Health Information Technology and Medical Coding Specialist Program

Application Packet (2017)
Dear Applicant:

Thank you for your interest in the Health Information Technology / Medical Coding Specialist Program. The Health Information Technology Program is a sixty-nine (69) 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 (50) 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 all the general education requirement courses as well as all the HIT pre-requisite courses - Anatomy & Physiology I lecture and lab (BIOL 220 and BIOL 220L), Anatomy & Physiology II lecture and lab (BIOL 222 and BIOL 222L), and Medical Terminology (ALLH 210), the First Round Applications must be received by the Clinical Coordinator or an HIT faculty member on or before May 8th for Fall admission. All other interested applicants must be enrolled in these courses in the summer semester to be eligible for the Second Round of applications in the event of available slots. The Second Round Applications must be received by the Clinical Coordinator or an HIT faculty member on or before August 14th for Fall admission.

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 twenty-five (25) students will be accepted for admission into the clinical program. Applicants will be notified in writing by the Program Director or Program Clinical Coordinator as to their 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, RHIT, Professional Practice Experience Coordinator at (318) 670-9645 or myself at (318) 670-9644.

Educational opportunities are offered by Southern University at Shreveport without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, or veteran’s status. 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.

Sincerely,

Kim Newlen May, MA, RHIA
Kim Newlen May, MA, RHIA
Program Director / Associate Professor, HIT / Medical Coding Specialist Program
HEALTH INFORMATION TECHNOLOGY PROGRAM

Mission Statement

Dedicated to quality education and the advancement of best practices in a fostering learning environment that is committed to enhancing the student’s technical competency skills, critical-thinking skills, problem-solving abilities, and interpersonal skills; inspire students to commit to life-long learning and ethical values throughout the academic experience; and to promote service with integrity and honor as a competent and skilled professional in a global 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. Apply regulatory / accrediting standards in the analysis of health records to ensure complete, accurate, and current health record documentation.
2. Apply clinical coding guidelines to accurately code and sequence diagnoses and procedures in the health record.
3. Demonstrate professional and communication skills expected on a professional practice experience in accordance with program/clinical site/national association professional ethics / conduct.
Upon completion of the Certificate of Applied Science Degree in Medical Coding Specialist students will be able to:

1. Apply regulatory / accrediting standards in the analysis of health records to ensure complete, accurate, and current health record documentation.
2. Apply clinical coding guidelines to accurately code and sequence diagnoses and procedures in the health record.
3. Demonstrate professional and communication skills expected on a professional practice experience in accordance with program/clinical site/national association professional ethics / conduct.

Admission and Progression Policies

**Academic Admission**

To meet the academic qualifications for the HIT / Medical Coding Specialist Program, the applicant must:

1. Meet the general admissions criteria of the University.
2. Complete an application for admission to the HIT/Medical Coding Specialist Program.
3. Score on the ACT or University Placement Test sufficient to place in college level courses.
4. Provide a copy of official transcripts from other colleges or universities attended.
5. Achieve a preferred cumulative GPA of 2.0 and/or in previous college course work.
6. Complete all required general education courses and earn a “C” or better in each course.
7. Complete all required prerequisite courses - BIOL 220/220L, BIOL 222/222L, and ALLH 210 and earn a “C” or better prior to admission to the HIT / Medical Coding Specialist Program.
8. Complete the Health Education Systems Incorporated (HESI) entrance exam which is comprised of several components: Anatomy/Physiology, grammar, math, reading comprehension, and critical-thinking skills.
9. Complete a criminal background check through a nation-wide investigative research company and a drug screen.

Please note that up to twenty-five (25) of the top scoring applicants will be selected for acceptance into the clinical program utilizing a pre-established set of selection criteria.

**Selection Criteria**

Admission to the HIT / Medical Coding Specialist Program is competitive utilizing a set of selection criteria (academic and non-academic) inclusive of the following:

- Overall cumulative GPA (high school GPA if first-time college student)
- Grades in Anatomy & Physiology I and II lecture and lab courses, College Algebra course, and Medical Terminology course.
- Score on the HESI entrance examination
- Letter of Intent (content and written communication skills)
- Three letters of recommendation
- Negative criminal background check and drug screen

*Health Information Technology Program*
NOTE: Students who apply for admission to clinical programs within the Division of Allied Health must adhere to the most current curriculum implemented at the time of his/her official acceptance into the respective clinical program.

All HIT / Medical Coding Program applicants will be “ranked” according to an Admission Point Scale which is utilized to identify students who have potential for success in the program. A culmination of academic and non-academic points will be the determining factor for admission. Interview points will be based on: (1) Verbal and Nonverbal communication skills including writing skills; (2) Knowledge of the field of Health Information Technology / Medical Coding and the role of the RHIT / CCA in the field; and (3) Basic interview skills.

For those candidates selected for admission, a physical exam will be required in the 1st Spring semester and will comprise the following:

- 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 prior to participation in Professional Practice Experiences (PPEs).
- Proof of current immunization status to include PPD, MMR, Varicella, Td, and influenza prior to participation in Professional Practice Experiences (PPEs).
- A second criminal background check and drug screening will be required prior to participation in Professional Practice Experiences (PPEs).

NOTE:

The physical exam, proof of immunization status, and a second 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

### General Educational Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>College Success</td>
<td>120</td>
</tr>
<tr>
<td>Freshman English I</td>
<td>110</td>
</tr>
<tr>
<td>Medical Terminology I</td>
<td>210</td>
</tr>
<tr>
<td>Pre-Calculas Algebra</td>
<td>135</td>
</tr>
<tr>
<td>Anatomy and Physiology I (lect.)</td>
<td>220</td>
</tr>
<tr>
<td>Anatomy and Physiology I (lab)</td>
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</tr>
<tr>
<td>Anatomy and Physiology II (lect.)</td>
<td>222</td>
</tr>
<tr>
<td>Anatomy and Physiology II (lab)</td>
<td>222L</td>
</tr>
<tr>
<td>Behavioral Science Elective (Psychology or Sociology)</td>
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</tr>
<tr>
<td>Humanities Elective (English 200 or above, History, or Speech 210)</td>
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### Health Information Technology Professional Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>Health Data Content &amp; Structure</td>
<td>105</td>
</tr>
<tr>
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<td>110</td>
</tr>
<tr>
<td>Legal Aspects of Health Information</td>
<td>109</td>
</tr>
<tr>
<td>Healthcare Delivery Systems</td>
<td>202</td>
</tr>
<tr>
<td>Introduction to Medical Science</td>
<td>208</td>
</tr>
<tr>
<td>Health Information Technology &amp; Systems</td>
<td>215</td>
</tr>
<tr>
<td>Basic Coding</td>
<td>225</td>
</tr>
<tr>
<td>Advanced Coding</td>
<td>222</td>
</tr>
<tr>
<td>Billing &amp; Reimbursement Methods</td>
<td>223</td>
</tr>
<tr>
<td>Coding Review Seminar</td>
<td>227</td>
</tr>
<tr>
<td>Healthcare Statistics &amp; Quality Improvement</td>
<td>231</td>
</tr>
<tr>
<td>Organizational Resources &amp; Mgt.</td>
<td>233</td>
</tr>
<tr>
<td>Professional Practice Experience I</td>
<td>241</td>
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<tr>
<td>Professional Practice Experience II</td>
<td>248</td>
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<tr>
<td>Advanced Review Seminar</td>
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### Total Credit Hours: **69**
### Medical Coding Specialist – CAS Certificate
#### Curriculum

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### Total Credit Hours: 50
Technical Standards

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

I. Cognitive
   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. Communication
   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. Motor Skills
   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. Professional Conduct
   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.

Health Information Technology Program
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 Division Chair.

Transfer students requesting admission into the HIT / Medical Coding Specialist Program must meet admission criteria. Application deadlines must be met only in the event that the program must utilize a selection process for acceptance into the program.

Progression

To progress in the HIT / Medical Coding Specialist Program, students must:

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 at Southern University.
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 HIT / Medical Coding Specialist curriculum(s).
4. Achieve a satisfactory evaluation in each of the clinical practice experiences resulting in a “C” or better.
5. Successfully complete the Coding Review Seminar.
6. Provide a negative criminal background check and a negative drug screen.
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:

- Successful completion of all required courses
- Achievement of an overall grade point average (GPA) of 2.0 or higher in all Health Information Technology courses
- Successful completion of the Advanced Review Seminar in the last semester of coursework and successful completion of a Mock RHIT examination.
- Clearance of all indebtedness to the University
- Taken the College Assessment of Academic Proficiency (CAAP) test after acquiring at least forty-five (45) hours of college credit.

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

- Successful completion of all required courses
- Achievement of an overall grade point average (GPA) of 2.0 or higher in all Health Information Technology courses
- Successful completion of the Coding Review Seminar in the last semester of coursework.
- Clearance of all indebtedness to the University
- Taken the College Assessment of Academic Proficiency (CAAP) test after acquiring at least forty-five (45) hours of college credit.

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 Certificate 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

1. 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.

2. A student will be dismissed from the HIT / Medical Coding Specialist Program when:
   - Earning three grades of “W”, “D”, or “F” in required professional courses
   - Withdrawing from a professional course after having previously withdrawn from two other professional courses.

   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 semester in which applications are accepted. Students will be considered with all other applicants and must meet eligibility criteria.

   - 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 & Nursing for a final decision.

Grading Scale

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>93 - 100</td>
<td>A</td>
</tr>
<tr>
<td>85 - 92</td>
<td>B</td>
</tr>
<tr>
<td>77 - 84</td>
<td>C</td>
</tr>
<tr>
<td>69 - 76</td>
<td>D</td>
</tr>
<tr>
<td>68 and below</td>
<td>F</td>
</tr>
</tbody>
</table>
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 as part of the application process. Drug screening will be a part of this examination. This must in the student’s program file prior to registration. 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: 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 urine drug screen by an approved lab through the HIT /Medical Coding Specialist Program. The criminal background check and the drug screen are required prior to admission to the clinical program and again in the first Spring semester of the professional curriculum (no later than by the midterm point). In the event, a student’s criminal background check and/or drug screen returns positive, the student will be dismissed from the clinical program.

Health Insurance

Accident and health insurance is provided to students enrolled at Southern University at Shreveport. All students are automatically enrolled in the insurance plan at registration and the premium coverage is included in tuition fees. The policy is designed to supplement any other coverage a student or his/her family may have. Contact the Office of Student Affairs for more information.

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, is accorded 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 academic honor system of Southern University at Shreveport is based on the premise that each student has the responsibility to uphold standards of academic integrity, to be intolerant of dishonesty in the university community and to foster a high sense of honor and social responsibility. The University believes that honor is fostered, not forced, and that it is fostered through the willing and earnest efforts of both faculty and students. Academic honesty is viewed as an offense against the University. “A student who has committed an act of academic dishonesty has failed to meet a basic requirement of satisfactory academic performance. Thus academic dishonesty is not only a basis for disciplinary action, but is also relevant to the clinical placement of students.” Student Handbook 2015-2017.

Professional Practice Experiences

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) in addition to tuition
- Travel within a 75 mile radius (one way) to and from the clinical site

Fair Practices

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. Students may be employed in the field of study outside regular educational hours, provided the work does not interfere with regular academic responsibilities. The work must be noncompulsory, paid, and subject to standard employee policies.

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 power point 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 power point / 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. power point lectures, assignments, etc.)

4. It is highly recommended that student 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 resource 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.
Selection Criteria

An applicant for admission to the HIT / Medical Coding Specialist Program is expected to demonstrate capacities for academic achievement, problem-solving, and competencies in oral and written expression. Qualities such as responsibility, dependability, courtesy, consideration, honesty, and motivation must be present. Strong consideration will also be given to areas such as:

- Dedication and perseverance
- Flexibility
- Aptitude
- Professional appearance
- Knowledge of the HIM / medical coding profession
- True desire to enter the HIM / medical coding profession
- Ability to finish the HIT / Medical Coding Specialist Program curriculum within the prescribed time

An applicant for admission to the HIT / Medical Coding Specialist Program must have earned a preferred cumulative GPA of 2.0 in all previous coursework from other higher education institutions, if applicable.

For more specific and detailed information, please refer back to Selection Criteria under the Admission and Progression Policies section.

ACCEPTANCE

Please note that up to twenty-five (25) of the applicants who receive the highest points will be selected for acceptance into the clinical phase of the HIT / Medical Coding Specialist Program. 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.

NOTE:
Late applications will be observed in the event of remaining available slots. Late applicants will be notified as soon as possible or during the week of late registration regarding acceptance or non-acceptance status.
If a candidate fails a prerequisite/co-requisite course that would preclude graduation, or does not earn at least a “C” in all HIT 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
- Place completed application in hard cover ½ inch 3 ring binder of your choice
- Return the completed application packet to:

  Ms. Kim Newlen May, MA, RHIA, Program Director  
  or  
  LaChandra Wells, RHIT, Professional Practice Experience Coordinator  
  Health Information Technology / Medical Coding Specialist Program  
  Southern University at Shreveport - Metro Center  
  610 Texas St, #327 or #333  
  Shreveport, LA  71101  

Read and follow all directions carefully. If you have any questions, please contact Ms. Newlen-May or Ms. Wells phone at (318) 670-9645 or (318) 670-9644.

All application information, transcripts, and supporting forms must be received by the Department Chair of the HIT / Medical Coding Specialist Program on or before May 8, 2017 (1st Round Applications) and on or before August 14, 2017 for Fall admission. Please place the application materials in the binder in the following order:

__ 1. Completed and signed Application Checklist placed in a 3-hole punched clear plastic sheet protector. This will serve as the cover page for your application binder and should be the first page in the binder.
__ 2. Completed and signed Financial Admission Requirements Checklist placed in a 3-hole punched clear plastic sheet protector.
__ 3. Completed Admission Application (typed or printed in black ink) placed in a 3-hole punched clear plastic sheet protector.
__ 4. Submitted unopened Official Transcript or escripted copy via email from each college or university you have attended and placed in a 3-hole punched clear plastic sheet protector.
__ 5. Submitted copy of ACT scores with the application packet (first-time college students only) placed in a 3-hole punched clear plastic sheet protector.
__ 6. Submitted tentative Degree Plan with all course information completed by a HIT faculty advisor (post conference with the advisor) placed in a 3-hole punched clear plastic sheet protector.
__ 7. Completed Letter of Intent describing, “Why I selected Health Information Technology / Medical Coding as my career choice” and placed in a 3-hole punched clear plastic sheet protector. This letter must be at least one typed page using a 12 font Times Roman Numeral with at least 1” margins. You must access the following website, www.hicareers.com and then summarize what you have learned about the Health Information Technology profession.
__ 8. Completed and signed Student Statement of Confidentiality placed in a 3-hole punched clear plastic sheet protector.
__ 9. Completed and signed Professional Practice Experience Site Agreement placed in a 3-hole punched clear plastic sheet protector.
____ 10. Submitted written statement addressed to the Program Director in the event that you have been charged with or convicted of, pleaded guilty to or pleaded nolo contendere (no contest) to a misdemeanor or felony.
____ 11. Completed Criminal Background Check and Drug Screen at a cost of $65 (subject to change). Applicants are to contact Ms. LaChandra Wells, HIT Program Professional Practice Experience Coordinator at (318) 670-9645 for information related to this process.
____ 12. Signed the Criminal Background Acknowledgement Statement related to professional practice experience placement and employment opportunity placed in a 3-hole punched clear plastic sheet protector.
____ 13. Completed HESI entrance examination at a cost of $40 (subject to change). For exam information and dates, please see the information below. It is the applicant’s responsibility to schedule the exam.
____ 14. Completed appointment with the Program Director, PPE Coordinator, or HIT faculty member.
____ 15. Submitted Money Order for application fee made out to the HIT / Medical Coding Specialist Program in the amount of $40.00 (non-refundable application fee) and placed in a 3-hole punched clear plastic sheet protector.
____ 16. Submitted two self-addressed stamped envelopes placed in a 3-hole punched clear plastic sheet protector.
____ 17. Submitted front Cover Page with “Health Information Technology / Medical Coding Specialist Program” typed in a large black font, followed by “Application for Admission 2017” typed in a large black font, followed by your full name typed in a large front. Front cover page should be placed in a plastic sleeve front cover 3-ring binder.

HESI Entrance Examination Information:
- **Dates:**
  - **First Round Applicants**
    - April 11, 12, 18, 20, 21, 25 (8:15am) and April 10, 13, 17, 19 (12:45pm);
    - May 2, 4 (8:15am)
    - Metro Center, Room 305
  - **Second Round Applicants**
    - May 11, 16, 23, 25, 30 (8:15am) and May 9, 17, 18, 22, 29 (12:45pm)
    - Metro Center Room 305
  Please contact Reva Whitaker for questions related to testing dates.
- **Policies for Testing:** Student must present exam paid receipt to Testing Center / Metro Center (Room 305), photo ID, keep scheduled test date, arrive at least 15 minutes early to gain admission to the Testing Center, and have an active SUSLA user ID and password.
- **Contact Person:** Reva Whitaker (318) 670-9627

To meet the second round application requirement deadline, applicants to the HIT / Medical Specialist Coding Programs must complete the HESI exam prior to August 14, 2017.

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.
Financial Admission Requirements Checklist

1. Applicants are required to submit a $40.00 non-refundable application fee (money order only) upon return of the completed application.

2. Upon acceptance into the program, students are required to join the program fraternity, Alpha Sigma Epsilon. The membership dues are $15 per semester (Fall, Spring, Summer, Fall). You will be required to pay the full $60 membership fee (money order only) to the current Treasurer no later than midterm of the Spring semester.

3. Students will also be required to 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 (subject to change).

4. Students accepted into the program are also required to join our national professional association, the American Health Information Management Association (AHIMA), each Fall semester. Student membership fees are $35.00 (subject to change) payable to AHIMA.

5. Students accepted into the program are also required to participate in fund raisers in which proceeds will be used to benefit and support the Louisiana Health Information Management Association’s (state professional association) Support of Schools Project through a minimum contribution of $20. Additional fund raisers may be required by all students.

6. Students accepted into the program are required to participate in community service fundraisers. In addition, all students are required to make a $20 contribution.

7. Students accepted into the program are required to incur the cost of an annual Pinning Ceremony to be scheduled in the graduating semester. Student costs include a $100.00 contribution (subject to change) to cover the cost of food, venue, decorations, etc. In addition, students must purchase a HIT pin in the amount of $10.00 (subject to change).

NOTE: In the event a student does not graduate, the $100.00 contribution is refundable.

8. Students accepted into the program are required to 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, Power Point presentations, and other related course documents. Students can communicate with other students and their instructor via the News Forum. Also, instructors can administer timed exams through Moodle.

9. Students accepted into the program are required to 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.

10. Students accepted into the program will be required to incur the costs associated with any required immunizations and/or obtaining immunization records, criminal background check and drug screen (approx. $65 but subject to change), and transportation required for assignment to a clinical site. (All fees subject to change).

11. Students accepted into the program will be required to purchase and wear a uniform (shirt and slacks) selected by the PPE Coordinator at an approximate cost of $100 (subject to change).

12. Students accepted into the program will be required to assume a clinical assessment fee of $150.00 (per clinical semester) in addition to tuition.
13. In addition to tuition, students will be assessed an additional $10 fee applied to each hybrid or online course.

14. Students applying to the clinical program will be required to complete the Health Education Systems Incorporated (HESI) entrance exam which is comprised of several components: Anatomy/Physiology, grammar, math, reading comprehension, and critical-thinking skills.

Note: Students must take the HESI exam as part of the application process to the HIT / Medical Coding Specialist Programs prior to acceptance. The fee for this exam is $40 (subject to change). **Applicants are responsible for scheduling their HESI exam date.**

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.

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 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.sascoc.org).

**PLEASE TYPE OR PRINT.** Complete the entire application.

<table>
<thead>
<tr>
<th><strong>Banner ID#</strong> (if known)</th>
<th><strong>Name (Last, First, Middle):</strong></th>
<th><strong>Other names under which you have attended school:</strong></th>
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<th><strong>Street Address:</strong></th>
<th><strong>City, State &amp; Zip:</strong></th>
<th><strong>Date of birth: (mm/dd/yy)</strong></th>
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<th><strong>Social Security Number:</strong></th>
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<th><strong>Work Phone:</strong></th>
<th><strong>Other Phone:</strong></th>
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<th><strong>Gender:</strong></th>
<th><strong>Female</strong></th>
<th><strong>Male</strong></th>
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<tr>
<th><strong>Skymail Address:</strong></th>
<th><strong>Are you United States citizen?</strong></th>
<th><strong>Yes</strong></th>
<th><strong>No</strong></th>
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<th><strong>Are you 18 years of age or older?</strong></th>
<th><strong>Yes</strong></th>
<th><strong>No</strong></th>
<th><strong>If NO... what is your current age?</strong></th>
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<th><strong>Are you currently employed in the HIM field (company)?</strong></th>
<th><strong>Yes</strong></th>
<th><strong>No</strong></th>
<th><strong>If YES, what is your current job title &amp; department?</strong></th>
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**IN CASE OF EMERGENCY**

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<th><strong>Name of Contact:</strong></th>
<th><strong>Relationship to Applicant:</strong></th>
<th><strong>Phone: (Include Area Code)</strong></th>
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<th><strong>Please check one (voluntary):</strong></th>
<th><strong>White, Non-Hispanic</strong></th>
<th><strong>African American</strong></th>
<th><strong>American Indian</strong></th>
<th><strong>Asian</strong></th>
<th><strong>Hispanic</strong></th>
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<th><strong>My intended major(s): (more than one can be checked)</strong></th>
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<tr>
<th><strong>HEALTH INFORMATION TECHNOLOGY (17 months – Associate of Applied Science)</strong></th>
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<tr>
<th><strong>MEDICAL CODING SPECIALISTS (4 semester program – Certificate of Applied Science)</strong></th>
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<th><strong>How did you learn about the HIT Program at SUSLA?</strong></th>
<th><strong>Check all that apply:</strong></th>
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<th><strong>☐ Employer</strong></th>
<th><strong>☐ University Website</strong></th>
<th><strong>☐ Relative/Friend</strong></th>
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<th><strong>☐ Career Counselor/Fair</strong></th>
<th><strong>☐ Dept. of Labor/WIA</strong></th>
<th><strong>☐ Other University personnel</strong></th>
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<th><strong>☐ AHIMA/LHIMA</strong></th>
<th><strong>☐ Existing Student or Graduate</strong></th>
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<th><strong>☐ Other:</strong></th>
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EDUCATION
(List all undergraduate colleges attended as well as professional or graduate schools)

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<tr>
<th>Name of School</th>
<th>City/State</th>
<th>Did you graduate?</th>
<th>If No, # of years left to graduate</th>
<th>If Yes, date of Graduation</th>
<th>Degree received</th>
<th>Major</th>
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<tr>
<td>High School:</td>
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<td>□ Yes □ No</td>
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<td>GED:</td>
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<td>College:</td>
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Please list below all general education courses in which you have already completed successfully or are currently enrolled.

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<th>Course #</th>
<th>Course Title</th>
<th>College</th>
<th>Term (Semester)</th>
<th>Grade</th>
<th>Transcripts Sent</th>
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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
- SoftMed
- 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 STATEMENT OF CONFIDENTIALITY

I, ____________________________, will not reveal any information concerning patients or clients to anyone not authorized to discuss the individual’s physical and psychological condition on clinical experiences nor from the practice records in the HIT laboratory. I agree not to discuss or seek information about fellow students or personal acquaintances, e.g., grades, medical history, to which I have no authorization nor legitimate interest.

HIPAA Statement

I understand and acknowledge that I assume full responsibility for any breach of confidence in regards to patients and/or patient records. I shall respect the confidential nature of all information that I have access to, including but not limited to patient’s personal health information provided to them orally, contained in the patient’s health records or maintained on the Hospital’s electronic health system. I shall be advised of the importance of complying with all relevant state and federal confidentiality laws, including the Health Information Portability and Accountability Act of 1996 (HIPAA), to the extent applicable. Faculty agrees to provide students and faculty with training in the requirements of the privacy and security provisions of HIPAA and to advise them of the importance of complying with the Hospital’s policies and procedures relative to HIPAA.

I acknowledge that I may use patient’s personal health information for educational purposes at the Hospital.

If confidentiality is breached for any reason, I understand that I am subject to grounds for dismissal from the HIT / Medical Coding Specialist Program at Southern University at Shreveport.

___________________________________________
Applicant’s Signature

___________________________________________
Applicant’s Printed Name

___________________________________________
Date
SOUTHERN UNIVERSITY AT SHREVEPORT

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:

- HITG 241 – Professional Practice Experience I – Mondays and Wednesdays (8:30am to 4:30pm) Second Summer Semester Partially Simulated and Directed Practice
  Note: Days and times are subject to change.
- HITG 248 – Professional Practice Experience II – Mondays and Wednesdays (8:30am to 4:30pm) Second Fall Semester (applies to only the AAS degree)
  Note: Days and times are subject to change. Partially Simulated and Directed Practice

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
Upon application to the HIT / Medical Coding Specialist Program, a criminal background check through a nation-wide investigative research company and a drug screen will be conducted on all clinical students at the cost of $65 (subject to change). A criminal background check, a drug screen, and current immunizations are mandated by the Professional Practice Experience Sites / Clinical Sites (i.e. hospitals, clinics, etc.) prior to clinical placement. A student’s acceptance into the HIT / Medical Coding Specialist Clinical Program and clinical placement at a directed practice site is strictly contingent on the results of the criminal background check and/or drug screen are negative.

In addition, most healthcare organizations require a criminal background check and drug screen prior to employment. For this reason, a misdemeanor or felony conviction may also hinder a graduate’s employment as a Health Information Technician and/or Medical Coder with a healthcare organization.

After acceptance into the Clinical Program, any student who incurs an arrest or conviction for a felony or misdemeanor, other than a traffic citation and/or a positive drug screen are advised to seek clarification from the Program Director or Clinical Coordinator and be prepared to present documentation for review. If you have any other questions related to the criminal background check / history requirement or drug screen, please make an appointment with either the Program Director or Clinical Coordinator to discuss the specifics of your question(s).

A second criminal background check and drug screen may 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 $65 (subject to change) and is payable to Employment Screening Services. 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.

I acknowledge the information presented regarding the results of my criminal background check and/or drug screen as these relate to both clinical placement while in the HIT / Medical Coding Specialist Program and to future employment opportunities in the healthcare field.

___________________________________________  ___________________ ___
Applicant’s Signature       Date

___________________________________________
Applicant’s Printed Name