VALENCIACOLLEGE

2019-2020 Program Guide for the Associate in Science Degree in Health Information Technology

Application Deadline: June 15, 2020 for Fall 2020
Admission requirements are subject to change. Please check for any admission updates.

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 per 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: F-1, J-1, and all other non-immigrant visa types eligible to enroll in degree-seeking programs, must complete their background check, fingerprinting, drug testing, immunizations and CPR certification at least **six months** in advance of the anticipated start term. Contact the Health Sciences Compliance Office to begin the compliance process and background check at email: HSCompliance@valenciacollege.edu.
NOTE: All individuals who have DACA, Temporary Protection Status, Refugee, Asylee status, etc. must complete the Employment Authorization Permit (EAP) prior to submitting application.

_____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** from all institutions (include High School transcripts or GED score report) must be submitted to Valencia and posted on your record, and be in Active Student Status.

_____5.   Must be at least 18 years of age by the program start date.

_____ 6.   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/

_____ 7.   Complete the Prerequisites for Admission, with a minimum grade of C:

The grade for each course must be posted on your Valencia transcript.
- BSC 2093C Anatomy & Physiology I
- HSC 1531 Medical Terminology
- CGS 1060C Introduction to Computers OR CGS 2100C Computer Fundamentals and Application

BSC2093C, 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.

_____8.   Have a minimum **overall college GPA of 2.5** including all undergraduate transfer work for admission into program. Must be in good academic standing.
NOTE: Transfer students with completed coursework at Valencia College also need to have a minimum institutional/Valencia GPA of 2.0 at the time of applying (in addition to the minimum overall college GPA of 2.5).

_____9.   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.

_____10.   After completing numbers 1 – 9 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 and must be received by Valencia College Business Office by the program deadline or it will be denied.

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 Science programs are offered through the School of Allied Health and the School 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 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 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 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 of the health sciences programs, students may need to conduct peer-to-peer examinations in lab settings.

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 (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 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.

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
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/west/health/AppDeadlines.cfm. 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 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 ATI Test of Essential Academic Skills (TEAS) if the ATI TEAS is required for admission to the program.

All communication from Valencia relative to program admission will be sent 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 **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.

Students may need to renew their background and drug testing requirements annually. Email the Compliance Department for more details at HSCompliance@valenciacollege.edu

*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.

Valencia is an Equal Opportunity Institution: http://valenciacollege.edu/HR/EqualAccessEqualOpportunity.cfm

HEALTH INFORMATION TECHNOLOGY ADMISSION POINTS GUIDE

The Health Sciences Admission Committee uses the following point system as a guide in the selection of the 25 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.

Note: 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 three courses are prerequisite courses that must be completed with a C or greater. *BSC 2093C, 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. You may not repeat a course for grade forgiveness for which you previously have earned a grade of A, B or C.*		
BSC 2093C	Human Anatomy & Physiology I	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.		
BSC 2094C	Human Anatomy & Physiology II	A=10 pts, B=8 pts, C=6 pts
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

Transfer courses may need to be reviewed by an Advisor for potential course substitution or equivalency. NOTE: courses taken at other institutions may not be equivalent to Valencia Allied Health Program course requirement, as listed in this guide. Course substitution or equivalency must be on your Valencia record before submitting program application.

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)	10 pts

OPTIONS FOR ADDITIONAL POINTS

HSC 1004 OR SLS1122	Professions of Caring - OR – 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 or NAF (AOHS) Graduate	High school programs	2 pts
Alternate	Previous-year applicant placed on Alternate List	3 pts

Total Points = _____   Total Possible Points: 87

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 School 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 SCHOOLS OF ALLIED HEALTH AND NURSING
Sample Form of the Health and Physical Core Performance Requirements

Asses Ability to Meet Program Requirements	YES	NO	If NO, Note Limitations	Asses Ability to Meet Program Requirements	YES	NO	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			