

Associate of Applied Science Health Information Technology Program

#### Program Mission

The Dallas College Health Information Technology Program provides quality education that academically and professionally prepares graduates to meet Health Information Management (HIM) industry standards and competencies.

The Health Information Technology Program is a two-year, 60-credit-hour curriculum leading to the Associate Degree in Applied Sciences.

Acceptance to the Health Information Technology Program is via a **selection process based on the system outlined in section G.** This information packet details the procedure for program application. By submitting complete application materials, potential applicants are expected to be familiar with the application requirements and process. A class will be admitted every **Fall** (August) **semester**.

### EQUAL EDUCATIONAL OPPORTUNITY

Dallas College is part of an **equal opportunity system** that provides education and employment opportunities without discrimination on the basis of race, color, religion, national origin, sex, disability, age, sexual orientation, gender identity, or gender expression.

***ADMISSION REQUIREMENTS TO THE HEALTH INFORMATION TECHNOLOGY PROGRAM***

Application to the Health Information Technology Program requires the following steps:

* Admission to Dallas College.
* Application to Dallas College Health Information Technology Program.
* Before the application deadline, all applicants interested in the Health Information Technology Program are **required** to watch a Health Information Technology Program Informational/Orientation video during which the Health Information Technology Program, application procedures and acceptance policies are discussed in detail.
* Completion of the four program prerequisite courses with a minimum cumulative grade point average of 2.5 or higher on those specific courses. You must receive a grade of **C** or higher in POFI 1301, MDCA 1313, MDCA 1409, and ENGL 1301.
* A cumulative score of **40** or above on the HESI A2 Admission Assessment Exam.
* Submission of a completed application packet during the designated filing period.

Table of Contents

|  |  |
| --- | --- |
| Section | Page # |
| A. General Admission Requirements to the College | [3](#_bookmark0) |
| B. Educational Planning | [3 - 4](#_bookmark1) |
| C. Program Prerequisite Courses | 4 |
| D. Program Informational/Orientation Video | 4 |
| E. Application Packet Submission/Supporting Documents | 4 - 5 |
| F. Application Filing Period | 5 |
| G. Selection Process | 6 |
| Curriculum Pattern | 7 |
| General Information | 8 |
| Clinical Pre-Requisites | 8 - 9 |
| Criminal Background and Drug Screen Information | 10 - 11 |
| Estimated Expenses | 11 |
| Contact Information | [1](#_bookmark2)2 |
| Application Checklist | 13 |

1. ***General Admission Requirements to the College***

Applicants to the Health Information Technology Program must meet the college admission requirements of Dallas College as outlined in the college catalog. Applicants must submit a complete set of Official Transcripts from each college attended to the College Admissions Office. Applicants must have earned either a high school diploma or General Education Development (GED) certificate in addition to complying with TSI, Texas Success Initiative requirements. For specific information, please refer to the college catalog found on Dallas College [website](https://www1.dcccd.edu/catalog/collection.cfm?loc=BHC).

1. ***Educational Planning***

Although the Health Information Technology Program Office advises potential applicants regarding program admission requirements, individuals who have not yet applied or been accepted to the Health Information Technology Program are considered general students and must follow general advisement and registration procedures for the Dallas College.

## Initial Advisement

Students pursuing the Health Information Technology Program who are new to the college experience and/or need assistance with registration for prerequisite courses, have assessment issues, or need placement testing, etc., should consult your **Success Coaching** via the Success Coaching [Website](https://www.dallascollege.edu/resources/success-coaching/pages/default.aspx).

## Degree Plans / Educational Plans

A major of Health Information Technology can be declared at any time prior to being officially Accepted to the Health Information Technology Program. You can make that declaration via eConnect or by visiting a Success Coach. You can review your degree plan within eConnect to help you plan your schedule. By declaring your major, this may make you eligible for scholarships and other aid. You may also use the curriculum outline found in this information packet as a guide for course selection.

Students who have not yet completed prerequisite courses for the HIT Program and who require an official degree plan for financial aid, VA benefits, etc., should consult a Success Coach to request a degree plan.

## Transfer Course Evaluation

Students presenting coursework completed outside Dallas College for transfer and present the

following to the Registrar’s Office:

* **Official Transcripts** – transcripts are required for students who have not been officially admitted to Dallas College. *Your transfer transcripts must be sent directly to the college Registrar’s Office*.

Dallas College ~ Registrar’s Office ~ 3939 Valley View Lane ~ Farmers Branch, TX 75244

**Electronic Transcripts** must be sent to: [studenttranscripts@dallascollege.edu](mailto:studenttranscripts@dallascollege.edu)

## Course Substitution Evaluation

Students presenting coursework completed outside Dallas College for course substitution for any

of the prerequisite, general support, or HITT courses listed on the Health Information Technology AAS Degree Program’s Curriculum should compile the following materials and email them to **Sonya Braddy, MHSA, RHIA, CCS:** [sbraddy@dallascollege.edu](mailto:sbraddy@dallascollege.edu).

* Photocopy of course description taken from previous college’s catalog (course description

numbers must match those indicated on the transcript) of each course to be reviewed.

* Dallas College course rubric (HITT ####) and the previous college’s course rubric that you

are wanting to be evaluated for substitution.

* In your email, put “Course Substitution Documentation” in the subject line and your name and Dallas College student ID number in the body of your email along with the details of your request.
* If Dallas College has accepted your completed coursework for transfer before applying to the HIT AAS degree program, then you can disregard this section.

*The Health Information Technology Program and the School of Health Sciences reserve the right to*

*accept or reject any coursework completed outside Dallas College presented for transfer evaluation toward the program.*

*Coursework Completed Outside the United States*

**No** coursework will be accepted from a college outside of the United States.

## Five-Year Time Limit

All coursework must have been completed less than five years prior to the start of the class

for which you are applying **except** for the following: ENGL 1301, SPCH 1311, MATH 1342, HUMA 1302 & PSYC 2301. These five courses can be accepted no matter how long ago they were taken. All other courses taken five years or more prior to enrollment at the college will not count as credit hours toward the AAS in Health Information Technology.

**NOTE: You must earn at least 25 percent of the credit hours required for graduation through the Dallas College Health Information Technology Program.**

1. ***Program Prerequisite Courses***

Applicants must complete the following four prerequisite courses1 with a minimum cumulative grade point average of 2.5 or higher on these specific courses. You must have received a grade of **C or better** in order to apply to the Health Information Technology AAS Degree Program:

|  |  |
| --- | --- |
| **Dallas College Course** | **Credit Hrs.** |
| POFI 1301 Computer Applications I2 | 3 |
| MDCA 1313 Medical Terminology | 3 |
| MDCA 1409 Anatomy and Physiology for Medical Assistants | 4 |
| ENGL 1301 Composition I | 3 |
|  | 13 |

1 Prerequisite coursework must be completed by the end of the application period.

2 POFI 1301: Please select the sections listed specifically for the HIT program students in the Credit Class Schedule.

1. ***Program Informational/Orientation Video***

Potential applicants are required to watch a HIT Program Informational/Orientation Video during which the program, application procedures and acceptance policies are discussed in detail. At the end of the video, you will click on a link and be asked to sign the acknowledgment of completion. This page will also contain a link and information regarding what you will need to complete your Health Information Technology Application packet. The HIT Program Informational/Orientation Video link can be found on the program’s website.

1. ***Application Packet Submission***

After you have completed the HIT Program Informational/Orientation Video session and completed the Information Session Verification form, you will be given a link to the online Health Information Technology Program application form. Please follow this form and complete all necessary fields. You will need the following information to complete this form:

* + Demographic information (name, address, student ID, email, phone number, etc.)
  + Names of all colleges attended
  + Course grade, college, semester completed and course title if different - for all prerequisites and other general education courses
  + Total college-level hours completed

## Supporting Documents

Below you will find a list of supporting documents. Each document must be submitted to the Health Information Technology Program’s coordinator in the School of Health Sciences Office on or before the application filing deadline. **Incomplete packets will not be considered for admittance.**

The following supporting documents are required for your program application.

#### A completed HIT AAS Degree Program Application Form

* + **Cover Letter -** submit a cover letter explaining your desire to be in this program and the profession. This document should contain anything in your life history that you feel is important to your application. If you need assistance with your cover letter, contact the Dallas College Career Development Center for an appointment. The cover letter must be submitted to the School of Health Sciences Office – Health Information Technology Program as indicated above.
  + **Current Résumé** –submit a résumé listing your previous education, work and life history. If you need assistance with your résumé, contact the [Dallas College Career Services](https://www.dallascollege.edu/resources/career-services/pages/default.aspx) for an appointment. The résumé must be submitted to the School of Health Sciences Office – Health Information Technology Program as indicated above.

#### Your HESI A2 Score Sheet (cumulative score must be a 40 or higher)

**Scan and email your application packet to** [**sbraddy@dallascollege.edu**](mailto:sbraddy@dallascollege.edu)**. Also, mail the original completed program application packet to:**

Dallas College

Attention: Sonya Braddy, MHSA, RHIA, CCS Health Information Technology Program School of Health Sciences

3939 Valley View Lane, Q212 Farmers Branch, TX 75244

Application deadline for each year are as follows:

Fall admission – **1st Friday in April**

**If you have any issues or questions completing the application, contact Sonya Braddy, MHSA, RHIA, CCS at 972-860-4873 or** [**sbraddy@dallascollege.edu.**](mailto:sbraddy@dallascollege.edu) **Please put "Application Assistance” in the subject line and your complete name and student ID in the body of the email along with the details of what you need assistance with.**

1. ***Application Filing Period***

#### Official application filing period for Fall semester (August) admission:

For consideration for acceptance in the HIT Program, the Program Application packet must be completed by the **1st Friday in April** of each year to begin the following Fall semester. New applications will not be accepted after the administration of the HESI A2 Admission Assessment Exam. Acceptance letters will be emailed by the last Friday in May every year.

A student who applies during the official filing period and receives an acceptance letter is required to acknowledge acceptance within a specified timeframe to confirm his/her space in the class. Failure to acknowledge confirmation by the specified date **AND** failure to watch the HIT Program Informational/Orientation Video for the accepted class will result in forfeiture of the student’s space in that class.

***NOTE***: Students who are not selected for admission the semester for which they apply, or students who decline their acceptance for that semester must resubmit a new application packet during the next filing period to be considered for the next admission opportunity.

***Late applications will NOT be accepted.***

1. ***Selection Process***

Applicants will be considered for official acceptance to the Health Information Technology Program if the following steps are taken:

1. Official acceptance to Dallas College.
2. You must have earned a grade of **C or higher in POFI 1301, MDCA 1313, MDCA 1409, and ENGL 1301**.
3. Submit a complete HIT AAS Degree Program application packet that contains the following 4 items:
   1. A completed HIT Application form.
   2. A well written/professional cover letter.
   3. A well written/organized/professional résumé.
   4. **A copy of your HESI A2™ Test Score**: Students applying to the HIT Program are required to take the Health Education Systems, Inc. Admissions Assessment (HESI A2™) at the Dallas College Testing Centers prior to the application deadline. **The HESI A2 Admission Assessment Exam for Health Information Technology applicants will be administered September 1st through April 10th each academic year.**

The HESI A2 test is a timed, computerized test which is usually completed in three to four hours. Applicants to the HIT program must earn a minimum cumulative score of at least a **40** or higher on the following sections of the HESI A2 test: Reading Comprehension, Grammar, Vocabulary/General Knowledge, Math, and Anatomy/Physiology. Students must also complete the Learning Styles and Personality Profile sections and submit those results with their application materials. The Learning Styles and Personality Profile sections are not graded. If an applicant scores below a 40 on the HESI A2 test, he/she will **need to retake the HESI A2 test and score a 40 or higher in order to apply to the HIT AAS Degree Program.**

The HESI A2™ Study Guide is available on reserve at the Dallas College Library, or you may purchase a copy through the college bookstore.

**Key points** to remember about the HESI A2™ test are as follows.

* Only the HESI A2™ test taken at the [Dallas College Testing Centers](https://www.brookhavencollege.edu/apply-reg/testing/pages/testcntrs.aspx) for the HIT Program in September 1st through April 10th each academic year will be accepted.
* The HESI A2™ scores are only good for two years.
* Students are **strongly** encouraged to sign up for the HESI A2™ testing early. Testing slots

fill up quickly.

* Students have the option to take the HESI A2 in person or remotely. The remote option will require additional fees.
* Applicants are responsible for submitting their score sheet with their Health Information Technology Program application materials.
* HESI A2 Applicant Information for scheduling, payment, etc. can be found [here](https://www.dallascollege.edu/cd/credit/health-information-tech/bhc/Pages/unpublished-applicant-info.aspx).

***Contact Sonya Braddy, MHSA, RHIA, CCS in the School of Health Sciences Office (972-860-4873) for more information.***

***Any of the admission criteria listed in this information packet can be revised as needed at any time by the HIT Program Coordinator.***

***Applicants accepted into the HIT Program that do not meet the above criteria are at the discretion of the HIT Program Coordinator.***

**ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE IN HEALTH INFORMATION TECHNOLOGY (HIT)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **LEC.** | | | **LAB.** | **EXT.** | **CONT.** | **CR.** |
| **PREREQUISIT**  POFI 1301 | **ES**  Computer Applications I | **HRS.**  2 | **HRS.**  3 | **HRS.**  0 | **HRS.**  80 | **HRS.**  3 |
| MDCA 1313 | Medical Terminology | 3 | 0 | 0 | 48 | 3 |
| MDCA 1409 | Anatomy and Physiology for Medical Assistants | 4 | 0 | 0 | 64 | 4 |
| ENGL 1301 Composition I 3 0 0 48 3 | | | | | | |
|  | **Total Hours:** | **12** | **3** | **0** | **240** | **13** |
| **SEMESTER I** |  |  |  |  |  |  |
| HITT 1301 | Health Data Content and Structure | 2 | 2 | 0 | 64 | 3 |
| HITT 1311 | Health Information Systems | 2 | 2 | 0 | 64 | 3 |
| HITT 2330 | Pathophysiology and Pharmacology | 3 | 0 | 0 | 48 | 3 |
| HITT 1341 | Coding and Classification Systems | 2 | 2 | 0 | 64 | 3 |
| SPCH 1311 | Introduction to Speech Communication | 3 | 0 | 0 | 48 | 3 |
|  | **Total Hours** | **12** | **6** | **0** | **288** | **15** |
| **SEMESTER II** |  |  |  |  |  |  |
| HITT 1345 | Health Care Delivery Systems | 3 | 0 | 0 | 48 | 3 |
| HITT 1253 | Legal and Ethical Aspects of Health Information | 2 | 0 | 0 | 32 | 2 |
| HITT 1342 | Ambulatory Coding | 2 | 2 | 0 | 64 | 3 |
| MATH 1342 | Elementary Statistical Methods | 3 | 0 | 0 | 48 | 3 |
|  | **Total Hours:** | **10** | **2** | **0** | **192** | **11** |
| **SEMESTER III** |  |  |  |  |  |  |
| HITT 2246 | Advanced Medical Coding | 1 | 2 | 0 | 48 | 2 |
| HITT 2239 | Health Information Organization and Supervision | 1 | 2 | 0 | 48 | 2 |
| HITT 2335 | Coding and Reimbursement Methodologies | 2 | 2 | 0 | 64 | 3 |
| HITT 2343 | Quality Assessment and Performance Improvement | 2 | 2 | 0 | 64 | 3 |
|  | **Total Hours:** | **6** | **8** | **0** | **224** | **10** |
| **SEMESTER IV** |  |  |  |  |  |  |
| HUMA 1302 | Introduction to Humanities II | 3 | 0 | 0 | 48 | 3 |
| HITT 2249 | RHIT Competency Review | 2 | 0 | 0 | 32 | 2 |
| HITT 2360 | Clinical - Health Information/Medical Records | 0 | 0 | 9 | 144 | 3 |
|  | Technology/Technician\* |  |  |  |  |  |
| PSYC 2301 | General Psychology | 3 | 0 | 0 | 48 | 3 |
| **Total Hours: 8 0 9 272 11**  **==============** | | | | | | |
| **GRAND TOTAL:** | | **48** | **19** | **9** | **1216** | **60** |

Students planning on transferring to a four-year institution to complete a bachelor’s degree should consult an advisor and the transfer university.

\**HITT 2360* Clinical - Health Information/Medical Records Technology/Technician is the capstone course for this award.

### GENERAL INFORMATION

The Health Information Technology Program accepts 25\* students every fall semester. Program courses are currently offered during the day and online. Prerequisite courses are offered during the day hours, online, and evening hours. The clinical training experience (practicum) at a local healthcare facility will be for a total of 80 hours in Semester IV. Clinical hours will be set by the clinical institution to which the student is assigned and the clinical coordinator – this may include day, evening, night and weekend instruction.

\*Subject to change at the discretion of the Dallas College Health Information Technology Program and School of Health Sciences.

# Clinical Prerequisites

1. **Immunizations**: The [Texas Administrative Code (TAC)](http://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir&p_rloc&p_tloc&p_ploc&pg=1&p_tac&ti=25&pt=1&ch=97&rl=64) and [Dallas-Fort Worth Hospital Council](http://www.tccd.edu/documents/Courses%20and%20Programs/health-care-professions/2012-11-07-dfwhc-foundation-community-standards.pdf) [Foundation Community Standards](http://www.tccd.edu/documents/Courses%20and%20Programs/health-care-professions/2012-11-07-dfwhc-foundation-community-standards.pdf) **require** that all students in health-related programs complete the following immunizations **before applying to programs where patient contact is a component.** Students will not be placed in a clinical setting without the proper documentation of immunity.

The following immunizations are **required.**

### MMR

Documentation of 2 vaccines or positive Immunoglobulin G (IgG) antibody titers to Measles (Rubeola), Mumps and Rubella.

If the title is negative or equivocal, the series must be repeated.

#### Varicella

Documentation of 2 vaccines or positive Immunoglobulin G (IgG) antibody titers to Varicella If the title is negative or equivocal, the series must be repeated.

#### TDap

Documentation of vaccine within the past 10 years

#### Influenza Vaccine (Seasonal Flu)

Documentation of current seasonal flu vaccine by **October 1st**

#### Hep B

Hepatitis B series (2 or 3 dose) (Hepatitis A/B combo series accepted) AND

Positive Hepatitis B Surface Antibody titer. If Hep B vaccine documentation cannot be found, positive titer will be sufficient.

If the titer is negative or equivocal, the series must be repeated, and a 2nd titer is drawn; upload results of both titers and vaccination proof.

#### TB Testing

TB skin test, QuantiFeron Gold (blood test) or T-Spot are accepted.

If screen results are positive (+), those results and documentation of a chest x-ray is required and must be negative for active disease.

***TB screening must be within 12 months of the program application and must be updated every year.***

The School of Health Sciences utilizes SurScan, a medical record management company, to verify these requirements. Applicants submit this documentation directly to SurScan which will verify whether the records are complete.

## **Important Note:** Some of the immunizations require multiple doses on a specific timeline over several months. Therefore, potential applicants to this program should begin their immunizations at least six to seven months prior to the application deadline.

Please be aware that it can take up to 4 weeks to complete the verification process. Failure to submit this documentation and be complete with these requirements on the date of the application deadline will result in disqualification of the applicant. Applicants must be aware that the documentation required by SurScan must be kept current throughout the application process and (if accepted to a program) during their participation in the program. It is the responsibility of the applicant to ensure

that your health records are current. Note: Additional proof of immunizations, including titers, may be required by hospital clinical sites.

***Please provide your immunization records to SurScan in PDF format ONLY. When uploading your PDF documents, do the following:***

1. ***Choose your document***
2. ***Click ADD ONCE***
3. ***Go back and***
4. ***Click UPLOAD ONCE.***
5. ***If your vaccinations are all listed on one sheet of paper, upload that sheet for every category field for the required immunization. For example, The Department of Health and Human Services lists all immunizations on one sheet of paper. That one sheet will need to be uploaded for each required category (immunization) on SurScan’s website.***

The Dallas College Brookhaven Campus Health Center can administer some immunizations and TB Skin Tests at a reduced cost. Please contact Dallas College Health Centers [here](https://www.dallascollege.edu/resources/health-centers/pages/immunizations.aspx).

To set up your account, go to [HERE](https://surscan.com/) and use the client code Dallas College. The SurScan charge will cover your immunization tracking and background check/drug screen procedure.

If the applicant has personal healthcare coverage at the time of application, that documentation may also be submitted to SurScan. If accepted to the program, the applicant must submit proof of coverage to SurScan prior to attending clinical practicum.

1. **Physical Exams**: Students may visit a private physician, clinic, health maintenance organization (HMO), or medical center for the physical examination. Send a PDF to SurScan.
2. **Health Insurance**: You are responsible for any personal injury that occurs at the college or hospital. Purchase of Health/Accident Insurance is required. A copy of your insurance information is to be kept in your student file and provided prior to the start of clinical practicum. It is your responsibility to keep this information current. Proof of current personal healthcare insurance coverage is required for all health sciences students. If documentation of coverage is not submitted to SurScan with immunization records, proof of coverage must be submitted prior to the first day of class. Students must secure their own coverage, and the insurance policy must cover the student at any hospital facility. Information on college student policies and rates can be found [HERE](https://www.healthcare.gov/).
3. **Liability Insurance**: Students must carry professional liability insurance during the clinical education phase of their training. This insurance fee is covered by Dallas College. The liability insurance is effective on the day clinical education begins and ends on the day the HIT program is completed. The coverage is only valid during the students’ scheduled clinical hours.
4. **CPR** – All applicants must be certified in BLS (Basic Life Support) CPR certification as designated by the American Heart Association and a photocopy of the front and back of the card must be submitted to SurScan no later than the deadline listed on the official acceptance letter into the HIT AAS Degree Program. The CPR certification must not expire prior to nor during the anticipated clinical course. CPR classes are available through Continuing Education at several Dallas College campuses, the American Heart Association, various hospitals, independent instructors, etc. Online CPR certification classes must include an in-person skills check off on a manikin. Totally online CPR certification classes including those offered by the Red Cross are not valid for application to health sciences programs. Financial aid can be used to pay for this training taken via the Dallas College CE Division.
5. **Safety Training:** Each student must go through a safety training class/session at the selected clinical site. This is a CAHIIM requirement that must be done prior to students starting any clinical. Documentation of the completed safety training must be provided from the clinical site to the Health Information Technology Program Coordinator. Students in the HIT AAS Degree Program must ensure that this training is completed, and that documentation has been provided to the Program Coordinator before they begin their clinical rotation.

# Criminal Background Check/Drug Screening

1. All students enrolled in the Health Information Technology Program are required by the Dallas/Fort Worth Hospital Council member facilities to undergo a criminal background check and drug testing prior to beginning their clinical experience. This procedure is conducted ***after*** a student has been accepted to the program. Students will undergo a second background check at the beginning of the semester when they take HITT 2360 (clinical course). Students are responsible for both background check fees upon acceptance into the program. Results of these screenings are forwarded to the Dallas College School of Health Sciences Office – Health Information Technology Program for review and verification that a student is eligible to attend clinical rotation. Students are responsible for all charges incurred for these screenings.

A clinical agency reserves the right to remove a student from the facility for suspicion of substance use or abuse including alcohol. The clinical agency reserves the right to request that a student submit to a repeat drug screening at the student’s expense on the same day that the student is removed from the clinical facility. Failure to comply will result in the student’s immediate expulsion from the clinical facility. Further, regardless of testing or testing results, a clinical agency reserves the right to expel a student from its facility.

***NOTE: Should a student who has been accepted to the Health Information Technology Program be prohibited from attending a clinical rotation experience due to findings of a criminal background check and/or drug screening, the student may be dismissed from the program and this will be considered one failure in the program. A student may only fail once and be readmitted to the program.***

### DRUG SCREEN POLICY

The drug screen follows National Institute on Drug Abuse (NIDA) guidelines and screens for 10

substances as designated in the Substance Abuse Panel 10 (“SAP 10”).

These substances are:

Amphetamines Cocaine Metabolites Opiates Barbiturates Marijuana Metabolites Phencyclidine Benzodiazepines Methadone Propoxyphene

SAP 10 test results which fall outside of any of the acceptable ranges are considered positive test results and are automatically sent for a separate confirmatory test by a Gas Chromatography MSS Spectrometry (GCMS) method. If these results remain positive, the test results are sent to a Medical Review Officer (MRO), which will entail an additional cost of $25-$75 to the student. The MRO will then contact the student to determine if there is a valid prescription for the drug in question. If a valid prescription exists and is verified, the test result will be deemed negative and acceptable.

If the test result is positive, the student will be dismissed from the program. The student can reapply during the next application process but will only be admitted after a negative drug test. If the student tests positive a second time, the student will be ineligible to reapply.

If a student is readmitted after a positive drug test, the student may be drug tested on any random date throughout his/her program experience. On a random date, the student will be sent to a drug screen laboratory for immediate testing. If the student refuses to be tested, the student will be dismissed from the program. If the student tests positive, the student will be dismissed from the program and referred to the Vice President for Enrollment Management and Student Success for counseling.

### CRIMINAL BACKGROUND CHECK

The criminal background check reviews a person’s criminal history. The check will include all cities and counties of the person’s residency reported. The following histories will disqualify an individual from consideration for a clinical rotation.

* Felony convictions
* Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse)
* Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.)
* Felony deferred adjudications for the sale, possession, manufacture, distribution, or transfer of narcotics or controlled substances
* Registered sex offenders

1. Students are responsible for their own actions and must not engage in any activities considered non- professional or non-conductive. Failure of a student to maintain a professional attitude may result in a reduction in the course grade, course failure, and possible expulsion from the program. A clinical agency reserves the right to remove a student from the facility for any behavior that disrupts the clinical setting or endangers a patient or peer’s well-being. If a student is removed from a clinical site for behavioral reasons, the student will be counseled by the Program Director and will receive discipline up to and including dismissal from the program.
2. Students are responsible for their own transportation arrangements to campus and to their assigned healthcare facilities for clinical experience. Clinical assignments vary among the hospitals in the DFW area.
3. Financial Aid

* Students needing financial assistance are encouraged to complete the applications for financial aid as early as possible.
* Financial aid information may be obtained by visiting Brookhaven Campus’ Financial Aid and Scholarships Office, Bldg. S, S015, for application forms, filing procedures, and deadlines. For more information, call 972-669-6400, email [financialaid@dallascollege.edu](mailto:financialaid@dallascollege.edu), or visit the [financial](https://www.dallascollege.edu/paying-for-college/financial-aid/pages/default.aspx) [aid website](https://www.dallascollege.edu/paying-for-college/financial-aid/pages/default.aspx) for more information.
* Following application submittal, allow an 8-10 week period for processing.
* Early application assures availability of funds, if qualified, and allows the Financial Aid and Scholarships Office to prepare a realistic financial aid package.

1. Please visit the website below for links to professional organizations and other information regarding the Health Information Technology profession.

American Health Information Management Association [www.ahima.org](http://www.ahima.org/) Texas Health Information Management Association [www.txhima.org](http://www.txhima.org/)

Dallas Fort Worth Health Information Management Association <https://www.dfwhima.org/>

#### Estimated Tuition Expenses:

Total estimated program tuition expense for Dallas County residents is **$4,740.00.**

Total estimated program tuition expense for Out of County Texas residents is **$8,100.00.**

Total estimated program tuition expense for Out of State/Country residents is **$12,000.00.**

***The above estimated tuition expenses include the costs for all learning materials for each of the courses listed in the HIT AAS Degree Program curriculum.***

***Tuition, textbooks, and other fees stated are approximate and are subject to change.*** This cost estimate does not include the fees for immunizations, criminal background check, drug testing, personal health insurance, and transportation or parking fees at the hospital clinical sites.

Please refer to the current course schedule for the tuition table. See the Dallas College Accounting Office for [Tuition Payment Plan option](https://www.dallascollege.edu/paying-for-college/pages/default.aspx).

#### Contact Information:

Please contact the individual below for assistance.

#### Sonya Braddy, MHSA, RHIA, CCS

Health Information Technology Faculty/Program Coordinator Building Q, Room Q212

School of Health Sciences Telephone: 972-860-4873

Email: [sbraddy@dallascollege.edu](mailto:sbraddy@dcccd.edu)

#### *NOTE:* Program guidelines are subject to change. Students are advised to obtain the latest program information packet by contacting the HIT Program Coordinator, Sonya Braddy at her email address above.

**Health Information Technology Program Application Checklist**

This checklist is provided to assist you in following the steps toward program application. It is **not** part of the application packet.

1. Complete a Dallas College Application for college admission and submit official transcripts
2. Print Health Information Technology Program information packet from website or email from program director.
3. See a Success Coach as needed for TSI counseling, placement testing, etc. and complete any developmental courses as may be prescribed from test scores.
4. Complete the HESI A2 Admission Assessment Exam.
5. Watch the HIT Program Informational/Orientation Video on the Health Information T Technology Program’s website.
6. Complete the following Health Information Technology Program prerequisite courses with a

“C” or better.

ENGL 1301 MDCA 1313

POFI 1301 MDCA 1409

1. Complete any other support courses which apply to the HIT Program curriculum.

SPCH 1311 MATH 1342

PSYC 2301 HUMA 1302

1. Compile the following materials to complete your HIT Program application form.

Demographic information (name, address, ID, email, phone number, etc.)

Names of all colleges attended

Course grade, college, semester completed and course title if different - for all prerequisites and other general education courses

Total college level hours completed

1. Obtain CPR certification. Our Continuing Education Division offers several courses. Please visit their website [here](https://www.dallascollege.edu/cd/ce/training/health/pages/cpr.aspx) for more information. Look for **EMSP 1019 CPR for Healthcare Providers** course via eConnect Continuing Education schedule for current course options.
2. Obtain the SurScan information from Sonya Braddy, MHSA, RHIA, CCS.
3. After you have completed the HIT Program Informational/Orientation Video session and completed the Information Session Verification form, please email Sonya Braddy at [sbraddy@dallascollege.edu](mailto:sbraddy@dallascollege.edu) for an application form if you do not have it already.

***If you have any issues with completing the application, contact Sonya Braddy, MHSA, RHIA, CCS at 972-860-4873 or*** [***sbraddy@dallascollege.edu***](mailto:sbraddy@dallascollege.edu)***. Please put “Application Assistance” in the subject line of the email and your name and student ID in the body of the email along with the details of what you are needing assistance with.***