

**DARTON COLLEGE**  
**Application for Admission to**  
**Medical Coding Certificate Program**  
**Medical Transcription Certificate Program**

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

1. Be admitted 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. Complete all pre-requisite course requirements or show evidence of current enrollment and expected satisfactory completion of pre-requisite courses
6. For the Coding Certificate Program:
  - a. Comply with all technology requirements as listed under the Online Tab on the Darton College Homepage
  - b. Verify a commitment to time management as required to participate in an online program
7. Schedule an interview with the Program Director
8. Not already in another Allied Health Division Program

\*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. Attached unofficial transcript is considered part of the application. Incomplete applications will not be considered.

**Applications must be received between May 1 and July 31 to be considered for admission to the program for the fall semester.**

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

Name:	Darton Student ID Number:
Address:	Phone & Email:

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

Have you applied to, been accepted to, or dismissed from any other Darton College Allied Health program or any other Darton College Program? If so, which one?

\_\_\_\_\_

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

Indicate which certificate program you are applying for:

\_\_\_\_\_ Medical Coding Certificate

\_\_\_\_\_ Medical Transcription Certificate

**Darton College  
Health Information Technology Program  
Essay**

Instructions: This essay is required of all applicants to any 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 medical coder or transcriptionist. You may use the back of the page if necessary.

I verify that I have completed all the requirements as listed on the first page of this application.

\_\_\_\_\_ I have no questions about being in an online course/program.

\_\_\_\_\_ I would like to ask the following questions:

I have read the program information on the accompanying pages and understand:

- the sequencing of courses and the requirements
- that the certificate programs are less than 12 credits per semester
- unprofessional behavior could result in being withdrawn from the program and ineligible for re-admission. Unprofessional behavior is defined as, but not limited to:
  - misrepresentation of self or falsification of information on this application
  - disruptive or abusive behavior in the online class
  - breach of confidentiality statement
  - suspicion of cheating will be dealt with in accordance with the Student Handbook Code of Conduct.

I hereby apply for admission to:

\_\_\_ Coder Certificate for the fall semester beginning \_\_\_\_\_

\_\_\_ Transcription Certificate for the fall semester beginning \_\_\_\_\_

Student's signature signifies that all information given in this application is true.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Return this application with an unofficial copy of your Darton College transcript showing your current GPA, any other college transcript, and the signed Confidentiality Statement.**

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.

## **STATEMENT OF UNDERSTANDING**

### **Confidentiality**

All healthcare personnel, including students in the Health Information Technology Certificate Programs, who generate, use or otherwise deal with patient-specific information should uphold the patient's right to privacy. In addition, all business information specific to the healthcare facility must also be held in confidence.

I understand and agree that in the performance of my duties as a student in the HIT Certificate Program at Darton College, I must hold health information as well as organizational information in confidence. This includes information I encounter in the classroom or laboratory. I understand that any violation of confidentiality may result in disciplinary action.

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Date

Student Signature

Note: This document will be filed in the student folder in the HIT Program files