



Health Information Technology Program (HIT)

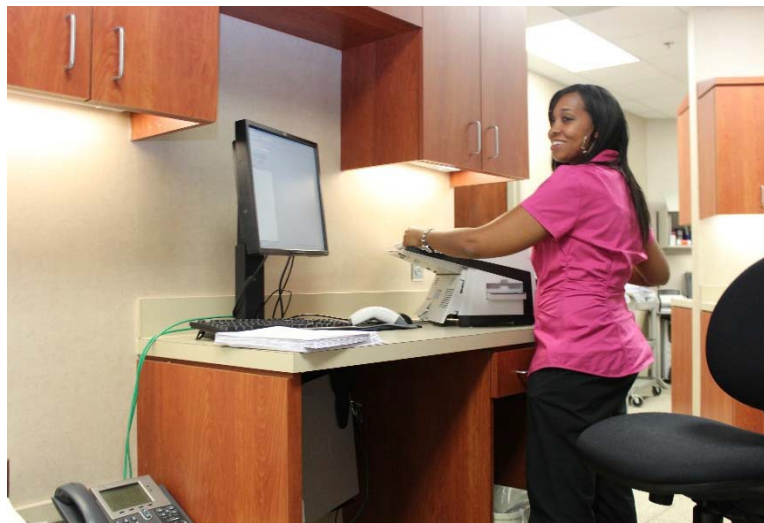
Program Code A45360

Admission Application

Application Deadline: April 30, 2019

Program Start Date: August 15, 2019

http://www.cpcc.edu/health_sciences/health-information-technology



I. Program Overview

The Health Information Technology (HIT) curriculum prepares individuals with the knowledge and skills to process, analyze, abstract, compile, maintain, manage, and report health information. The HIT Program at CPCC is fully accredited by the Commission on Accreditation for Health Informatics and Information Management Education/CAHIIM. Graduates of the program receive an Associate Degree in Applied Science and are eligible to take the national certification examination to become a Registered Health Information Technician (RHIT). Registered Health Information Technicians work in supervisory and technical positions throughout health care to analyze and manage health information.

The coursework in this program is offered entirely online with the exception of the Professional Practice Experience courses. Professional Practice Experience sites must be geographically accessible to the faculty to insure adequate supervision. Therefore the majority of the sites will be in Charlotte and Mecklenburg county as well as surrounding counties.

The Health Information Technology is a competitive admissions program. Each year a maximum of 25 students are selected along with five alternates. Students are ranked according to the total score on the Health Information Technology Application Form. If you are not accepted and you wish to reapply, you must complete a new Health Information Technology Admission Form for the preferred application period.

II. Steps to Complete Before Applying for the HIT Program

CPCC College Admission

1. *Attend a Health Information Technology/ HIT Program Information Session at CPCC.*

The HIT program hosts information sessions for students interested in a detailed description of the program and the admission process. Dates and locations of these sessions will be posted on the [CPCC Health Information Technology program website](#). There is also a virtual information session that can be accessed on the [CPCC Health Information Technology program website](#). Admission points can be earned by attending or watching the Information Session.

2. *Graduate from High School or complete the GED.*

3. *Complete the CPCC College Admission Application.*

Applications are available online at www.cpcc.edu or at any of the CPCC campus locations. Designate the Health Information Technology Holding Code (A55280I) as the program of interest on the College Admission Application.

4. *Request an external official copy or copies of high school/GED and college transcripts be sent to CPCC Student Records, PO Box 35009, Charlotte, NC 28235-5009.*
 - Official copies of external transcripts should be ordered at least **one month** prior to the application due date and should be received at CPCC no later than one week after the application period is closed in order for the application to be eligible for review.
 - Transcripts are processed in the order of which they are received. Please allow up to four weeks for processing once the transcript is received by CPCC. You will be notified via your CPCC student email when the evaluation is completed.
5. *If your high school or college transcripts are not from the United States, you will need an International Transcript Evaluation reviewed by an agent outside of Central Piedmont Community College.*

A list of [International Evaluators](#) is available in the Counseling Department in the Central High Building on the CPCC Central Campus or through the [National Association of Credential Evaluating Services \(NACES\)](#) website. There is a fee for this service.

Required Testing

1. Take [required Math and English Placement testing](#) at a CPCC Testing Center. Students with college credit for English and Algebra may be exempt from the English and Math Placement tests as determined by the CPCC Transcript Evaluator. All students must meet with an academic advisor to review placement test scores.
2. All applicants must take the Test of Essential Academic Skills (TEAS), ATI TEAS. You will need to schedule an appointment following instructions at [the Testing Center website](#).

A study guide is available at www.atitesting.com.

The [TEAS permission slip](#) must be completed and brought to the Cashier's office on the day scheduled to take the test.

A minimum TEAS score is required to be eligible for admission as follows:

TEAS CATEGORY	MIN. SCORE
Reading Score	60%
Adjusted Individual Total Score	Proficient

Required Coursework

If required based on placement tests or high school GPA score, complete all required Developmental Studies Courses (DRE 098 & DMA 040) with a grade of "C" or better.

Get a Headstart!

Any non-HIT prefix course required for the Health Information program can be taken prior to submitting the HIT Program Application. See the Education Plan on the [Health Information Technology website](#) for the list of required courses.

Completion of designated courses will also increase your application score.

III. Health Information Technology Program Admission Requirements

Points are earned from the following areas:

1. Attendance at a Health Information Technology Session
2. TEAS Test Scores
3. Related Volunteer and/or Work Experience
4. Completed Academic Courses

The points will be recorded on the application form on page 4. Application must be fully completed (**typed, not hand-written**) and submitted along with the other supporting documents.

Questions About the Admissions Process?

- Contact Nazirah Pearson, Admissions Specialist, at healthsciences@cpcc.edu

IV. Acceptance Into the Program

Upon acceptance into the Health Information Technology program, students are required to:

- Submit results of a North Carolina and/or national criminal background check at their own expense.
- Students must also complete a medical exam, provide record of immunizations, show proof of medical insurance and carry CPCC's accident insurance.
- After acceptance and enrollment in the program, students are required to take all courses as scheduled and sequenced. This is considered a lockstep sequence program.

Student Identification

Complete shaded areas with all information currently available.

First Name		Last Name		CPCC Student ID	
Street/Apt					
City		State		ZIP	
Home Phone		Cell Phone		CPCC Email	
Essential Functions Document					
Please check the box to the right to indicate that you have reviewed and understand the criteria in the Essential Functions document .					

Scores

Record scores for Items 1-4 in shaded areas with all information currently available according to the instructions below.

Item	Points Earned	Points Possible
1. Attendance Health Information Technology Information Session		
Date attended		(1)
<small>(will be verified by sign-in sheet at information session by admissions specialist)</small>		
2. TEAS Test Scores	Reading Score (min score of 60)	(10)
	Adjusted Individual Score (min score of proficient)	(10)
<small>(each score is multiplied by 0.1 to determine points earned)</small>		
3. Related Work and/or Volunteer Experience	Volunteer experience at a healthcare facility	(2)
	<small>Potential students are encouraged to volunteer at a healthcare facility before application to the HIT program. This allows you to see the healthcare environment and admission points are awarded (proof required).</small>	
	Work experience at a healthcare facility	(2)
<small>The HIT program recognizes people who have worked in a healthcare facility. You can earn points for previously or currently working in healthcare (proof required).</small>		
4. Completed Academic Courses 1. Only 4 completed courses from the list may be selected to convert to points. 2. The four courses may include high school or college courses or may be a combination of both. 3. All courses previously taken and taken in the future must have a grade of "C" or better. 4. BIO 169, MED 122, CIS 110 and any HIT prefix classes must have been completed within the last five years. 5. Course points computation (A=5 pts; B=3 pts; C=1 pt.)	ENG 111	(20 points total)
	MAT 110 or higher	
	CIS 110 (within last 5 years)	
	MED 122 (within last 5 years)	
	BIO 169 (within last 5 years)	
	COM 110 or 231	
	High School English (highest level completed)	
	High School Algebra (highest level completed)	
	High School Biology (highest level completed)	
High School Other Science (Chemistry, Physics or additional Biology)		
Total Application Points		(45)

To clear all fields, select button to the right.
 This will erase all of your entries to this form.

VI. Application Submission

Check Your Application for Completion

1. **Type** all information on the Program Application Form (page 4) and print.
2. Secure the following documents to the application:
 - a. Official TEAS score from the Testing Center
 - b. Verification of Volunteer and/or Work Experience
 - c. CPCC Health Information Technology Essential Functions Document

Submit the Completed Application

Submit on or before the deadline date as follows:

- Drop Box

Deposit in the labeled drop box located on the third floor of the Health Careers building on the Central Campus, Room # 3545 (across from the elevators)

Or

- Mail to: CPCC HIT Admissions Specialist
Attn: Nazirah Pearson
CPCC Central Campus, Belk/Health Careers Building
PO Box 35009
Charlotte, NC 28235-5009

Or

- Email to: Nazirah Pearson, Admissions Specialist, at healthsciences@cpcc.edu

Scan application page 4 and all additional documents to include as an attachment if emailing.

Questions About the Admissions Process?

- Contact the Admissions Specialist, at healthsciences@cpcc.edu or [schedule an appointment](#) to meet with the Admissions Specialist for this program