

VALENCIA COLLEGE

Admission Guide for the Associate in Science Degree in Health Information Technology (HIT)

The application will be available on May 1st 2025

Admission requirements and application deadlines are subject to change. Please **check** for any admission updates.

Students are admitted to Valencia College's Health Information Technology (HIT) Program by a selective admission process. The Health Sciences Admission Committee selects 25 students once per year to begin the program in the Fall term.

*NOTE: Students who complete the HIT program also complete the Technical certificate: Medical Info Coder/Biller.

ADMISSION CHECKLIST:

The admission requirements that **MUST** be satisfied **PRIOR** to application submission to the Health Information Technology Program are:

1. Read about Health Information Technology admission, [program requirements](#), and Valencia College [Catalog](#); read this program guide in its entirety to confirm you are capable of meeting the Core Performance Standards listed in this guide.
2. Be a U.S. Citizen, a U.S. permanent resident or an International Student.
International Students: In addition to a background check required for clinical compliance (after program acceptance), a second background check from your home country is required. If you have a concern about how this may impact your program acceptance, please contact the Health Sciences Compliance Office: HSCCompliance@valenciacollege.edu.
 - (See [Page 5](#) of this Program Guide for [clinical compliance information](#))
 - **NOTE: All individuals who have DACA, Temporary Protection Status, Refugee, Asylee status, etc. must complete the [Employment Authorization Document \(EAD\)](#) prior to submitting application.**
3. Attend a School of Allied Health Information Session (**strongly recommended**). Information Session dates are posted on the Health Sciences [website](#).
4. Submit a completed [Valencia College Application](#) for Admission, click on **Future Students, Admissions**, and pay the \$35 application fee; satisfy the requirements for [Degree-Seeking Status](#) and [be in Active Student Status](#). Admission to Valencia College does **not** imply acceptance to a health sciences program.
5. Submit **all official transcripts** from all institutions (include High School transcripts or GED score report) must be submitted to Valencia College and posted on your record prior to applying. Students using AP/IB/CLEP scores to satisfy one or more prerequisite courses must request official scores from collegeboard.org (AP/CLEP) or ibo.org (IB). AP/IB/CLEP credits earned as 'Z' grades on record equate to 'A' grades for points.
***Note: If you are a transfer student and are not considered "first time in college" you are not required to submit a high school transcript.**
6. Must be at least 18 years of age by the program start date.
7. Satisfy the Valencia College 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, English).
8. Complete/be in progress of the prerequisites for Admission with a minimum grade of "C":
 - **HSC 1531 Medical Terminology**
 - **CGS 1060C Intro to Computers (OR CGS 2100C Computer Fundamentals)**
9. Have a minimum **overall college GPA of 2.0** including all undergraduate transfer work for admission into the program. Must be in good academic standing. **NOTE:** Transfer students with completed coursework at Valencia College also need to have a minimum Institutional/Valencia College GPA of 2.0 at the time of applying (in addition to the minimum overall college GPA of 2.0).

10. Prior to submitting your program application, you are encouraged to meet with your assigned advisor. You can locate your assigned advisor by logging into Atlas, Courses tab, Academic Profile. We strongly recommend that you meet early in your course planning to ensure all requirements, including program pre-requisite courses mentioned in this guide, are met.
11. After completing numbers 1 – 10 and prior to the application deadline, submit a completed [Health Information Technology Program application](#), and pay the \$15 non-refundable Health Sciences program application fee.

HEALTH INFORMATION TECHNOLOGY (HIT) ADMISSION POINTS GUIDE

Student selection is based on the total number of points earned below. In the case of a tie, overall GPA will be considered. *If a student was previously accepted into a Health Sciences Program at Valencia College and subsequently deemed ineligible for return to the program, the selection committee has the right to contact the applicant's previous program. This information will be included in the consideration for program admission.*

PROGRAM COURSE REQUIREMENTS THAT AWARD POINTS TOWARD ADMISSION

The first two courses are prerequisite courses that must be completed by the program application deadline with a minimum grade of a C or higher. *NOTE: if prerequisites are in progress at the time of application, they must be completed with a minimum grade of C by the program start date (if conditionally accepted). Points are not awarded for in-progress classes

You may not repeat a course for grade forgiveness for which you previously have earned a grade of A, B or C.

HSC 1531 Medical Terminology	A=10 pts, B=8 pts, C=6 pts	3.0 credit hours
CGS 1060C Introduction to computers -OR- CGS 2100C Computer Fundamentals and Applications	A=10 pts, B=8 pts, C=6 pts	3.0 credit hours
The following courses are required for graduation with the degree. Completion of these courses with a minimum grade of C prior to the application deadline will result in more admission points to be a competitive applicant.*NOTE: HIM1453 is offered through the Technical Certificate Medical Info Coder/Biller program, and in the first term of HIT (after acceptance). BSC2093C & BSC2094C together may substitute for HIM 1453.		
*HIM 1453 Anatomy & Physiology OR BOTH: BSC 2093C and BSC 2094C	A=3 pts, B=2 pts, C=1 pt	3.0 credit hours
ENC 1101 Freshman Composition I	A=3 pts, B=2 pts, C=1 pt	3.0 credit hours
STA 2023 Statistical Methods	A=3 pts, B=2 pts, C=1 pt	3.0 credit hours
Core Humanities	A=3 pts, B=2 pts, C=1 pt	3.0 credit hours
Core Science	A=3 pts, B=2 pts, C=1 pt	3.0 credit hours
POS 2041, AMH 2010 or AMH 2020 U.S. Government or U.S. History <i>Points are not awarded for "D" grades</i>	A=3 pts, B=2 pts, C=1 pt	3.0 credit hours
Earn a passing score (60%) on the Florida Civic Literacy Exam (FCLE)	1 pt	
ADDITIONAL ADMISSION POINTS AWARDED (OPTIONAL)		
The following courses are <u>not</u> required for graduation with the degree. Completion of these courses with a minimum grade of C prior to the application deadline will result in additional admission points to be a competitive applicant.		
HSC 1004 Professions of Caring OR SLS 1122 New Student Experience	A=3 pts, B=2pts, C=1pts	3.0 credit hours
Alternate (previous year applicant identified as an Alternate)	3 pts	

Total Possible Points: 45

NOTE: Transfer courses may need to be reviewed by an Advisor for potential course substitution or equivalency. Courses taken at other institutions may not be equivalent to Valencia College Allied Health Program course requirements, as listed in this guide. Course substitution or equivalency must be on your Valencia College record before submitting the program application. Course substitutions are only permitted when students have not previously earned a grade of A, B or C for the required course. *Transfer courses with 'S' or 'P' grades need to be reviewed for eligibility by the [Health Sciences team](#).*

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

Valencia College's Health Science programs are offered through the department of Health Sciences and the Department of 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 becoming effective at the start of an academic year. **Valencia College, however, 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 for the specific program on the [Program Updates](#) page.

Students interested in a health sciences career are encouraged to explore the many challenging and rewarding opportunities available in health professions. The health sciences programs may have clinical experiences that expose the student to blood borne pathogens via contact with bodily fluids including, but not limited to blood and saliva. Students accepted into these programs will be expected to adhere to the Centers for Disease Control (CDC) guidelines for the use of Standard Precautions. The CDC defines standard precautions as "a set of precautions designed to prevent the transmission of HIV, Hepatitis B virus (HBV), [and] other blood borne pathogens when providing first aid or health care." Under standard precautions, blood and certain body fluids are considered potentially infectious for HIV, HBV, and other blood borne pathogens. Students will be expected to adhere to hand hygiene protocols and consistent use of personal protective equipment including masks, gloves, and eyewear. In some health sciences programs, students may need to conduct peer-to-peer examinations in lab settings.

Valencia College 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 (Emergency Medical Technology) and Paramedic technical certificates), Health Information Technology (including Medical Information Coder/Biller technical certificate), 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 Cardiovascular Technology, you can continue at Valencia College to earn your Bachelor's degree in Cardiopulmonary Sciences or a bachelor-level Advanced Technical Certificate (ATC) in Echocardiography. With additional education at the bachelor's level and professional experience, you will enhance your skills and have more career options available.

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 major.

APPLICATION INFORMATION

Program Application information for each admission cycle can be found on the [program's webpage](#). 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 a Valencia College application for admission and the application for the specific health sciences program. General Admission to Valencia College 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 ATI Test of Essential Academic Skills (TEAS) if the ATI TEAS is required for admission to the program.

Communication Policy: Application review may take **4-6 weeks after the deadline closes.** Students are expected to check Atlas email regularly for any communication about an application. Application updates are **only** communicated through the Valencia College Atlas email. Students who are offered an accepted program seat are required to attend the mandatory program orientation to keep the seat and start the program. The admission decision email will include a **strict deadline** to accept an offered program seat. If a response is not received by the deadline of the acceptance invite, then the next student will be invited for the opportunity of acceptance.

Mandatory Orientation: The mandatory program Orientation for accepted students may be 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 completed through the designated vendor.

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 College 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 an American Heart Association (AHA) and Basic Life Support (BLS) CPR certification 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. **All clinical Compliance must be met a few days prior to beginning the program by the class start date.** Students may need to renew their background and drug testing requirements annually. Email the [Compliance Department](#) for more details at ***If you have a positive background check, fingerprints, 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 the Compliance Department

TRANSPORTATION TO CLINICAL SITES

Students accepted in the Health Information Technology Associate in Science Degree program may be assigned a practicum site in Orange, Osceola, and/or Polk Counties. If accepted to a program, students will be assigned a site by the clinical coordinator and will be responsible for furnishing transportation to the assigned community and/or hospital facilities used by Valencia College for clinical practice.

Valencia College is an [Equal Opportunity](#) Institution

HEALTH INFORMATION AND TECHNOLOGY CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION

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 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 School of Allied Health at Valencia College 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 identifying the academic and clinical expectations for all students. Students who may need reasonable accommodations to fulfill required program outcomes or clinical expectations are encouraged to contact the [Office for Students with Disabilities](#) to engage in an interactive process regarding their request. It is the student’s responsibility to notify and register with the Office for Students with Disabilities to identify and receive reasonable accommodations. Reasonable accommodations are effective only after engaging in this process and are not retroactive. Determination is made on an individual basis as to whether any accommodations or modifications can be reasonably made.

CRITERIA	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.

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

Assess Ability to Meet Program Requirements	Y E S	N O	If NO, Note Limitations	Assess 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				Hand Manipulation (ability with...)			
Near Vision							
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			