

Dallas college  School of Health Sciences

Health Information Technology

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**Health Information Technology**

**Revised for the 2025-2026 Application Cycle**

# Program Summary and Accreditation

The Dallas College Health Information Technology Program provides quality education that academically and professionally prepares graduates to meet Health Information Management (HIM) industry standards and competencies.

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 system outlined in** [**section I**](#_I._Selection_Process)**.** 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. Students are accepted every fall, spring and summer semester.

**CAHIIM ACCREDITED**

The Health Information Management/Health Informatics accreditor of Dallas College is the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The College’s accreditation for the associate degree in health information technology has been reaffirmed through 2029-2030. 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 (312) 235-3255; or by email at (<http://cahiim.org>).



**Equal Educational Opportunity**

 Educational opportunities are offered by Dallas College without regard to race, color,

religion, national origin, sex, disability, age, sexual orientation, gender identity, or gender expression.

# A. Health Information Technology Application Checklist

This checklist is organized for an applicant just beginning their college experience. Some items may not be applicable if you have previous college credits.

1. \_\_\_\_Download and read through the Health Information Technology [program information packet](https://www.dallascollege.edu/cd/credit/pages/ecc-health-packets-sessions.aspx).
2. \_\_\_\_Watch the [HIT Program Informational/Orientation Video](#InfoVideo).
3. \_\_\_\_After you have completed the [HIT Program Informational/Orientation Video session and completed the Required Questionnaire](#_Program_Informational/Orientation_V), please email Sonya Braddy at sbraddy@dallascollege.edu for an application form if you do not have it already.
4. \_\_\_\_If you have questions about the program, email AskSOHS@dallascollege.edu.
5. \_\_\_\_Complete an [application for college admission](https://www.applytexas.org/), if not already a Dallas College student.
6. \_\_\_\_Submit official transcripts from all previously attended colleges/universities to studenttranscripts@dallascollege.edu or to Dallas College, Attention: Admissions Processing, 3737 Motley Drive, Mesquite, TX 75150.
7. \_\_\_\_See a [Success Coach](https://www.dallascollege.edu/resources/success-coaching/pages/default.aspx) (advisor) as needed for TSI counseling, placement testing, etc., and complete any developmental courses as may be determined from the test scores.
8. \_\_\_\_If desired, request an [Educational Plan](https://www.dallascollege.edu/cd/credit/pages/ecc-health-resources.aspx) for evaluation of external credit coursework that applies to the Health Information Technology curriculum.
9. \_\_\_\_Complete the Health Information Technology prerequisite courses with a “C” or better and [required min. GPA](#_C._Prerequisite_Courses):
	1. \_\_\_\_ENGL-1301
	2. \_\_\_\_POFI-1301
	3. \_\_\_\_MDCA-1313
	4. \_\_\_\_MDCA-1409
10. \_\_\_\_Complete the HESI A2 TM [admissions exam](#_E._Program_Application).
11. \_\_\_\_If time allows, complete any [Health Information Technology support courses](#_K._Curriculum_Overview).
	1. \_\_\_\_SPCH-1311
	2. \_\_\_\_MATH-1342
	3. \_\_\_\_HUMA-1302
	4. \_\_\_\_PSYC-2301
12. \_\_\_\_Obtain [CPR certification from the American Heart Association, Red Cross, or Military approved mechanism](#_L._Health_Information) (CPR certification must not expire before nor during the anticipated clinical course [HITT 2360]).
13. \_\_\_\_Obtain the SurPath information from Sonya Braddy, MHSA, RHIA, CCS.
14. \_\_\_\_Request access to Secure Link to upload all application documents by emailing sbraddy@dallascollege.edu. The subject line of the email must be **HIT Application Materials**.
15. \_\_\_\_Upload [required materials](#_G._Health_Information) **as one (1) PDF file only** to the Secure Link before the filing [deadline](#_H._Application_Filing).
	1. \_\_\_\_Completed [HIT AAS Degree Program Application Form](https://www.dallascollege.edu/cd/credit/pages/ecc-health-packets-sessions.aspx) (**legal** name, address, ID, email, phone number, etc.) **Note**: Where applicable, must initial and sign with a wet signature in blue or black ink.
	2. \_\_\_\_Copy of **unexpired** official government issued ID
	3. \_\_\_\_Cover Letter
	4. \_\_\_\_Resume
	5. \_\_\_\_HESI A2™ Score Sheet

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# B. General Admission Requirements to the College

Applicants to the Health Information Technology program must meet all [college admission requirements](https://www.dallascollege.edu/admissions/pages/default.aspx) as outlined in the official college catalog.

Applicants must have earned either a high school diploma or General Education Diploma (GED) in addition to complying with Texas Success Initiative (TSI) requirements before they will be eligible to apply to the program. Students should consult the Success Coach/advising office to determine their TSI status prior to application to a Health Sciences program.

## Official College Transcripts

Prior to application to the Health Information Technology program, potential applicants must have submitted ***official transcripts from ALL colleges and universities the applicant has attended whether the coursework is or is not relevant to the program application***. Transcripts from Dallas College (formerly Dallas County Community College District) campuses are not required.

The transcripts must be current with the **print date no earlier than three years** before the applicant’s anticipated admission to the program unless the student has not had a break in enrollment with Dallas College since the transcripts were originally submitted. If the official transcripts have not been submitted, the individual’s application will be voided.

Official transcripts must be sent electronically from the applicant’s previous colleges to studenttranscripts@dallascollege.edu. Transcripts sent by the applicant in pdf or other formats are not accepted. Transcripts may also be mailed from a college in a sealed envelope to Dallas College, Attention: Admissions Processing, 3737 Motley Drive, Mesquite, TX 75150.

## Initial Advisement

Although the Health Information Technology Program Office advises potential applicants regarding 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 Dallas College.

Students who are beginning college for the first time will follow the [Steps to Enrollment](https://www.dallascollege.edu/admissions/application/pages/default.aspx) which will guide them from applying to the college system to placement testing, selecting a degree plan, contacting a Success Coach, and enrolling in basic courses. <https://www.dallascollege.edu/admissions/pages/new-credit-students.aspx>

A student who has not completed college coursework should request a general Associate of Science Degree plan from [Success Coaching](https://www.dallascollege.edu/resources/success-coaching/pages/centers.aspx) as a starting point toward future application to a health sciences program. ***Note: Additional assessment testing in computer literacy and learning frameworks courses may be required for certain students.***

## 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. The HIT Program Informational/Orientation Video link can be found on the [program’s website](https://www.dallascollege.edu/cd/credit/health-information-tech/bhc/pages/info-sessions.aspx). After viewing the video, applicants must complete the Required Questionnaire which is also on the program’s website.

Degree Plans

Health Information Technology cannot be selected as a Program of Study prior to being officially accepted to the Health Information Technology Program by the Program Director. Once you’ve returned your letter of invitation to the Program Director, you can then contact the HSCI Senior Pathway Specialists to request a change of Program of Study to the Health Information Technology Associate Program. You can review your academic progress within Workday to help you plan your schedule. You may also use the curriculum outline found in this information packet as a guide for course selection. Having a selected Program of Study may make you eligible for scholarships, other financial aid and VA benefits, etc.

# C. Prerequisite Courses

Applicants must complete the prerequisite courses listed below with a minimum cumulative grade point average of 2.5 or higher to apply to the Health Information Technology program. Applicants must have received a grade of **C or better** in each prerequisite course to apply to the Health Information Technology AAS Degree Program.

|  |  |  |  |
| --- | --- | --- | --- |
| Prerequisite Courses | Lec Hrs | Lab Hrs | Cr Hrs |
| ENGL-1301 Composition I | 3 | 0 | 3 |
| POFI 1301 Computer Applications I | 2 | 3 | 3 |
| MDCA 1313 Medical Terminology | 3 | 0 | 3 |
| MDCA 1409 Anatomy and Physiology for Medical Assistants | 4 | 3 | 4 |

# D. Previous coursework evaluation toward Health Information Technology

Official transcripts are fully evaluated by the Dallas College Transcript Evaluation Center after a student has been enrolled for at least one regular semester. However, students can request an Educational Plan, an evaluation of their previous coursework toward a Health Sciences program. The [Educational Plan](https://forms.office.com/Pages/ResponsePage.aspx?id=U1R-1i9z3EqUpEiI8tl9XR-JTZXG4gtGtI5xwkPieuFUOFdER1BQS1k5TU02R09FQTU0WFVDTEJQWSQlQCN0PWcu) is a preliminary, unofficial degree plan for advisement purposes and only reflects specific courses toward a health sciences program. Educational Plans are optional and are not required for application to a health sciences program. They are usually completed within 4-8 weeks. An Educational Plan should be requested at least one semester prior to a program application filing deadline if possible.

The School of Health Sciences and the Allied Health Admissions Office reserve the right to accept or reject any coursework completed at other colleges presented for transfer evaluation toward Health Science programs.

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

## Five-Year Time Limit for Select Courses

All coursework must have been completed less than five years before official acceptance into the HIT AAS except for the following: ENGL 1301, SPCH 1311, MATH 1342, HUMA 1302 & PSYC 2301. These five courses can be accepted no matter how long ago they were taken. All other courses taken five years or more before official acceptance into the HIT AAS will not count as credit hours toward the AAS in Health Information Technology.

An applicant may petition for a waiver of the five year time limit for MDCA 1409 – Anatomy and Physiology for Medical Assistants if the student has successfully completed this or other courses in anatomy and physiology with a grade of “C” or higher. Courses taken at other colleges must be approved for transferability to be approved for a five-year time limit waiver. The student may petition for a waiver of the time limit by emailing ASKSOHS@dallascollege.edu. **The waiver is only good for the current application cycle.**

## Credit by Examination, CLEP and Advanced Placement Credit

Credit through CLEP, High School Advanced Placement (AP) Exams and Credit by Examination may be awarded for a limited number of courses toward Health Sciences programs. CLEP credit is not awarded for ENGL 1301. Advanced Placement (“AP”) credit for ENGL 1301 and PSYC 2301 is acceptable if the credit appears on a college transcript as ENGL 1301 or PSYC 2301 equivalency.

**Note:** **An applicant may present credit by exam, CLEP, or “AP” credit for ENGL 1301 and any of the support courses.**

High School Advanced Placement (AP) exam scores must be submitted to Dallas College from College Board. For more info on how to receive Credit by Examination, please visit this link: [Credit by Examination](https://www1.dcccd.edu/catalog/GeneralInfo/PriorLearningAssess/cbe.cfm).

## Coursework from Institutions Outside of the United States

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

# E. Program Application Exam (HESI A2™)

The Health Information Technology utilizes the HESI A2™, a computerized test as an application condition. The HESI A2™ test is a timed, computerized test which is usually completed in three to four hours. Applicants to the HIT program must earn a minimum cumulative 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. If an applicant scores below a 40 on the HESI A2™ test, he/she will **need to retake the HESI A2™ test and score a 40 or higher to apply to the HIT AAS Degree Program.** If the applicant desires to retake the HESI A2™, the applicant must test on all five sections in one sitting. Only one score sheet with the required five sections can be submitted with a minimum cumulative score of at least a 40 or higher.

Please use the latest edition of the [HESI A2™ Study Guide](https://evolve.elsevier.com/cs/product/9780323582261?role=student), available at various bookstores including the [Follett Bookstores](https://www.dallascollege.edu/resources/books/pages/bookstores.aspx) at Dallas College campuses.

**Key points** to remember about the HESI A2™ test are as follows.

* Only the HESI A2™ test taken at the **Dallas College Downtown Health Science Center, P119, 301 N. Market Street, Dallas TX 75202** will be accepted.
* The HESI A2™ scores are only good for two years.
* Students are **strongly** encouraged to sign up for the HESI A2™ testing early. Testing slots fill up quickly.
* Applicants are responsible for submitting their HESI A2™ score sheet with their Health Information Technology Program application materials.
* HESI A2™ Applicant Information for scheduling, payment, etc. can be found [here](https://www.dallascollege.edu/cd/credit/pages/ecc-hesi-a2-admissions.aspx).
* If you need to retake the HESI A2™ test, please consider utilizing the HESI A2™ Remediation Walk-Through [here](https://evolve.elsevier.com/studentlife/wp-content/uploads/sites/3/2021/08/HESIRemediationWalkThrough.pdf).

# F. Digital Records (SurPath)

The School of Health Sciences utilizes a third-party medical record management company to verify health documentation. Applicants submit this documentation directly to SurPath which will verify whether the records are complete. More info on this process can be found below in [General Information](#_L._Health_Information). To submit records, please contact Sonya Braddy at sbraddy@dallascollege.edu.

# G. Health Information Technology Application Materials Submission

After you have completed the HIT Program Informational/Orientation Video session and completed the Required Questionnaire, please complete the [Health Information Technology AAS Application form](https://www.dallascollege.edu/cd/credit/pages/ecc-health-packets-sessions.aspx). Complete all necessary fields and **where applicable, you must initial and sign with a wet signature in blue or black ink.** You will need the following information to complete this:

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

*Supporting Documents*
Below you will find a list of supporting documents. The application materials must be scanned **as ONE (1) PDF file** and uploaded to the Secure Link by the application filing deadline. Request access to the Secure Link to upload all application documents by emailing sbraddy@dallascollege.edu. The subject line of the email must be **HIT Application Materials**.

The following five supporting documents are required for your program application. **Incomplete packets will not be considered for admittance.**

1. A completed [HIT AAS Degree Program Application Form](https://www.dallascollege.edu/cd/credit/pages/ecc-health-packets-sessions.aspx) with a wet signature and initials on front and back of the form
2. Copy of unexpired official government-issued ID (Examples – driver’s license, passport, or state ID card)
	1. **LEGAL NAME CHANGES: If you have used a different name than what is on your government-issued ID (i.e., married, divorced, legalized citizenship, legal name change, etc.), you MUST provide a copy of the legal/certified documentation with your application for background check and immunization records purposes.**
3. 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 [Dallas College Career Services](https://www.dallascollege.edu/resources/career-services/pages/default.aspx) for an appointment.
4. Current Résumé –submit a résumé listing your previous education and work history. If you need assistance with your résumé, contact [Dallas College Career Services](https://www.dallascollege.edu/resources/career-services/pages/default.aspx) for an appointment.
5. Your HESI A2™ Score Sheet (cumulative score must be a 40 or higher)

Upload your application packet **as ONE (1) PDF file only** to the Secure Link by the application filing deadline**.**

**If you have any issues with completing the application, contact Sonya Braddy, MHSA, RHIA, CCS at 972-860-4873 or** **sbraddy@dallascollege.edu****. Please put “Application Assistance” in the subject line of the email and your name and student ID in the body of the email along with the details of what you are needing assistance with.**

# H. Application Filing Period

The Health Information Technology program application period is open year-round. Students can start

in either fall, spring, or summer.

**Note**: The Health Information Technology program requires that students take classes in a specific order, and not all courses are offered every semester. In addition, some classes are restricted and require official acceptance to the program. **For students to complete the program in a timely manner and ensure they are receiving correct information about course scheduling, it is important that they apply as soon as they complete the 4 prerequisite courses and the HESI A2 Exam.**

If you have any issues or questions completing the application, contact Sonya Braddy, MHSA, RHIA, CCS at 972-860-4873 or sbraddy@dallascollege.edu. Please put "Application Assistance” in the subject line and your complete name and student ID in the body of the email along with the details of what you need assistance with.

# I. Selection Process

Applicants will be considered for official acceptance to the Health Information Technology Program if the following steps are taken:

1. Official acceptance to Dallas College
2. Applicant has earned a grade of **C or higher in POFI 1301, MDCA 1313, MDCA 1409, and ENGL 1301**.
3. Submit a complete HIT AAS Degree Program application packet that contains the following **five** items:
	1. A completed HIT AAS Degree Program Application form.
	2. A copy of your unexpired government-issued ID.
	3. A well-written/professional cover letter.
	4. A well-written/organized/professional résumé.
	5. A copy of your HESI A2™ Test Score: Students applying to the HIT Program are required to take the Health Education Systems, Inc. Admissions Assessment (HESI A2™) at the **Dallas College Downtown Health Science Center, P119, 301 N. Market Street, Dallas TX 75202** before applying to the HIT AAS Degree Program.

# J. Notification of Acceptance

Acceptance letters will be emailed upon official acceptance into the HIT AAS degree program.

A student who receives an acceptance letter is required to acknowledge acceptance within a specified time to confirm his/her space in the class. Failure to acknowledge confirmation by the specified date for the accepted class will result in forfeiture of the student’s space in that class.

***NOTE***: Application materials are not “held over” to the next application filing period. Students who are not selected for admission in the semester for which they apply, or students who decline their acceptance for that semester must resubmit a new application packet to be considered for the next admission opportunity.

# K. Curriculum Overview - Health Information Technology

Courses are scheduled in a particular sequence and should be strictly adhered to. Knowledge, skills, and practices are developed throughout each course and build upon each other, moving from the simple to the complex.

* You may enroll in classes either full-time or part-time.
* Prerequisite courses are offered in the fall, summer, and spring semesters. Enrollment is on a first come first serve basis.
* Please check the college website for the schedule of course offerings each semester.
* All courses in the curriculum **(with the exception of HITT 2360)** are offered online; on-site courses are offered as needed.
* The following prerequisite courses must be completed with a “C” or better in each course before enrolling for the HITT 2330 and HITT 1341 courses in the first semester.
	1. POFI 1301 Computer Applications I
	2. MDCA 1313 Medical Terminology
	3. MDCA 1409 Anatomy and Physiology for Medical Assistants (at the discretion of the Program Coordinator, the combination of SCIT 1407 and SCIT 1408 OR the combination of BIOL 2401 and BIOL 2402 if completed within five years of program start date may be substituted for MDCA 1409)
	4. ENGL 1301 Composition I
* HITT 1301 can be taken along with the prerequisite courses.
* Students cannot enroll in HITT 1341 Coding and Classification Systems before completing MDCA 1313, and MDCA 1409 with a “C” or better.
* Students cannot enroll in HITT 1342 Ambulatory Coding before completing HITT 1341 with a 75 (C) or better.
* Students cannot enroll in HITT 2335 Coding and Reimbursement Methodologies before completing HITT 1341 and HITT 1342 with a passing score of 75 (C) or better.
* Students cannot enroll in HITT 2246 Advanced Coding before completing HITT 1341 and HITT 1342 with a 75 (C) or better.
* Students cannot enroll in HITT 2249 before completing HITT 2239 and HITT 2246 with a passing score of 75 (C) or better.
* Students cannot enroll in the final capstone course - HITT 2360 Clinical - Health Information/Medical Records Technology/Technician before completing HITT 1253, HITT 2246 and HITT 2335 with a passing score of 75 (C) or better.
* All courses in the curriculum must be completed with a minimum grade of C to be eligible to enroll in the next classes and to obtain the AAS degree. Students will be required to repeat any course for which a D or F is the final grade.

|  |
| --- |
| Prerequisites |
| Course | Title | Lecture Hours | Lab Hours | Credit Hours |
| ENGL-1301 | Composition I | 3 | 0 | 3 |
| POFI-1301 | Computer Applications I | 2 | 3 | 3 |
| MDCA-1313 | Medical Terminology | 3 | 0 | 3 |
| MDCA-1409 | Anatomy and Physiology for Medical Assistants | 4 | 0 | 4 |
| Subtotal | 12 | 3 | 13 |

|  |
| --- |
| Semester 1 |
| Course | Title | Lecture Hours | Lab Hours | Credit Hours |
| HITT-1301 | Health Data Content and Structure | 2 | 2 | 3 |
| HITT-1311 | Health Information Systems | 2 | 2 | 3 |
| HITT-2330 | Pathophysiology and Pharmacology | 3 | 0 | 3 |
| HITT-1341 | Coding and Classification Systems | 2 | 2 | 3 |
| SPCH-1311 | Introduction to Speech Communication | 3 | 0 | 3 |
| Subtotal | 12 | 6 | 15 |

|  |
| --- |
| Semester 2 |
| Course | Title | Lecture Hours | Lab Hours | Credit Hours |
| HITT-1345 | Health Care Delivery Systems | 3 | 0 | 3 |
| HITT-1253 | Legal and Ethical Aspects of Health Information | 2 | 0 | 2 |
| HITT-1342 | Ambulatory Coding | 2 | 2 | 3 |
| MATH-1342 | Elementary Statistical Methods | 3 | 0 | 3 |
| Subtotal | 10 | 2 | 11 |

|  |
| --- |
| Semester 3 |
| Course | Title | Lecture Hours | Lab Hours | Credit Hours |
| HITT-2246 | Advanced Medical Coding | 1 | 2 | 2 |
| HITT-2239 | Health Information Organization and Supervision | 1 | 2 | 2 |
| HITT-2335 | Coding and Reimbursement Methodologies | 2 | 2 | 3 |
| HITT-2343 | Quality Assessment and Performance Improvement | 2 | 2 | 3 |
| Subtotal | 6 | 8 | 10 |

|  |
| --- |
| Semester 4 |
| Course | Title | Lecture Hours | Lab Hours | Credit Hours |
| HUMA-1302 | Introduction to Humanities II | 3 | 0 | 3 |
| HITT-2249 | RHIT Competency Review | 2 | 0 | 2 |
| HITT-2360 | Clinical - Health Information/Medical Records Technology/Technician\* | 0 | 0 | 3 |
| PSYC-2301 | General Psychology | 3 | 0 | 3 |
| Subtotal | 8 | 0 | 11 |
| Program Total | 48 | 19 | 60 |

Students planning to transfer to a four-year institution to complete a bachelor’s degree should consult a Success Coach and the transfer university.

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

# L. Health Information Technology General Information

1. The Health Information Technology Program accepts twenty-five (25)\* students each semester. Program courses are currently offered during the day and online. Prerequisite courses are offered during the day hours, 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 schedule will be Monday through Friday first shift hours only instruction.

\*Subject to change at the discretion of the Dallas College Health Information Technology Program and School of Health Sciences.

1. **Clinical Prerequisites**

**Immunizations**: The [Texas Administrative Code (TAC) Title 25 Part 1, Chapter 97, subchapter B 97.64](https://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=25&pt=1&ch=97&rl=64) and [Dallas-Fort Worth Hospital Council Foundation Community Standards](https://dfwhc.org/) **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 Dallas College Campus Health Centers can administer some immunizations and TB skin tests at a reduced cost. If you have received immunizations as a Texas resident, the Dallas College Health Center nurses may be able to assist you in locating these immunization records. Please contact Dallas College Health Centers [here](https://www.dallascollege.edu/resources/health-centers/pages/contact.aspx).

The following immunizations are **required.**

1. **MMR**

Documentation of 2 vaccines or positive Immunoglobulin G (IgG) antibody titers to Measles (Rubeola), Mumps and Rubella. If the titer is negative or equivocal, the series must be repeated.

1. **Varicella**

Documentation of 2 vaccines or positive Immunoglobulin G (IgG) antibody titers to Varicella. If the titer is negative or equivocal, the series must be repeated.

1. **TDap**

Documentation of vaccine within the past 10 years

1. **Influenza Vaccine (Seasonal Flu)**

Documentation of current seasonal flu vaccine by **October 1st**

1. **Hep B**

Hepatitis B series (2 or 3 dose) (Hepatitis A/B combo series accepted) **AND**

Positive Hepatitis B Surface Antibody titer. If Hep B vaccine documentation cannot be found, positive titer will be sufficient. If the titer is negative or equivocal, the series must be repeated, and a 2nd titer is drawn, upload results of both titers and vaccination proof.

1. **TB Testing**

TB skin test, QuantiFeron Gold (blood test) or T-Spot are accepted. If screen results are positive (+), those results and documentation of a chest x-ray is required and must be negative for active disease.

***TB screening must be within 12 months of the program application and must be updated every year.***

***Important Note:*** *Some of the immunizations require multiple doses on a specific timeline over several months. Therefore, potential applicants to this program should begin their immunizations at least six to seven months prior to the application deadline.*

***COVID-19***

Pursuant to Executive Order GA-38 and SB 968 (87th), effective June 16, 2021, Dallas College does not condition access to its educational programs, including those within the School of Health and Sciences (“SOHS”), on COVID-19 vaccination status, nor does it certify or require students to certify to their COVID-19 vaccination status. Notwithstanding the foregoing, if accepted to a SOHS program, students may be assigned to external learning experiences (“ELE”) in the form of clinicals, practicums or internships at external health care facilities that may require additional proof of immunity or additional inoculations/immunizations, including but not limited to vaccination for COVID-19, in accordance with their policies, procedures, and/or safety protocols (“collectively “Policies”). While assigned to an external health care facility SOHS students are subject to and must abide by the policies of the facility to which they are assigned. Dallas College cannot waive or make exceptions to those requirements; nor does the College control the requirements or policies imposed by external health care facilities.

The School of Health Sciences utilizes SurPath, a medical record management company, to verify these requirements. Applicants will submit documentation directly to SurPath which will verify whether their records are complete. The SurPath fees will cover your immunization records documentation verification/tracking and background checks/drug screens.

Please be aware that it can take up to 4 weeks to complete the verification process. Failure to submit this documentation and complete these requirements by the due date on the acceptance letter will result in disqualification of the applicant. Applicants must be aware that the documentation required by SurPath must be kept current throughout the application process and (if accepted to a program) during their participation in the program. It is the responsibility of the applicant to ensure that your health records are current. **Note**: Additional proof of immunizations, including titers, may be required by hospital clinical sites. The HIT program director will provide officially accepted HIT AAS students' SurPath registration information.

**Physical Exams**: Students may visit a private physician, clinic, health maintenance organization (HMO), or medical center for the physical examination. Please use the current School of Health Sciences Physical Examination form ([HERE](https://www.dallascollege.edu/cd/credit/pages/ecc-immunization-requirements.aspx)). Upload a PDF to your SurPath account.

**Health Insurance**: Youare responsible for any personal injury that occurs at the college or hospital. Proof of current personal health insurance is required for all health sciences students. A copy of your health insurance information is to be kept in your student file and provided before the start of the clinical practicum. It is your responsibility to keep this information current. Students must secure their own coverage, and the insurance policy must cover the student at any hospital facility. Information on college student policies and rates can be found [HERE](https://www.healthcare.gov/).

If the applicant has personal health insurance at the time of official acceptance in the HIT AAS program, that proof of health insurance should be submitted to SurPath. Officially accepted HIT AAS degree program students **MUST** submit proof again of active health insurance to SurPath during the semester enrolled in HITT 2343 no later than September 30, 20xx.

**Liability Insurance**: Students must carry professional liability insurance during the clinical education phase of their training. This insurance fee is covered by Dallas College. 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.

**CPR** – All applicants must be certified in BLS (Basic Life Support) CPR certification as designated by the American Heart Association, Red Cross, or Military approved mechanism, and a photocopy of the front and back of the card must be submitted to SurPath no later than the deadline listed on the official acceptance letter into the HIT AAS Degree Program. The CPR certification must not expire before nor during the anticipated clinical course. Online CPR certification classes must include an in-person skills check-off on a manikin. Totally online CPR certification classes including those offered by the Red Cross are not valid for application to health sciences programs.

**Safety Training:** Each student must go through a safety training class/session at the selected clinical site. This is a CAHIIM requirement that must be done before students start any clinical. Documentation of the completed safety training must be provided from the clinical site to the Health Information Technology Program Director. Students in the HIT AAS Degree Program must ensure that this training is completed, and that documentation has been provided to the Program Director before they begin their clinical rotation.

**Criminal Background Check/Drug Screening**

All students enrolled in the Health Information Technology AAS degree program are required by the Dallas/Fort Worth Hospital Council member facilities to undergo a criminal background check and drug testing before beginning their clinical experience. This procedure is conducted ***after*** a student has been accepted to the program. Students will undergo a second background check at the beginning of the semester when they take HITT 2360 (clinical course). Students are responsible for both background check fees upon acceptance into the program. Results of these screenings are forwarded to the Dallas College School of Health Sciences Office – Health Information Technology Program for review and verification that a student is eligible to attend clinical rotation. Students are responsible for all charges incurred 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 AAS degree 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**

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 negative and acceptable.

If the test result is positive, the student will be dismissed from the program. The student can reapply 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 Counseling and Psychological Services.

**CRIMINAL BACKGROUND CHECK**

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

* Registered sex offenders
1. Students are responsible for their own actions and must not engage in any activities considered non-professional. Failure of a student to maintain a professional attitude may result in a reduction in the 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.
2. 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.
3. Financial Aid
* Students needing financial assistance are encouraged to complete the applications for financial aid as early as possible.
* Early application assures availability of funds, if qualified, and allows the Financial Aid and Scholarships Office to prepare a realistic financial aid package.
* Financial aid information may be obtained by visiting a Dallas College Financial Aid Office for application forms, filing procedures, and deadlines. For more information, call 972-669-6400, email financialaid@dallascollege.edu, or visit the [financial aid website](https://www.dallascollege.edu/paying-for-college/financial-aid/pages/default.aspx) for more information.
* Following application submittal, allow an 8–10-week period for processing.
1. Please visit the websites below for links to professional organizations and other information regarding the Health Information Technology profession.

American Health Information Management Association [www.ahima.org](http://www.ahima.org)

Texas Health Information Management Association [www.txhima.org](http://www.txhima.org)

Dallas/Fort Worth Health Information Management Association <https://www.dfwhima.org/>

## Health Information Technology Contact Information

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 School of Health Sciences

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# M. Estimated Expenses for the Health Information Technology Program

**Estimated Tuition Expenses:**

Total estimated program tuition expense (60 credits) for Dallas County residents is **$5,940.**

Total estimated program tuition expense (60 credits) for Out of County Texas residents is **$10,140.**

Total estimated program tuition expense (60 credits) for Out of State/Country residents is **$15,000.**

***The above estimated IncludEd tuition expenses include the costs for all learning materials for each of the courses listed in the HIT AAS Degree Program curriculum.***

***Tuition stated is subject to change.*** Tuition does not include the fees for immunizations, electronic record maintenance, criminal background checks, drug testing, personal health insurance, and transportation or parking fees at the hospital clinical sites.

For more information on tuition payments, click [HERE](https://www.dallascollege.edu/paying-for-college/pages/default.aspx).

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