

Northwood Technical College

FY24 (2023-24) Health Information Technology Program

The following is additional information about the Northwood Tech Health Information Technology (HIT) program.
This information supplements the program webpage and district catalog.

Degree: Two-Year Associate Degree

HEALTH INFORMATION TECHNOLOGY (HIT) PROGRAM - 62 credits

The HIT program is a two-year (four semester) program. Students must complete 62 credits to graduate. The program is offered online, with support services available on all four Northwood Tech campuses (Ashland, New Richmond, Rice Lake, and Superior) with a maximum of 32 new students each year.

While the program is offered in an online format, there is a professional practice experience, which will include time spent in a clinical site. Travel is required to clinical sites; students must provide their own transportation. Clinical site locations will vary based on availability.

PROGRAM DIRECTOR

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ACADEMIC ADMISSION REQUIREMENTS

Students have 120 days to complete the application process. You will be admitted to the program based on the date and time the admission criteria are met. Upon admission to the program, the student should meet with the program advisor for program orientation materials and to determine program sequencing and completion goals.

HIT COURSEWORK

When you successfully complete the admission requirements, you will be invited to begin your course work. The following non-core classes may be taken prior to starting the program: Medical Terminology, Oral/Interpersonal Communication, English Composition I, Intro to Psychology, Intro to Diversity Studies, General Anatomy and Physiology, and Introductory Statistics.

CLASS COMMITMENT

The HIT program can be completed at a full-time rate (in two years/four semesters), or part time (up to four years/eight semesters). The average amount of time spent on course work is based on course credit hours. A full-time student should expect to spend up to 20-25 hours per week. This program requires a significant time commitment. Determining the rate at which to complete the HIT program should be considered, in addition to work and personal commitments.

TRANSFER CREDIT

Official college transcripts must be submitted for any college coursework that has been completed. Official college transcripts must be sealed and sent from the sending institution. In order to graduate from the Northwood Tech HIT program, a minimum of 25% of the technical studies courses must be completed at Northwood Tech.

HIT PROGRAM STANDARDS

HIT students must complete all required courses with a 2.0 or better. Students enrolled in the HIT program may repeat only three curriculum courses during their progress toward graduation. In addition, a HIT student may only repeat any core course once. This policy also applies to coursework taken at other colleges. For more information, refer to the Failure/Repeat Course Policy found in the HIT Student Handbook.

Northwood Technical College does not discriminate on the basis of race, color, religion, sex, national origin, age, disability or status in any group protected by state or local law in employment, admissions or its programs or activities. The following person has been designated to handle inquiries regarding the College's nondiscrimination policies: Amanda Gohde, Director, Human Resources, Administrative Office, 1900 College Drive, Rice Lake WI 54868, 715-731-1223, Wisconsin Relay TTY:711, amanda.gohde@NorthwoodTech.edu.

COMPUTER NEEDS

Because all HIT program courses are offered online, students are required to have 24-hour access to a computer that has high speed internet access.

CERTIFICATION EXAM

Graduates are eligible to take the Registered Health Information Technician (RHIT) certification examination through the American Health Information Management Association (AHIMA).

ACCREDITATION

The Health Information Management accreditor of Northwood Technical College is the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The College's accreditation for the Health Information Technology degree in Health Information Management has been reaffirmed through 2024-2025.

All inquiries about the program's accreditation status should be directed by mail to CAHIIM, 200 East Randolph Street, Suite 5100, Chicago, IL, 60601; by phone at 312.235.3255; or by email at info@cahiim.org.



BACKGROUND CHECK AND CONVICTION RECORD

Students in the HIT program will attend clinical site(s) for their professional practice experience. These sites are regulated by state and federal government. Laws state that these sites may not hire anyone with a history of conviction of certain crimes. Northwood Tech has contacts with these sites for the purpose of professional practice experiences. As such, Northwood Tech students are held to the same guidelines and expectations.

Before attending a clinical site, HIT students will be asked about their conviction history. Conviction records will be obtained from a national criminal background check, caregiver background check through state Department of Health, and if required, a state criminal background check (depending on student and clinical site location).

A conviction history will not automatically prevent students from attending a clinical site or completing the HIT program. Conviction history must be disclosed to clinical sites, who reserve the right to determine whether the results are acceptable for completion of the professional practice experience. The professional practice experience instructor will make up to three placement attempts. If a student is denied from three clinical sites, based on conviction history, that student will be unable to complete the professional practice course, and the HIT program.

Background check expenses are the responsibility of the student.

SCHOLARSHIPS AND FINANCIAL AID

Full time (at least 12 credits/semester) and part time students (at least 6 credits/semester) are eligible for financial aid. In addition, scholarships are available.

GRADUATE SALARY EXPECTATIONS

Graduates earn between \$35,357–\$51,996 annually. The most recent graduate follow-up study indicates the average yearly salary to be \$43,330.

Checklist for Health Information Technology Admission

**** All criteria in Phase 1 must be met before moving to Phase 2 ****

Phase 1: Application for Health Information Technology Program

_____ Complete Northwood Tech application.

_____ Students who are considering the program must meet one of the following items:

- Minimum High School GPA of 2.1
- ACT Score of 18
- Minimum College GPA 2.0 (min 3 cr)
- Associate or bachelor's degree
- Accuplacer scores

Additional measures may be considered as determined by the counselor.

_____ Have earned a high school diploma or GED/HSED certificate. Current HS seniors must provide both a current high school transcript and a final transcript with confer date

_____ Review and sign Background Check Disclosure

_____ Review and sign Functional Abilities Disclosure

_____ Complete admissions meeting with Northwood Tech counselor (academic admission requirements apply)

Phase 2: Entry into Health Information Technology Program

_____ Meet with HIT program advisor to determine program sequencing and completion goals

_____ Review and complete the Computer Skills Inventory

_____ Review HIT program orientation materials

Phase 3: Preparation for Professional Practice Experience (last semester of program)

_____ Submit Background Check fee to Student Services as designated on cover page

_____ Have an acceptable National Criminal Background Check and state-specific caregiver background check for where the HIT clinical experience will be completed

_____ Pass a physical exam, have current immunizations, and demonstrate negative status for Tuberculosis (TB). Decision not to receive vaccinations may limit ability to obtain clinical placement based upon meeting site placement requirements.

_____ Review and sign Health Sciences Confidentiality Statement