Hello and welcome to the online information session for the Health Information Technology Associate Degree program at Austin Community College. We are pleased that you are interested in a career in Health Information Technology.

This presentation will cover basic information about Health Information Technology and the role of the Health Information Technician as a part of the healthcare team.

Significant information will be provided in these slides and audio narrative. You may wish to view or listen to the presentation several times to ensure that you have all the information you need to apply for admission to the program.
The first goal of this information session is to give you a brief overview of the roles and responsibilities of someone in the field of Health Information Technology.

Secondly, I will list the requirements and documentation that you must submit for admission into the Health Information Technology Program.

If, at the end of the session, you do not understand something about the required documents, there will be contact information provided to assist you with any questions you may still have.
For more information on the content in this online information session, please click on the links on the left side of the Health Information Technology home page. If you have questions at any time during this information session, just click the pause button at the bottom of the slide and write down your questions. You may also check the Frequently Asked Questions section of the website or speak with the Health Sciences Information/Admissions Office for answers. You will find contact information at the end of the presentation.
Health information technicians and medical coders play a critical role in healthcare, even though they rarely interact with patients. Every time you hear a health statistic on the news, read a doctor's diagnosis in your health record, or use your health insurance card, you can be certain a medical coder or health information technician is playing a role. Taking physicians' written words and turning them into alphanumeric codes for insurance companies, trained coders are in more demand than ever as doctors and hospitals go paperless.

Health Information Technicians maintain, collect and analyze, as well as code health information. They are also involved in reporting this data for reimbursement purposes, for facility planning purposes, for marketing, for quality assessment, for research and for other purposes as well.
The Health Information Technology Program provides the classroom support and clinical training you need to be successful in your career. In addition to credit hours in the health information technology field, the student completes a variety of other coursework in Math, English, Speech, Humanities or Fine Arts, and Social or Behavioral Sciences. This coursework will help to prepare you to function in the work setting you choose when you complete your degree. You will complete 69 credit hours to earn your Associate Degree in Health Information Technology.

Students have three unique clinical experiences during the program. These include: a clinical to learn basic functions of a Health Information Management Department; a second clinical to learn in-depth about health data and records; and, a final clinical during Semester Five during which the student shadows a manager for the entire clinical rotation to learn management functions.

At the present time, the Health Information Technology Program (or HIT) uses 18 different clinical sites in the general Austin metropolitan area. Students should have reliable transportation because you may be assigned to any of the clinical sites. The HIT Clinical Coordinator places students based on the experiences that are required for each clinical.
There are four prerequisites that you must complete for admission into the Health Information Technology program. Each of these courses must be completed with a “C” or better and a minimum GPA of 2.0 or better. If you have not completed all your prerequisites at the time of your application, your admission to the program is conditional on their successful completion. Please review the application process and application deadlines under the Application Process link on the home page for the most up to date information.

You must complete Introduction to Anatomy and Physiology - BIOL 2404 within 5 years of your application date to the HIT program. (MDCA 1409 may be substituted for Introduction to Anatomy and Physiology and also must have been completed within the 5 years prior).

For a complete listing of the degree plan and the sequence in which you enroll in the courses in the Health Information Technology Associate Degree, please refer to the “Degree and Certificate Plans” link on the Health Information Technology home page.
ACC’s program in Health Information Technology is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). ACC graduates are eligible to take the exam to become Registered Health Information Technicians.

Graduates of the AAS Degree are eligible for entry level coding positions in hospitals, clinics, and doctor’s offices.

There are about 35 additional certification exams for which a student may be eligible when they finish the program. For each specialty area in which you work, there may be a specific credentialing exam. For example a Health Information Technician working in radiology may take the radiology certification exam. Working in a surgery center, a Health Information Technician might take the surgery credentialing exam. For a more complete listing of credentialing websites, you may refer to the Frequently Asked Questions section of the HIT website.
All applicants to the program must be TSI Compliant. The first step in the admission process is to apply to Austin Community College, if you have not already done so. The ACC admission process can be found at www.austincc.edu/apply/destinationacc.php. Follow the instructions for completing this application process. Visit with a campus advisor to determine the need for ACC assessment testing. To be considered for admission into the Health Information Technology or HIT program you must be complete or be exempt from the state required testing which meet the Texas Success Initiative (TSI) requirements. For TSI requirements you must contact an ACC advisor or counselor. Admission to the college does not, however, guarantee admission into the HIT program.

There are four prerequisites you will need to complete for acceptance into the HIT program: BIOL 2404 Introduction to Anatomy and Physiology; BCIS 1305 Business Computer Applications; HITT 1305 Medical Terminology; and HITT 1301 Health Data Content & Structure

You will not be formally accepted into the program until your pre-requisites are completed.
You must complete this online Information Session before you submit your application. Completion of the post test at the end of this session will provide the needed documentation for this requirement. You must print out the AAS Degree Information Session Completion and Declaratory Form and submit with your application after you have completed the information requested on it. Please retain a copy of your completion form for your own records.

Students must also complete all of their immunizations prior to submitting their completed application. You must submit verification of completion of all required immunizations. An immunization form can be downloaded from the Health Sciences website: www.austincc.edu/health. Applications are not accepted without documentation of COMPLETE program immunization requirements. For the most up to date information on which immunizations are required, please refer to the Immunization link found under the Application Process link on the Health Information Technology home page.

AND, before you submit your application you must also meet with the HIT Department Chair who will review your transcripts and assist you in preparing a degree plan leading to successful completion of the program. You will benefit most from this meeting if you come prepared with a list of questions or concerns, copies of transcripts and course, descriptions of any courses that you took at schools other than ACC. The HIT application cannot be submitted until the Department Chair signs off on your application.
You will not complete the Criminal Background Check until instructed to do so by the Health Information Technology Department. Criminal Background Checks are a requirement for admission and continuation in ALL Health Sciences Programs. Background checks are honored for the duration of the student’s enrollment in the clinical program if they do not have a break in enrollment. A break in enrollment is defined as non-attendance for a full semester or more. Criminal background requirements can also be found on the Health Sciences home page.

The application for the HIT program is available for you to print out on the left side of the HIT home page under the Application Packet link or you can get a printed copy from the Health Science Admissions Office. It is your responsibility to check the program website for any changes or updates in requirements. When you have completed all requirements as discussed in the previous two slides, you will need to submit your application to the Health Sciences Office at the Eastview Campus in building 8000 room 8356 or the Round Rock Campus in building 3000, Room 3105.

The program website is: www.austincc.edu/health/hitt
Health Information Technology and Medical Coding students are no longer required to obtain the Hepatitis B Vaccine. A waiver form must be signed first and can be found on the Health Information Technology Website. This form is submitted along with your application. This waiver applies to Health Information Technology and Medical Coding students only. All other Health Sciences students must complete this requirement.

The HIT/Medical Coding specific guidelines for immunizations are located in the link for Immunizations in the Application Process section on the left side of your screen.
Health Information Technicians must be able to meet the above listed Technical Standards. These standards apply for the purpose of admission into the program and for continuation in the program.

You will not be required to memorize ICD-9/10-CM, CPT-4, HCPCS and DRGs. These manuals contain alphanumeric characters. Since transposing numbers can result in incorrect reimbursement rates for a healthcare facility or insurance company, memorization is not encouraged.

You will be trained in how to read a health record. This involves reading lab reports, discharge summaries, operative reports and other technical reading material. This is the reason why the four prerequisite courses are so important. They are the foundation of this profession.

You may sit for extended periods of time which means you may be at a computer for 6 to 8 hours a day or longer. You will also enter information into the computer. Health Information Technicians work on a productivity basis.

Medical records are not currently written in braille or in a foreign language in the United States so you must be able to communicate effectively in English. For more information please review the Program Requirements tab on the left side of this page.
Please refer to the Health Information Technology program website and the Program Cost link on the left side of the HIT home page for the most current information on program cost. The fees includes 69 credit hours and textbooks. Out of district students have higher costs. You may go to the course schedule to see how tuition and fees are calculated. Other added expenses may be additional textbooks, resources, childcare and gas to attend clinical sites.

Students must devote time to their studies and concentrate on learning the fundamentals of this program. You must pass all courses with a minimum of a “70” each semester. Anything below a “70” is considered failing. Because the program is academically challenging, students are encouraged to limit work to 20 hours per week or less.

You will be following the course sequence as outlined in the AAS degree plan. Click on the left hand side of the program’s web page to print and view the degree plan. You must take courses in sequence and pass all courses before attempting to go on to take classes for the next semester.
A Full Schedule for the first semester includes:

- English and Math classes are general onsite at the college. These classes might be offered on a Monday–Wednesday-Friday schedule or a Tuesday-Thursday schedule.

- The Health Information Technology classes during the first semester are offered as hybrid courses which might require the student to be onsite for classes one day per month during the semester or once weekly during the semester.

- During the second semester, the courses are also a combination of onsite and online courses.
You must submit your AAS Application to the Health Sciences Office as previously discussed. No application fee is required. Students are admitted into the program each fall semester. The deadlines and relevant information about the application review process can be found on the Health Information Technology home page under the Deadlines link. New students are admitted prior to each Fall semester. Students are accepted in the order their completed application is received. To ensure your spot, you are encouraged to submit your application at your earliest convenience. You should submit your application when you know that your prerequisites will all be completed before the Fall Semester begins. Applicants are selected if they: meet the required academic GPA in prerequisite courses; complete all other program admission requirements; and, by application date/time. You will be notified by email of admission into the program. It is very important to create and know how to access your ACC Gmail account. If you have been admitted to the college, this is the e-mail address that faculty and staff use for student communication. If you are taking courses through continuing education, you will need to supply a working email address. All applicants must send an email acknowledging their acceptance into the program and their continued registration. All applicants must seek departmental approval for registration (petition) into the AAS Degree Program. All students must submit their petition online for any HITT course. The petition link can be found on the HIT website under the Student Petitions tab.
Declared majors are those students seeking an AAS Degree in Health Information Technology. All students enrolling in an HIT course **MUST** declare their intent for either a degree, a medical coding certificate for credit OR continuing education for noncredit courses. Those students who are pursuing an AAS degree are taking all courses for credit including the clinicals. In order to declare your major with the department you will need to complete the information session post-test. The declaratory statement is included in the information session post-test.

If you do not intend to pursue a degree in Health Information Technology, you **must complete** the Medical Coding Online Information Session and submit the Medical Coding Online Information Session Completion and Declaratory Form. If you intend to take classes for continuing education only and not for credit, you will need to register with the ACC Continuing Education Department.
Clinical Assignments

- Clinical assignments have strict attendance policies
- Reliable transportation is required
- Students do not select their own clinical placements
- Clinical assignments are scheduled Monday through Friday during daytime hours

Clinical assignments have strict attendance policies. You must attend every day you are assigned. There are no exceptions to this rule.

Each student must also have reliable transportation to and from their clinical sites. You must prearrange your daycare and other responsibilities.

Students do not have the option to select their own clinical sites. Clinical sites are selected based on the objectives for the course. Students may not request a specific site.

Clinical assignments are scheduled Mondays through Fridays during the day from 7 a.m. to 4 p.m., 8 a.m. to 5:00 p.m. or 9:00 a.m. to 6:00 p.m. There are no weekends, after hours or holiday clinical sites.
In addition to the core Health Information Technology courses which all students in the AAS degree complete, the following courses listed here are also required to earn the Associate of Applied Science Degree in Health Information Technology.

These courses may also be taken before you actually enroll in the Health Information Technology program.
Prior to beginning the AAS Degree Program you must respond to the email sent to you by the department chair – indicating your acceptance of your admittance into the program.

The department chair will instruct you how and when to submit the necessary fees and information for a criminal background check. As soon as the results of the Criminal Background Check are known to the Health Sciences Compliance Office they will send the Health Information Technology Program notification that your background is clear and you will then be able to register for your Health Information Technology courses.

As soon as the department knows this information you will be notified via email. Information on Criminal Background Check costs may be found under the Program Costs tab on the Health Information Technology Program home page.
There are many resources available for ACC students. An Office of Student Success is located at each ACC campus near the admissions office and includes an Office of Student-Life Activities and Counseling Services.

A Financial Aid Office provides grants, loans, and work-study opportunities to students who may otherwise be unable to attend college. The Financial Aid Office can help you determine whether or not you might be eligible for grants and loans. They can be found on the college website at http://www.austincc.edu/support/financialaid/

There is also a designated office for students with special needs at every campus.

ACC’s Health Sciences students also have access to a Health Sciences Counselor to assist them with life challenges they may face that might affect educational success. The Health Sciences Counselor is sensitive to the many challenges faced by ACC health science students, such as: time management, study skills, test taking anxiety and stress management and personal relationship challenges just to name a few.

Please check the ACC online directory for additional information about all of these student resources.
For questions regarding any of the information listed on this presentation you may contact the Health Sciences Admission and Information office at 512-223-5700 or toll free 888-626-1697.
You have now completed the online AAS Degree Information Session.

✓ Please proceed with taking the post test now which is found under the Verification tab in the slideshow.

✓ Print a copy of the “AAS Degree Information Session Completion Form” and submit it with your application. Your application will not be accepted unless you have this form. The Health Sciences office will determine that your application is not complete and return the application to you.

Thank you taking the time to attend this online information session and for selecting the AAS Health Information Technology as your major. Click on the “Verification” tab to go to the Post Test.