



DARTON

STATE COLLEGE

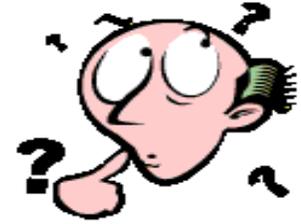
Health Sciences Division

HEALTH INFORMATION TECHNOLOGY

"Taking Care of the Business of Healthcare"



Have you thought about a Business degree but would really enjoy the job opportunities and room for growth that the healthcare industry can provide?



Have you thought about an *Health Sciences or Nursing Degree* but would really rather *not* have direct patient care responsibilities?

Darton State College has a program for you...

HEALTH INFORMATION TECHNOLOGY
“Taking Care of the Business of Healthcare”

This online program includes courses such as:

- *Health Record Content and Structure
- *ICD-9, ICD-10 & CPT Coding for Reimbursement
- *The Legal Aspects of Healthcare
- *Organizational Supervision and Management
- *Quality Assessment in Healthcare
- *Healthcare Technology, etc.

Graduates will be able to explore the following opportunities and more!

Medical Staff Services Supervisor, Health Data Analyst
Quality Improvement Analyst, Insurance Claims Analyst
Clinical Coding Specialist, Physician Practice Manager
Patient Information Coordinator, Medical Paralegal
Medical Software Technician/Vendor

*Contact: Jill Dervan, RHIT, CCS
(229)317-6335 or jill.dervan@darton.edu*



2400 Gillionville Road • Albany, Georgia 31707

University System of Georgia • An Affirmative Action/Equal Opportunity Institution

Health Information Technology

“Quality Healthcare Through Quality Information”

Are you interested in a dynamic career in a growing profession? Earn an associate degree in Health Information Technology at Darton State College.

This online associate degree program in Health Information Technology is designed to prepare the student for entry-level employment as a health information technician who performs tasks related to the use, analysis, presentation, abstracting, coding, storage and the retrieval of health care data in manual or electronic form.

All Health Information Technology-related courses (HITE) are offered online only with the exception of the two Professional Practice Experience (PPE) courses that are completed at an acute care facility.

This program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), 233 N. Michigan Ave., Chicago, IL 60601-5800, (312) 233-1100, www.cahiim.org, in association with the American Health Information Management Association (AHIMA), 233 N. Michigan Ave, 21st Floor, Chicago, IL 60601-5809, <http://ahima.org>.

Graduates are eligible to write the national certification examination given by the American Health Information Management Association. Upon successful completion of the examination, the health information technician is awarded the professional credential of a ***Registered Health Information Technician (RHIT)***.

Registered Health Information Technicians are employed by hospitals, clinics, health maintenance organizations, insurance companies, law firms, physicians, mental healthcare facilities, health data organizations, nursing homes, consulting firms, and information system vendors.

As a ***Registered Health Information Technician***, you will play an important role in helping the healthcare system work. You will use diverse talents because the field of Health Information Management combines patient care, technology, and management.

Based on your skills, education, and interests, positions that may be available to you are:

Clinical Coding Specialist
Health Data Analyst
Quality Improvement Analyst
Insurance Claims Analyst
Medical Records Director/Supervisor
Medical Staff Services Supervisor

Physician Practice Manager
Patient Information Coordinator
Medical Paralegal
Records Technician

Admission Requirements:

For full consideration of admission to the online Health Information Technology Program, the student must:

1. Be admitted to Darton State College.
2. Have completed all required Learning Support Courses.
3. Have completed all pre-requisite courses with a "C" or better.
4. Have a minimum GPA of 2.5.

Additional Requirements:

1. To continue in the Health Information Technology Program, a minimum grade of "C" is required in all HITE courses. If the student fails to make a "C" in an HITE course, and it is the student's first failure, the student may reapply to the HITE Program. All of the student's previous HITE work will be evaluated by the program director. More than one "W", "D" and/or "F" in HITE courses will result in permanent dismissal from the program (this may be two courses or failure in the same course twice).
2. High speed internet is highly recommended for optimal use of AHIMA's Virtual Lab applications.
3. Professional liability insurance is required and is available through the college. The cost of this insurance is approximately \$17.50 per year and is included in the fees.
4. Because of the nature of the profession, the student is required to sign and abide by a statement that the student will honor the confidential nature of health/medical records (HIPAA). A charge of breach of confidentiality will be treated according to the procedures outlined in the Student Handbook, "Code of Conduct."
5. Student membership in the American Health Information Management Association is recommended. The cost of student membership is approximately \$35 per year.

6. A student may be denied permission to continue in the program if, in the opinion of the faculty, the Dean of Health Sciences, and the Vice President of Academic Affairs, the student does not demonstrate the necessary qualifications for a health information technician.
7. To satisfactorily complete the curriculum and to develop the skills required of an entry level health information technician, the student must demonstrate:
 - Visual Acuity (with or without corrective lenses): to read paper, microfilm, and electronic documents.
 - Physical Ability: to process reports and records, to operate equipment necessary for record keeping (for example, manually operated filing equipment, printers, microfilm reader/printers, computer keyboard), and to move about in space limited by compacted filing.
 - Manual Dexterity: to perform the fine motor functions necessary to document analysis of records (for example, must use pens, pencils, and manage papers), and to operate electronic equipment (for example, computers, word processors).
 - Hearing (with or without aids): to hear the spoken voice in order to be able to respond verbally.

What are the minimum technical requirements for D2L?

Operating Systems

While we still recommend Microsoft Windows XP Service Pack 2, we understand that some computers have Windows Vista installed on them. It is our recommendation that students purchasing new computers avoid systems with Windows Vista Home Basic or Starter Editions on them.

We encourage students to purchase hardware that meets Microsoft's standards (students should consider hardware that is Windows Vista Certified). More information regarding the different versions of Windows Vista can be found on Microsoft's web page . You can visit the [Windows Vista Upgrade Advisor web site](#) and download a tool to see if your computer can be upgraded to run Microsoft Windows Vista.

ITDL will continue to provide "best effort" support for Windows Vista users. We are continuously training our support staff in order to provide the highest level of expertise possible

Internet Browsers

[Microsoft Internet Explorer](#)

[Mozilla Firefox](#)

[Opera](#)

Internet Connection:

Students or faculty in fully online classes should invest in a broadband internet connection such as DSL or Cable Modem. Do not use Earthlink Accelerator. Do not use AOL.

The following software is required:

[Sun Java Runtime Environment \(JRE\)](#)

Any of the following software may be needed:

[Microsoft Office](#) (Word, PowerPoint, Excel, Access, etc), or alternatively, the free [OpenOffice](#)

[Adobe Acrobat Reader](#)

[Real Player](#)

[Windows Media Player](#)

[Apple Quicktime](#)

[Macromedia Flash](#)

[Macromedia Shockwave](#)

COMPUTER BUYING GUIDE FAQ

Should I use a laptop or desktop for taking classes at Darton?

We recommend a laptop. If you are on-campus, a laptop will allow you the mobility to bring your computer to class, the library, the Student Center, or anywhere else on campus that is on our wireless network. If you are in the residence halls, a laptop will provide more space and flexibility. For online students, a laptop gives you the ability to attend class while you travel and to use wireless hotspots if your home internet should go out.

What should I consider when purchasing a computer?

Remember that you get what you pay for. While you may be tempted to buy a very inexpensive computer, you may soon find that it is outdated or unreliable. Think of your computer as part of the investment in your education, and try to purchase a computer that will last your whole college career.

Online students should consider the need for local technical support. Often, name brand computers can be worth the extra expense simply for the higher level of support.

Parents of traditional students often choose to purchase a new computer for the home and send the old computer with the student. Please be aware that your child's college education will be very computer intensive, and students will often have a greater need for current technology than those who remain at home.

Can I use a Mac at Darton?

Yes! Over the last several years Apple has worked to increase the compatibility of Macs in a PC dominated world. Macs generally come with a wide variety of built-in peripherals and included software. When pricing a Mac against a PC, make sure to account for these included features. The most recent Macs can even run Mac OSX and Windows at the same time. Students can also receive an educational discount on purchases from the Apple Online Store (including computers and software).

What should the minimum specifications be on the computer I bring to college?

Remember the minimum computer hardware probably will not provide the best experience. The faster and larger capacity the computer, the less waiting between page views, and the opening and switching between programs will also enhance your experience.

These are recommended minimums:

Processor - at least a 1.0 GHZ

Hard Drive - at least 40 GB

RAM - at least 256 MB

CDROM - at least a CDRW drive (and why not a DVD player?)

Floppy Drive (optional) - these days we have removable USB flash memory sticks

USB slots - at least 2

Operating System - WIN XP Home / Mac OSX

What specifications are considered acceptable for a machine to last at least 3 years?

We don't have a magic ball to look into, but if technology progresses as it has;

Processor - at least 2.0 GHZ

Hard Drive - at least 80 GB

RAM - at least 512 MB of DDR

CD/RW drive (48x/24x/48x) (and why not a DVD/RW player?)

USB slots - 4 slots

Operating System - WIN XP Pro, Vista / Mac OSX or later

What software programs are compatible with what's being used for Darton online classes?

You can't go wrong with Microsoft Office (Word, Excel, PowerPoint, etc.). Darton is currently upgrading computers in the library, labs, and classrooms to Office 2007. We will begin selling Office 2007 mid-summer when Information Technology has finished updating all campus computers.

A word of caution: Many new computers are sold with MS Works -- you CANNOT open a Word document with Works and retain the original formatting.

BROWSER TUNE UP is found on WebCT home page under "Help." Before you start your courses, follow the instructions there to be sure your computer is compatible.

For further assistance contact webhelp@darton.edu

Or call (229) 317-6923 or (800-861-8318)

HEALTH INFORMATION TECHNOLOGY (0370)

Health Sciences Division RECOMMENDED COURSES FOR CAREER ASSOCIATE OF SCIENCE DEGREE PROGRAM

Students may declare Pre-HIT major upon college enrollment for the purpose of advisement while completing pre-requisite course work. However, declaring this major does not guarantee admission to the HIT program.

Pre-Requisites:

Completion of all required Learning Support courses as identified by the college admission process plus:

ENGL 1101	English Composition I	3 credits
BIOL 1100K	Human Anatomy & Physiology for the Healthcare Professional ** (within the last 5 years)	4 credits

First Year	Fall Semester	Sem. Hrs.
ALHE 1120	Medical Terminology	1
HITE 2137*	Fundamentals of Health Information Management	3
HITE 2100*	Health Record Content and Structure	3
HITE 2400*	Pathophysiology & Pharmacology	3
MATH 1111	College Algebra or higher math	3
ENGL 1102	English Composition II	3
		<u>16</u>
	Spring Semester	
HITE 2150*	Coding I	3
COMM1110	Public Speaking ***	3
POLS 1101	American Government	3
CISM2201	Fundamentals of Computer Applications	3
		<u>12</u>
Summer Semester		
HITE 2250*	Legal & Ethical Issues in HIM	2
HITE 2160*	Coding II (A Term)	2
		<u>4</u>
Second Year	Fall Semester	
HITE 2110*	Organization and Supervision in HIM	2
HITE 2170*	Advanced Coding and Reimbursement	3
HITE 2500*	Health Information System Applications	3
Humanities	Choose <i>one</i> of the following: ART 1100, FIAR 2250, MUSC 1100, PHIL 2205, THEA 1100, ENGL 2111, ENGL 2112, ENGL 2121, ENGL 2122, ENGL 2131 or ENGL 2132).	3
Elective	Area B,C,D,or E	2
		<u>13</u>
	Spring Semester	
HITE 2200*	Health Care Statistics	2
HITE 2550*	Quality Assessment	2
HITE 2600	Professional Practice I	2
HITE 2610	Professional Practice II	2
HITE 2650*	Seminar	1
COPR 2235	Database Management Systems	3
		<u>12</u>
	Two-Year Total	64

***Online course only**

****A combination of BIOL 2111K and BIOL2112K (Human Anatomy & Physiology I and Human Anatomy & Physiology II) may be substituted if taken within the last 5 years.**

*****Oral communications requirement may be met by completion of other communication courses. See Degree Requirements, pg 63**

APPLICATION

DARTON STATE COLLEGE
Application for Admission to
HEALTH INFORMATION TECHNOLOGY PROGRAM

Associate Degree in Health Information Technology

For full consideration of admission to the online Health Information Technology Program, the student must:

1. Apply for admission to Darton State College
2. Have completed all required Learning Support courses with a grade of "C" or better
3. Have a minimum GPA of 2.5*
4. Complete program application and return by May 31 for fall semester consideration.

Professional liability insurance is required (included in fees). 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.

Students are admitted to the program once a year in the fall semester. Applications must be received no later than May 31st to be considered for admission to the program in 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 Address (Personal email address is more desirable (to maintain contact after graduation.)

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

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

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

**Darton State 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. It does not need to be lengthy, but should explain why the student wants to be a health information technician. You may use the back of the page if necessary. This is your opportunity to prove that you understand the HIM field and explain why you should be accepted into the program.

I have reviewed this packet of program information and have an understanding of how online classes are presented.

_____ 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.

I hereby apply for admission to:
Health Information Technology program 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.

The review process does not begin until after May 31st when the deadline for applications has passed. It may take up to a month to get a response, but all applicants will receive a letter as to their status. Phone interviews may be requested for the final selection of students.

Return to: The Health Information Technology Program at Darton State College, Room J-248, Allied Health Division, 2400 Gillionville Road, Albany, Georgia 31707-3098.

Out-of-area students may be required to assist in arranging the clinical site for their PPE (professional practice experience).

Allied Health Student Acknowledgement of Accreditation Status & Employability
Accreditation and Approvals:

Darton State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, (404)679-4501 to award Associate Degrees.

Specific programs of study and their accreditation or approval bodies:

Cancer Registry Management Program – Accredited by the National Cancer Registrars Association, Formal Education Program Review Committee, 1340 Braddock Place, Suite203, Alexandria, VA 22314.

Cardiovascular Technology Program – Accredited by the Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT), 1248 Harwood Road, Bedford, TX 76021. Phone (214) 206-3117 through the Committee on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL, 33756. Phone (727) 210-2350, Fax (727) 210-2354.

Dental Hygiene Program – Accredited by the Commission on Dental Accreditation, a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312)440-2568 or at 211 East Chicago Avenue, Chicago, IL 60611.

Emergency Medical Services Program – APPROVAL: Georgia Department of Public Health, Office of EMS and Trauma.

Health Information Technology Program – Accredited by the Commission on Accreditation for Health Informatics and Information Management Education, 233 N. Michigan Avenue, Chicago, IL 60601-5519, (312)233-1100, www.cahim.org This is an agency of the American Health Information Management Association (AHIMA) 233 N. Michigan Ave., Chicago, IL 60601-5519 (312)787-2672 www.ahima.org

Histotechnology Program – Accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd., Suite 720, Rosemont, IL 60018-5119 (773) 714-8880, www.naacls.org

Human Services Technology Program – Accredited by the Council for Standards in Human Services Education (CSHSE), Susan Kincaid, VP Program Accreditation, Western Washington University, Dept. of Human Services, Woodring College of Education, Miller Hall #419 M-S 9087, 516 High Street, Bellingham, WA 98225 Telephone: (360)650-3531.

Medical Laboratory Technology Program- Accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, Ill. 60018-5119 Phone: (773) 714-8880, fax: (773) 714-8886. www.naacls.org.

Occupational Therapy Assistant Program - Accredited by the Accreditation Council for Occupational Therapy Education (ACOTE), The American Occupational Therapy Association, P.O. Box 31220, Bethesda, MD 20824-1220, (301)652-2682.

Physical Therapist Assistant Program - Accredited by the Commission on Accreditation in Physical Therapy Education, 1111 No. Fairfax Street, Alexandria, VA 22314, (703) 684-2782.

Respiratory Care Program - Accredited by the Commission on Accreditation for Respiratory Care (COARC), 1248 Harwood Rd., Bedford, TX 76021 (817) 283-2835.

THE FOLLOWING PROGRAMS ARE NOT ACCREDITED AT THIS TIME:

Diagnostic Medical Sonography
Emergency Medical Services (EMT, AEMT and Paramedic)
Polysomnographic Technology

PROGRAMS THAT DO NOT HAVE SPECIFIC PROGRAM ACCREDITATION AGENCIES AT THIS TIME:

Computed Tomography
Medical Coding
Phlebotomy

As an Allied Health program student at Darton State College, I hereby verify with my signature that I am aware of the accreditation or approval status of the given program that I have been accepted into.

Printed Name _____ Program _____ SEMESTER _____

Signature _____ Date _____

Employability

Darton State College does not offer formalized job placement services or guarantee employment after graduation from any Allied Health program. The employability of an Allied Health program graduate is dependent on changeable job market factors and variables beyond the control of Darton State College. It is the responsibility of the graduate to secure employment after program completion.

As an Allied Health program student at Darton State College, I hereby verify with my signature that I understand the employability statement as written above.

Printed Name _____

Signature _____ Date _____

By signing this document, I acknowledge my understanding that two unsuccessful attempts in program course work (HITE courses) will render me ineligible for continuation in the Health Information Technology Program. A course grade of "D" or "F" is considered an unsuccessful attempt. Withdrawing from an HITE course is also considered an unsuccessful attempt.

Student Signature

Student I.D. Number

Date