HEALTH INFORMATION TECHNOLOGY PROGRAM

ADMISSION REQUIREMENTS
Rolling Admissions

ANNE ARUNDEL COMMUNITY COLLEGE
School of Health Sciences
Dear Prospective Health Information Technology Student,

Congratulations on selecting Health Information Technology as a career. According to the U.S. Department of Labor’s Bureau of Labor Statistics, “Employment of health information technicians is projected to grow 22 percent from 2012 to 2022, much faster than the average for all occupations.” As a graduate of the program, you are eligible to take the Registered Health Information Technician (RHIT) certification exam given by the American Health Information Management Association (AHIMA).

The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) states that “Health information management (HIM) professionals have skills and competencies in health data management, information policy, information systems, administrative and clinical work flow. HIM is focused on operations management essential to ensuring an accurate and complete medical record and cost-effective information processing. In acute care hospitals, HIM is often part of the team including the Information Technology (IT) staff and clinical informatics professionals that oversee electronic health records (EHRs). HIM skills are critical to continuous quality improvement, regulatory requirements, and revenue cycle processes, ensuring the availability of accurate health data. The role of HIM in helping medical practices adopt electronic health records is growing and is an ideal skill set for HER technical assistance. HIM is a value-added bridge between clinicians, payors, regulators, patients, consumers and technology (EHRs, personal health records), with critical skills and competencies essential to building the nationwide health information network (NHIN) and health information exchanges (HIEs)” (CAHIIM, 2014).

The AACC Health Information Technology program is one that takes much time and dedication. Realizing this, we would like to wish you success as you make a commitment to yourself, this course of study, and the health and well-being of the community. The faculty and staff offer our assistance in helping you make your matriculation at Anne Arundel Community College a fulfilling one.

Sincerely,

Dana Carcamo, RHIA, CCS
Coordinator, Health Information Technology & Medical Coding Programs
School of Health Sciences
Email: ddcarcamo@aacc.edu

Tammie Neall, MS, MT (ASCP)
Manager, Admissions & Advising
School of Health Sciences
Email: tdneall@aacc.edu
Health Information Technology Program

Program Accreditation

The Associate Degree, Health Information Technology Program at Anne Arundel Community College is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

College Admission Information

Students who wish to apply for the Health Information Technology program at Anne Arundel Community College should indicate the Health Information Technology Field of Study and the goal as “Degree Seeking” on the College Admission Application or Student Academic Program Change Form available in Counseling, Advising and Retention Services (CARS). To facilitate enrollment, bring a copy of ACT, SAT, or advanced placement scores and unofficial college transcripts to CARS. Students who transfer should follow the usual procedures for sending official transcripts to the college Records office. Application to the Health Information Technology program is a separate process. Admission to the Health Information Technology curriculum does not assure students of selection into the Health Information Technology course sequence. Apply to the college online at www.aacc.edu.

Advising

New students should contact Counseling, Advising and Retention Services at 410-777-2307 for advising, select Option 1.

Current students should follow the instructions below:
- Log into MyAACC  https://portal.aacc.edu
- Click on MENU
- Select SELF SERVICES
- Locate and click on OASIS in the Self Services Resource Links section

Students who are transferring general education requirements should have official transcripts sent directly to the college Records office. In order to facilitate evaluation of transfer credits to meet academic requirements, official transcripts from ALL previously attended institutions of higher education must be submitted in a timely manner. Additional advising may be provided by the program coordinator (410-777-7498).

Admission/Academic Requirements

Application Submission

Students will be admitted to the Health Information Technology program on a rolling admission basis. There is NO application deadline. Students will apply to the program only after meeting all academic and admission requirements. Once the applicant’s admission requirements have been verified, the student receives conditional acceptance for the next available seat. Incomplete applications are not considered and will be sent back to the student for resubmission once they are complete. Students need only apply once to the program, providing their application is complete. A future seat will be slotted for them once the student meets the requirements for admissions.
Information Session

- Attendance at an information session is required. Please call 410-777-7310 for dates and times or view the schedule or view the Health Information Technology online information session at www.aacc.edu/apply-and-register/credit-application/health-science-applicants
- No registration, no cost

Photo Identification

Applicants are required to submit a photocopy of their MD Driver’s License or a photocopy of a government issued photo ID attached to their application to the program.

Satisfactory Academic Standing

Students must have a minimum adjusted grade point average (GPA) of 2.0 at this college to be considered for selection to the Health Information Technology program.

English *

Students must demonstrate eligibility for English 111 as evidenced by one of the following:
- Satisfactory ACT or SAT scores according to the college standard. If available, please submit a copy of the scores to the Records office. OR
- Satisfactory scores on the English Placement Test.* OR
- Successful completion of noncredit developmental English requirements as determined by ACT, SAT or English Placement Test scores.* OR
- Transfer of credits for ENG 111 from other institutions or credits awarded on basis of CLEP, advanced placement exam or honors English course.

Mathematics *

Students must demonstrate eligibility for general education mathematics by one of the following:
- Satisfactory ACT or SAT scores according to the college standard. If available, please submit a copy of the scores to the Records office. OR
- Satisfactory scores on the Mathematics Placement Test.* OR
- Successful completion of noncredit developmental math courses on the Mathematics Placement Test scores.* OR
- Transfer of credits for a general education mathematics course from other institutions.

* English and Math Placement Tests may be taken in the Testing Center. (For times and location, call 410-777-2495.) Information on CLEP is available in the Testing Center.

# Eligibility must be met prior to taking prerequisite courses.

International Students

- Foreign educated students must have their college and high school transcripts evaluated by one of the following credential evaluators:
  ♦ ECE (Educational Credential Evaluators) at www.ece.org
  ♦ WES (World Education Services) at www.wes.org

This evaluation must be done prior to evaluation by the Records office at Anne Arundel Community College. Please be advised that this process may take several weeks.
• **ALL** foreign educated students must successfully pass the TOEFL (Test of English as a Foreign Language) with a minimum score of 550 (213 is the equivalent computer score and 79 is the equivalent Internet based score) **OR** must have completed the ENG 111/112 or ENG 115/116 or ENG 121 course sequence with grades of “C” or better prior to applying to the Health Information Technology program. Anne Arundel Community College’s code for TOEFL is **5019**.

• Valid Immigration Documentation for Non-US Citizens

  ♦ Non-U. S. Citizen applicants must submit valid immigration documentation to the AACC Admissions and Enrollment Development Office in order to complete the required College Application. For assistance regarding immigration documentation needed, please call 410 777-2152. Incomplete college applications may result in non-selection of a health sciences program.

  ♦ Please Note: Students without a Social Security number may not be permitted at some clinical rotation sites; site availability may delay or inhibit progression in the program. An International Student Admission Specialist in the AACC Admissions and Enrollment Development Office may be able to assist international students with F-1 visa status to obtain a Social Security number through Practical Training; please contact them at 410 777-2677. For detailed information, please refer to the college catalog ([http://catalog.aacc.edu](http://catalog.aacc.edu)).

**Estimated Health Information Technology Program Costs**

*Note: Residents of Anne Arundel County Student Costs are listed below. For Out-of-County, Out of State, or International student tuition costs see: [www.aacc.edu/costs-and-paying](http://www.aacc.edu/costs-and-paying).*

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
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<tbody>
<tr>
<td>27 Credit Hours HIT Coursework ($110/credit hour and $60 lab fees)</td>
<td>$3,030</td>
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<tr>
<td>40 Credit Hours Gen Ed Coursework ($110/credit hour &amp; $85 lab fees)</td>
<td>$4,485</td>
</tr>
<tr>
<td>Registration fee per term ($25/term (5 terms))</td>
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<tr>
<td>General Student Fees (Athletic, Educational Services, Student Activity) *</td>
<td>$1,675</td>
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<tr>
<td>Criminal Background Check &amp; Medical Documentation Manager</td>
<td>$63.50</td>
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<tr>
<td>AHIMA Student Membership fee ($45 per year)</td>
<td>$90</td>
</tr>
<tr>
<td>Graduation Application Fee</td>
<td>$20</td>
</tr>
<tr>
<td>Approximate Cost HIT textbooks (based on new prices in campus bookstore)</td>
<td>$1,750</td>
</tr>
<tr>
<td>Approximate Cost Gen Ed textbooks (based on new prices in campus bookstore)</td>
<td>$3,168</td>
</tr>
</tbody>
</table>

Estimated costs of health examination and immunizations- Variable depending on health insurance

**GRAND TOTAL**

$14,406.50

*Note: ALL COSTS ARE APPROXIMATE AND SUBJECT TO CHANGE*

Figuring Your Term Costs [www.aacc.edu/costs-and-paying](http://www.aacc.edu/costs-and-paying)

*based on maximum program credits of 67

All General Education and Health Information Technology courses must be passed with a C or better. Only HIT courses from CAHIIM accredited programs will be considered for transfer credit.

**The Health Information Technology Curriculum**

The Health Information Technology curriculum includes the prerequisite courses, general education courses, and the Health Information Technology courses: HIT 111,112, 113, 217, 218, 220, 221, 222, and 276. Students who complete this 63-credit program will be awarded an Associate of Applied Science degree. Admission to the Health Information Technology curriculum does not assure students of selection into the program.
Technical Standard Requirement

1. Students conditionally accepted to the Health Information Technology program will be required to complete the *Health Examination Record*. Once a physician certifies that the candidate meets the technical standard requirement (defined in #2 below) as established by the department within the scope of practice of the profession, and the department receives and concurs with the physician’s certification, the candidate will be considered as having met the technical standard requirement.

2. Qualification: Good physical and mental health.

Admission Criteria (Technical Standards): Student must be free of contagion and possess sufficient stamina with or without reasonable accommodations, as may be required by law and mental stability to fulfill the requirements of the program and the customary requirements of the profession:

- Work for 8-12 hours performing physical tasks requiring sufficient strength and motor coordination without jeopardy to patient and student safety as, for example, bending, lifting, turning and ambulating patients.
- Perform fine movements and be able to manipulate instruments and wide variety of equipment according to established procedure and standards of speed and accuracy.
- Establish and work toward goals in a consistently responsible, realistic manner.
- Have auditory ability sufficient to monitor and assess health needs (for example: communicate verbally, in an effective manner, with patients and other personnel).
- Have visual ability sufficient for observation and assessment necessary for patient care (for example: read and process patient-related information like patient charts and requisitions).

Criminal Background Checks and Drug Screening

All health sciences students who are offered admission and/or clinical placement will be required to submit to a complete criminal background check and urine drug screen. All student applicants' final acceptance in the program shall be contingent upon satisfactory completion of a criminal background check and of a urine drug screen.*

All letters of acceptance shall state that the acceptance is conditional and contingent on submission to a criminal background check and urine drug screen—as may be required by the program—that results in satisfactory reports. If an accepted student tests positive for an illegal or un-prescribed drug, the student shall be denied admission or terminated from any health sciences program.

Separate, additional criminal background checks and urine drug screens may be required by clinical sites prior to placements. Students with an unsuccessful background check or urine screening who are denied by a clinical site that is required to meet program competencies shall be dismissed from the program and their registrations shall be withdrawn from courses related to the program of study. If the student tests positive for an illegal or un-prescribed drug, the student shall be denied admission or terminated from any health sciences program even if a denied placement was not required to meet program competencies. Successful reports of criminal background checks and urine drug screens do not assure eligibility for specific clinical site placement, program completion, and/or eligibility to sit for professional licensure/board examinations.

Students are reminded that licensing boards for certain health care occupations and professions may deny, suspend, or revoke a license or may deny the individual the opportunity to sit for an examination even if the individual has completed all program course work if it is determined that an applicant has a criminal history or has been convicted of, or pleads guilty, or pleads nolo contendere or the like to a felony or other serious crime.
Successful completion of a health sciences program of study at Anne Arundel Community College does not guarantee licensure, the opportunity to sit for a licensure examination, certification or employment in the relevant health care occupation.

Students may be automatically denied admission or, if enrolled, dismissed from the program if they have not been truthful or have provided inaccurate information on the application or on any other form or submission. Students who have questions or concerns are encouraged to contact the Health Sciences Admissions Office at healthsciencesadmissions@aacc.edu.

* Notwithstanding the statements herein regarding urine drug screens, as of September 2010, only certain programs will be requiring drug screening. AACC shall inform students which programs presently require them. However, AACC, at any time, has the right, upon notice, to require any and all students in any and all programs to comply with drug screening.

**Application/Selection Process**

- **Health Information Technology** applications are available at the Arnold campus in Florestano100 and on the college website.
- Eligible students desiring entry must return the completed application to the School of Health Sciences office (FLRS 100).
- Applications will be accepted on a rolling basis.
- Students will be responsible for obtaining an application from the college.
- Students eligible to submit applications for selection are those who have completed all of the admissions and academic requirements by the date the application is submitted.
- Incomplete applications will not be considered and will be returned to the applicant.
- The applications will be reviewed and students will receive an email indicating that their application is complete.
- Selection will be made according to the criteria listed in the Admission/Academic Requirements section of this booklet.
- Selected applicants will receive a selection packet Conditional Acceptance

**Conditional Acceptance:** Applicants who have met the academic and admission requirements and have been selected into the program are given Conditional Acceptance. Students who are granted Conditional Acceptance must submit a completed health examination record and criminal background check by a designated deadline. Students who do not meet this deadline will not be considered for admission and the next person on the list will be contacted. Instructions on how to complete these items will be enclosed in the selection packet and are not to be done until instructed to do so.

Qualified applicants not initially selected for conditional acceptance will be placed on a list in order received and notified for selection when a seat becomes available. These applicants do not need to reapply. If applicant declines seat, applicant will need to reapply for future seat.

- Conditionally accepted candidates must attend a mandatory meeting on a designated date. Conditionally accepted candidates not attending this meeting may lose their seat in the class.
- Final acceptance into the program shall be contingent upon satisfactory completion and submission of a health examination record and criminal background check.
Registration for Health Information Technology Program

The Health Information Technology program will provide registration forms to accepted students.

Clinical Site Placement Requirements

Students may also be required to complete a drug screen at the request of the clinical site prior to placement. This will be at the student’s expense.

May 2017

Anne Arundel Community College and/or the School of Health Sciences reserves the right to revise requirements for admission into the Health Sciences programs, the selection criteria and procedures, and the required courses for programs of study as deemed necessary without prior notification.

Notice of Nondiscrimination:
AACC is an equal opportunity, affirmative action, Title IX, ADA Title 504 compliant institution. Call Disability Support Services, 410-777-2306 or Maryland Relay 711, 72 hours in advance to request most accommodations. Requests for sign language interpreters, alternative format books or assistive technology require 30 days' notice. For information on AACC’s compliance and complaints concerning sexual assault, sexual misconduct, discrimination or harassment, contact federal compliance officer at 410-777-1239 or complianceofficer@aacc.edu or Title IX coordinator at 410-777-2256, or Maryland Relay 711.
**Required Courses**

All general education and Health Information Technology courses must be completed with a grade of "C" or better.

### Prerequisites

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 231</td>
<td>Human Biology 1</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 233</td>
<td>Anatomy and Physiology 1</td>
<td>4</td>
</tr>
<tr>
<td>CTA 100</td>
<td>Computing and Information Technology</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CTP 103</td>
<td>Theories and Applications of Digital Technology</td>
<td>3</td>
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<tr>
<td>MDA113</td>
<td>Medical Terminology</td>
<td>3</td>
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<tr>
<td>MDA 114</td>
<td>Diseases of the Human Body</td>
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### FIRST YEAR – TERM 1

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 232</td>
<td>Human Biology 2</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 234+</td>
<td>Anatomy and Physiology 2</td>
<td></td>
</tr>
<tr>
<td>ENG 111</td>
<td>Composition &amp; Introduction to Literature 1</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 115</td>
<td>Composition &amp; Introduction to Literature</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 121*</td>
<td>Composition &amp; Introduction to Literature</td>
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<td>MAT</td>
<td>General Education Requirement</td>
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<tr>
<td>HIT 111</td>
<td>Introduction to Health Information Technology 1</td>
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<tr>
<td>RXN 211</td>
<td>Pharmacology for Health Professions</td>
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### FIRST YEAR – TERM 2

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<tbody>
<tr>
<td>ENG 112</td>
<td>Composition &amp; Introduction to Literature 2</td>
<td>0-3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
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<tr>
<td>ENG 116</td>
<td>Composition &amp; Introduction to Literature</td>
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<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 121*</td>
<td>Composition &amp; Literature</td>
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<tr>
<td>COM 111</td>
<td>Fundamentals of Oral Communication</td>
<td>3</td>
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<td>HIT 112</td>
<td>Healthcare Statistics and Quality/Performance Improvement</td>
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<td>HIT 113</td>
<td>Introduction to Health Information Technology 2</td>
<td>2</td>
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<td>HIT 217</td>
<td>Introduction to ICD Coding</td>
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**TOTAL FIRST YEAR CREDITS**

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<th>Credits</th>
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### SECOND YEAR – TERM 1

<table>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>HIT 218</td>
<td>Introduction to CPT/HCPCS Coding</td>
<td>3</td>
</tr>
<tr>
<td>HIT 220</td>
<td>Legal Aspects of Health Information Management</td>
<td>3</td>
</tr>
<tr>
<td>HIT 222</td>
<td>Reimbursement Methodologies</td>
<td>3</td>
</tr>
<tr>
<td><strong>Social &amp; Behavioral Sciences (Must meet diversity requirement)</strong></td>
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<td>Total credit hours</td>
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### SECOND YEAR – TERM 2 1st 8 weeks

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<td><strong>Health/Fitness/Wellness</strong></td>
<td>General Education Requirement</td>
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<tr>
<td>HIT 221</td>
<td>Advanced Coding</td>
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### SECOND YEAR – TERM 2 2nd 8 weeks

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<tr>
<td>HIT 276</td>
<td>Health Information Technology Practicum</td>
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<tr>
<td>Total credit hours</td>
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**TOTAL SECOND – YEAR CREDITS**

<table>
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<th>Range</th>
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**TOTAL PROGRAM CREDITS**

<table>
<thead>
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<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>63-67</td>
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</table>

*Note: Students who earn credit in this course cannot earn credit in ENG 111 and/or ENG 112. If a student whose program requires six hours of English composition successfully completes ENG 121, the student has fully satisfied the English composition obligation. If a student whose program requires twelve hours of English successfully completes ENG 121, the student must satisfy the program requirement with six additional hours of English. Note: Also offered as ENG 121H; credit is not given for both ENG 121 and ENG 121H.*
+ BIO 101 is a college prerequisite for BIO 233. Therefore, it will take two semesters to complete this science sequence.

** Diversity Requirement: Students may satisfy the diversity requirement simultaneously as they satisfy general education requirements for health or social and behavioral sciences.

**HIT 111**
**Introduction to Health Information Technology 1**
3 credit hours — Three hours weekly; one term
Learn hospital and physician’s office record keeping practices. Identify hospital and medical staff organization; patient record content; procedures in filing, numbering and retention of patient records; quantitative analysis; release of patient information; forms control and design; indexes and registers; and regulatory and accrediting agencies. Facilitate the collection and use of health data in hospitals and government and accreditation agencies. Lab fee $30.
Prerequisite: BIO 231 or BIO 233, BIO 232 or 234, CTA 100 or CTA 103, MDA 113, MDA 114 (all prerequisites must have a grade of C or better); or permission of the program coordinator

**HIT 112**
**Healthcare Statistics and Quality/Performance Improvement**
4 credit hours — Four hours weekly; one term.
Learn statistical computation at the introductory level for use in health information management departments. Learn how to use statistics to make better business decisions, track activities in the healthcare facility and analyze data. Learn how to identify quality issues in a healthcare setting and be able to implement performance improvement programs. Decrease risk exposure to the healthcare facility by learning to aggregate and analyze data specific to an issue. Identify trends that demonstrate quality, safety and effectiveness of healthcare.
Prerequisite: General education mathematics and HIT 111 (with a C or better).

**HIT 113**
**Introduction to Health Information Technology 2**
2 credits — 30 hours of lecture; one term.
Learn electronic health information systems, their design and implementation. Continue to build on knowledge of imaging technology, information security and integrity, data dictionaries, modeling and warehousing to meet health care system needs. Apply policies/procedures to facilitate electronic health records and other administrative applications. Learn leadership and compliance principles related to health information management, as well as current trends in health information management.
Lab fee $30.
Prerequisite: HIT 111 (with a C or better).

**HIT 217**
**Introduction to ICD Coding**
3 credit hours — Three hours weekly; one term
Learn the basic coding guidelines using the current ICD coding classification system. Practice the application of diagnosis and procedure codes validating coding accuracy using clinical information that would be found in the health record. Apply and promote ethical coding standards while adhering to current regulations and established guidelines in code assignment.
Prerequisite: HIT 111 with a grade of C or better, or permission of the program coordinator.

**HIT 218**
**Introduction to CPT/HCPCS Coding**
3 credit hours — Three hours weekly; one term
Learn the basic coding guidelines of the Current Procedural Terminology (CPT) nomenclature. Practice the application of CPT/HCPCS codes validating coding accuracy using clinical information found in the health record. Apply and promote ethical coding standards while adhering to current regulations and established guidelines such as the National Correct Coding Initiative.
Prerequisite: HIT 111 with a grade of C or better, or permission of the program coordinator.
HIT 220
Legal Aspects of Health Information Management
3 credit hours — Three hours weekly; one term
Learn the legal issues of Health Information Management with focus on statutory and regulatory requirements, case law and practical applications. Special legal problems associated with access to patient information, disposition of records, confidentiality and privacy, reporting requirements and compliance with current state and federal legislation are emphasized.
Prerequisite: HIT 111 (with a C or better).

HIT 221
Advanced Coding
3 credit hours — Three hours weekly; one term.
Learn the application of ICD diagnosis and procedure coding and as well as CPT/HCPCS coding to higher level case scenarios. Practice the application of diagnosis and procedure codes validating coding accuracy using clinical information that may be found in the health record. Apply and Promote ethical coding standards while adhering to current regulations and established guidelines in code assignment. Learn encoder software and practice applications.
Prerequisite: HIT 217 and HIT 218 with a grade of C or better.

HIT 222
Reimbursement Methodologies
3 credit hours — Three hours weekly; one term
Learn healthcare reimbursement systems, reimbursement methodologies, and payment processes throughout the healthcare industry. Examine the complex financial systems within today's healthcare environment and provide an understanding of the basics of health insurance, public funding programs, managed care contracting and how services are paid.
Prerequisite: HIT 111 (with a C or better).

HIT 276
Health Information Technology Practicum
3 credit hours — 160 hours practicum; one term.
Participate in a supervised practicum using simulation software and in a clinical practice setting. Perform functions related to the analysis and reporting requirements for health records, release of information, coding of medical records, and data abstracting. Take a mock Registered Health Information Technician accreditation examination. Clinical fee $30.00.
Prerequisite: Completion of all Health Information Technology degree required courses prior to practicum (with a grade of C or better).
Getting Your HIM Associate Degree: An Academic Pathway

Where can I go?

Attend a CAHIIM-Accredited HIM Associate Degree Programs

What kinds of education options are available at the associate degree level?

**Associate Degree**
- Completion time is typically two years, longer if attending on a part-time basis
- Traditional classroom and distance learning options are available
- Many programs offer evening hours
- Curriculum includes a variety of courses designed to provide a general overview of healthcare organizations and delivery systems

Once I complete my courses, what’s the next step?

You can take a national credentialing exam for health information technology

What is the credential?

Registered Health Information Technician (RHIT) Credential

Once I have my associate degree, what can I become?

**HIM Associate Degree with RHIT Credential**

Employment responsibilities may include:
- Coder
- HIM Director
- Consultant
- Quality Improvement Specialist
- Charge Master Auditor
- Documentation Specialist
- HIM Department Manager or Supervisor
- Cancer or Other Disease Registrar
- Information Access/Disclosure Specialist
- Instructor/Trainer

How can I further my HIM education?

Professional Advanced Certifications CCS, CCS-P, CHPS

Progress to a CAHIIM-Accredited HIM Baccalaureate Degree Program

Transfer of course credits: Students interested in transferring course credits from one institution to another should locate the transfer policy of the school program and speak with the Program Director to discuss specific circumstances.
Testing and Assessment Services

Course and Certification Testing

The testing office administers classroom, distance learning courses, and national certificate exams such as the College Level Examination Program (CLEP), Pearson Vue and many more.

Academic exams are given at all AACC testing locations. To take a certification exam or CLEP exam, please review scheduling procedures at http://www.aacc.edu/resources/academic-services/testing/. Or, contact us at 410-777-2375.

*Exams will not be administered to students without picture identification.

*Students taking a certification test may be required to provide additional identification, please review instructions with certification vendor (Pearson Vue, CLEP, Certiport, Castle Worldwide, and Teas).

Testing Center Hours

Arnold – Room SUN 240
Mon – Thur 8:30am to 8:00pm
Fri 8:30am to 4pm and Sat 9:00am to 1:00pm
Phone: 410-777-2375
Email Testing-arnold@aacc.edu

GBTC – Room 208
Mon 9am to 12pm and 1pm to 5pm
Tu – Thur 12pm to 4pm and 5pm to 8pm
Sat 9am to 1pm
Phone: 410-777-2906
Email testing-gbtc@aacc.edu

AMIL - Room 112
Mon – Thur 10am to 8pm
Fri 10am to 2pm and Sat 9am to 1pm
Phone: 410-777-1915
Email testingAMIL@aacc.edu

Other School Test Proctoring

The testing center offers students from other institutions the ability to have their exams proctored. Please review our testing fee schedule http://www.aacc.edu/media/content-assets/testing/documents/testingfees.pdf for other school testing.

Accommodation Testing

The Testing Center works with the Disability Support Services Office and your instructor to assist you in completing your exams in the Testing Center. If you feel you need an accommodation please contact the DSS office at 410-777-2307, option 1.

*If you experience any difficulty opening website links for the Testing Center, please contact us at 410-777-1334.
New Students

Students that are seeking either an AACC Certificate or an associates degree must be assessed in reading, English and math (if math is a program requirement) through ACCUPLACER or provide SAT/ACT scores. The purpose of ACCUPLACER is to provide students with useful information about their academic skills in math, English, and reading. The results of the assessment in conjunction with students' academic background, goals, and interests are used by academic advisors and counselors to help determine course selection.

Students cannot "pass" or "fail" the placement tests, but it is very important for students to realize they must take these tests seriously so there will be an accurate measure of your academic skills.

Prior to taking the ACCUPLACER placement test for AACC, students are required to watch the ACCUPLACER Preparation Guide video.

To view the ACCUPLACER Prep Guide video please visit: http://www.aacc.edu/apply-and-register/credit-application/step-3-take-a-placement-test/

The AACC Placement Prep Guide is a free resource that offers general information on college admissions, testing and retesting options. The guide also provides sample questions for the ACCUPLACER English, reading, math, ESL/LOEP and arithmetic placement test.

For additional resources and to download the AACC Prep Guide visit: http://www.aacc.edu/resources/academic-services/testing/

SAT and ACT Cut Scores

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<tr>
<th>Test</th>
<th>Score (Tested before 3/1/2016)</th>
<th>Placement</th>
<th>Score (Tested after 3/4/2016)</th>
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<tbody>
<tr>
<td>SAT Math</td>
<td>550</td>
<td>College Level Math</td>
<td>530</td>
<td>MAT 100, MAT 133, MAT 135, MAT 221, and MAT 222</td>
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<td>570</td>
<td>MAT 137 and MAT 141</td>
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<td>-</td>
<td>600</td>
<td>MAT 151</td>
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<td>620</td>
<td>MAT 191</td>
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<td>English 111</td>
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<td>-</td>
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<td>SAT Evidence-Based</td>
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<td>500</td>
<td>English 111</td>
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<td>College Level Math</td>
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<td>MAT 100, MAT 133, MAT 135, MAT 141, MAT 221, and MAT 222</td>
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<td>ACT English</td>
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<td>English 111</td>
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