

# Application Request

Application Request Students wishing to apply to the following programs:

- Health Information Technology Program (Fully Online)
- Registered Health Information Technology Apprenticeship Program
- Health Information Coding Program
- Interventional Radiology Coding

Contact the Allied Health Department Chair, Monica Thurston, MBA, RHIA at Google Voice Number (562) 980-5185, by email at { [HYPERLINK "mailto:thurstmm@elac.edu" }](mailto:thurstmm@elac.edu) or Dr. Dorothy M. Hendrix, M.Ed., RHIT at Google Voice Phone Number (424) 261-5066, by email at { [HYPERLINK "mailto:hendridm@elac.edu" }](mailto:hendridm@elac.edu)

## **TRANSFER STUDENTS:**

If any of prerequisite courses or core courses have been taken elsewhere, transcripts should be sent to both the ELAC office of Admissions and the Health Information Technology Program office located within the Allied Health Department. Students should initiate a General Petition in the Admissions Office requesting that credit be granted for those courses which the student feels they are eligible. The General Petition can be retrieved from <http://www.elac.edu/Student-Services/Admissions/Forms>.

Students wishing to transfer health information technology courses or health information management courses must come from an institution which is regionally accredited and accredited by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM). The Challenge Petition should be submitted to the HIT Program Director along with copies of the transcripts. The Challenge Petition can be retrieved from <http://www.elac.edu/Student-Services/Admissions/Forms>.

**DEADLINES:** The Health Information Technology Program accepts applications during the following times:

- Application Deadline is June 1st to start in the Fall Semester (August).
- Application Deadline is December 1st to start in the Spring Semester (February).
- The Interventional Radiology Program is only offered during the Spring Semester.

This program provides priority placement for veterans, active-duty service members and their respective spouses under the Jobs for Veterans Act. Completed applications from U.S. active-duty personnel, veterans or those people who have had a veteran's rights transferred to them will receive priority

## **Health Information Technology Accreditation**

The HEALTH INFORMATION MANAGEMENT accreditor of EAST LOS ANGELES COLLEGE is the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The College's accreditation for ASSOCIATE degree in HEALTH INFORMATION MANAGEMENT has been reaffirmed through 2021. All inquiries about the program's accreditation status should be directed by mail to CAHIIM, 200 East Randolph Street, Suite 5100, Chicago, IL, 60601; by phone at { [HYPERLINK "tel:3122353255" }](tel:3122353255); or by email at { [HYPERLINK "mailto:info@cahiim.org" }](mailto:info@cahiim.org).



Program graduates are eligible to apply for the national qualifying examination for certification as a Registered Health Information Technician (RHIT).

**Program Application Deadline is July 31, 2023.**

## **GRADUATES RHIT PASS RATES**

### **Academic Year Percentages**

2022 - 2023           ?

2021 – 2022           ?

## **EMPLOYMENT RATES**

### **Academic Year Percentages**

2022 - 2023           ?

2021 – 2022           ?

## **COMPLETES PROGRAM WITHIN THREE YEARS**

### **Academic Year Percentages**

2022 - 2023           ?

2021 - 2022           ?

# **Health Information Technology**

## **Application Submission Guidelines**

### **Effective Fall 2023: Application Submission Process**

Each fall semester and spring semester, a cohort group will be selected to begin the two-year sequence of coursework in the Health Information Technology Program. Students must complete all prerequisite courses before applying or if they are in their last semester of completing their prerequisites. After completing all prerequisites, the student can apply.

## **Prerequisite Courses**

### **First (1<sup>st</sup>) Semester:**

- ENG 101 English Composition
- MATH 227 Statistics or MATH 227S Statistics course

- CAOT 082 Microcomputer Software Survey in the Office
- Social & Behavioral Sciences course
- American Institutions course

**Intersession:**

- HTHTEK 133 Medical Terminology
- Physio 006 Anatomy & Physiology (Summer Only)
- Health Education course

**Second (2nd<sup>st</sup>) Semester:**

- PHYSIO 006 Anatomy & Physiology
- HTHTEK 100 Introduction to Health Information Technology
- Humanities course
- Physical Activity course

The following core courses must be taken at ELAC before a student is allowed to register for HTHTEK 241 Directed Practice in Health Information Procedures. II: HTHTEK 207 Introduction to Health Statistics, HTHTEK 230 Electronic Health Records in the Healthcare Systems. HTHTEK 200 Healthcare Reimbursement and Revenue Cycle Management, HTHTEK 221 Quality Management and Leadership, and HTHTEK 222 Health Information Services Organization & Management. **No waivers or substitutions will be accepted.**

All applicants will be notified via email within a month of their application being submitted to the Health Information Technology Program on whether the application is incomplete or complete. If the application is determined to be incomplete, the applicant will be notified what is required to complete the application. Incomplete applications will be held for only one year; after the one-year period ends, the applications will be discarded. Completed applications are placed into the cohort applicant pool.

**Applications must be submitted with:**

1. Transcripts to verify the completion of the required prerequisite coursework; for students utilizing classes taken within the nine-campus LACCD system, unofficial transcripts from the ***Student Information System (SIS)*** are permitted. Students who wish to use courses taken outside LACCD must first transfer those courses to ELAC for acceptance; please refer to the section below regarding the process for Transfer Students.
2. Student Resume.
3. If you are a veteran or the spouse of a veteran, you will want to include Defense Department Form 214 (DD214).

The applications will be accepted every fall and spring semester. See application deadline below. This time may be extended at the discretion of the Health Information Technology Program Director and/or Chairperson. Pre-clinical clearances such as the health examination, drug screening, background check and malpractice insurance are not required at the time of application. **Please Note:** Do NOT submit the Health Information Technology application to the College Admissions Office.

**Application Deadline**

Fall acceptance – Applications will be accepted from February – June

Spring acceptance – Applications will be accepted from September - December

## **Transfer Students**

For Health Information Technology applicants, if any portion of the prerequisite courses has been taken outside the nine campus LACCD system, you will provide unofficial transcripts when submitting the Health Information Technology Application. If you get accepted into the Health Information Technology Program Cohort; you will need to submit two sets of "Official Transcripts," one to the Health Information Technology Program and another set to the ELAC Admissions and Records Department.

If any of your outside course work deals with the Health Information Technology Prerequisites, you will need to meet with the HIT Program Director to review all of your Health Information Technology coursework. After meeting with the HIT Program Director, you will need to meet with the Counseling Department. The following core courses must be taken at ELAC before a student is allowed to register for HTHTEK 241 Directed Practice in Health Information Procedures II: HTHTEK 207 Introduction to Health Statistics, HTHTEK 230 Electronic Health Records in the Healthcare Systems. HTHTEK 200 Healthcare Reimbursement and Revenue Cycle Management, HTHTEK 221 Quality Management and Leadership, and HTHTEK 222 Health Information Services Organization & Management. First year HIT courses will only be accepted if the previous HIT Program is accredited by CAHIIM. In addition, any courses more than years old and/or from a private institution student must retake! **No waivers or substitutions will be accepted.**

If you are transferring Health Information Technology courses to ELAC, you must provide the following documentation:

- A copy of all college unofficial transcripts.
- A challenge petition form for the Program Director to review and sign (if approved.)

For the College to accept this outside course work in satisfaction of any program or degree requirement, the student must submit both a "General Petition" to the campus Admissions Office AND a "Challenge Petition" to the Department Chair for approval; all documentation in support of both petitions must be attached at the time of submission.

For those veterans or active service members that wish to receive military credit for clinical or academic training taken during their time in the military will need to speak to the HIT Program Director who will guide you in the process to submit this challenge petition.

## **In Progress Applicants**

Students who are in the process of completing the last of the prerequisite requirements may apply to the program, **provided they include proof of enrollment in all outstanding classes at the time of submission.** Any applicant who does not provide proof of the satisfactory completion of all remaining prerequisite classes by the Health Information Technology Application Submission deadline will not be considered for admission.

## **Priority Applicant Students**

The Health Information Technology Program offers priority admission status to active-duty military members, veterans and their (current) spouses provided they meet all other existing admission requirements.

## **Student Health Requirements for Practicum Course**

Enrolled students must begin their physical examination at least one year prior to starting the clinical or practicum semester courses by a qualified health professional. A current Hepatitis B vaccination that includes three doses completed by start of the clinical or practicum class to ensure they are immune. Update-to-date in the series or proof of positive titer result is also accepted for:

- Varicella or titer result
- MMR
- Tetanus
- PPD
- Flu vaccination (may be required to receive dependent on the Clinical/Practicum site location and its respective policy).