should communicate his/her concerns to an advisor in the Office for Students with Disabilities. The student has the responsibility to identify and document the disability and to request reasonable and appropriate adjustments. Determination is made on an individual basis as to whether any accommodations or modifications can be reasonably made.

VALENCIA COLLEGE DIVISIONS OF ALLIED HEALTH AND NURSING
Sample Form of the Health and Physical Core Performance Requirements

Asses Ability to Meet Program Requirements	Y E S	N O	If NO, Note Limitations	Asses Ability to Meet Program Requirements	Y E S	N O	If NO, Note Limitations
General Requirements (has the ability to...)				Require Lifting (ability to lift...)			
Sit				Up to 10 lbs.			
Stand				11 to 24 lbs.			
Walk				25 to 34 lbs.			
Bend				35 to 50 lbs.			
Kneel				Up to and over 100 for some Clinical Areas			
Crouch				Pushing/Pulling (ability to push and pull...)			
Twist				Up to 10 lbs.			
Maintain Balance				11 to 24 lbs.			
Reach				25 to 34 lbs.			
Climb Stairs				35 to 50 lbs.			
Sensory Requirements (has ability for...)				Up to and over 100 for some Clinical Areas			
Far Vision							
Near Vision				Hand Manipulation (ability with...)			
Color Vision				Simple Grasping			
Depth Perception				Firm Grasping			
Seeing Fine Details				Fine Manipulation			
Hearing Norm Speech				Use of Keyboards			
Hearing Overhead Pages							
Infectious Diseases				Mental & Emotional Requirements (ability to...)			
Chemical Agents				Cope with high level of stress			
Dust, Fumes, Gases				Make decisions under high pressure			
Extremes in Temperature or Humidity				Cope with anger/fear/hostility of others in a calm way			
Hazardous or Moving Equipment				Concentrate			
Loud Noises				Handle a high degree of flexibility			
				Handle multiple priorities in stressful situations			
				Demonstrate high degree of patience			
				Work in areas that are close and crowded			
				Verbally Communicate under stress			

Health Information Technology

Associate in Science Degree (CIP# 1351070700)

Limited-Access

This program is designed to prepare students for employment in a variety of healthcare setting. Although medical records and health information technologists do not provide direct patient care, they work regularly with physicians and other healthcare professionals. Health information technologists organize and manage health information data by ensuring its quality, accuracy, accessibility, and security in both paper and electronic systems. They use various classification systems to code and categorize patient information for reimbursement purposes, for databases and registries, and to maintain patients' medical and treatment histories. Health information technologists can specialize in many aspects of health information. Some careers in Health IT are: Technical and IT security specialist, project manager, corporate health information director, application and implementation specialist, systems analyst, data analyst, system architect, interface expert, and data quality manager. Most work as medical coders, sometimes called coding specialists, or as cancer registrars. Some of the major employment sectors for health information technology professionals are hospitals, clinics, schools, consulting firms, insurance companies, healthcare associations, pharmaceutical companies, and public healthcare organizations. Other primary employment sectors are nursing homes, doctors' offices, rehabilitation centers, government agencies, and bio-tech companies.

College Admission Requirements:

- Review the general admission requirements for Health Sciences programs in the Admissions section of the Valencia College catalog.
- Submit a completed Valencia Associate Degree Application for Admission; satisfy the requirements for degree seeking students and be in active student status.
- Satisfy the college entry testing requirements and satisfactorily complete all mandatory courses in reading, New Student Experience (SLS 1122), or Professions of Caring (HSC 1004) for students pending acceptance for a health sciences program, mathematics, English, and English for Academic Purposes in which you are placed
- Complete all Health Information Technology Prerequisites courses for admission with a minimum grade of "C".
- Have a minimum overall college GPA of 2.5 (including transfer work).
- Submit the completed Valencia Health Information Technology Program application with the application fee.

Program Information

- The identified courses in the program curriculum include all courses that are required for the Health Information Technology A.S. degree. A minimum grade of "C" must be achieved in all courses in the program curriculum, including prerequisite courses required for admission.
- The courses in the curriculum are progressive in nature, with one course building on the preceding course. Because of this progressive relationship, all courses in a term must be completed with a minimum grade of "C" in order to continue to the next term. If a student achieves less than a "C" or withdraws from any course that is required for the Health Information Technology A.S. degree, the student will not be allowed to continue in the program.
- Students are strongly encouraged to consult their campus based health sciences advisor for assistance in determining the best education plan for their career goals.

Note:

- All accepted applicants are required to submit application through Valencia for a criminal background check and drug testing. Applicants for Valencia's Health Sciences programs must be free of offenses that would disqualify them from a student clinical experience in a healthcare setting and must have their civil rights intact. This procedure is in response to requirements by clinical agencies and state/federal regulations.
- Estimated program expenses are given in the Financial section of the Valencia College catalog.

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) or HSC1004 (3 credits) for students pending acceptance to a health sciences program and a mathematics

course appropriate to your selected meta-major (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.S. degree programs. For specific courses see the *Foundation Courses* on the “Program Requirements” tab. For course sequencing recommendations, see your Career Program Advisor or create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Alternative Ways to Earn Credit

Graduates of specific programs at Orange County Technical Colleges and TECO may be eligible to receive college credit for specific courses in this program. You may also be eligible to receive credit toward this degree if you have earned an approved industry certification such as the AHIMA certification or AAPC certification. For more information and requirements, go to valenciacollege.edu/asdegrees/transferenceements.cfm to view the award of credit options. Eligible students should contact the related academic department and/or Career Program Advisor at Valencia for the award of credit.

Technical Certificates

The Health Information Technology A.S. degree also offers the following college credit certificate program. This certificate program can put you on the fast-track to reaching your career goals. It is designed to equip you with a specialized skill set for entry-level employment or to upgrade your skills for job advancement, and all of the courses in the certificate are embedded in the A.S. degree. Click on the Certificate tab at the top of the page for more information about the course requirements.

- Medical Information Coder/Biller (37 credits) (CIP # 0351070714)

Potential Careers

- Health Information Technician
- Medical Records Technician

Salary & Earnings Information

For salary and wage information, visit: www.floridawages.com (<http://www.floridawages.com>).

Contacts

Future Students

Contact Enrollment Services at enrollment@valenciacollege.edu or call 407-582-1507

Current Students

Active Valencia students who are *pending program acceptance* may meet with the pending Allied Health Program Advisor in the campus Student Services department. For Information Sessions, Admission Guides, Program Applications, and the most updated information, visit the website at: <http://valenciacollege.edu/west/health/> *Accepted, in-program* students will meet with their assigned Career Program Advisor after confirming acceptance.

Program Outcomes

1. Perform entry level skills competently as described by the scope of practice for Health Information Technology.
2. Perform effective communication skills within the healthcare setting.
3. Practice professional behaviors within a healthcare setting.
4. Execute critical thinking and problem solving skills within the healthcare setting.

Prerequisite for Admission

		Credit Hours
Fall Term		
HSC 1531	Medical Terminology ⁺	3
BSC 2093C	HUMAN ANATOMY AND PHYSIOLOGY I ^{++~}	4
BSC 2094C	HUMAN ANATOMY PHYSIOLOGY II ^{++~}	4
CGS 1060C or 2100C	INTRO TO COMPUTERS ⁺	3

Year I

		Credit Hours
Fall Term		
HIM 1000	Intro to Health Mgmt ⁺⁺	2
HIM 1430	Principles of Disease ⁺⁺	3
HSC 1149	General Pharm for Hlth Prof	1
HIM 1012	Legal Aspects of Health Info	3
MAC 1105	College Algebra ^{++~}	3

Spring Term		
HIM 1110	Health Data Concepts ⁺ *	3
ENC 1101	FRESHMAN COMPOSITION I ⁺ *~	3
HSA 1100	Health Care Delivery Systems	3
HIM 2222C	BASIC ICD CODING	4
Summer Term		
HIM 1211	Health Info Technologies ⁺ *	2
HIM 1800L	PROFESSIONAL PRACTICE EXPERIENCE ⁺ *	2
HIM 2729C	ADVANCED ICD CODING AND REIMBURSEMENT	4
Year II		
Fall Term		
HIM 2253	Basic CPT Coding ⁺ *	3
HIM 2512	Supervision, Org, and Mgmt	3
HIM 2810L	PROFESSIONAL PRACTICE EXPERIENCE II ⁺ *	2
HIM 2214	Health Care Stats and Research	2
HIM 2500	Quality and Perf Improvement	3
Spring Term		
HIM 2820L	PROFESSIONAL PRACTICE EXPERIENCE III ⁺ *	2
HIM 2960	Health Info Tech Review	2
Humanities:: See Gen. Ed. Core or Institutional Requirements ⁺ *~		3
PSY 2012	General Psychology ~	3
Total Credit Hours:		70.0

+ This course must be completed with a grade of C or better.

* This course has a prerequisite or co-requisite; check description in Valencia catalog.

~ This is a general education course.

Notes:

Specialized program courses are offered on the West Campus.

Specialized courses may not be offered every session or on every campus.

Upon earning the A.S. degree in Health Information Technology, eligible applicants can continue at Valencia to complete a bachelor-level Advanced Technical Certificate (ATC) in Leadership in Healthcare (<http://catalog.valenciacollege.edu/degrees/associateinscience/alliedhealth/healthinformationtechnology/%20/degrees/advancedtechnicalcertificates/leadershipinhealthcare>). Additional education at the bachelor's level and professional experience can enhance skills and create more career options.

Associate in Science (A.S.) Degree students who wish to pursue a Bachelor's Degree have the opportunity to transfer into a related bachelor's degree (2 +2) that is offered at any state college in Florida. Students who want to continue their education should discuss the career path with their Career Program Advisor, as well as contact their State College of choice for acceptance of this degree.

Program Description:

Medical Information Coder/Biller

This certificate prepares students for entry-level employment as medical coders and health insurance specialists. The medical coder is responsible for assigning correct diagnostic and procedural codes to medical documentation from patients' medical records to ensure appropriate medical insurance reimbursement and compliance. The Medical Information Coder/Biller program content is comprehensive, covering both inpatient and outpatient coding and documentation principles. Coding and Billing professionals work 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.

Medical Information Coder/Biller

Program Requirements:

This is a three semester program with courses offered online. The program is open-entry with no prerequisite. Students may start the program any semester. The credits in this certificate program apply toward the Health Information Technology Associate in Science Degree. Core courses may not be offered every semester.

Program Outcomes

1. Perform entry level skills competently as described by the scope of practice for Health Information Technology.

Term 1		Credit Hours
HSC 1531 or OST 1257C	MEDICAL TERMINOLOGY ⁺	3
HIM 1000	INTRODUCTION TO HEALTH INFORMATION MANAGEMENT ⁺	2
OST 1467C	INTRODUCTION TO BODY SYSTEMS FOR OST [^]	3
HIM 2222C	BASIC ICD CODING ⁺	4
Term 2		
CGS 1060C or CGS 2100C, or OST 2854C	INTRODUCTION TO COMPUTERS ⁺	3
HIM 1430	PRINCIPLES OF DISEASE ⁺	3
HIM 2729C	ADVANCED ICD CODING AND REIMBURSEMENT ⁺	4
HIM 1012	LEGAL ASPECTS OF HEALTH INFORMATION MANAGEMENT ⁺	3
Term 3		
HIM 1110	HEALTH DATA CONCEPTS ⁺	3
HSA 1100	HEALTH CARE DELIVERY SYSTEMS ⁺	3
HSC 1149	GENERAL PHARMACOLOGY FOR HEALTH PROFESSIONALS ⁺	1
HIM 2253	BASIC CPT CODING ⁺	3
HIM 2810L	PROFESSIONAL PRACTICE EXPERIENCE II ⁺	2
Total Credit Hours:		37.0

⁺ This course must be completed with a grade of C or better.

^{*} This course has a prerequisite; check the description in the Valencia catalog

[^] Students majoring in Health Information Technology AS degree are highly recommended to take BSC 2093C Human Anatomy & Physiology 1, in place of OST 1467C Introduction to Body Systems for OST.