



INDIAN RIVER STATE COLLEGE

**Health Information Technology
(HIT) Program**

Application for Program

Application Deadline

Open Until Full

For more information
IRSC Information Call Center
1-866-792-4772

www.irsc.edu

IRSC OVERVIEW

INDIAN RIVER STATE COLLEGE (IRSC) is a public, comprehensive college with a statewide and national reputation for excellence. Located in Florida's Treasure Coast region, each of the College's five campuses provide unparalleled educational environments.

IRSC serves approximately 30,000 students annually and offers more than 100 programs leading to Bachelor's degrees, Associate degrees, technical certificates and applied technology diplomas. Continuing a 58-year tradition of responsiveness to community needs, IRSC is committed to advancing educational, cultural, career training, workforce and economic development in its service area.

In recognition of its continual focus on quality of instruction, student services and academic support, and commitment to providing a superior learning environment that is broadly accessible, IRSC was distinguished as a top-ten finalist for the Aspen Prize for Community College Excellence in 2015, 2017, and 2019, and is one of the few colleges in the nation to earn the Achieving the Dream™ Leader College designation. The College is identified by the United States Department of Education as the most affordable college in Florida and the third-most affordable college in the country.

EA/EO Statement

Indian River State College provides equal employment and educational opportunities to all without regard to race, color, national origin, ethnicity, sex, pregnancy, religion, age, disability, sexual orientation, marital status, veteran status, genetic information, and any other factor protected under applicable federal, state, and local civil rights laws, rules and regulations. The following person has been designated to handle inquiries regarding non-discrimination policies:

Adriene B. Jefferson, Equity Officer & Title IX Coordinator
IRSC Main Campus ▪ 3209 Virginia Ave. ▪ Fort Pierce, FL 34981
(772) 462-7156

Accreditation of the Health Information Technology Program

CAHIIM – The Commission on Accreditation for Health Informatics and Information Management Education—is the accrediting body for degree-granting programs in health informatics and information management. CAHIIM serves the public interest by establishing quality standards for the educational preparation of future health information management (HIM) professionals. When a program is accredited by CAHIIM, it means that it has voluntarily undergone a rigorous review process and has been determined to meet or exceed the standards set by the sponsoring professional organization—the American Health Information Management Association (AHIMA)—in cooperation with the Commission. CAHIIM accreditation is a way to recognize and publicize best practices for HIM Education Programs.

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The following items are found in the *Health Science Division Student Handbook*.

(This list has been updated as of 6/18.)

1. Health Science Division Purpose Statement
2. Health Science Statement of Ethics
3. Health Science Plagiarism Regulation
4. Email/Contact Information
5. Health Science Use of Electronic Regulation
6. Health Science Confidentiality Statement
7. Health Science Grading
8. Health Science Retention Regulation
9. Health Science Probation Regulation
10. Health Science Readmission and Dismissal Regulation
11. Health Science Complaint Guidelines
12. Health Science Liability, Accident and Insurance Regulation
13. Health Requirements
14. Indian River State College Health Science Post Exposure Protocol
15. Health Science Background Check Regulation
16. Health Science Substance Abuse Regulation
17. Health Science Dress Code/Professional Standards
18. Health Science Student Parking Regulation

THE HEALTH INFORMATION TECHNOLOGIST

Health information technologists are the skilled professionals responsible for maintaining components of health information systems consistent with the medical, administrative, ethical, legal, accreditation and regulatory requirements of the health care delivery system. Health information professionals play an important role in the organization, processing, and maintenance of vital information such as patient's symptoms and medical history, the result of the examinations, report of X-rays and lab tests, and diagnosis and treatment plans. They also manage information related to research, planning, and evaluation of health care services.

APPLICATION CHECKLIST

Note: Necessary forms can be found in the back of this booklet.

- _____ 1. Meet with an academic advisor to review program requirements and complete an *Indian River State College Admission Application* online @ www.irsc.edu.
- _____ 2. Complete the *Health Science Application* at www.irsc.edu and pay application fee. Fee is non-refundable.
- _____ 3. Request former school and/or college(s) forward official final transcript(s) to the Admissions Office at IRSC.
- _____ 4. Read the Performance Standards on page 13.
- _____ 5. Preference will be given to students who have completed HSC2531 Medical Terminology I and BSC1084 Survey of the Human Body before the Fall semester.

All HIT applications will be reviewed after the application deadline. Students will be notified by the Health Science Division of their provisional acceptance into the program through RiverMail. Upon notice of provisional acceptance, students will be given direction on completing Drug/Background/Physical Exams.

- _____ I. Submit a \$100 check payable to IRSC to the Health Science Division Office (Main Campus, Fort Pierce, 3rd floor, H building) to cover mandatory drug screening and a FBI Criminal Background check (fingerprinting).
- _____ II. Submit Physical Exam Form complete with immunization documentation. Visit www.irsc.edu. Click on **Programs** and then **Health Science Meta Major**. Go to **Health Information Technology**, and select **Health Science Physical Exam and Immunization Form**.
- _____ III. Submit proof of personal health insurance.

Satisfactory results of the drug and background screenings must be on file in the Health Science Division Office to receive final acceptance. Students will then be issued a final acceptance letter to serve as a permit to register for HIM courses.

PROCESS FOR APPLYING ONLINE

1. Complete an IRSC Application for Admission online at www.irsc.edu for the Health Science program.
2. Complete the Health Science Program Application online at www.irsc.edu and pay the \$30 application fee by the program application deadline.
 1. Sign into **MYIRSC** and enter your Student ID and pin number
 2. Go to **REGISTRATION** (blue menu bar) and select **HEALTH SCIENCE APPLICATION**
 3. Place a check mark in the **I AGREE STATEMENT**.
 4. In the Health Science Program box, select **RESPIRATORY CARE**.
 5. Application Deadline: this automatically fills in the program deadline date.
 6. Select **SUBMIT**. Select **OK**.
 7. Select **PAY FEE NOW** and then **PAY NOW**
 8. Select **PROCESS FOR PAYMENT**
 9. Select **\$30 APPLICATION FEE**
 10. Enter credit care details
 11. **SUBMIT PAYMENT**
3. Submit official transcripts from high school and all previous colleges or universities attended to Educational Services by the program application deadline.

INTRODUCTION

The Health Information Technology program is offered through the IRSC Health Sciences Division. Interested students must apply to the program. The HIT program is offered as an online full-time cohort program. Students must follow the curriculum schedule and complete the HIT program in 2 years. Contact Enrollment & Student Services, any IRSC Campus or the Health Science Division at (772) 462-7550, or toll-free at (866) 792-4772, ext. 7550, for additional information.

APPLICATION PROCESS

Candidates who wish to be considered for the Health Information Technology program at Indian River State College must complete the procedures outlined on the checklist on page 1. The IRSC Application for Admission should be completed at www.irsc.edu. It is the applicant's responsibility to ensure that the application process is complete. No notices will be sent. Additional program specifics are outlined in this booklet.

NOTE: If at any time during the application process you have a change of address or other personal information, submit this information to the Educational Services Division on any IRSC campus and notify the Health Science Division at (772) 462-7550. This will expedite notification of acceptance status.

PRE-ADMISSION ADVISEMENT

Pre-advisement is required for admission to the Health Information Technology program. Pre-advisement includes information on the application process, admissions requirements, program guidance and counseling, financial aid and time management.

INFORMATION SESSIONS

Students interested in applying to any health science program should plan to attend the appropriate, regularly scheduled, program information session for direction and assistance with the application process prior to the application deadline date. The information session addresses any questions or concerns prospective applicants may have. The session also assists students in understanding how to achieve a **"qualified"** applicant status. No reservations or fees are required to attend.

**Health Information Technology
sessions are held at the Main Campus in Fort Pierce
Mary L. Fields Health Science Center
Building H, Room 118
4:00 p.m.
See schedule online for dates**

APPLICATION DEADLINE DATE

**Application Deadline:
Open Until Full**

APPLICANT REVIEW

Consideration for admission into the Health Information Technology program will be based upon the following criteria:

1. Student must be 18 years of age or over.
2. IRSC Admission Status must be complete.
3. Upon review of completed application, a personal interview may be requested.
4. Preference will be given to students with a 2.5 GPA or higher.
5. Preference is given to students who have the following courses completed: (1) Medical Terminology (2) Survey of Human Body.

ACCEPTANCE INTO PROGRAM

HIT applicants are provisionally accepted by a selective admission process. Students will then be notified to register for classes and to complete a drug screen, criminal background check and physical with immunizations documented and personal health insurance for final acceptance. Details regarding these final requirements are outlined below.

DRUG SCREENING

Refer to the IRSC website www.irsc.edu. Click **Programs** and then **Health Science Meta Major**. Go to **Health Information Technology**, and select **Background Check and Drug Screening Requirements**.

CRIMINAL BACKGROUND CHECK

Refer to the IRSC website www.irsc.edu. Click **Programs** and then **Health Science Meta Major**. Go to **Health Information Technology**, and select **Background Check and Drug Screening Requirements**.

HEALTH/MEDICAL RECORD

A completed medical health form must also be submitted and approved by the Program Director. This health record will contain results from a physical examination and laboratory tests including immunization records.

Applicants who do not meet the standards of good physical and mental health, as required by clinical facilities for safe patient care, may reapply and be considered for application to a Health Science program after resolution of the health problem. An updated health record, verified by a licensed physician or an ARNP, must be submitted.

Indian River State College and partnering clinical sites require all health science students who register for clinical courses to have personal health insurance. Students will be asked to show proof of personal health insurance by presenting their insurance policy number, the name of the insurance provider and the telephone number of the provider to clinical preceptors or administrators. **If students do not have health insurance or do not provide proof of health insurance, they will not be eligible for clinic rotation which will result in termination from the program.** The Health and Wellness Center has more information on personal health insurance plans. Call them at (772) 462-7825 for more information.

STUDENT DRUG SCREEN, BACKGROUND CHECK, AND MEDICAL RECORDS

When received, these records will become the property of the College, and will not be available for copying or for use to meet the requirements of outside employers. Students who are out of the program for six months or more must request new records.

NON-ACCEPTANCE INTO PROGRAM

Applicants with Drug Screen or Criminal Background check issues may not be accepted into the program. Prior to requesting and paying for these services, applicants with related concerns should meet with DeVonica Vaught, Program Director, to discuss.

PROGRAM EXPENSES

A list of approximate cost is located on the IRSC website at www.irsc.edu. Click **Programs** and then **Health Science Meta Major**. Click **Health Information Technology**, and select **Program Expenses**. In addition to these cost, the candidate should allow for room, board, transportation and personal living expenses. Note that non-Florida resident tuition is a higher rate per credit hour, which will increase total fees accordingly.

FINANCIAL AID/SCHOLARSHIPS

Financial Aid (grants, loans, work-study) is available to those who qualify. Complete the *FAFSA and IRSC Supplemental Financial Aid Application* to determine eligibility. For more information, contact the IRSC Financial Aid Office at (772) 462-7450 or toll-free at 1-866-900-3243 (FAID).

Scholarships designated for students in the Health Science programs may also be available. Complete the new *IRSC ONLINE Scholarship Application*, available at www.irscfoundation.org.

For more information regarding scholarships, contact the IRSC Foundation Office at (772) 462-4786, or toll-free at 1-866-792-4772, ext. 4786.

CURRICULUM

Refer to the IRSC website at www.irsc.edu. Click **Programs** and then **Health Science Meta Major**. Choose **Health Information Technology**, and select **Academic Plan Guided Pathway**.

CURRICULUM NOTES

Students in the Health Information Technology program pursue an A.S. Degree and upon completion will be eligible to take the National Registered Health Information Technician (RHIT) certification exam. Students accepted into the Health Information Technology program receive a strong general college education with a foundation in Health Information Technology. The program consists of classroom instruction, lab practice and professional practice time in a variety of healthcare facilities and culminates in professional practice at local healthcare facilities.

HIT students must enroll in classes on a full-time basis.

Two classes to be taken in the HIT program, as part of the professional practice component, are **HIM 2805L** Professional Practice Experience 1, and **HIM 2815L** Professional Practice Experience 2. You must have the permission of the Program Director to enroll in these classes. Professional Practice experiences are only scheduled during normal business hours, so students should plan accordingly.

Students must provide their own transportation to and from clinical sites. Students must agree to abide by the dress and conduct codes before being allowed to participate in Professional Practice activities.

Direct all questions to the Program Director, DeVonica Vaught at (772) 462-7535.

COMPETENCIES UPON COMPLETION OF THE HIT PROGRAM

Upon successful completion of the program, the student should be able to:

1. Gather, validate and analyze data to support patient-related, departmental and facility-wide health care information systems.
2. Analyze data for quality, completeness, statistics and significance.
3. Report data using appropriate data presentation techniques and effective oral and written communication skills.
4. Assign diagnostic and procedural codes with required degree of accuracy.
5. Determine the contents of patient-related, departmental and facility-wide health care information systems.
6. Select resources to support patient-related, departmental and facility-wide health care information systems.
7. Revise health care information systems as required by organizational and departmental demands.
8. Implement new and revised health care information systems by working independently or as a team member.
9. Evaluate the effectiveness and efficiency of patient-related, departmental and facility-wide health care information systems.
10. Deal effectively and appropriately with others demonstrating responsibility, initiative, integrity, good time management skills and the ability to work in teams.

FREQUENTLY ASKED QUESTIONS

What Is A Health Information Technologist?

Health information technologists are the skilled professionals responsible for maintaining components of health information systems consistent with the medical, administrative, ethical, legal, accreditation and regulatory requirements of the health care delivery system. As a health information technologist, you may be responsible for:

- Organizing and evaluating medical records for completeness and accuracy
- Ensuring that all forms are present, properly identified and signed and that all necessary information is on a computer file
- Talking to physicians and other members of the health care team to clarify diagnoses or get additional information
- Applying your knowledge of disease processes, classification manuals and software
- Tabulating, analyzing and reporting data to help improve patient care, control costs and respond to surveys
- Compiling and maintaining medical and statistical information about patients for reimbursement, facility planning, marketing, risk management, utilization management, quality assessment and research
- Releasing patient information in accordance with federal, state and local laws
- Maintaining the confidentiality and security of patient information
- Supervising a section of a medical records department or directing medical records departments at small facilities

What is Coding?

The collection of information from computer health records or paper documents and conversion of the diagnoses and procedures for healthcare services provided to patients into codes (numbers) which are directly tied to dollars paid for these services.

Where will I work?

You have a multitude of work settings from which to choose including hospitals, physician offices and clinics, long-term care facilities, insurance companies, government agencies and home care providers.

How much money will I earn with this degree?

Refer to the Bureau of Labor Market Statistics website www.bls.gov for more information.

How can I learn more about Health Information Technology and Coding careers?

Contact the American Health Information Management Association, 233 N. Michigan Avenue Suite 2150, Chicago, IL 60601; (312) 233-1100; www.ahima.org

Get firsthand information on the field by calling your local hospital or clinic and asking to speak with someone in the Health Information or Medical Records Department.

Discuss your interest with the Health Information Technology Program Director:

DeVonica Vaught, M.S.H.I., R.H.I.A.
Health Information Technology Department
3209 Virginia Avenue
Fort Pierce, FL 34981
(772) 462-7535 or (772) 462-7550

Registered Health Information Technician (RHIT) Domains, Subdomains, and Tasks

I. Domain: Health Data Management

A. Subdomain: Health Data Structure, Content and Standards

1. Collect and maintain health data (such as data elements, data sets, and databases).
2. Conduct analysis to ensure that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status.
3. Apply policies and procedures to ensure the accuracy of health data.
4. Verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care, management, billing reports, registries, and/or databases.

B. Subdomain: Healthcare Information Requirements and Standards

1. Monitor and apply organization-wide health record documentation guidelines.
2. Apply policies and procedures to ensure organizational compliance with regulations and standards.
3. Maintain the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards.
4. Assist in preparing the organization for accreditation, licensing, and/or certification surveys.

C. Subdomain: Clinical Classification Systems

1. Use and maintain electronic applications and work processes to support clinical classification and coding.
2. Apply diagnosis/procedure codes according to current nomenclature.
3. Ensure accuracy of diagnostic/procedure groupings such as DRG, MSDRG, APC, and so on.
4. Adhere to current regulations and established guidelines in code assignment.
5. Validate coding accuracy using clinical information found in the health record.
6. Use and maintain applications and processes to support other clinical classification and nomenclature systems (ex. DSM IV, SNOMED-CT).
7. Resolve discrepancies between coded data and supporting documentation.

D. Subdomain: Reimbursement Methodologies

1. Apply policies and procedures for the use of clinical data required in reimbursement and prospective payment systems (PPS) in healthcare delivery.
2. Apply policies and procedure to comply with the changing regulations among various payment systems for healthcare services such as Medicare, Medicaid, managed care, and so forth.
3. Support accurate billing through coding, chargemaster, claims management, and bill reconciliation processes.

4. Use established guidelines to comply with reimbursement and reporting requirements such as the National Correct Coding Initiative.
5. Compile patient data and perform data quality reviews to validate code assignment and compliance with reporting requirements, such as outpatient prospective payment systems.
6. Ensure accuracy of diagnostic/procedural groupings such as DRG, APC, and so on.

II. Domain: Health Statistics, Biomedical Research and Quality Management

A. Subdomain: Healthcare Statistics and Research

1. Collect, maintain, and report data for clinical indices/databases/registries to meet specific organization needs such as medical research and disease registries.
2. Collect, organize, and present data for quality management utilization management, risk management and other related studies.
3. Comprehend basic descriptive, institutional, and healthcare vital statistics.

B. Subdomain: Quality Management and Performance Improvement

1. Abstract and report data for facility-wide quality management and performance improvement programs.
2. Analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare.

III. Domain: Health Services Organization and Delivery

A. Subdomain: Healthcare Delivery Systems

1. Apply current laws, accreditation, licensure, and certification standards related to health information initiatives from the national, state, local, and facility levels.
2. Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs.

B. Subdomain: Healthcare Privacy, Confidentiality, Legal, and Ethical Issues

1. Adhere to the legal and regulatory requirements related to the health information infrastructure.
2. Apply policies and procedures for access and disclosure of personal health information.
3. Release patient-specific data to authorized users.
4. Maintain user access logs/systems to track access to and disclosure of identifiable patient data.
5. Apply and promote ethical standards of practice.

IV. Domain: Information Technology & Systems

A. Subdomain: Information and Communication Technologies

1. Use technology, including hardware and software, to ensure data collection, storage, analysis, and reporting of information.
2. Use common software applications such as spreadsheets, databases, word processing, graphics, presentation, e-mail, and so on in the execution of work processes.

3. Use specialized software in the completion of HIM processes such as record tracking, release of information, coding, grouping, registries, billing quality improvement, and imaging.
4. Apply policies and procedures to the use of networks, including intranet and Internet applications, to facilitate the electronic health record (EHR), personal health record (PHR), public Health, and other administrative applications.
5. Participate in the planning, design, selection, implementation, integration, testing, evaluation, and support for EHRs.

B. Subdomain: Data, Information, and File Structures

1. Apply knowledge of database architecture and design (such as data dictionary) to meet departmental needs.

C. Subdomain: Data Storage and Retrieval

1. Use appropriate electronic or imaging technology for data/record storage.
2. Query and generate reports to facilitate information retrieval using appropriate software.
3. Apply retention and destruction policies for health information.

D. Subdomain: Data Security

1. Apply confidentiality and security measures to protect electronic health information.
2. Protect data integrity and validity using software or hardware technology.
3. Apply departmental and organizational data and information system security policies.
4. Use and summarize data compiled from audit trails and data quality monitoring programs.

V. Domain: Organizational Resources

A. Subdomain: Human Resources

1. Apply the fundamentals of team leadership.
2. Participate in and work in teams and committees.
3. Conduct orientation and training programs.
4. Monitor and report staffing levels and productivity standards for health information functions.
5. Use tools and techniques to monitor, report, and improve processes.
6. Comply with local, state, and federal labor regulations.

B. Subdomain: Financial and Resource Management

1. Make recommendations for items to include in budgets and contracts.
2. Monitor and order supplies needed for work processes.
3. Monitor coding and revenue cycle processes.
4. Recommend cost-saving and efficient means of achieving work processes and goals.
5. Contribute to work plans, policies, procedures, and resource requisitions in relation to job functions.

ADDITIONAL CONSIDERATIONS

Working Conditions

Medical records and health information technologists work in an office environment. This is one of the few health occupations in which there is little or no physical contact with patients. Because accuracy is essential, technicians must pay close attention to detail. Technologists who work at computer monitors for prolonged periods must guard against eyestrain and muscle pain.

Training, Other Qualifications, and Advancement

Medical records and health information technologists entering the field usually have an Associate Degree from a community or junior college. In addition to general education, coursework includes medical terminology, anatomy and physiology, legal aspects of health information, coding and abstraction of data, statistics, database management, quality improvement methods and computer training.

Hospitals sometimes advance promising health information clerks to jobs as medical records and health information technologists. Advancement usually requires 2 to 4 years of job experience and completion of a hospital's in-house training program.

Pre-college Preparation for High School Students

High School students interested in becoming a Health Information Technologist are advised to follow the recommended course of study for Medical Science and Health Careers offered at their school, focusing on biology, chemistry health and computer courses. High school students should consider enrolling in approved Dual Enrollment classes applicable to the HIT program thus accelerating the amount of time needed for training following graduating from high school. Visit your high school counselor or IRSC advisor for details on appropriate Dual Enrollment options. Students may also consider joining the Health Occupations Student of American (HOSA) program at their school.

PERFORMANCE STANDARDS

Technical Standards for Admission and Progression*

Health Information Technology involves processing and analyzing health records and is characterized by the application of knowledge in the skillful performance of certain functions. Therefore, in order to be considered for admissions or to be retained in the program after admission, all students must be able to demonstrate the following abilities:

Issue	Standard	Examples of Necessary Activities (not all inclusive)
Critical Thinking/ Coping	Critical thinking ability sufficient for clinical judgment. Ability to make fast decisions in stressful situations in a professional manner.	Identify cause-effect relationships in professional practice situations, and display good coping mechanisms.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish rapport with clients and colleagues.
Communication	Communication abilities sufficient for interaction with others in verbal and written form.	Report data using appropriate data presentation techniques, and effective oral and written communication skills.
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces.	Move around workspaces, file rooms and office areas.
Motor Skills	Gross and fine motor abilities sufficient to keyboard, file and code.	Use equipment, computers and encoders programs.
Visual	Visual ability sufficient for observation and assessment necessary in care of the client records.	Prepare and process health information accurately.
Tactile	Tactile ability sufficient for processing health data.	Perform filing, coding and preparing reports.
Hearing	Auditory ability sufficient to monitor and assess health needs.	Hear phones, alarms, emergency signals, and cries for help. Manage transcription reports accurately.

* Adapted from the Board of Directors of the Southern Council on Collegiate Education for Nursing (SCCEN) guidelines for Nursing Education Programs.