HAZARD COMMUNITY & TECHNICAL COLLEGE
Health Information Technology – Pre-Admission Information

College Admission
Students seeking admission to the Health Information Technology (HIT) Program must be admitted to the college. Students who wish to enter the class beginning Fall Semester must complete or have transfer credit for the following pre-admission courses by the last day of the Spring Semester prior to the Fall semester they wish to enroll. Admission into the HIT Program is limited and based on the following admission criteria and deadlines.

Program Information
In order to be considered for admission, each applicant must submit the following documentation:

1. Application for admission to the college;
2. Official high school transcript from a public high school, a certified nonpublic high school, a non-certified high school, passed GED official score report or the student has completed a home school curriculum, subject both to the ability to benefit criteria for KCTCS financial aid purposes and to the KCTCS Assessment and Placement Policy;
3. Official transcripts of all postsecondary education;
4. ACT (or SAT) and/or, ASSET or COMPASS test results;
5. Documentation of attendance at a Health Information Technology Program Pre-Admission Conference or an interview with the program coordinator or designee; and
6. Completion of a selective admissions form (pre-admission conference form).

The program will utilize Blackboard and all courses will be on-line with some instructional based practicum site activities. This program will take four semesters to complete. Students will be required to enroll in the appropriate HIT courses for the fall and spring terms. Students will be required to locate practicum sites that will be used in correlation with classroom instructional material for the practicum courses. The program will admit no more than 20 students in each new Fall cohort group.

Students enrolled in the Health Information Technology program are required to achieve a minimum grade of “C” in each Health Information Technology course.

Graduates may take the American Health Information Management Association’s CCA, CCS-P, and CCS coding examinations and the American Academy of Professional Coders’ CPC and CPC-H coding examinations. Presently, graduates are not eligible to take the American Health Information Management Association’s Registered Health Information Technician examination.

Pre-Admission Course Work
Prior to your Fall term start date, complete the following courses with a grade of “C” or better

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIO 137</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>CLA 131 or OST 103 or AHS 115</td>
<td>Medical Terminology</td>
<td>3</td>
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<tr>
<td>Computer Literacy Course</td>
<td>Introduction to Computers</td>
<td>3</td>
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I have read and understand the pre-admission information. yes□ no□

Applicant’s Signature: ___________________________ Date: ___________________________

School Official’s Signature: ___________________________ Date: ___________________________

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