

**HEALTH INFORMATION TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE
Catalog 2005-2007**

The HIT program is accredited by the Commission on Accreditation for Health Informatics and Information Management in collaboration with the American Health Information Management Association. Upon graduation, students are eligible to write the national certification exam; successful candidates earn the professional credential of Registered Health Information Technician (RHIT). This program is available by pre-selection only. Students may enroll in general education courses prior to admission to the program. A grade of "C" or better must be achieved in all HITP, PTAP, and pre-requisite courses determined by Accuplacer scores. Students must successfully complete HITP120, Introduction to Health Information Management, before being accepted into the program. There is a two-week (or 90 hour) clinical experience to be completed in the final year of the program and this may necessitate travel out of the Farmington area. The program is designed for those students working full-time, day jobs, therefore requiring six semesters and two summer sessions to complete the course work on a part-time basis. A two-year course rotation is also available for those students wanting full-time status. All HITP courses must be taken in the following sequence.

			Credit Hours	Grade
1st Semester				
___	ENGL	111	Freshman Composition OR	
___	ENGL	118	Technical Composition	3
___	COSC	125	Business Microcomputer Applications	3
___	HITP	110	Medical Terminology	3
				Total 9 credits
2nd Semester				
___	BIOL	112	Human Body Structures and Functions	4
___	HITP	120	Introduction to Health Information Technology	3
___	ENGL	218	Advanced Technical Composition	3
				Total 10 credits
1st Summer Session				
___	MATH	114	Mathematics for Health Careers OR	
___	MATH	115	Intermediate Algebra and Applications	3
___	SPCH	111	Interpersonal Communication	3
				Total 6 credits
3rd Semester				
___	HITP	185	Computerized Medical Office	3
___	___	___	Elective (HITP 125 is highly recommended)	3
___	HITP	150	Legal and Ethical Issues in Health Information Management	3
___	HITP	160	Pharmacology and Laboratory Procedures	3
				Total 12 credits
4th Semester				
___	HITP	170	Physician Coding (CPT-4)	3
___	HITP	240	Health Data Analysis and Quality Assessment	4
___	PTAP	130	Pathophysiology for Allied Health Students	3
				Total 10 credits
2nd Summer Session				
___	PSYC	120	Introduction to Psychology	3
5th Semester				
___	HITP	200	Coding Classification Systems I	3
___	HITP	230	Reimbursement Methodologies	3
				Total 6 credits
6th Semester				
___	HITP	210	Coding Classification Systems II	3
___	HITP	260	Professional Practice Experience (90 Hrs)	2
___	HITP	286	Effective Healthcare Supervision	3
___	HITP	270	HIT Seminar	1
				Total 9 credits

Three (3) credits of an ELECTIVE are required. We highly recommend HITP 125, Introduction to Medical Practice Management.

Total credit hours required for this degree is 65

HEALTH INFORMATION TECHNOLOGY PROGRAMS
Associate of Applied Science Degree/Health Information Technology
Associate of Applied Science Degree/Medical Administrative Assistant
Certificate/Medical Insurance Coder/Biller
Certificate/Medical Transcription

San Juan College offers four programs designed to meet the increasing demands for well educated and professionally trained Health Information Technicians in health care agencies such as managed care organizations, ambulatory clinics, hospitals, physician and dental practices, long term care facilities, cancer centers, State Health Departments, and other organizations concerned with health information such as large insurance agencies and medical and pharmaceutical research centers.

These are one, two or three year programs, depending on full or part-time status, and are selective majors. Specific requirements must be met in order to declare HIT, MAA, MCB, or MT majors. All HITP courses are offered on-line for distance education purposes and the entire curriculum required to earn the AAS degree in Health Information Technology is available on the internet using WebCT. Therefore, the San Juan College HIT Program is available to any qualified candidate who has access to the Internet. Some HITP courses may be offered only once a year; therefore, advisement for sequencing is important.

Admission to the programs is on a first-qualified, first-served basis. Acceptance to the College is granted to most applicants and does not constitute nor guarantee admission to the Health Information Programs. Final approval to enroll in the programs is granted by the Director of Health Information Technology Programs. Enrollment is limited. Taking courses that apply to the HIT curriculums does not guarantee acceptance to the programs.

To be eligible the applicant must have:

High school or college minimum GPA of 2.75. College GPA is based on a minimum of 12 non-remedial credits and completed the SJC Accuplacer tests if fewer than 18 college credits have been earned, or if deemed necessary by advisor.

APPLICATION PROCEDURE

The Program Applications are done through the Health Information Technology Office located in the San Juan College 30th Street Center Annex. You may arrange for an interview with the Director of Health Information Technologies by phoning: 505-566-3597.

Program Entry:

1. Obtain the appropriate entry application for your chosen course of study from the HIT Office.
2. Complete the enrollment process at San Juan College Admissions and Records:
 - a. Declare HIT, MAA, MTRN, or MCB as your major
 - b. Submit the General Information Form
 - c. Request official transcripts from each school that you will use for transfer credits
 - d. Request evaluation of all non-San Juan College transcripts
 - e. Take the Accuplacer tests if required
3. Submit the completed application materials to the HIT Department:
 - Formal program entry application
 - Accuplacer placement test scores and/or transcripts documenting equivalent credit
 - Documentation of all prerequisites completed or in progress.

Advanced Level Program Continuation:

As part of the mandatory academic advisement session held during the first semester of 100 Level HITP and MTRN courses, progress in the program will be reviewed. If in good standing, the intent to continue as a degree or certificate student will be documented in the Program student file. If necessary, any developmental/remedial work required before advancement will also be documented.