

HEALTH INFORMATION TECHNOLOGY PROGRAMS

Associate of Applied Science Degree/Health Information Technology Certificate/Medical Insurance Coder/Biller Certificate/Medical Transcription

San Juan College offers 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, regional health information organizations and regulatory agencies.

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, MCB, or MT majors. All HITP courses are offered online for distance education purposes and the entire curriculum required to earn the AAS degree in Health Information Technology is available online. One MUST have access to a computer and internet access, DSL or broadband preferred. 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 required. 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 Technology 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 diploma or college minimum GPA of 2.75. College GPA is based on a minimum of 12 non-remedial credits. All applicants must complete the SJC Accuplacer test if fewer than 18 college credits have been earned, or if deemed necessary by advisor.

APPLICATION PROCEDURE

The Program Applications are completed 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, 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
 - 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
 - Demonstrate digital literacy by providing results of assessment

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 or digital literacy work required before advancement will also be documented.