Health Information Technology
ADMISSION APPLICATION

Danville Area Community College
2000 East Main St, Danville, Illinois 61832
Telephone 217-443-3222 – www.dacc.edu

Health Information Technology Admission Application

Dear Applicant,

Thank you for your interest in Danville Area Community College's Health Information Technology (HIT) Program. Information about the program and the requirements necessary to apply for admission to the program are in this packet.

This is a two-year associate degree program that begins in the fall of each year. A portion of the HIT coursework is online. Since some of the coursework is online, I highly recommend that you visit the DACC website and access the **DACC Online** link to complete the "Online Assessment System for Internet Students (OASIS)" survey (http://dacc.edu/online/right-for-me) before applying.

In order to apply and be considered for acceptance into the program, the following paperwork must be submitted by the ***last Friday in May at noon***. Acceptance letters will be mailed out the beginning of July.

Once accepted your name will be forwarded to an academic advisor to enroll you in the HITT 101 Introduction to Health Information Management and the HITT 205 Legal Aspects courses. ***Please note that you should enroll in the required general education courses before this application deadline.*** If you wait for acceptance to enroll in those courses they could have limited availability (BIOL 137, BOFF 140, CBUS 150, etc.).

Please read the following information carefully. It is the sole responsibility of the applicant to make sure all required paperwork and information are received by the Health Information Technology Department by the said deadline.

Please send completed application with a copy of your transcripts and fall course schedule to:

Danville Area Community College
Health Information Technology Program
2000 E. Main St.
Danville, IL. 61832

If you prefer to drop off the information, you may take the application to Marcie Wright, Director of HIT, in the Mary Miller building room 178, or Angel Fellers, Healthcare Professions Office Assistant, in room 172.

If you have any questions or need more information, please contact my office at (217) 443-8574.

Sincerely,

Marcie Wright

Marcie Wright RHIA, RHIT, CCS
Health Information Technology Program Director
Danville Area Community College
mwright@dacc.edu
217-443-8574

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Important Information Pertaining to Admission

1. The Health Information Technology program is a closed enrollment program (can only enroll in HITT courses if accepted) with a limited acceptance of 15 students each fall.

2. The Health Information Technology program has an online learning component; therefore students are expected to be comfortable and confident in navigating an online classroom format. This often requires more reading on the part of students, as well as comfort with computer technology.

3. It is highly recommend that you go to the DACC website, access the **DACC Online** link to complete the "Online Assessment System for Internet Students (OASIS)" survey (http://dacc.edu/online/right-for-me) before applying.

4. Travel – Please know that HIT students travel to different healthcare facilities in the HITT 125 and HITT 250 Professional Practice Experience (PPE). Sites may range from as far away as the cities of Champaign Il., Hoopeston Il., Williamsport In., or Paris Il. Students are responsible for their own transportation to and from clinical sites for all PPEs. This could be up to 45 miles from the college. The program reserves the right to send the student to any of the sites the director deems appropriate. The cost of travel will be at the student's expense.

5. Students employed while in the HIT program are encouraged to negotiate alternate work schedules with their supervisors in advance of admission to the HIT program. The PPE courses such as HITT250 require 96 onsite clinical hours. Speak with the HIT program director about the clinical requirement if this is a concern for your work schedule.

6. Program acceptance for fall will be based on the student's GPA from their transcript, written application interview questions, and completion of Anatomy & Physiology 136 (BIOL 136). Due to the limited number of spaces available, meeting all of the criteria does not guarantee anyone admission to the program.

7. Applications for fall will be accepted at the start of the spring semester in January through the last Friday in May at noon. Applications will be taken until the deadline. At that time, a selection committee will review applications and select the fifteen candidates. Acceptance letters will be mailed out the beginning of June.

8. After admission to the program, students will be required to complete the following: criminal background check, physical, submit proof of immunizations, signed release of information form, and a ten-panel drug screening. There will be a cost to the student associated with completing this

requirement. Students that fail to submit this information will not begin the program, their seat will

be given to the next candidate. Deadline for submission will be announced in the acceptance letter.

APPLICATION CHECKLIST

Documents to be submitted for a Complete File

- ✓ Complete the Danville Area Community College application and new student orientation for admission if not currently enrolled in college credit courses at DACC. Contact Becky Doss for further information about new student orientation at (217) 443-8896.
- ✓ A completed high school transcript showing date of graduation or a copy of GED certificate submitted to the DACC Records Office.
- ✓ A completed Health Information Technology Admission Application. HIT applications are available in the Health Sciences office, Mary Miller building room 172 or online at *dacc.edu/depts/hit*. Submit completed applications to the office assistant or the HIT program director. Application deadline is the last Friday in May at noon.
- ✓ Official transcripts from all colleges or universities previously attended submitted to the DACC Records Office. Submit a copy of all transcripts as part of the HIT admission packet.
- ✓ A copy of your DACC fall class schedule submitted with HIT admission packet.

PERSONAL INFORMATION

Please Print or Type Information:

Name: _____ Date: _____

Mailing Address: _____

Home Telephone: _____Cell/Business Phone: _____

E-mail address: _____

DACC Student ID #:_____

Have you ever been convicted of a crime?   Yes ___ No ___

If yes, please contact the Program Director for further instructions regarding the application process.

Planning on attending   ___part-time   ____full-time

Interview Questions for Admission Consideration

1. How did you learn about the Health Information Technology Program at Danville Area Community College?

2. What is your reason for choosing Health Information Technology as a career path?

3. What do you see yourself doing ten years from now?

4. What, to your best understanding, are the duties of a Health Information Technician?

5. Do you have any previous hospital/health care facility work experience? *(Where, doing what and for how long?)*

6. What are the most important rewards that you expect in your career?

7. What qualifications do you have that make you think that you will be successful in the Health Information Technology program?

8. Describe your most rewarding educational experience thus far?

9. How do you work under pressure? Please give an example.

10. Will the travel or the schedule for clinical practicum required by the HIT Program be a problem for you?

[*Please know that HIT students travel to approximately 10 different sites in the HITT 125 and HITT 250, Professional Practice Experience. Sites may range from as far away as the cities of Champaign Il., Hoopeston Il., Williamsport In., or Paris Il or further. Students are responsible for their own transportation to and from clinical sites for all PPEs in the first and second year. ALL clinical placements are ALWAYS pending hospital availability and their willingness to take student assignments; which are beyond the control of the college or the HIT program. The decisions of hospitals may be varied due to workload and/or current staffing demands.*

Students employed while in the HIT program are encouraged to negotiate alternate work schedules with their supervisors in advance of admission to the HIT program. Clinical courses such as HITT125 require 96 onsite clinical hours. Speak with the HIT program director about the clinical requirement if this is a concern for your work schedule.

To meet the requirements of workforce and students of all healthcare settings, students must be able to pass a "criminal background check" for the past seven years for every county and state resided in since the age of 18 and be able to pass a drug screen. If unable to meet these requirements of our affiliate facilities, they will NOT be cleared for clinical and thus students will NOT be able to fulfill clinical requirements; therefore, be required to change their major and exit the HIT program.]

Any additional comments you would like to add to this interview document?

Health Information Technology

REQUIRED COURSES	HOURS
First Semester	
BIOL 136 Anatomy and Physiology I (PRE-REQUISITE)	4
BOFF 140 Medical Terminology	3
HITT 101 Introduction to Health Information Management	4
CBUS 150 Business Computer Systems	3
HITT 205 Legal Aspects of HIM and Ethics	2
Total	*16*
Second Semester	
HITT 110 Coding in Ambulatory Care Settings	4
BIOL 137 Anatomy and Physiology II	4
HITT 245 Current Trends in Health Information Technology	3
HITT 115 Patho-Physiology and Pharmacology	4
Total	*15*
Summer Session	
HITT 125 Clinical Practicum I *	2
ENGL 101, SPCH 101, SOCY 100	3
Total	*5*
Third Semester	
HITT 106 ICD Coding	4
HITT 255 Alternative Healthcare Settings Insurance Procedures	3
HITT 275 Health Information, Analytics and Data Use	3
ENGL 101, SPCH 101, SOCY 100	3
Total	*13*
Fourth Semester	
HITT 235 Advanced Coding	3
HITT 240 Supervision for Health Information Technologists	3
HITT 260 Quality Assurance and Healthcare Statistics	3
HITT 250 Clinical Practicum II Supervision*	2
ENGL 101, SPCH 101, SOCY 100	3
Total	*14*
Total Program Hours	**63**

*HITT 125 & 250 may be taken in other semesters based on facility availability.
Enrollment in developmental classes may increase the length of time it takes to complete as associate degree.