

# VALENCIA COLLEGE

## 2023-2024 Program Guide for the Associate in Science Degree in Health Information Technology (HIT)

**Application Deadline:** May 31st, 2023 for Fall 2023

**Admission requirements and application deadlines 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 selects 25 students once per year to begin the program in the Fall term. Students who complete the HIT program also complete the [T.C. Medical Info Coder/Biller](#).

### ADMISSION CHECKLIST

**The admission requirements that must be satisfied PRIOR to application submission to the HIT Program are:**

-----1. Read about HIT admission, [program requirements](#), and the Valencia [Catalog](#); read this program guide in its entirety to confirm you are capable of meeting the Core Performance Standards listed in this guide.

-----2. Must 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: [HSCompliance@valenciacollege.edu](mailto:HSCompliance@valenciacollege.edu) (See Page 3 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 an application.

-----3. Attend a Health Sciences Information Session (**strongly recommended**). Information Session dates are posted on the Health Sciences website: HYPERLINK "<http://www.valenciacollege.edu/health>"[valenciacollege.edu/health](http://www.valenciacollege.edu/health) Submit a completed [Valencia 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 does not imply acceptance to a health sciences program.

-----4. Submit a completed Valencia 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 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 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](http://collegeboard.org) (AP/CLEP) or [ibo.org](http://ibo.org) (IB). AP/IB/CLEP credits earned as 'Z' grades on record equate to 'A' grades for points.

-----6. Must be at least 18 years of age by the program start date.

-----7. 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, English).

-----8. Complete the Prerequisites for Admission, with a minimum grade of C:

**HSC1531** Medical Terminology

**CGS 1060C** Intro to Computers **OR** **CGS 2100C** Computer Fundamentals

**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 (if conditionally accepted).** To be competitive for admission, these and additional General Education courses should be completed with high grades. See the point page.

-----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.** 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 2.0).

-----10. Prior to program application submission, you are encouraged to meet with your assigned advisor. You can locate your assigned advisor by logging into Atlas, Courses tab, in the Academic Profile. It's recommended that you meet early in your course planning to ensure all requirements, including the program prerequisite courses in this guide are met.

-----11. After completing numbers 1–10 prior to the application deadline, submit a completed HIT Program application and pay the \$15 non-refundable program application fee. The application can be found at [valenciacollege.edu/health](http://valenciacollege.edu/health).

## HEALTH INFORMATION TECHNOLOGY (HIT) 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.

*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

**Highlighted courses** below are the new degree requirements to graduate with the A.S. Health Information Technology degree. **You may not repeat a course for grade forgiveness for which you previously have earned a grade of A, B or C.**

The first two courses are prerequisite courses that must be completed with a C or greater. <b>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 (if conditionally accepted).</b>			
HSC 1531	Medical Terminology	A=10 pts, B=8 pts, C=6 pts	3.0 Credit Hours
CGS 1060C – OR – CGS2100C	Introduction to Computers – OR – Computer Fundamentals and Applications	A=10 pts, B=8 pts, C=6 pts	3.0 Credit Hours
The following courses are required for the <b>degree graduation</b> but are not required for admission. 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. <b>*NOTE: HIM1453 is offered through the Technical Certificate Medical Info Coder/Biller program, and in the first term of HIT (after acceptance). BSC2093C &amp; BSC2094C together may substitute for HIM1453.</b>			
*HIM 1453	Anatomy & Physiology	A=10 pts, B=8 pts, C=6 pts	3.0 Credit Hours
<b>Or Both</b>			
BSC 2093C	Human Anatomy & Physiology I	A=10 pts, B=8 pts, C=6 pts	4.0 Credit Hours
BSC 2094C	Human Anatomy & Physiology II	A=10 pts, B=8 pts, C=6 pts	4.0 Credit Hours
ENC 1101	Freshman Composition I	A=10 pts, B=8 pts, C=6 pts	3.0 Credit Hours
STA 2023	Statistical Methods	A=6 pts, B=3 pts, C=1 pt	3.0 Credit Hours
Humanities	Any course that meets the <b>Core General Education</b> Humanities requirement	A=6 pts, B=3 pts, C=1 pt	3.0 Credit Hours
*POS2041 or AMH2020	U.S. Government or U.S. History ( <b>Civic Literacy</b> )	A=6 pts, B=3 pts, C=1 pt	3.0 Credit Hours
<b>Science</b>	Any course that meets the <b>Core General Education</b> Science requirement	A=6 pts, B=3 pts, C=1 pt	3.0 Credit Hours

*\*POS2041 & AMH2020 completed with a grade 'D' is accepted due to meeting graduation, however, points are **not** earned for this grade.*

**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 Allied Health Program course requirements as listed in this guide.** Course substitution or equivalency must be on your Valencia record **before** applying. 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](#)*

### ADDITIONAL ADMISSION POINTS AWARDED (OPTIONAL)

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 ( <b>does not satisfy the 'Core' graduation requirement</b> )	A=3 pts, B=2 pts, C=1 pt
Alternate	Previous-year applicant placed on Alternate List	3 pts
<b>Civic Literacy</b>	Earn a passing score ( <b>60%</b> ) on the <a href="#">Florida Civic Literacy Exam</a> (FCLE) <b>Required for the graduation of the degree.</b>	1 pt

➤ Please check [Program Updates](#) page for the most updated information. Click here for [estimated program costs](#).

Total Points = \_\_\_\_\_ Total Possible Points: 86

# 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 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 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 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.

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 specific [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 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

**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 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. **All clinical Compliance must be met to begin the program.**

Students may need to renew their background and drug testing requirements annually. See the Compliance Department for more details at [HSCompliance@valenciacollege.edu](mailto: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](mailto:hscompliance@valenciacollege.edu).

### TRANSPORTATION TO CLINICAL SITES

Student 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 for clinical practice.

**HEALTH INFORMATION 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 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. **Valencia is an Equal Opportunity Institution:** <https://valenciacollege.edu/about/equal-opportunity-title-ix/>

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 ALLIED HEALTH 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
<b>General Requirements</b> (has the ability to...)				<b>Require Lifting</b> (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				<b>Pushing/Pulling</b> (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.			
<b>Sensory Requirements</b> (has ability for...)				Up to and over 100 for some Clinical Areas			
Far Vision				<b>Hand Manipulation</b> (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				<b>Mental &amp; Emotional</b> 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			