



Associate of Applied Science Health Information Technology Program

The Health Information Technology Program is a two-year, 60-credit-hour curriculum leading to the Associate Degree in Applied Sciences.

Acceptance to the Health Information Technology Program is via a **selection process based on the point system outlined in section G**. This information packet details the procedure for program application. By submitting complete application materials, potential applicants are expected to be familiar with the application requirements and process. A class will be admitted every **Fall** (August) and **Spring** (January) **semesters**.

EQUAL EDUCATIONAL OPPORTUNITY

Educational and employment opportunities are offered by the Dallas County Community College District without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, genetic information, gender identity or gender expression. Inquiries regarding the non-discrimination policies may be directed to the following: vice president, instruction - 972-860-4802 or the director of human resources - 972-860-4813

ADMISSION REQUIREMENTS TO THE HEALTH INFORMATION TECHNOLOGY PROGRAM

Application to the Health Information Technology Program requires the following steps:

- Application and admission to Brookhaven College – submit a complete set of Official Transcripts to the Admissions Office.
- Before the application deadline, all applicants interested in the Health Information Technology Program are **required** to watch a Health Information Technology Program Informational/Orientation video during which the Health Information Technology Program, application procedures and acceptance policies are discussed in detail.
- Completion of the four program prerequisite courses with a minimum cumulative grade point average of 2.5 or higher on those specific courses. You must receive a grade of **C** or higher in POFI 1301, MDCA 1313, MDCA 1409, and ENGL 1301.
- A cumulative score of **40** or above on the HESI A2 Admission Assessment Exam.
- Submission of a completed application packet during the designated filing period.

Table of Contents

Section	Page #
A. General Admission Requirements to the College	3
B. Educational Planning	3 - 4
C. Program Prerequisite Courses	4
D. Program Informational/Orientation Video	4
E. Application Packet Submission/Supporting Documents	4 - 6
F. Application Filing Period	6
G. Selection Process	6 - 7
Curriculum Pattern	8
General Information	9
Clinical Pre-Requisites	9
Criminal Background and Drug Screen Information	10 - 11
Estimated Expenses	12
Contact Information	12
Application Checklist	3

A. General Admission Requirements to the College

Applicants to the Health Information Technology Program must meet college admission requirements of the Dallas County Community College District (DCCCD) as outlined in the college catalog. Applicants must submit a complete set of Official Transcripts from each college attended to the College Admissions Office. Applicants must have earned either a high school diploma or General Education Development (GED) certificate in addition to complying with TSI, Texas Success Initiative requirements. For specific information, please refer to the college catalog found on the Brookhaven College website at www.BrookhavenCollege.edu

B. Educational Planning

Although the Health Information Technology Program Office advises potential applicants in regard to program admission requirements, individuals who have not yet applied or been accepted to the Health Information Technology Program are considered general students and must follow general advisement and registration procedures for the Dallas County Community College District.

Initial Advisement

Students pursuing the Health Information Technology Program who are either new to the college experience and/or need assistance with registration for prerequisite courses, have assessment issues, or need placement testing, etc., should consult **Chad E. Price, Senior Academic Advisor** located in Building S, Room S106, telephone 972-860-4923. Contact information can also be found on the Advising Center [website](#).

Degree Plans / Educational Plans

A major of Health Information Technology can be declared at any time prior to being officially accepted to the Health Information Technology Program. You can make that declaration via eConnect or by visiting an academic advisor. You can review your degree plan within eConnect to help you plan your schedule. By declaring your major, this may make you eligible for scholarships and other aid. You may also use the curriculum outline found in this information packet as a guide for course selection. Students who have not yet completed prerequisite courses for the HIT Program and who require an official degree plan for financial aid, VA benefits, etc., should consult an academic advisor to request a degree plan.

Support Courses

Students are encouraged to complete the general education support courses included in the Health Information Technology curriculum (SPCH 1311, MATH 1342, HUMA 1302, and PSYC 2301) prior to entrance into the Health Information Technology Program, particularly if the student plans to work while enrolled or has significant family responsibilities.

Transfer Course Evaluation

Students presenting coursework completed outside the Dallas County Community College District for transfer as prerequisite or general support courses for the Health Information Technology Program should compile the following materials and present them to **Sonya Braddy, MHSA, RHIA, CCS** in the Business and Career Programs Division Office (Q212) at Brookhaven College (X4873)

- Official copies of college transcripts

- Photocopy of course description taken from that college’s catalog (course description numbers must match those indicated on the transcript) of each course to be reviewed.

The Health Information Technology Program and the Business and Career Programs Division reserve the right to accept or reject any coursework completed outside the DCCCD presented for transfer evaluation toward the program.

Coursework Completed Outside the United States

No coursework will be accepted from a college outside of the United States.

Five-Year Time Limit

All coursework must have been completed less than five years prior to the start of the class for which you are applying **except** for the following: ENGL 1301, SPCH 1311, MATH 1342, HUMA 1302 & PSYC 2301. These 5 courses can be accepted no matter how long ago they were taken. All other courses taken five years or more prior to the enrollment at the college will not count as credit hours toward the AAS in HIT program.

NOTE: You must earn at least 25 percent of the credit hours required for graduation through the Brookhaven College Health Information Technology Program.

C. Program Prerequisite Courses

Applicants must complete the following four prerequisite courses¹ with a minimum cumulative grade point average of 2.5 or higher on these specific courses. You must have received a grade of **C or better** in order to submit an application to the Health Information Technology Program:

DCCCD Course	Credit Hrs.
POFI 1301 Computer Applications I ²	3
MDCA 1313 Medical Terminology	3
MDCA 1409 Anatomy and Physiology for Medical Assistants	4
ENGL 1301 Composition I	3
	<hr/>
	13

¹ Prerequisite coursework must be completed by the end of the application period.

² POFI 1301: Please select only specific sections listed for the HIT program each semester in the college catalog

D. Program Informational/Orientation Video

Potential applicants are required to watch a HIT Program Informational/Orientation Video during which the program, application procedures and acceptance policies are discussed in detail. At the conclusion of the video, you will click on a link and you will be asked to sign the acknowledgment of completion. This page will also contain a link and information regarding what you will need to complete your Health Information Technology Application packet. The HIT Program Informational/Orientation Video link can be found on the program’s website.

E. Application Packet Submission

After you have completed the HIT Program Informational/Orientation Video session and completed the Information Session Verification form, you will be given a link to the online Health Information

Technology Program application form. Please follow this form and complete all necessary fields. You will need the following information to complete this form:

- Demographic information (name, address, student ID, email, phone number, etc.)
- Names of all colleges attended
- Course grade, college, semester completed and course title if different - for all prerequisites and other general education courses
- Total college-level hours completed

Submit completed program application form and all supporting documents to:

Brookhaven College
Attention: Sonya Braddy, MHSA, RHIA, CCS
Health Information Technology Program
Business and Career Programs Division
Bldg. M, Room M110
3939 Valley View Lane
Farmers Branch, TX 75244

Application deadlines for each year are as follows:

Spring admission – **1st Friday in October**

Fall admission – **1st Friday in April**

Supporting Documents

Below you will find a list of supporting documents. Each document must be submitted to the Health Information Technology Program's coordinator in the Business and Career Programs Division Office on or before the application filing deadline. **Incomplete packets will not be considered for admittance.**

The following supporting documents are required for your program application:

- **Official Transcripts** - *must be sent directly to the college Admissions Office.*
Brookhaven College ~ Admissions Office ~ 3939 Valley View Lane ~ Farmers Branch, TX 75244
- **Military Experience (for Veterans only)** - a copy of your DD Form 214 must be submitted to the Business and Career Programs Division Office as indicated above.
- **Healthcare Experience** – a letter must be sent from your employer or the volunteer coordinator verifying your employment/volunteer hours. The letter must be submitted to the Business and Career Division Programs Office as indicated above.
- **Cover Letter** - submit a cover letter explaining your desire to be in this program and the profession. This document should contain anything in your life history that you feel is important to your application. If you need assistance with your cover letter, contact the Brookhaven College Career Development Center for an appointment. The cover letter must be submitted to the Business and Career Programs Division Office as indicated above.
- **Current Résumé** –submit a résumé listing your previous education, work and life history. If you need assistance with your résumé, contact the [Brookhaven College Career Development Center](#) for an appointment. The résumé must be submitted to the Business and Career Programs Division Office as indicated above.
- **Course Substitutions** – please submit a copy of any course substitutions you have completed for the AAS in Health Information Technology degree plan in person to the Business and Career

Programs Division Office (M110), Attn: Health Information Technology Program, Sonya Braddy, MHSA, RHIA, CCS, Business and Career Programs Division Office (X4873).

If you have any issues or questions completing the application, contact Sonya Braddy, MHSA, RHIA, CCS at 972-860-4873 or sbraddy@dcccd.edu. Please put your name and student ID in the subject line of the email.

F. *Application Filing Period*

Official application filing period for Spring (January) and Fall semester (August) admission:

For consideration for acceptance in the HIT Program, the Program Application packet must be completed by the **1st Friday in April** of each year to begin the following Fall semester and the **1st Friday in October** to begin the following Spring semester. New applications will not be accepted after the administration of the HESI A2 Admission Assessment Exam. Acceptance letters will be e-mailed by the last Friday in May and the last Friday in November every year.

A student who applies during the official filing period and receives an acceptance letter is required to acknowledge acceptance within a specified timeframe to confirm his/her space in the class. Failure to acknowledge confirmation by the specified date **AND** failure to watch the HIT Program Informational/Orientation Video for the accepted class will result in forfeiture of the student's space in that class.

NOTE: Students who are not selected for admission the semester for which they apply, or students who decline their acceptance for that semester must resubmit a new application packet during the next filing period to be considered for the next admission opportunity.

Late applications will NOT be accepted.

G. *Selection Process*

Applicants are given a series of points based on their completion of the four prerequisite courses and other core requirements. You must have received a grade of **C or higher in POFI 1301, MDCA 1313, MDCA 1409, and ENGL 1301**. Applicants are selected for acceptance to the Health Information Technology Program according to the following competitive ranking process.

1. Applicants are given **one** point for every .25 over the minimum GPA (2.5) of the four prerequisite courses.
2. Applicants are given **two** points for each prerequisite course completed (POFI 1301, MDCA 1313 MDCA 1409 and ENGL 1301).
3. Applicants are given **one** point for an associate's degree; **two** points for a bachelor's degree; **four** points for a Master's degree. You only receive a maximum of seven points no matter how many degrees you have achieved.
4. Applicants are given **two** points for a well written/professional cover letter and **five** points for a well written/organized/professional resume.
5. Applicants who have served in the military for two or more years will receive **two** points.
6. Applicants are given **two** points for six months to one year of health care experience, **four** points for one to five years of health care experience and **six** points for five or more years of health care

experience. You must document this experience with a letter from your employer on official letterhead.

7. Applicants are given **two** points for 100 - 199 hours or **four** points for 200+ hours obtained for volunteering in a healthcare setting within the last year. Documentation for **volunteer experience** will be accepted from healthcare facilities that have volunteer organizations in place that provide orientation to the healthcare setting and have a volunteer coordinator that can provide documentation verifying volunteer hours on official letterhead. You must provide official documentation from the healthcare setting detailing your volunteer hours.
8. An applicant that applied in the previous application period, whose application met the minimum program requirements, will receive **five** points.
9. **HESI A2™ Exam:** Students applying to the HIT Program are required to take the Health Education Systems, Inc., Admissions Assessment (HESI A2™) at the Brookhaven College Testing Center prior to the application deadline. **The HESI A2 Admission Assessment Exam for Health Information Technology applicants will be administered once each March (fall admission) and September (spring admission).**

The HESI A2 test is a timed, computerized test which is usually completed in 3-4 hours. Applicants to the HIT program must earn a minimum composite score of at least a **40** or higher on the following sections of the HESI A2 test: Reading Comprehension, Grammar, Vocabulary/General Knowledge, Math, and Anatomy/Physiology. Students must also complete the Learning Styles and Personality Profile sections and submit those results with their application materials. The Learning Styles and Personality Profile sections are not graded.

Scores will be awarded points as follows:

90-100=**10** points

80-89=**8** points

70-79=**6** point

60-69=**4** point

50-59=**2** point

40-49=**1** point

<40 NOT ELIGIBLE TO APPLY

The HESI A2™ study guide is available on reserve from the Brookhaven College Library or you may purchase a copy through the college bookstore.

Key points to remember about the HESI A2™ Test are as follows:

- Only the HESI A2™ test taken at the Brookhaven College Testing Center for the HIT Program in March or September each academic year will be accepted.
- The HESI A2™ scores are only good for two years.
- The HESI A2™ exam can be taken only once per application period, March or September. If you take the HESI A2™ exam more than once per application period, your application will be disqualified.
- Please pay for the exam online at the Evolve site before scheduling the exam.
- Contact **Sonya Braddy** for the **Payment ID** that you will need in order to pay for the exam.
- Students are **strongly** encouraged to sign up for the HESI A2™ testing early. Testing slots fill up quickly. Once they are gone, no special accommodations will be made.
- Applicants are responsible for submitting their score sheet with their Health Information

Technology Program application materials.

Contact Sonya Braddy, MHSA, RHIA, CCS in the Business and Career Programs Division Office (X4873) for more information.

Any of the admission criteria listed in this information packet can be revised as needed at any time by the HIT Program Coordinator.

Applicants accepted into the HIT Program that do not meet the above criteria is at the discretion of the HIT Program Coordinator.

**ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE IN HEALTH INFORMATION TECHNOLOGY (HIT)
2018-2019**

PREREQUISITES			LEC. HRS.	LAB. HRS.	EXT. HRS.	CONT. HRS.	CR. HRS.
POFI	1301	Computer Applications I	2	3	0	80	3
MDCA	1313	Medical Terminology	3	0	0	48	3
MDCA	1409	Anatomy and Physiology for Medical Assistants	4	0	0	64	4
ENGL	1301	Composition I	3	0	0	48	3
Total Hours:			12	3	0	240	13
SEMESTER I							
HITT	1301	Health Data Content and Structure	2	2	0	64	3
HITT	1311	Health Information Systems	2	2	0	64	3
HITT	2371	Pathophysiology and Pharmacology	3	0	0	48	3
HITT	1341	Coding and Classification Systems	2	2	0	64	3
SPCH	1311	Introduction to Speech Communication	3	0	0	48	3
Total Hours			12	6	0	288	15
SEMESTER II							
HITT	1345	Health Care Delivery Systems	3	0	0	48	3
HITT	1253	Legal and Ethical Aspects of Health Information	2	0	0	32	2
HITT	1342	Ambulatory Coding	2	2	0	64	3
MATH	1342	Elementary Statistical Methods	3	0	0	48	3
Total Hours:			10	2	0	192	11
SEMESTER III							
HITT	2246	Advanced Medical Coding	1	2	0	48	2
HITT	2239	Health Information Organization and Supervision	1	2	0	48	2
HITT	2335	Coding and Reimbursement Methodologies	2	2	0	64	3
HUMA	1302	Introduction to Humanities II	3	0	0	48	3
Total Hours:			7	6	0	208	10
SEMESTER IV							
HITT	2343	Quality Assessment and Performance Improvement	2	2	0	64	3
HITT	2249	RHIT Competency Review	2	0	0	32	2
HITT	2360	Clinical - Health Information/Medical Records Technology/Technician*	0	0	9	144	3
PSYC	2301	General Psychology	3	0	0	48	3
Total Hours:			7	2	9	288	11
GRAND TOTAL:			49	20	9	1216	60

Students planning on transferring to a four-year institution to complete a Bachelor's degree should consult an advisor and the transfer University.

*HITT 2360 Clinical - Health Information/Medical Records Technology/Technician is the capstone course for this award.

GENERAL INFORMATION

1. The Health Information Technology Program accepts 20* students every fall and spring semester. Program courses are currently offered during the day and online. Prerequisite courses offered during both day, online and evening hours. The clinical training experience (practicum) at a local healthcare facility will be for a total of 80 hours in Semester IV. Clinical hours will be set by the clinical institution to which the student is assigned and the clinical coordinator – this may include day, evening, night and weekend instruction.

* Subject to change at the discretion of the Brookhaven College Health Information Technology Program and Business and Career Programs Division.

2. Students are highly encouraged to take the general education “support” courses (SPCH 1311, MATH 1342, HUMA 1302, and PSYC 2301) prior to entrance into the Health Information Technology Program, particularly if the student works or has significant family responsibilities. This program is rigorous, and many students find that completing the support courses first enables them to complete the program successfully while maintaining other responsibilities.

NOTE: Support courses completed at colleges and universities outside the DCCCD must be approved for transfer credit prior to the semester in which the course is required as stipulated in the curriculum outline.

Clinical Pre-requisites

3. Immunizations: The [Texas Administrative Code \(TAC\)](#) and [Dallas-Fort Worth Hospital Council Foundation Community Standards](#) **require** that all students in health-related programs complete the following immunizations **before applying to programs where patient contact is a component**. Students will not be placed in a clinical setting without the proper documentation of immunity.
 - The following immunizations are **required**:
 - Measles, Mumps, Rubella - 2 series shot/titer proving immunity
 - Varicella - 2 series shot/titer proving immunity
 - Hepatitis B - 3 series shot/titer proving immunity (*his series takes six months to complete*)
 - Tetanus/ Diphtheria/ Pertussis - within the last ten years
 - Meningitis Vaccine (Under 22 years of age)
 - Recommended : Hepatitis A- 2 series shot/titer proving immunity

The following should be completed only **prior** to Clinical placement.

- Tuberculin skin test within the last six months (if positive, a chest x-ray is required)
 - Seasonal Flu Vaccine.
4. The Brookhaven College Health Center can administer most all immunizations at a reduced cost. Please contact the Health Center directly for details – 972-860-4195.

Students may visit a private physician, clinic, health maintenance organization (HMO), or medical center for the physical examination.

5. Health Insurance:
You are responsible for any personal injury that occurs at the College or hospital. Purchase of Health/Accident Insurance is required. A copy of your insurance information is to be kept in your student file and provided prior to the start of clinical practicum. It is your responsibility to keep this information current. Health insurance information can be obtained from the Brookhaven Health Center.

6. Liability Insurance

Students must carry professional liability insurance during the clinical education phase of their training. This insurance cost will be due at the beginning of your clinical education. The liability insurance is effective on the day clinical education begins and ends on the day the HIT program is completed. The coverage is only valid during the students' scheduled clinical hours.

Criminal Background Check/Drug Screening

7. All students enrolled in the Health Information Technology Program are required by the Dallas/Fort Worth Hospital Council member facilities to undergo a criminal background check and drug testing prior to beginning their clinical experience. This procedure is conducted **after** a student has been accepted to the program. Results of these screenings are forwarded to the Brookhaven College Business and Career Programs Office for review and verification that a student is eligible to attend clinical rotation. Students are responsible for all charges incurred (approximately \$85) for these screenings.

A clinical agency reserves the right to remove a student from the facility for suspicion of substance use or abuse including alcohol. The clinical agency reserves the right to request that a student submit to a repeat drug screening at the student's expense on the same day that the student is removed from the clinical facility. Failure to comply will result in the student's immediate expulsion from the clinical facility. Further, regardless of testing or testing results, a clinical agency reserves the right to expel a student from its facility.

NOTE: Should a student who has been accepted to the Health Information Technology Program be prohibited from attending a clinical rotation experience due to findings of a criminal background check and/or drug screening, the student may be dismissed from the program and this will be considered one failure in the program. A student may only fail once and be readmitted to the program.

DRUG SCREEN POLICY (\$40)

The drug screen follows National Institute on Drug Abuse (NIDA) guidelines and screens for 10 substances as designated in the Substance Abuse Panel 10 ("SAP 10").

These substances are:

Amphetamines	Cocaine Metabolites	Opiates
Barbiturates	Marijuana Metabolites	Phencyclidine
Benzodiazepines	Methadone	Propoxyphene

SAP 10 test results which fall outside of any of the acceptable ranges are considered positive test results and are automatically sent for a separate confirmatory test by a Gas Chromatography MSS Spectrometry (GCMS) method. If these results remain positive, the test results are sent to a Medical Review Officer ("MRO"), which will entail an additional cost of \$25-\$75 to the student. The MRO will then contact the student to determine if there is a valid prescription for the drug in question. If a valid prescription exists and is verified, the test result will be deemed to the negative and acceptable.

If the test result is positive, the student will be dismissed from the program. The student can re-apply during the next application process but will only be admitted after a negative drug test. If the student tests positive a second time, the student will be ineligible to reapply.

If a student is readmitted after a positive drug test, the student may be drug tested on any random date throughout his/her program experience. On a random date, the student will be sent to a drug screen laboratory for immediate testing. If the student refuses to be tested, the student will be

dismissed from the program. If the student tests positive, the student will be dismissed from the program and referred to the Vice President for Enrollment Management and Student Success for counseling.

CRIMINAL BACKGROUND CHECK: (\$45.00)

The criminal background check reviews a person's criminal history. The check will include all cities and counties of the person's residency reported. The following histories will disqualify an individual from consideration for a clinical rotation:

- felony convictions;
- misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse);
- misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.);
- felony deferred adjudications for the sale, possession, manufacture, distribution, or transfer of narcotics or controlled substances; or
- registered sex offenders.

8. Students are responsible for their own actions and must not engage in any activities considered non-professional or non-conductive. Failure of a student to maintain a professional attitude may result in reduction of course grade, course failure, and possible expulsion from the program. A clinical agency reserves the right to remove a student from the facility for any behavior that disrupts the clinical setting or endangers a patient or peer's well-being. If a student is removed from a clinical site for behavioral reasons, the student will be counseled by the Program Director and will receive discipline up to and including dismissal from the program.
9. Students are responsible for their own transportation arrangements to campus and to their assigned healthcare facilities for clinical experience. Clinical assignments vary among the hospitals in the DFW area.
10. Financial Aid
 - Students needing financial assistance are encouraged to complete the applications for financial aid as early as possible.
 - Financial Aid information may be obtained by visiting the Financial Aid and Scholarships Office, Building S, S015, for application forms, filing procedures, and deadlines. For more information, e-mail bhcFA@dcccd.edu.
 - Following application submittal, allow an 8 to 10 week period for processing.
 - Early application assures availability of funds, if qualified, and allows the Financial Aid and Scholarships Office to prepare a realistic financial aid package.
11. Please visit the website below for links to professional organizations and other information regarding the Health Information Technology profession.

American Health Information Management Association
Texas Health Information Management Association

www.ahima.org
www.txhima.org

12. Estimated Expenses:

Total estimated program expense for Dallas County residents: \$7,000.00

Tuition, textbooks, and other fees stated are approximate and are subject to change. This cost estimate does not include the fees for immunizations, criminal background check, drug testing, personal health insurance, liability insurance, and transportation or parking fees at the hospital clinical sites.

Please refer to current course schedule for tuition table. See the Brookhaven College Accounting Office for Tuition Payment Plan option.

13. Contact Information:

Please contact the individuals below for assistance:

Sonya Braddy, MHSA, RHIA, CCS

Health Information Technology Faculty/Program Coordinator
Building Q, Room Q212
Business and Career Programs Division
Telephone: 972-860-4873
Email: sbraddy@dcccd.edu

Chad E. Price, Senior Academic Advisor

Brookhaven College Academic Advising Center
Building S, Room S106
Telephone: 972-860-4923
Email: ceprice@dcccd.edu

NOTE: Program guidelines are subject to change. Students are advised to obtain the latest program information packet by contacting the HIT Program Coordinator, Sonya Braddy at her email address above.

Health Information Technology Program Application Checklist

This checklist is provided to assist you in following the steps toward program application. It is **not** part of the application packet.

1. _____ Complete a DCCCD application for college admission and submit Official Transcripts
2. _____ Print Health Information Technology Program information packet from website.
3. _____ See an academic advisor/counselor as needed for TSI counseling, placement testing, etc. and complete any developmental courses as may be prescribed from test scores.
4. _____ Complete the HESI A2 Admission Assessment Exam.
5. _____ Watch the HIT Program Informational/Orientation Video on the Health Information Technology Program's website.
6. _____ Complete the following Health Information Technology Program prerequisite courses with a "C" or better:

_____ ENGL 1301	_____ MDCA 1313
_____ POFI 1301	_____ MDCA 1409
7. _____ Complete any other support courses which apply to the HIT Program curriculum:

_____ SPCH 1311	_____ MATH 1342
_____ PSYC 2301	_____ HUMA 1302
8. Compile the following materials needed to complete your HIT Program application:

_____ Demographic Information (name, address, ID, email, phone number, etc.)
_____ Names of all colleges attended
_____ Course grade, college, semester completed and course title if different - for <u>all</u> prerequisites and other general education courses
_____ Total college level hours completed
9. After you have completed the HIT Program Informational/Orientation Video session and completed the Information Session Verification form, you will be given a link to the online Health Information Technology Program application form. Please follow this link and complete all necessary fields. All supporting documents must be mailed in with the application form.

If you have any issues with completing the application, contact Sonya Braddy, MHSA, RHIA, CCS at 972-860-4873 or sbraddy@dcccd.edu. Please put your name and student ID in the subject line of the email.