HEALTH INFORMATION TECHNOLOGY
Fall 2023 Entry
Associate in Applied Science Degree – 67 Credit Hours
Jamestown Campus

The Health Information Technology program has a selective admissions process with a limited enrollment of 24 students each fall. This packet will outline minimum criteria, program coursework, and the application/selection process. Before applying, it is recommended to review the Technical Standards and Essential Functions required for the program. Reading these standards carefully along with a realistic assessment of your own personality, interests, abilities, strengths, and weaknesses will ensure that you choose a program and career path that is a good fit for you. *Please read the contents of this packet carefully and in its entirety as some requirements are time-sensitive.*

PROGRAM ADMISSION REQUIREMENTS

✓ **Complete the GTCC General Admission/Readmission Process (new and returning students).**
- *Students currently enrolled at GTCC do not need to complete a new application for admission. These students will begin with the remaining steps and make sure the NC Residency is current.*
- *See page 2 for details on this requirement.*
- ***It is <u>highly recommended</u> to have this step completed by June 9th.***

✓ **Complete the REQUIRED online Program Information Session <u>by June16th.</u>**
- *See page 3 for instructions for accessing the session.*
- ***Sessions completed for previous admission cycles are NOT acceptable.***

✓ **Demonstrate "college readiness" for English <u>and</u> Mathematics.**
- S*ee page 4 to view options for meeting this requirement.*

✓ **Demonstrate BIOLOGY competency**
- *See page 4 to view options for meeting this requirement.*

✓ **Submit the Fall 2023 Health Information Technology Program Application**
- *Applications can be submitted ==May 8th through June 23rd.==*
- *See page 4 for details on application submissions*
- ***Applications may be accepted after the deadline if seats are still available.***

Note: Meeting all criteria listed above does not guarantee acceptance to the program. However, all criteria must be met to apply and be considered for selection.

PROGRAM CURRICULUM OUTLINE

General Education Courses are in bold print.

These courses may be taken prior to acceptance to the program to lighten the academic load.

Fall 2023		
BIO 163	**Basic Anatomy & Physiology (completed since 2013 or later)**	**5 credits**
ENG 111	**Writing & Inquiry**	**3 credits**
HIT 110	Introduction to Healthcare & Health Information Management (HIM)	3 credits
HIT 220	Electronic Health Records	2 credits
OST 141	Medical Office Terminology I	3 credits
Spring 2024		
HIT 114	Health Data Systems & Standards	3 credits
HIT 112	Health Law and Ethics	3 credits
OST 137	Office Applications I	3 credits
OST 142	Medical Office Terminology II	3 credits
MAT 152	**Statistical Methods I**	**4 credits**
Summer 2024		
HUM 115	**Critical Thinking**	**3 credits**
Social/Behavioral Science Elective	**PSY 150 General Psychology OR SOC 210 Introduction to Sociology**	**3 credits**
Fall 2024		
HIT 122	Professional Practice Experience I	1 credit
HIT 211	Diagnosis Coding & Reporting	3 credits
HIT 213	Outpatient Procedure Coding & Reporting Inpatient Procedure Coding & Reporting	2 credits
HIT 217	Quality & Data Analysis	3 credits
HIT 226	Pathophysiology & Pharmacology	3 credits
OST 138	Office Applications II	3 credits
Spring 2025		
HIT 214	Outpatient Procedure Coding & Reporting	2 credits
HIT 215	Revenue Cycle Management	2 credits
HIT 218	Management Principles in Health Information Technology	3 credits
HIT 222	Professional Practice Experience III	2 credits
HIT 280	Health Information Management (HIM) Capstone	2 credits
Communication Elective	**COM 110 Introduction to Communication, COM 120 Introduction to Interpersonal Communication, OR COM 231 Public Speaking**	**3 credits**
	Total General Education Coursework Credits:	21 credits
	Total Program Course Credits:	46 credits
	TOTAL CREDITS REQUIRED FOR DEGREE:	67 credits

LIMITED ENTRY ADMISSION PROCESS – GTCC HEALTH SCIENCES PROGRAMS
MEET PROGRAM ADMISSION REQUIREMENTS

Complete the GTCC General Admission Process (New and Returning Students)

- **New and returning GTCC students must complete the GTCC general admission, including the North Carolina Residency Determination Service (RDS).** To get started, visit https://www.gtcc.edu/admissions-and-aid/apply-now.php
    - **Returning students=** students previously admitted to GTCC and have not been enrolled in courses for more than 12 months
- **Submit your official transcripts to the GTCC Admissions Office.** Once received, transcripts are evaluated by GTCC's Enrollment Services staff. Approved transfer credits will be added to your academic record as appropriate.
    - **Please allow a minimum of TWO WEEKS for evaluation to occur.** This process takes longer near the beginning or end of a semester. Transfer credits from regionally-accredited colleges/universities must appear on your GTCC WebAdvisor transcript in order to be considered for meeting program requirements.
- **Activate your GTCC Titan Account.** You should be able to do this within 48 hours of your GTCC Application being accepted.

    - **Need help with this requirement?** For assistance with activating your GTCC Titan Account, you can contact Student Tech Support 1-866-826-3748, https://www.gtcc.edu/help-center/student-tech-support.php#.

Complete the Required Online Program Information Session by 5pm, June 16th

Information Sessions completed for previous application cycles are <u>not</u> acceptable for purposes of meeting this requirement!

This session will provide you with a detailed overview of the program, faculty and student expectations, class schedules and clinical requirements, the minimum program admission requirements, submitting your program application, and the selection and notification process for the incoming class.

- **You must have an activated GTCC Titan account to access the information session.**

- Enroll yourself in this course https://gtcc.instructure.com/enroll/MJ4C6P and complete the **Fall 2023 Health Information Technology module**. You must pass the all three modules and assessments with a score of 100% to receive credit for completing this task. **Access to the module will close at 5pm on June 16th!**

Demonstrate College Readiness for English AND Mathematics

You must be able to demonstrate that you have achieved the appropriate levels of college readiness in both subject areas. The chart below shows options for meeting these requirements.

COLLEGE ENGLISH READINESS	COLLEGE MATHEMATICS READINESS
❒ **Option 1:** You have completed or received transfer credit for ENG 111.	❒ **Option 1:** You have completed or received transfer credit for <u>one</u> of the following -- MAT 143, MAT 152, MAT 171 (or a higher-level math).
❒ **Option 2:** You have completed or received waiver credit for <u>all</u> of the following: DRE 096, DRE 097, DRE 098	❒ **Option 2:** You have completed or received waiver credit for <u>all</u> of the following: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050
❒ **Option 3:** You have completed or received waiver credit for ENG 002 with a minimum grade of **<u>P2</u>**	❒ **Option 3:** You have completed or received waiver credit for MAT 003 with a minimum grade of P2
❒ **Option 4:** You have completed or received waiver credit for ENG 011	❒ **Option 4:** You have completed or received waiver credit for <u>one</u> of the following: MAT 043, MAT 052, or MAT 071
❒ **Option 5:** An earned Associate or Bachelor's degree from a regionally-accredited institution	❒ **Option 5:** An earned Associate or Bachelor's degree from a regionally-accredited institution
❒ **Option 6:** Completion of placement test within the past 10 years and achievement of appropriate scores. <u>If you took the placement test elsewhere, you MUST submit those scores to GTCC Admissions!</u>	❒ **Option 6:** Completion of placement test within the past 10 years and achievement of appropriate scores. <u>If you took the placement test elsewhere, you MUST submit those scores to GTCC Admissions!</u>
❒ **Option 7:** Graduate of a US high school within the last 10 years, with a GPA of 2.8 or higher	❒ **Option 7:** Graduate of a US high school within the last 10 years, with a GPA of 2.8 or higher

**If you are unsure whether you meet either of these requirements, it is YOUR responsibility to speak with an Advising Coach in the Student Success Center for clarification PRIOR TO submitting your Program Application.

Demonstrate Biology Competency
This criteria can be met one of the following ways:
- College-level BIO/lab course with a "C" or better, completed within 10 years of program start date - (since 2013)
  - The course must be reflected on your transcript in WebAdvisor.
- High school-level BIO/lab course with a "C" or better, completed the 2019-20school year or later
  - Your high school transcript must be on file in Admissions.

<mark>NEW</mark> SUBMITTING YOUR PROGRAM APPLICATION

Program Applications will be accepted May 8, 2023 through 5pm on June 23, 2023.

Once you have completed all of the program admission requirements, it's time to submit your program application. This will be completed electronically through the *Health Programs Information Sessions* course in Canvas. Once you have completed the all three modules and assessments with a score of 100% the link for the application can be accessed starting May 8, 2023.

- Only one submission will be permitted for each applicant
- It is critical that you check your WebAdvisor transcript to make sure all coursework is accounted for, including transfer credits. Ranking points will only be given for courses that are on record. It is your responsibility to ensure all official transcripts have been submitted to Admissions and processed for transfer credits.
- Incomplete and/or ineligible applications will not be moved forward
- **Applications will not be reviewed by the Limited Entry Programs Office until after the June 23rd deadline. It is important to make sure all requirements are met BEFORE submitting your application.**
- *If space is still available after June 23rd, the application will reopen until the class is filled.*

PROGRAM APPLICANT SELECTION AND NOTIFICATION PROCESS

Ranking and Selection Process

One to two weeks following the June 23rd deadline, all application submissions will be screened by the Limited Entry Programs Office to confirm all minimum criteria have been met. All applicants will be notified via GTCC email if their submission will be moved forward to the Selection Committee for the final review.

The next 2-3 weeks following the initial screening, the Health Sciences Review Committee (comprised of Health Sciences Program Directors and faculty, Dean of Health Sciences, and Limited Entry Programs Office Staff) will review all eligible applications.

Applicants will be selected based on the date and time the Program Application was received by the Limited Entry Programs Office.

Notification Process

Final results will be sent electronically to the applicant's GTCC email address approximately 4 weeks after the application deadline – it is the applicant's responsibility to check this email account frequently to avoid missing important communications from GTCC.

- **Applicants offered a seat must accept or decline a program position by submitting an Intent to Enroll Form within 5 calendar days of the date on the acceptance letter.** Failure to respond within the stated timeframe will result in the position being offered to an alternate. Once a student declines a program position, the decision may not be reversed.

- **Applicants have 7 calendar days from the date on the notification letter to contest the results of the selection process.** The request for review of the results must be submitted in writing to Ms. Monica Banks, Limited Entry Program Coordinator (mvbanks@gtcc.edu). Ms. Banks will route your appeal to the authorized administrator who will render a decision within 7-10 business days of receipt of the written request. **The Administrator's decision is final.**

PROGRAM ORIENTATION, ADVISING/REGISTRATION, AND ENROLLMENT

Once a position in a program of study is accepted, the student will then communicate with the Program Director regarding all matters related to program orientation, advising/registration, and enrollment.

The student is required to attend all program orientations, meetings, or other events scheduled prior to the start of classes. Failure to attend these meetings without prior approval from the Program Director will result in removal from the health program; and an alternate student will be selected to fill the vacant position, as directed by the Program Director.

The student must enroll in program classes prior to the first day of the semester. Failure to enroll without prior approval of the Program Director will result in removal from the health program.

A student who enrolls in first-semester classes for the program and withdraws from the program or is dropped from the program that semester must complete the entire program admission process if he/she wishes to apply for a future program entry.

The GTCC Health Sciences Limited Entry Process is not to be regarded as a contract between GTCC and students. GTCC reserves the right to change any provisions or requirements with adequate notice and minimum disruption to students.

Important Notes to Health Science Program Applicants

Program faculty reserve the right to revise or change course requirements in accordance with applicable state laws, college requirements, accreditation standards, and/or at the discretion of the faculty. By accepting admission into the program, students agree to at all times abide by the program requirements and procedures as set forth in the Student Handbook and the respective course syllabus issued at the beginning of each term for each course. The student is bound by such requirements and procedures regardless of whether they were established before or after the date of enrollment in the program. Changes made after the publication of the Handbook will be posted as an addendum to the Handbook.

Most programs require students to have a criminal background check, a drug screen, and an OIG review (Office of Inspector General) upon admission. Healthcare agencies that are utilized for clinical and/or internship experiences require this evaluation. If a student is denied agency access due to a positive check or screening, the students may not be able to complete the clinical education experiences, which will result in the inability to continue in the health science program. Screening may also be required after graduation by examination boards, state licensing boards, and employing agencies. Pending the outcome, a graduate may be disqualified from examination eligibility, state licensure, and/or employment.

Students must achieve a GPA of 2.0 or better in order to graduate. Students who receive a grade of "D" in a general education course (other than BIO or CHM) can graduate as long as their GPA is at least 2.0. However, a grade of "D" in a general education course will not transfer to another institution, nor will GTCC accept a grade of "D" for credit from another institution. Students must achieve a "C" or better in BIO, CHM, and program major courses. Students who do not achieve a "C" or better in these courses will be suspended from the program.

GTCC's Health Information Technology program is accredited by the [Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)](.)
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312.235.3255 ▯ www.cahiim.org

If You Have Questions about the Health Sciences Limited Entry Admission Process, Please Contact:
Limited Entry Programs Office
140 Hassell Health Technologies Center, Jamestown Campus ◆ (336) 334-4822, ext. 50439 ◆ limitedentry@gtcc.edu