

DARTON COLLEGE
Application for Admission to
HEALTH INFORMATION TECHNOLOGY PROGRAM

Associate Degree in Health Information Technology
Medical Coding Certificate
Medical Transcription Certificate

To be admitted to the Health Information Technology Program, the student must

1. Apply for admission to Darton College
2. Complete all required Learning Support courses
3. Present a composite score of 870 on the SAT or 19 or higher on the ACT
4. Have a minimum of a 2.0 GPA*
5. Schedule an interview with the Program Director
6. Professional liability insurance is optional.
7. Student membership in the American Health Information Management Association is strongly recommended.

*It is the responsibility of the applying student to provide the Health Information Technology Program Director with an unofficial transcript of prior coursework and evidence of current GPA.

Applications must be received no later than one month before the beginning of each semester to be considered for admission to the program for that semester.

Read the following information and directions. The answers to the questions should be printed using black ink.

Name:	Social Security #:
Address:	Phone & Email:

List any colleges/universities/technical schools previously attended & degrees earned:

List any work experience in a health information management setting: (dates and places)

Have you applied to this program previously? _____ If yes, when? _____

Indicate which one of the three segments of the HIT program you are interested in: (it is recommended that you be enrolled at only one at a time)

_____ Associate Degree in Health Information Technology

_____ Medical Coding Certificate

_____ Medical Transcription Certificate

Please use page 3 to write a short essay explaining why you want to be a health information technician, coder or transcriptionist.

Darton College
Health Information Technology Program
Essay

Instructions: This essay is required of all applicants to the HIT program. The essay should be written in the student's own handwriting and be limited to 250 words and should explain why the student wants to be a health information technician, coder or transcriptionist. You may use the back of the page if necessary.

A large, empty rectangular box with a thin black border, intended for the student to write their essay. The box occupies most of the lower half of the page.

I have read the program information on the accompanying pages and understand the sequencing of courses and the requirements. I understand that the certificate programs are less than 12 credits per semester.

I hereby apply for admission to:

___ Health Information Technology program for the fall semester beginning _____

___ Coder Certificate for the fall semester beginning _____

___ Transcription Certificate for the fall semester beginning _____

Signature

Date

Return this application with a copy (unofficial) of your transcript showing your current GPA. Students with accelerated GPAs will be given first consideration for admission to the program.

Return to the Health Information Technology Program at Darton College,
J Building, Office 201, 2400 Gillionville Road, Albany, Georgia 31707-3098.

Upon receipt of this application, the student will be contacted to set up a formal advisement session.