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DIVISION OF ALLIED HEALTH SCIENCES & NURSING

HEALTH INFORMATION TECHNOLOGY
&
MEDICAL CODING SPECIALIST

APPLICATION PACKET
2024

Division of Allied Health Sciences & Nursing
Health Information Technology / Medical Coding Specialist Program

Dear Applicant:

Thank you for your interest in the Health Information Technology / Medical Coding Specialist Program. The Health Information Technology Program is a seventy-two (72) credit-hour curriculum leading to the Associate of Applied Science Degree. The program is accredited by the Commission on Accreditation for Health Informatics Information Management Education (CAHIIM).   The Medical Coding Specialist Certificate is a fifty-three (53) credit-hour curriculum leading to a Certificate of Applied Science.

Applicants to the HIT / Medical Coding Specialist Program must meet general admission requirements to the University as outlined in the University Catalog. Southern University at Shreveport is an open admissions institution; however, acceptance into the clinical phase of the program is based on a selection process. Acceptance into the program requires fulltime commitment to both didactic and clinical instruction.

For those applicants who have successfully completed pre-requisite courses - Anatomy & Physiology I lecture and lab (SBIO 221S and SBIO 221LS), Anatomy & Physiology II lecture and lab (BIOL 222S and BIOL 222LS), and Medical Terminology (ALLH 210S) as well as three (3) of the remaining general education pre-requisite courses, you are eligible to complete and submit a **clinical application to the HIT Professional Practice Experience Coordinator or an HIT faculty member no later than July 26, 2024.**

For those applicants who meet the minimum requirements, this does not guarantee admission into the clinical program. Applications will be reviewed utilizing predetermined criteria as specified in the Application Packet. A maximum of fifteen (15) students will be accepted for admission into the clinical program. Applicants will be notified in writing by the Program Director or Program Professional Practice Experience Coordinator as to acceptance (official or conditional) or non-acceptance into the program.

We ask that you read the directions carefully to ensure the application is completed correctly so there will be no delay in the review of your application. If you have any questions about the application procedure, you may contact either Ms. LaChandra Wells, MHA, RHIT, Professional Practice Experience Coordinator at (318) 670-9645 or myself at (318) 670-9644.

Southern University at Shreveport does not discriminate on the basis of race, color, national origin, gender, age, disability or any other protected class.
 All applicants will be afforded equal opportunity for admission and progression in the HIT / Medical Coding Specialist Program. For students with disabilities, reasonable accommodations will be made to policies, practices, or procedures as necessary to achieve course objectives.

Again, thank you for your interest in the HIT / Medical Coding Specialist Program at Southern University at Shreveport.

Kim Newlen, MA, RHIA
Kim Newlen, MA, RHIA
Program Director / Associate Professor, HIT / Medical Coding Specialist Program

HEALTH INFORMATION TECHNOLOGY PROGRAM

University Mission Statement

Southern University at Shreveport, a unit of the Southern University and A & M College System, a historically black comprehensive community college serving Northwest Louisiana and beyond, is committed to teaching and preparing traditional and non-traditional students for degree attainment, transfer, workforce, continuous learning and self-improvement. This preparation is available through multiple delivery methods and instructional sites for students seeking certificates, technical diplomas and associate degrees.

Program Mission Statement

Dedicated to quality education in a fostering learning environment that develops technical competencies, critical-thinking, and interpersonal skills that support continuous learning to prepare graduates for entry-level positions as competent and skilled professionals in a global health information management industry.
The program is committed to accomplishing its mission through the use of effective and diverse instructional and technology-based methods (traditional, hybrid, online, simulated lab activities) conducive to access and success for the traditional and non-traditional student.

Vision Statement

Inspire students to commit to life-long learning and ethical values while also promoting service with integrity and honor as competent and skilled professionals in the health information management industry.

Program Philosophy

- Offer a curriculum that meets the needs of our communities of interest by providing students with the technical, cognitive, and professional skills to enter a global health information management industry as competent and confident health information technicians.

- Provide students with hands-on-experience, simulating a healthcare setting utilizing up-to-date technology.

- Challenge students and department faculty to maintain high standards of ethical and professional behavior which support the American Health Information Management Association (AHIMA) Code of Ethics.

- Mentor and encourage students to become active in professional associations a national, state, and local level.

- Prepare graduates who will qualify for employment in a healthcare setting at the level of supervisor, coding specialist, Health Insurance Portability and Accountability Act (HIPAA) coordinator, and/or other related positions.

- Maintain an academic program with a knowledgeable, qualified, and nurturing faculty.

- Offer didactic instruction utilizing a variety of instructional methodologies conducive to access and success from both a traditional and non-traditional student perspective.

Program Learning Outcomes

Upon completion of the Associate of Applied Science Degree in Health Information
Technology, students will be able to:

1. Verify the documentation in the health record is timely, complete, and accurate according to organizational policies, external regulations, and standards.
2. Evaluate the accuracy of diagnostic and procedural coding and groupings according to the principles and applications of classification systems.
3. Comply with professional and ethical standards of practice according to program, clinical site, and AHIMA Code of Ethics.
4. Apply HIM-related software applications utilizing an electronic health record (e.g. health record, release of information, and coding).
5. Apply HIM knowledge of policies and procedures for confidentiality and security measures regarding the access and disclosure of protected health information (PHI) to authorized users.

Upon completion of the Certificate of Applied Science Degree in Medical Coding Specialist
students will be able to:

1. Verify the documentation in the health record is timely, complete, and accurate according to organizational policies, external regulations, and standards.
2. Evaluate the accuracy of diagnostic and procedural coding and groupings according to the principles and applications of classification systems.
3. Comply with professional and ethical standards of practice according to program, clinical site, and AHIMA Code of Ethics.

PROGRAM ADMISSION REQUIREMENTS

- Meet the general admissions criteria of the University.
- Complete an application for admission.
- Pay a program application fee made payable to the Health Information Technology Program.
- Score on the ACT or University Placement Test sufficient to place in college-level courses.
- Provide **official transcripts** (may also be e-scripted) from other colleges or universities attended.
- Achieve an **overall cumulative GPA of 2.0 or higher** in previous college course work and currently in good academic standing without academic probation or suspension.
- Complete all required prerequisite courses - SBIO 221S, SBIO 221LS, BIOL 222S, BIOL 222LS, and ALLH 210S and earn a "C" or better prior to admission to the HIT / Medical Coding Specialist Program.
- Complete at least three (3) of the remaining five (5) prerequisite courses and earn a "C" or better prior to admission to the HIT Program or dual admission to the HIT and Medical Coding Specialist Program. Please refer to both the HIT Degree Plan and the Medical Coding Specialist Degree Plan for all required prerequisite courses.
Complete at least one (1) of the remaining three (3) prerequisite courses and earn a "C" or better prior to admission to ONLY the Medical Coding Specialist Program. Please refer to the Medical Coding Specialist Degree Plan for all required prerequisite courses.

Fifteen (15) students will be accepted into the clinical program who meet all the admissions requirements. In the event that more than 15 applicants apply to the clinical program, a selection process will be implemented using the pre-established Criteria for Selection as noted below. In this case, all HIT / Medical Coding Specialist Program applicants will be "ranked" according to an Admission Point Scale in which a culmination of academic and non-academic points will be the determining factor for admission.

Applicants will be selected for acceptance into the clinical program in the Fall semester of each year.

Criteria for Selection
Criteria (academic and non-academic) utilized in the selection process include the following:
- Overall cumulative GPA.
- Grades in Anatomy & Physiology I and II lecture and lab courses, College Algebra course, and Medical Terminology course.

All HIT / Medical Coding Specialist Program applicants will be "ranked" according to an Admission Point Scale in which a culmination of academic points will be the determining factor for admission. If the number of eligible students applying to the clinical program exceeds fifteen (15), then students with the highest scores in all admission criteria will be selected. Please refer to the Selection Criteria Score Tally Sheet (last page in the application packet).

Students who apply for admission to clinical programs within the Division of Allied Health Sciences & Nursing must adhere to the most current curriculum implemented at the time of his/her official acceptance into the respective clinical program.

For those candidates selected for admission, a physical exam will be required in the 1st Spring semester. A physical exam form, "Verification of Health Status Statement" is included in the student health verification packet. Please note, the physical exam and other required documents listed below must be completed prior to Professional Practice Experience placement.

- A completed "Verification of Health Status Statement" signed by a physician of the applicant's choice confirming the applicant is in good physical and mental health and possesses the requirements to function satisfactorily within the program and the occupation.
- Proof of current immunization status to include PPD, MMR, Varicella, Td, and influenza.
- A negative criminal background check and drug screen.

NOTE:
The physical exam, proof of immunization status, and a negative criminal background check and drug screening are required **prior** to the student being scheduled for the first Professional Practice Experience. This is required in the first Spring semester of the professional curriculum but no later than midterm in the first Spring semester of the professional curriculum.

The hepatitis series may or may not be required dependent on the PPE clinical site. For additional details, refer to Health Status.

Health Information Technology – AAS Degree
Curriculum

Prerequisite Courses: **Credit Hours**

College Success	120S	1
Freshman English I	101S	3
Medical Terminology I	210S	3
Pre-Calculus Algebra	121S	3
Human Anatomy and Physiology I (lect.)	221S	3
Human Anatomy and Physiology I (lab)	221LS	1
Human Anatomy and Physiology II (lect.)	222S	3
Human Anatomy and Physiology II (lab)	222LS	1
Behavioral Science Elective (Psychology or Sociology)		3
Humanities Elective (English 200 or above, History, or Speech 210)		3

*Please refer to Degree Plan for Behavioral Science and Humanities Electives.

Health Information Technology Professional Courses

Data Concepts and Principles of HIM	105S	3
Introduction to Healthcare Computer Applications	110S	3
Healthcare Law and Ethics	109S	3
Healthcare Delivery Systems	202S	3
Introduction to Pathophysiology	208S	3
Information Technology & Data Management	215S	3
International Classification of Diseases I	225S	3
CPT / HCPCS and Outpatient Coding	222S	3
Reimbursement Systems and Compliance	223S	3
International Classification of Diseases II	226S	3
Advanced Coding Review Seminar	227S	3
Healthcare Statistics and Quality Improvement	231S	3
Organizational Management and Leadership	233S	3
Professional Practice Experience I	241S	1
Professional Practice Experience II	248S	1
RHIT Exam Review	250S	3

Total Credit Hours: 68

Medical Coding Specialist – CAS Certificate Curriculum

Prerequisite Courses:		**Credit Hours**
Freshman English I	101S	3
Medical Terminology I	210S	3
Pre-Calculus Algebra	121S	3
Human Anatomy and Physiology I (lect.)	221S	3
Human Anatomy and Physiology I (lab)	221LS	1
Human Anatomy and Physiology II (lect.)	222S	3
Human Anatomy and Physiology II (lab)	222LS	1
Behavioral Science Elective (Psychology or Sociology)		3

*Please refer to Degree Plan for Behavioral Science Electives.

Medical Coding Specialist Professional Courses

Data Concepts and Principles of HIM	105S	3
Introduction to Healthcare Computer Applications	110S	3
Healthcare Law and Ethics	109S	3
Healthcare Delivery Systems	202S	3
Introduction to Pathophysiology	208S	3
International Classification of Diseases I	225S	3
CPT / HCPCS and Outpatient Coding	222S	3
Reimbursement Systems and Compliance	223S	3
International Classification of Diseases II	226S	3
Advanced Coding Review Seminar	227S	3
Professional Practice Experience I	241S	1

Total Credit Hours: 51

<u>**Technical Standards**</u>

The Technical Standards for HIT / Medical Coding Specialist Program students are outlined below:

I. <u>Cognitive</u>
   A. Ability to measure, calculate, reason, analyze, integrate, and synthesize information.
      Examples:
      1. Apply information, evaluate the meaning of data and engage in critical-thinking   utilizing course content and assignments.
      2. Apply broad course concepts to unique situations.
      3. Concentrate to correctly perform HIM tasks within the scope of practice.
      4. Make correct judgments on seeking consultation or supervision in a timely manner.
      5. Respond appropriately to constructive feedback.

II. <u>Communication</u>
   A. Appropriate interpersonal interaction with other students, faculty, staff, patients, family, and other professionals.
      Examples:
      1. Establish and maintain a professional relationship with patients and colleagues.
      2. Demonstrate appropriate professional level of maturity.
      3. Effective verbal and written communication with others.
      4. Convey information in a clear, professional and timely manner.
      5. Listen and respond to others in an accepting and respectful manner.

III. <u>Motor Skills</u>
   A. Sufficient motor function to execute movements required to perform general health information duties.
      Examples:
      1. Participate within reasonable limits, to safely maneuver equipment and records to perform duties within scope of work.
   B. Sufficient physical endurance to participate fully in the clinical and academic settings at an appropriate level.
      Examples:
      1.   Participate completely in classroom and/or online activities.
      2. Participate fully in required activities in clinical setting including extended periods of sitting, standing, lifting, equipment and walking briskly as is reflective of the general practice of health information technology.

IV. <u>Professional Conduct</u>
   A. Function effectively and adapt to circumstances including highly stressful or rapidly changing situations.
      Examples:
      1.   Examine and change his/her behavior when it interferes with professional relationships or the academic or healthcare environment.
      2. Maintain mature, sensitive and effective relationships with patients, colleagues, faculty, staff and other professionals.
      3. Demonstrate emotional stability to participate fully in the clinical and academic setting at an appropriate level.

B. Incorporate professional standards of practice into all activities.
Examples:
1. Advocate, uphold and defend the individual's right to privacy and doctrine of confidentiality in the use and disclosure of information.
2. Work effectively with a team in an academic or healthcare setting.
3. Use correct and appropriate grammar in written and oral communication and being culturally sensitive and professional.

C. Demonstrate integrity and accountability in clinical and academic settings.
Examples:
1. Complete all assignments and coursework in a timely manner while adhering to the University, Program, and AHIMA code of ethics.
2. Respond appropriately to constructive feedback.
3. Take all exams and quizzes on time as scheduled.

D. Present self in a professional manner in clinical and academic settings.
Examples:
1. Attend clinical following the dress code policy, including appropriate hygiene with no detectable scents or odors.
2. Wear appropriate clothing that is not distracting or offensive when in the clinical or academic environment.

E. Utilize computers correctly, effectively and professionally to acquire information and to communicate with others.
Examples:
1. Use the University learning management system to collect course information.
2. Utilize multiple computer systems to complete tasks.
3. Utilize the Internet to collect current information from appropriated sources to provide content for coursework and assignments.
4. Communicate via e-mail or telephone in a professional and ethical manner.

V. Sensory

A. Hearing sufficient to perform health information tasks.
Examples:
1. Listening to physician and other healthcare provider's verbal communications.
2. Communication with employees and other healthcare staff.

B. Vision sufficient for assessment necessary to perform health information tasks.
Example:
1. Reading provider documentation, statutes, regulations, reference materials, and licensing/regulatory/accrediting standards.

(The College of Davidson and Davie Counties, Fall 2012 Allied Health Programs Admission Policies and Procedures, http://www.davidsonccc.edu/pdfs/Admissions_AlliedHealthPacket.pdf)

Transfer Students

In accordance with University policy, students who have been enrolled at another institution must report official transcripts from each college or university previously attended. The Registrar at Southern University at Shreveport will evaluate all previous work completed by a student at other institutions. Transfer credit may be given for those courses taken at accredited institutions provided that the courses fall within the scope of approved curriculums. Acceptability of non-equivalent courses is subject to the approval of the Dean of Allied Health Sciences & Nursing and the Program Director. Transfer students requesting admission into the HIT / Medical Coding Specialist Program must meet University and program admission criteria.

Transfer students are encouraged to complete a Transfer Credit Request form to ensure transcript transfer credit articulation. The form may be located on the University website or students may request a form from a HIT advisor.

PROGRAM PROGRESSION REQUIREMENTS

1. Pre-advise with a HIT / Medical Coding Specialist Program instructor/advisor each semester and update the degree plan.
2. Maintain an overall cumulative grade point average of 2.0 or higher.
3. Take professional courses in sequence and earn a grade of "C" or better in each required course in both the professional and nonprofessional components of the Health Information Technology curriculum.
4. Achieve a satisfactory evaluation in each of the professional practice experiences resulting in a "C" or better.
5. Successful completion of the Advanced Coding Review Seminar course (first summer of clinical program coursework) for HIMT majors only.
6. Provide a negative criminal background check and a negative drug screen prior to being placed on Professional Practice Experiences (clinical) placement. In the event, that a student's criminal background check and/or drug screen returns positive, the student will not be placed for Professional Practice Experience (clinical) and will also be dismissed from the clinical program.

PROGRAM REQUIREMENTS FOR GRADUATION:

The Associate Degree of Applied Science in **Health Information Technology** is conferred upon a student when the following conditions have been met:

1. Successful completion of all required courses
2. Achievement of an overall grade point average (GPA) of 2.0 or higher in all Health Information Technology courses
3. Successful completion of the RHIT Exam Review course in the last semester of coursework and successful completion of a Mock RHIT examination.
4. Clearance of all indebtedness to the University.
5. Submission of the student's individual AHIMA Score Report via email to the Program Director upon completion of taking the RHIT national certification examination (first attempt).

The Certificate of Applied Science in **Medical Coding Specialist** is conferred upon a student when the following conditions have been met:

1. Successful completion of all required courses
2. Achievement of an overall grade point average (GPA) of 2.0 or higher in all Health Information Technology courses
3. Successful completion of the Advanced Coding Review Seminar course in the last semester of coursework and successful completion of a Mock Coding Examination.
4. Clearance of all indebtedness to the University.

Note: Please refer to the University catalog for additional policies related to admissions, advanced placement, transfer of credits, experiential learning, tuition/fees, withdrawal, and refunds of tuition/fees.

Probation

A student may be placed on probation when failing to comply with the academic and professional conduct standards of the HIT / Medical Coding Specialist Program. A violation has occurred when:

1. A lack of professional compatibility is demonstrated when the standards described in the American Health Information Management Association Code of Ethics are not met.
2. Earning a first grade of "D", "F", or "W" in any required course in the professional component.
3. There is a criminal arrest or charge in any state or foreign country.

Dismissal

A student found guilty by the Southern University Disciplinary Committee of any of the following will be dismissed from the HIT / Medical Coding Specialist Program and may be subject to University sanctions:

- Academic cheating
- Plagiarism
- Unauthorized possession of examinations
- Falsification of Southern University documents
- Illegal possession, sale, use, or distribution of drugs
- Illegal possession of weapons
- Theft
- Any other activity incompatible with professional behavior as delineated in the American Health Information Management Association Code of Ethics or Southern University.
- Earning two grades of "W", "D", or "F" in required professional courses and/or withdrawing from a professional course after having previously withdrawn from two other professional courses. Dismissal in these circumstances will be at the discretion of the Program Director.
- Only two (2) withdrawals are permitted in the professional component of the HIT / Medical Coding Specialist curriculum(s). A student withdrawing for a third will be dismissed from the program.
- Students are eligible to apply to the program in the next Spring/Summer semester in which applications are accepted. Students will be considered with all other applicants

and must meet eligibility criteria. Students may ONLY re-apply to the HIT and MCS clinical programs within a two (2) year period from his/her original acceptance date.

- Continuing to demonstrate a lack of professional compatibility while on probation.
- Failing to declare criminal charges, arrests or convictions that occur while matriculating in the program.

Exceptions

Students have the right to request an exception to any of the above policies. Letters of Exception are to be submitted to the Program Director. After consideration, the Program Director will submit her recommendations to the Dean of Allied Health Sciences & Nursing for a final decision.

Grading Scale

93 - 100	A	69 - 76	D
85 - 92	B	68 and below	F
77 - 84	C		

Health Status

Students are required to obtain a physical examination, a record of current immunization status and submit a completed Verification of Health Status Statement. Verification of the following immunizations/tests is required of students: tuberculin skin test (if positive then a chest x-ray is required also); tetanus/diphtheria and/or booster; measles/mumps/rubella (MMR) and/or titer; hepatitis vaccination (optional), Varicella, and the influenza vaccination. Proof of current immunizations may be obtained from the local health unit in the form of an immunization card or from your family using the attached Medical Examination form. The dates of immunization and/or booster MUST be recorded on the form. Clinical sites require health clearance of any type prior to reporting for clinical experiences and program accreditation guidelines also require that student records have on file evidence of such clearance. Students who have a change in health status while enrolled in the program must submit a release from a physician to continue in the course. Examples of change in health status include: pregnancy, hypertension, surgery, any injury, change in mental status, and substance abuse. **The examples cited do NOT constitute an exhaustive list.**

NOTE: The health status information must be completed for the student's program file prior to PPE placement.
NOTE: Students are required to disclose any and all physical and mental health concerns.

Criminal Background Checks & Drug Screening After Acceptance into the Clinical Program

Clinical sites require a criminal background check and drug screening prior to participation in Professional Practice Experiences (PPEs). Background checks are conducted through a contracted agency and include a nationwide criminal background check. Students must also undergo a Drug Screen by an approved lab through the HIT /Medical Coding Specialist Program. The criminal background check and the drug screen are required in the first Spring semester of the professional curriculum (no later than by the midterm point).
In the event, that a student's criminal background check and/or drug screen returns positive, the student will not be placed for Professional Practice Experience (clinical) and will also be immediately dismissed from the clinical program.

Health Insurance
All students should have a medical insurance plan. Payment for the premium coverage as well as all health related conditions are the responsibility of the student. Students are also responsible for all related medical billing.

Liability Insurance

Students in the HIT / Medical Coding Specialist Program, being a division of Southern University at Shreveport, and thereby an agency of the State, are afforded professional liability protection under Act 660, Senate Bill #467, which amends and reenacts Section 66 of the 1976 Regular Session of the Louisiana Legislature relative to medical malpractice which provides for the payment of malpractice claims against State health providers.

Drug Policy
The drug policy of the HIT / Medical Coding Specialist Program is consistent with that of Southern University. (See Student Handbook) Students who demonstrate a reasonable suspicion based on objective and documented facts sufficient to lead a prudent University authorized person to suspect that a student is using alcohol or drugs shall submit to an "on-the-spot" search and inspection of personal affects and drug testing as outlined in the Student Handbook.

Academic Dishonesty
The University defines academic dishonesty in two categories: premeditated and non-premeditated fraudulent behavior. Premeditated fraud is defined as conscious, pre-planned deliberate cheating with materials prepared in advance. It may consist of the following: collaborating during an exam without authority; stealing, buying or otherwise obtaining all or part of an examination; using specially prepared materials; selling or giving away all or part of an examination or examination information; bribing another person to obtain an examination or information; substituting for another student, or permitting another person to substitute for oneself to take an examination; submitting as one's own any work prepared totally or in part by another; selling, giving or otherwise supplying materials to another student for use in fulfilling academic requirements (e.g., term paper, course project, etc.); breaking and or entering a building or office for the purpose of obtaining examinations (administered or unadministered); changing, or being an accessory to the changing, of grades in a grade book, on an examination paper, or on other work for which a grade is given, or a "drop slip" or other official academic records of the University which involve grades; proposing and/or entering into an arrangement with an instructor or receiving a reduced grade in a course, on an examination or any other assigned work in lieu of being charged with academic dishonesty; committing plagiarism – failing to identify sources, published or unpublished, copyrighted or copyrighted, from which information was taken; acquiring answers for any assigned work or examination from an unauthorized source; falsifying references; listing sources in a bibliography not used in academic assignment; inventing data or source information for research or other academic endeavors; forging the signature of a faculty member or any academic officer on an academic document; altering or being an accessory to altering the contents of an academic document (i.e. registration forms, pre-registration forms, add/drop forms, transcripts, fee exemption forms, registration card, etc.); using computers in an act of academic dishonesty; or submitting falsified or altered transcripts.
Unpremediated fraud is defined as cheating without the benefit of materials prepared in advance. It may consist of copying from another student's examination paper; allowing another student to copy from an examination paper; using textbook(s) or materials brought to class but not authorized for using during an examination.

Professional Practice Experiences (PPE)
Students accepted into the HIT / Medical Coding Specialist Program will be expected to:

- Have access to a reliable vehicle for transportation to and from the clinical site
- Assume the cost of travel to and from the clinical site
- Assume any liability associated with travel to and from the clinical site
- Assume the cost of the clinical uniform (not to exceed $150.00)
- Assume a clinical assessment fee of $150.00 (per clinical semester – subject to change) in addition to tuition
- Travel within a 75 mile radius (one way) to and from the clinical site (students may or may not be assigned an on-site facility PPE due to limited availability at the discretion of the PPE site, COVID-19, or other unforeseen circumstances.)

Fair Practices / Student Service Work Policy – Professional Practice Experiences
Students may NOT be used for regular staff in the clinical practice setting. Students may NOT take the responsibility or the place of qualified staff. The work must be noncompulsory (voluntary), unpaid, and subject to standard employee policies. Students may be employed in the field of study outside regular educational hours, provided the work does not interfere with regular academic responsibilities. The PPE does not prohibit a paid internship.

Privacy and Confidentiality

Students should respect the confidential nature of all information that they have access to during the clinical experience. This information includes, but is not limited to, personal health information provided to them orally, contained in patient health records or maintained on the clinical site's electronic information system. Students will be advised of the Health Insurance Portability and Accountability Act (HIPAA) prior to clinical placement. Violation of any clinical site policy or procedure, or federal confidentiality laws will result in grounds for dismissal from the HIT / Medical Coding Specialist Program.

Textbook and Course Materials

The majority of the professional courses in the HIT / Medical Coding Specialist Program curricula will require one or more textbooks and will include PowerPoint presentations and/or lecture notes and assignments. Please keep the following in mind for each professional course:

1. Power points and/or lecture notes **may not** be all-inclusive of exam content. Therefore, the student is responsible for reading the textbook chapters in their entirety in addition to any supplemental materials provided to the student by the course instructor/facilitator.

2. It is highly recommended that students outline the pertinent reading content areas for each chapter and/or make note cards for study purposes.

3. It is the responsibility of the student to download course PowerPoint/lecture notes, assignments, and any other pertinent course materials as these will no longer be available after the last class day. It is highly recommended that students purchase a three-ring binder to organize all course documents (e.g. PowerPoint lectures, assignments, etc.)

4 **It is highly recommended that students do NOT sell any required course textbook(s) at the end of a semester as the textbook(s) may be a required supplemental textbook for another course. In addition, all professional course textbooks are needed as resources and reference materials to prepare for national certification examinations**.

Timed Exams / Quizzes

A time limit will be established for quizzes and exams. The standard time limit for an exam will be approximately 1 to 1 and ½ minutes per exam question. For example, forty-five (45) minutes may be allotted per thirty (30) questions. However, the time limit is subject to change as determined by the course facilitator / instructor and may vary according to the type of test questions (e.g. multiple choice, true/false, fill in the blank, short answer, calculations, etc. As noted above, exam questions will also be based on three cognitive levels: simple recall, application, and analysis.

ACCEPTANCE

The first fifteen (15) top scoring applicants will be selected for acceptance into the Health Information Technology / Medical Coding Specialist Clinical Program in the Fall semester of each year.

For those students who are not accepted into the program, a ranked order "waiting list" will be maintained by the Program Director of the HIT / Medical Coding Specialist Program. If accepted, candidates must return a signed statement acknowledging acceptance. All applicants will be notified in writing of the acceptance / non-acceptance status of their application. Applicants who are accepted into the program will be registered by HIT faculty in clinical courses as indicated on the completed degree plan. Any change in degree plan requires approval of an HIT faculty advisor. Candidates must notify an HIT faculty advisor and/or the Program Director of any change in degree choice.

Applicants accepted into the HIT / Medical Coding Specialist Clinical Program are expected to demonstrate capacities for academic achievement, problem-solving, and competencies in oral and written expression. Qualities such as responsibility, dependability, courtesy, consideration, honesty, motivation, dedication, and perseverance are critical to success in the clinical program.

NOTE:
If a candidate fails a prerequisite/co-requisite course that would preclude graduation, or does not earn at least a "C" in all HIMT courses, reapplication to the HIT / Medical Coding Specialist Program will be required.

Application Checklist

Instructions for submission of application packet:

- **Initial each item below indicating that each is completed.**
- **Bind together the original completed application (pages 19-35 only) either with a metal fastener or by rubber band, place in a 9" x 12" envelope (or larger) and then <u>mail the ORIGINAL</u> to one of the HIT faculty members below.**

> LaChandra Wells, MHA, RHIT, Professional Practice Experience Coordinator **OR**
> Venus Ammons, RHIT, Instructor
> Health Information Technology / Medical Coding Specialist Program
> Southern University at Shreveport - Metro Center
> 610 Texas St, #333 or #100
> Shreveport, LA 71101

Read and follow all directions carefully. If you have any questions, please contact Ms. Wells at (318) 670-9645 or by email at lwells@susla.edu or Ms. Ammons (318) 670-9643 or by email at vammons@susla.edu.

NOTE: Original signatures in blue ink are REQUIRED on all forms in the application packet!

All application packet information, transcripts, and supporting forms must be received by the HIT / Medical Coding Specialist Professional Practice Experience Coordinator or HIT faculty member within two weeks of the last day of Fall registration.

Please place the application materials in the binder in the following order:

___ 1. Completed and signed **Application Checklist.**

___ 2. Completed and signed **Financial Admission Requirements Checklist.**

___ 3. Completed **Admission Application** (must be **<u>typed</u>** in black ink).

___ 4. Submitted **unopened Official Transcript or e-scripted copy via email** from **<u>each</u>** college or university you have attended.

___ 5. Submitted tentative **Degree Plan** with all course information completed by a HIT faculty advisor (post-conference meeting with the advisor).

___ 6. Completed and signed **Student Confidentiality Agreement.**

___ 7. Completed and signed **Professional Practice Experience Site Agreement.**

___ 8. Signed **Criminal Background Acknowledgement Statement** related to professional practice experience placement and employment opportunity.
   <u>**IMPORTANT NOTE**</u>:
   A negative criminal background check and drug screen are required for progression and graduation in the HIT Clinical Program. In addition, a felony or misdemeanor conviction:
   *Hinders a graduate's employment as a Health Information Technician / Medical Coder with healthcare organization as most require a criminal background check prior to employment with the expectation of negative results.
   *Prohibits students from being placed on a Professional Practice Experience (clinical) which is a program accreditation requirement. Therefore, students will not be eligible to progress or graduate and will be immediately dismissed from the program. A student's acceptance for clinical placement by a clinical site is strictly contingent upon a negative criminal background check and drug screen. (Please refer to the Criminal Background Check and Drug Screen Acknowledgement Statement).

_____ 9. Signed the **HIT Program COVID-19 Policy**.

_____ 10. Signed the **Program Admission Requirements Acknowledgement Statement.**

_____ 11. Typed, signed, and dated acknowledgment statement that you understand it is mandatory that you apply for the Eddie V. Cooksey Scholarship through LHIMA if you meet the criteria.

_____ 12. Completed appointment conference via phone or email with a HIT advisor (e.g. Program Director, PPE Coordinator, or HIT faculty member).

_____ 13. Submitted receipt of payment to the University for the application ($75) to the HIT Program. Be sure the payment is payable to the Health Information Technology Program. It may be in the form of a money order or debit/credit card. This fee must be paid at the Cashier's window. If you do not reside in the local area, please contact the Cashier to make a payment over the phone.

_____ 14. Submitted front **Cover Page** with "Health Information Technology / Medical Coding Specialist Program" typed in a large black font, followed by "Application for Admission" and be sure to type the year in a large black font. Under this title, type your full name in a large black front.

I acknowledge that this application is complete and all required elements are included. I understand that it is my responsibility to ensure that the completed application along with all enclosed documents is received by either the Program Director, Professional Practice Experience Coordinator, or HIT faculty member of the HIT / Medical Coding Specialist Program.

_____   _____
(Applicant's Signature)   (Date)

_____
(Applicant's Printed Name)

Financial Admission / Progression Requirements Checklist

Students accepted into the HIT / Medical Coding Specialist Clinical Program(s) will be required to:

1. Submit a $75.00 non-refundable Application Fee payable to the Health Information Technology Program either in the form of a money order or debit/credit. You are to pay this fee at the Cashier's window. If you do not reside in the local area, please contact the Cashier to make a payment over the phone. A copy of the paid receipt must be included in the application packet at the time of submission.

2. A $150.00 non-refundable Clinical Program Acceptance Fee will be assessed upon acceptance into the clinical program.

3. Submit an official transcript(s) from all universities/colleges attended (approximately $3-15 fee per institution).

4. Pay a $110 fee which will be assessed for each professional course in which the student is enrolled per semester while in the clinical program.

5. Purchase a t-shirt or polo shirt each year for the Division of Health Sciences Annual Student Mixer Event at an approximate cost of $20 each year (subject to change).

6. Join our national professional association, the American Health Information Management Association (AHIMA), each Fall semester. Student membership fees are $49.00 (subject to change) payable to AHIMA.

7. Have access to a computer, printer, most current version of Microsoft Office and a broadband internet connection (cable, DSL, or satellite) when NOT at the School as many of the professional courses may or may not be offered web-enhanced or online. Students will have to retrieve course information through the Moodle Learning Management System which is accessed over the Internet. Through this system, students can download syllabi, assignments, lecture notes, PowerPoint presentations, and other related course documents. Students can communicate with other students and their instructors via the News Forum. Also, instructors can administer timed exams through Moodle.

8. Purchase all required textbooks for each professional course by the first day of class each semester. Course content may or may not be enhanced utilizing Open Educational Resources.

9. Purchase the EHR Go software application for 18 months at a cost of $155 (subject to change). Purchase AHIMA Vlab encoder software at a cost of $105 for an annual subscription.

10. Incur the costs associated with the required physical examination and any required immunizations and/or obtaining immunization records (approximately $200), criminal background check and drug screen (approx. $70 but subject to change), and transportation required for assignment to a clinical site. (All fees are subject to change).

11. Purchase and wear a uniform (shirt and slacks) selected by the PPE Coordinator at a cost of $100 each (subject to change).

12. Assume a clinical assessment fee of $150.00 (per clinical semester) in addition to tuition.

13. Pay an additional $10 fee assessed per credit hour for each hybrid and/or online course in which they enroll.

14. Pay a graduation fee to the University in the amount of $90 per AAS degree and $90 per CAS certificate (subject to change) upon notification by the Registrar's Office.

15. While enrolled in the Program, most students find it very difficult to manage school, family responsibilities, and work. Students must be prepared for the time and financial sacrifices involved with completing an allied health program.

16. The **"estimated cost"** to complete <u>only</u> the MCS Program is $10,587. The "estimated cost" to complete the HIT Program is $14,344. The "estimated cost" to dually complete both the MCS and HIT Program is $14,344.
    The clinical fees and course fees may not be inclusive of all out-of-pocket expenses.

I both acknowledge and agree to comply with the aforementioned financial requirements associated with this application and throughout the HIT / Medical Coding Specialist Program. I further agree to submit the requested payments in full at the Mandatory Program Orientation and any other specified payments at the specified intervals.

I acknowledge that the only form of acceptable payment will be via money order made out to the Health Information Technology Program.

_____   _____
      (Applicant's Signature)   (Date)

_____
      (Applicant's Printed Name)

Health Information Technology / Medical Coding Specialist Program
Application for Admission

Southern University at Shreveport, Health Information Technology Program (HIT), is accredited by the Commission on Accreditation for Health Informatics Information Management Education (CAHIIM). The HIT Program is a part of the Division of Allied Health Sciences & Nursing of Southern University at Shreveport. Southern University at Shreveport is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (www.sacscoc.org).

PLEASE TYPE OR PRINT. Complete the entire application.

Banner ID# (**if known**)	Name (Last, First, Middle):		Other names under which you have attended school:
Street Address:		City, State & Zip:	

Social Security Number:	Cell Phone:	Work Phone:	Other Phone:

SUSLA / SUS Email Address: Personal Email Address:	Gender: Female Male Other	
Are you United States citizen?	☐ Yes ☐ No	
Are you 18 years of age or older?	☐ Yes ☐ No	
Are you currently employed in the HIM field (company)?	☐ Yes ☐ No	If YES, what is your current job title & department?

IN CASE OF EMERGENCY

Name of Contact:	Relationship to Applicant :	Phone: (Include Area Code)
Street Address:		City, State, Zip:

Please check one (voluntary): ☐ White, Non-Hispanic ☐ African American ☐ American Indian
☐ Asian   ☐ Hispanic   ☐ Other

My intended major (s): (more than one can be checked)
☐ HEALTH INFORMATION TECHNOLOGY (17 months – Associate of Applied Science)
☐ MEDICAL CODING SPECIALISTS (4 semester program – Certificate of Applied Science)

How did you learn about the HIT Program at SUSLA?   Check all that apply:
☐ Employer ☐   ☐ University Website   ☐ Relative/Friend
☐ Career Counselor/Fair   ☐ Dept. of Labor/WIA   ☐ Other University personnel
☐ AHIMA/LHIMA   ☐ Existing Student or Graduate
☐ Other:

EDUCATION
(List all undergraduate colleges attended as well as professional or graduate schools)

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	If Yes, date of Graduation	Degree received	Major
High School:		☐Yes ☐No				
GED:		☐Yes ☐No				
Other School:		☐Yes ☐No				
College:		☐Yes ☐No				
College:		☐Yes ☐No				

Please list below all general education courses in which you have already completed successfully or are currently enrolled.

Course #	Course Title	College	Term (Semester)	Grade	Transcripts Sent
					☐Yes ☐No
					☐Yes ☐No
					☐Yes ☐No
					☐Yes ☐No
					☐Yes ☐No
					☐Yes ☐No

Other credentials/ licenses/ professional affiliations, etc., which are relevant to the HIT/HIM field.

NOTE:

Official transcripts from all colleges or universities attended must be sent to the Registrar and an additional official set of transcripts must be provided to the Program Director, Professional Practice Experience Coordinator, or HIT faculty member of the Health Information Technology Program to verify courses taken and credits awarded by other institutions. Applications without official transcripts are considered incomplete.

SKILLS: Please list technical skills, clerical skills, trade skills, etc., relevant to the HIM/HIT field. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

☐ MS Windows	☐ E-mail	☐ Meditech
☐ MS Word	☐ Email attachments	☐
☐ MS Excel	☐ Internet searching	☐ EHR (Vendor name:)
☐ MS PowerPoint	☐ Adobe	☐ Other:
☐ MS Access	☐ Encoder	☐ Other:

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for possible non-acceptance to the HIT Program at Southern University at Shreveport.

I agree to submit the required Verification of Physical exam form, criminal background investigation, and/or screening for illegal substances upon enrollment and/or clinical phase of the HIT / Medical Coding Specialist Program.

Applicant Signature: _____   Date: _____

STUDENT CONFIDENTIALITY AGREEMENT

The Affiliate (clinical site) recognizes the importance of protection of confidential information concerning patients, their families, medical staff and co-workers, and the operations of the Affiliate. It is also the intent of the Affiliate and the undersigned student to protect the privacy and provided for the security of Protected Health Information (PHI) disclosed to the undersigned student in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and privacy regulations published by the U.S. Department of Health and Human Services (DHHS) and other applicable laws. It is the obligation of the undersigned student to maintain the confidentiality and privacy of PHI or other confidential information and to relay facts pertinent to the treatment of a patient only to those who are involved with the patient's treatment program or for quality improvement activities.

All patient and Affiliate information stored via paper or on any of the Affiliate computer systems is considered confidential. Computer systems allow qualified individuals to access, from authorized terminals, restricted and confidential patient and Affiliate information. The Affiliate shall issue a confidential password and security code to authorized individuals. It is the authorized individual's responsibility to maintain and comply with all confidentiality requirements.

Affiliate (clinical site) requires that all students agree to the following:

1. I will protect the confidentiality of patient and Affiliate information.
2. I will not release unauthorized information to any source.
3. I will not access or attempt to access information other than that information which I have authorized access and a need to know in order to complete my job on any given day.
4. I will not disclose my security code to anyone.
5. I will not use another person's security code.
6. I will not write down passwords or security codes that would make them accessible to other individuals.
7. I will report breaches of this confidentiality agreement by others to the Affiliate Privacy Officer. I understand that failure to report breaches is an ethical violation and subjects me to disciplinary action or contract termination.

<u>HIT / Medical Coding Specialist Program</u> requires that all students agree to the above Affiliate requirements and the following program requirements:

1. I will not discuss any Affiliate (clinical site) confidential information concerning patients, their families, medical staff and co-workers, or the operations of the Affiliate with classmates or faculty during my tenure in the Program.
2. I will not access or attempt to access or discuss information from the practice records in the HIT Laboratory other than that information which I have authorized access and a need to know in order to complete my assignments and projects for a course or during a simulated clinical.
3. I will not discuss or seek information about fellow students or personal acquaintances (e.g. grades, performance, medical history, etc.) to which I have no authorization nor legitimate interest.

I HAVE READ AND AGREE TO ADHERE TO THE CONDITIONS OF THIS STUDENT CONFIDENTIALITY AGREEMENT. I ALSO ACKNOWLEDGE THAT ANY VIOLATION OF THE ABOVE CONDITIONS CAN RESULT IN DISCIPLINARY ACTION, CONTRACT TERMINATION, AND/OR DISMISSAL FROM THE HIT / MEDICAL CODING SPECIALIST / HEALTHCARE ACCESS ASSOCIATE PROGRAMS AT SOUTHERN UNIVERSITY AT SHREVEPORT.

_____   _____
STUDENT SIGNATURE   DATE

_____
STUDENT NAME (Please Print)

Orig. 08/2019

HEALTH INFORMATION TECHNOLOGY/ MEDICAL CODING SPECIALIST PROGRAM

"PROFESSIONAL PRACTICE EXPERIENCE SITE AGREEMENT"

It is the policy of the HIT / Medical Coding Specialist Program at Southern University at Shreveport that all students scheduled for a professional practice experience will be assigned to the following days and times:

- HIMT 241S – Professional Practice Experience I – Mondays and Wednesdays – 7 hours
  2nd Summer Semester
  Partially Simulated and Directed Practice
  Note: Days and times are subject to change.
- HIMT 248S – Professional Practice Experience II – Mondays and Wednesdays – 7 hours
  2nd Fall Semester (applies to only the AAS degree)
  Partially Simulated (in the event of limited direct practice sites) and/or Directed Practice
  Note: Days and times are subject to change.

Disclaimer: Students may or may not be assigned an on-site facility PPE due to limited availability at the discretion of the PPE site, COVID-19, or other unforeseen circumstances.

I, _____, understand that if accepted into the HIT / Medical Coding Specialist Program at Southern University at Shreveport that I agree to adhere to all professional experience practice assignments. I understand that I will work at various healthcare settings that may not be exclusively in the Shreveport-Bossier City area and that I will make all necessary arrangements to report to my assigned practice site at the time specified by the Professional Practice Experience Coordinator.

I also understand that if I fail to comply with my assigned practice site, I may earn a failing grade in the professional practice experience course. I further understand that if I choose to withdraw from the professional practice experience course or any other professional course for any reason, that I must reapply to the program and that my application will be considered with all other submitted applications. I acknowledge that in the event of any extenuating circumstances that hinder my success in the program, I agree to submit a letter of resignation to the Program Director within one week of the resignation date.

I both acknowledge and agree to comply with the aforementioned professional practice experience policy and reapplication policy in the event that I fail or choose to withdraw from a professional practice experience course.

_____   _____
Applicant's Signature   Date

_____
Applicant's Printed Name

HEALTH INFORMATION TECHNOLOGY / MEDICAL CODING SPECIALIST PROGRAM

"CRIMINAL BACKGROUND AND DRUG SCREEN ACKNOWLEDGEMENT STATEMENT"

A criminal background check through a nation-wide investigative research company and drug screen at an estimated cost of $70 (subject to change) as well as current immunizations are mandated by the Professional Practice Experience Sites / Clinical Sites (i.e. hospitals, clinics, etc.) prior to clinical placement. A student's progression in the HIT / Medical Coding Specialist Clinical Program and clinical placement at a directed practice site is strictly contingent on negative results for both the criminal background check and drug screen.

IMPORTANT NOTE:

A negative criminal background check and drug screen are required for progression, and graduation in the HIT / MCS Clinical Program. In addition, a felony or misdemeanor conviction:

- Hinders a graduate's employment as a Health Information Technician / Medical Coder with healthcare organization as most require a criminal background check prior to employment with the expectation of negative results.
- Prohibits students from being placed on a professional practice experience (clinical) which is a program accreditation requirement. Therefore, students will not be eligible to progress or graduate and will be immediately dismissed from the program.
  A student's acceptance for clinical placement by a clinical site is strictly contingent upon a negative criminal background check and drug screen.

The criminal background check and drug screen will be required in the first Spring semester of the professional curriculum no later than the midterm point in the semester. The fee associated with the criminal background check and drug screen is $70 (subject to change) and is payable to GHRRs (subject to change vendor so confirm with the PPE Coordinator).
In the first Spring semester, you will need to email Ms. Wells, PPE Coordinator, a request to submit a background check and drug screen. Her email address is lwells@susla.edu. Ms. Wells will then provide you with the vendor contact information. You will submit payment directly to the vendor. In addition, the immunization tracking fees will be required to be paid in the first Spring semester of the professional curriculum but no later than midterm in the first Spring semester of the professional curriculum.
At any time throughout the HIT / MCS Clinical Program, a student who incurs an arrest or conviction for a felony or misdemeanor, other than a traffic citation and/or a positive drug screen will be immediately dismissed from the Clinical Program.
I acknowledge the information presented regarding the results of my criminal background check and/or drug screen as these relate to acceptance as well as continued progression in the HIT / Medical Coding Specialist Program.

_____   _____
Applicant's Signature   Date

_____
Applicant's Printed Name

HEALTH INFORMATION TECHNOLOGY / MEDICAL CODING SPECIALIST PROGRAMS

PROGRAM ADMISSION REQUIREMENTS - ACKNOWLEDGEMENT STATEMENT

As a condition of acceptance into the clinical phase of the Health Information Technology / Medical Coding Specialist Programs, I understand and agree by signing the applicable statement below that I agree to adhere to the following:

1. As an applicant who <u>has not</u> previously taken and successfully completed HIMT 110S and/or HIMT 208S, I will be required to:
    - Enroll in HIMT 105S, 109S, 110S and/or 208S, and 225S clinical courses in the 1st Fall semester of the clinical program.
    - Complete all remaining prerequisite courses <u>no later than</u> the Spring semester immediately following the 2nd Fall semester of the clinical program.
    - Sit for the RHIT exam in the last semester of study which is in the 2nd Fall semester of the clinical program (applies only to students seeking the two year HIT degree).

    _____ _____   _____

    Applicant Signature   Date

2. As an applicant who <u>has taken</u> and<u> </u>successfully completed HIMT 110S and/or HIMT 208S, I will be required to:
    - Complete all remaining prerequisite courses <u>no later than</u> the Spring semester immediately following the 2nd Fall semester of the clinical program.
    - Sit for the RHIT exam in the last semester of study which is in the 2nd Fall semester of the clinical program. (applies only to students seeking the two year HIT degree).

    _____   _____

    Applicant Signature   Date

I understand that it is my responsibility to enroll in the required prerequisite courses in which I did not complete prior to acceptance into the HIT / MCS clinical program. I agree to meet with an HIT advisor each semester to ensure that my Degree Plan is updated with these prerequisite courses upon completion.

*Signature required by all applicants.

_____   _____

*Applicant Signature   Date

Orig. 07/08/19

Southern University at Shreveport
Health Information Technology/Medical Coding Specialist Program

COVID-19 Policy

I fully understand that I am required to follow and adhere to all COVID-19 policy(cies) issued by the University and the CDC guidelines (www.cdc.gov/coronavirus).

I also understand that the clinical site will not be held responsible for any possible exposure of COVID-19 resulting in illness sustained by said students wherein the clinical site is not willfully negligent, approved by State Department of Risk Management.

I further understand that if I am exposed to COVID-19 (from the clinical site or community), I will immediately notify the PPE Coordinator via phone **and** email and then quarantine in accordance with the required timeframe stated by the CDC.

- Students are required to wear a mask/face covering at all times at the clinical site over the nose and mouth and secured under the chin (exceptions: while eating, alone at workstation or outside alone)
- Students will be responsible for providing their own face mask/covering.
- Social distant by at least 6 feet from others
- Avoid crowds
- Wash hands and/or use hand sanitizer
- Cover your cough and/or sneeze
- Monitor your health daily

   This is NOT an exhaustive list of requirements

I acknowledge receipt of the HIT Program COVID-19 Policy and that I understand the content. I agree to abide by this policy as setforth in HIT Program Handbook and the PPE Handbook.

_____   _____
    *Applicant Signature Required   Date

SOUTHERN UNIVERSITY AT SHREVEPORT

HEALTH INFORMATION TECHNOLOGY/MEDICAL CODING SPECIALIST PROGRAM

SELECTION CRITERIA - SCORE TALLY SHEET

Applicant Name: _____   **Total Score:** _____

A.   ACADEMIC CRITERIA - COLLEGE TRANSCRIPT

1. College GPA
_____ (GPA of 3.81 – 4.0 =   10 points)
_____ (GPA of 3.51 – 3.8 =   8 points)
_____ (GPA of 3.01 - 3.5 =   6 points)
_____ (GPA of 2.51 - 3.0 =   4 points)
_____ (GPA of 2.01 - 2.5 =   2 points)
_____ (GPA of 2.00 and below = 1 point)

2. Courses taken (3 pts for an "A", 2 pts. for a "B", and 1 pt. for a "C")
_____ Medical Terminology   _____ College Algebra
_____ Anatomy & Physiology I (lect.)   _____ Anatomy & Physiology II (lect.)
_____ Anatomy & Physiology I (lab)   _____ Anatomy & Physiology II (lab)

.

TOTAL SCORE: _____

Rev. 01/2020; 01/2024