Dear Prospective Student:

Thank you for your interest in the Health Information Technology Program. This Program is fully accredited by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM). CAHIIM is the accrediting organization for degree-granting programs in health informatics and health information management. The mission of CAHIIM is to advance the value of health informatics and health information management practice through quality education; establish and enforce accreditation standards for educational programs; recognize through accreditation, programs that meet the standards and encourage educational innovation and diversity (www.cahiim.org). Graduates of the HIT Program are eligible to sit for the national certification exam for Registered Health Information Technicians (RHIT).

With the implementation of the electronic health record (EHR) and ICD-10-CM coding, the Health Information Management (HIM) professional is of high demand (http://www.bls.gov/). The HIM Professional is responsible for the legal and regulatory component of the health record assuring the privacy and security of the patient information. This profession maintains, compiles, and reports patient data.

This Program entails focused studies incorporating clinical, information technology, leadership and team building skills. Health Information professionals use their knowledge of information technology and records management and serve as a valuable asset as a link between clinicians, administration, and information technology professionals to include the design for the electronic health record. The student will also be exposed to law, medicine, finance, management, clinical coding, and information technology using the EHR.

Wherever there is health information, there is a need for health information professionals. Employment can be in an acute care setting, ambulatory care setting, skilled nursing facility, home health, hospice, research, and provider’s offices. The health information professional fills the role of a health data analyst, privacy officer, clinical coding specialist, reimbursement specialist, clinical documentation improvement specialist, compliance auditor, and patient portal coordinator.

This packet contains all the information needed to apply for the Health Information Technology Program. Please contact the program coordinator with any additional questions or concerns at patricia.elliott@mcckc.edu.

Good luck in your academic endeavors and thank you for your interest in this rewarding career.
Program Mission Statement

The Health Information Technology Program prepares confident, innovative and contributing professionals in the healthcare environment. Graduates identify and use a variety of information resources and technologies to accomplish the objectives of diverse practice environments to become contributing members of the health community. The program provides students with the knowledge and skills necessary to become leaders who possess critical-thinking and problem-solving abilities, as well as communication skills. The program prepares students for eligibility for the national Registered Health Information Technician examination.

Program Outcomes

1. Apply and demonstrate knowledge in Health Data Management to include; health data structure, content, and standards.

2. Analyze and apply knowledge related to Healthcare Delivery Systems regarding organization and structure, licensure, certification, and accreditation, and healthcare providers and disciplines.

3. Integrate and articulate knowledge in Health Statistics, Biomedical Research, and Quality Management to include: vital statistics, indices, databases, and registries, measures and monitoring, utilization management, risk management, and case management.

4. Apply and articulate processes related to Healthcare Privacy, Confidentiality, Legal, and Ethical Issues in accordance to; HIPPA-Privacy, retention, patient rights, and advocacy, release of information policies and procedures, and professional ethics.

5. Demonstrate knowledge and apply principles of Clinical Classification of Coding Systems of ICD-10-CM, ICD-10-PCS, ICD-9-CM, CPT, and HCPCS.

6. Demonstrate knowledge and apply principles of Reimbursement Methodologies as it relates to compliance strategies, reporting and monitoring, and regulatory guidelines.

7. Demonstrate and apply knowledge and principles of Healthcare Technology HIPAA-Security to include; computer concepts and communication, health information systems and software, database structure, data abstracting, analysis, and reporting.

8. Classify Organizational Management theories in relation to team building concepts, communication and interpersonal skills, orientation practices, workflow processes, and financial and resource management.
The deadline for the Program application process is March 1

Process for program application:

1. Formal acceptance to MCC (if you are not an MCC student you must complete the College application online at www.mcckc.edu)
2. Complete the Program Application Form
3. Complete an essay that addresses why you are interested in beginning a career in health information management. The essay should be one page, single spaced with 11-12 point font.
4. Secure all college transcripts (unofficial copies of transcripts will be accepted) to include transcripts from MCC.
   If required coursework was completed at other academic institutions other than MCC then you will need to submit OFFICIAL transcripts to the:
   MCC Student Data Center
   3200 Broadway
   Kansas City, MO 64111

   The Student Data Center will determine course equivalencies and post them to the student’s MCC transcript. Please note that the Program Coordinator does not make the final determination regarding accepted previous college course work. Please note that it may take a few weeks for transcripts to be requested, sent, and reviewed. Therefore it is imperative that the student does not delay in requesting transcripts for the Student Data Center review. The transcripts should be at the Student Data Center no later than February 15th so that the student meets the application deadline of March 1st.

5. Submit the Program Application Form, completed essay and transcripts to the HIT Program by March 1. Applications received after the application deadline will only be reviewed and considered if open seats remain in the program.

Program Admission Requirements:

1. Science courses must have been taken within the last five years.
2. Minimum cumulative GPA of 2.5
3. Completed Program Application Packet received by March 1

Completed program application documents can be submitted one of three ways:

1. Drop the completed packet off in the Allied Health Division located in the MCC-Penn Valley Health Science Institute, Suite 410
2. Mail the completed packet to:
   MCC-Penn Valley Health Science Institute
   Health Information Technology Program
   3444 Broadway, KCMO 64111

3. Scan and email all required and completed documents to patricia.elliott@mcckc.edu

Students can expect to hear if they have been accepted into the program no later than April 1

Student Selection Process:

1. Completed program application packet received by March 1
2. Documented evidence of a grade of “C” or better in all prerequisite courses
3. Documented evidence of a cumulative GPA of 2.5 or greater
4. Essay completed per specified directions (one page, single space, 11-12 point font, content addresses interest in the profession)

Due to limited clinical site availability program enrollment is limited to 24 students therefore if the number of qualified applicants exceeds 24 then the student's with the highest cumulative GPA will be admitted.

Students interested in completing the program on a part-time basis will need to follow the steps listed above and if accepted into the program will work directly with the program coordinator to outline the appropriate course sequence required for the degree plan.

Metropolitan Community College does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to or treatment of employment in its programs and activities. MCC provides a range of services to allow persons with disabilities to participate in the educational programs and activities. If you desire support services for the application process or coursework, contact Disability Support Services (DDS) Coordinator at 816-604-4293.
### Health Information Technology Degree Plan

<table>
<thead>
<tr>
<th>General Education Requirements</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hour</th>
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<tr>
<td>*COLL</td>
<td>100</td>
<td>First Year Seminar</td>
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<tr>
<td>BIOL</td>
<td>108</td>
<td>Introductory Anatomy and Physiology</td>
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<tr>
<td>BIOL</td>
<td>137</td>
<td>Introduction to Pathology (BIOL108 preq.)</td>
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<tr>
<td>ENG</td>
<td>101</td>
<td>Composition and Reading I</td>
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<tr>
<td>*HIST</td>
<td>120 or 121, 135,136 or 137</td>
<td>United States History to 1865 or United States History Since 1865 or Introduction to Political Science or Introduction to American National Politics or Introduction to State and Local Politics</td>
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<tr>
<td>SPDR</td>
<td>100</td>
<td>Fundamentals of Speech</td>
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<tr>
<td><strong>ELECTIVE: CSIS</strong></td>
<td>143</td>
<td>Database Design and Management (STRONGLY RECOMMENDED)</td>
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<tr>
<th>Required Program Courses</th>
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<tr>
<td>CSIS</td>
<td>115</td>
<td>Introduction to Microcomputer Applications</td>
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<tr>
<td>HITE</td>
<td>101</td>
<td>Introduction to Health Information Technology Profession</td>
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<tr>
<td>HITE</td>
<td>102</td>
<td>Health Record Systems, Analysis, and Control</td>
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</tr>
<tr>
<td>HITE</td>
<td>103</td>
<td>Medical Terminology for Health Records</td>
<td>3.0</td>
</tr>
<tr>
<td>HITE</td>
<td>106</td>
<td>Health Record Statistics</td>
<td>3.0</td>
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<tr>
<td>HITE</td>
<td>108</td>
<td>Legal Aspects of Health Information</td>
<td>3.0</td>
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<tr>
<td>HITE</td>
<td>109</td>
<td>Professional Practice I</td>
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<td>110</td>
<td>Pharmacology</td>
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<td>200</td>
<td>Introduction to Classification Systems</td>
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<tr>
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<td>Quality Management</td>
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<tr>
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<td>Professional Practice II</td>
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<td>Classification Systems, Nomenclatures, Indexes, and Registers II</td>
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<td>Professional Practice III</td>
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<td>Classification Systems, Nomenclatures for Ambulatory Care</td>
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<td>HITE</td>
<td>211</td>
<td>Organization and Administration in Health Information</td>
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<tr>
<td>HITE</td>
<td>214</td>
<td>Introduction to Healthcare Reimbursement</td>
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<tr>
<td>HITE</td>
<td>216</td>
<td>Technology for Health Information</td>
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**Total Credit Hours**: 70.5

*Any first-time student at Metropolitan Community Colleges (MCC) with fewer than 12 credit hours completed after high school with a minimum GPA of 2.0 are required to take COLL 100.*

*History or the American Institutions requirement must be completed at an accredited Missouri College. Students who have completed American History at an institution outside the state of Missouri must enroll in a 1-credit hour course, POLS 153, to meet this requirement.*
Clinical Education Requirements:

Health career program curriculum design often integrates didactic, laboratory and clinical education experiences. Clinical education requires the student to apply learned information and work skills in a community setting under the supervision of a healthcare professional. Due to a portion of the curriculum being delivered in a work setting both the program and the students are required to follow specific guidelines set by the healthcare employer community. The requirements below must be successfully completed by health career students in order to participate in clinical education and successfully complete the program. Read the following information carefully.

1. Criminal Background Check

Clinical sites require that only students with an acceptable consumer report, as it relates to criminal background, be allowed to participate in clinical rotations. Therefore, prior to commencing the clinical portion of your program, Metropolitan Community College (MCC) will have Validity Screening Solutions, a credit reporting agency, conduct a background check. You are responsible for completing the required application information with the credit reporting agency and paying the cost. Criminal background checks are normally conducted once during the program; however, some clinical sites may require a more current report.

2. Family Care Safety Registry

The Department of Mental Health (DMH) has implemented a requirement that impacts Allied Health and Nursing students. This new guideline requires that all persons who come in contact with consumers in a Missouri mental health setting must have a Family Care Safety Registry (FCSR) background screening. The FCSR is a background screening that is not included in the standard Validity Screening Solutions Criminal Background Check. In order for you to be placed in a clinical site, you must complete a background check with the Family Care Safety Registry.

3. Drug Screen

MCC – Penn Valley is committed to maintaining high standards in all programs, including its Allied Health and Nursing Education and Practice programs. Safe practice requires efficient, reliable, and unimpaired student performance at all times, including in the classroom and in clinical settings. Students are required to perform all education related activities in appropriate mental and physical condition. Being under the influence of illegal drugs or alcohol is not only in violation of MCC’s Student Conduct Code, but it also poses serious safety and health risks to the user and to all persons who come in contact with him/her. As discussed below, clinical affiliation sites may require students to complete drug screening before they will be placed in the clinical setting and some clinical sites may also require drug screening, with or without cause, during the course of the clinical placement.
4. Immunizations

The immunization/titer requirements given below are recommended for health care workers by the Centers for Disease Control (CDC). In addition, each Allied Health and Nursing Program is required by clinical contract to submit documentation, which includes immunization/titer results, on all students upon request. It is the College’s policy that all of the following immunization/titer requirements be complete before any student can participate in a clinical experience. The immunization/titer requirements given below are recommended for health care workers by the Centers for Disease Control (CDC). In addition, each Allied Health and Nursing Program is required by clinical contract to submit documentation, which includes immunization/titer results, on all students upon request. It is the College’s policy that all of the following immunization/titer requirements be complete before any student can participate in a clinical experience. Hepatitis B or a signed Hepatitis B waiver must be on file in the Program Clinical Coordinator’s office or other designated office.

- Chickenpox (varicella)
- Measles, Mumps, Rubella Have two immunizations completed and take official documentation to Program Clinical Coordinator or other designated office.
- Tuberculosis Screen
- Tetanus-Diphtheria

Travel

Students are expected to obtain their own means of transportation to and from the clinical PPE site. At no time will the student be reimbursed for travel. If you have difficulty in obtaining adequate transportation that prevents you from being prompt to the PPE site, discuss the situation with your instructor or the HIT Program Coordinator. You may be required to travel up to 60 miles one way depending on clinical site availability.
Health Information Technology Program Application

DATE: _________________________    MCC Student ID Number: ________________________________

(MS/MR) _____________________________________________________________________________________

Last                         First      Middle
Name(s) that appear on previous educational records if different from above

Last                             First                  Middle
Mailing Address _______________________________________________________________________________

Number       Street     Apt. #
_______________________________________________________________________________

City      State                                     Zip Code
Phone:  (Home) ___________________________  (Cell) ______________________ (Work) __________________

Email Address: ____________________________________________________  

NOTE: All correspondence from the program will be sent to this email address

Emergency Contact:  ____________________________________________________________________________

Please Print                Name                                  Relationship              Phone  Email

EDUCATION:

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<tr>
<th>High School Name</th>
<th>City/State</th>
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GED (if applicable)

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<th>College(s)</th>
<th>City State</th>
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WORK EXPERIENCE: (Last 6 years)

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Signature _________________________    Date _________________________

Included with application form is essay and copy of unofficial transcripts