It is recommended that students complete general education courses before enrolling in the HIT Courses. The Health Information Technology program offered through SICCM, the Southern Illinois Collegiate Common Market, is an Associate in Applied Science Degree program designed to provide entry-level competencies for Health Information Technicians. Students take general education courses on their own campuses and HIT courses together in a SICCM centralized classroom and at clinical and internship sites which are sometimes out of our immediate area. During the program, students will learn technical skills necessary to maintain health record systems consistent with medical, legal, ethical, administrative, accreditation and regulatory requirements of the modern health care delivery system. The Health Information Technician plays an important role ensuring the health care facility received maximum reimbursement for treatment rendered through analyzing and coding medical records accurately.

### PROGRAM ADMISSIONS CRITERIA

DO NOT SUBMIT UNTIL ALL REQUIREMENTS ARE MET.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Must attach a current application for admission to Kaskaskia College. <a href="http://www.kaskaskia.edu">www.kaskaskia.edu</a></td>
</tr>
<tr>
<td>2.</td>
<td>Must be a high school graduate or have GED equivalency.</td>
</tr>
<tr>
<td>3.</td>
<td>Must submit an official final high school transcript or GED scores.</td>
</tr>
<tr>
<td>4.</td>
<td>Must submit official college transcripts from other colleges you have attended to the KC Registrar.</td>
</tr>
<tr>
<td>5.</td>
<td>Must attach an unofficial college transcript from other colleges you have attended.</td>
</tr>
<tr>
<td>6.</td>
<td>Must pass a typing proficiency test, 3 minute 30 wpm/3 errors allowed or previous completion of OFTC 110.</td>
</tr>
<tr>
<td>7.</td>
<td>Must have COMPASS Writing Skills score of 38 or higher and COMPASS Reading Skills score of 81 or higher.</td>
</tr>
</tbody>
</table>

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### PLEASE PRINT - USE BLACK OR BLUE INK ONLY

**Full Name:**

**Mailing Address:** P O Box

**City:**

**Home Phone:** (   )

**Birthdate:** (mm/dd/year) / /

**Alternate Phone:** (   )

**Signature**

**Date:**

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**In-District** [ ] **Joint Agreement District** [ ] **KC STUDENT ID**

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**PLEASE CONTINUE TO BACK PAGE**

**DO NOT FAX**

**RETAIN A COPY FOR YOUR RECORDS**

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**revised 10-01-12**
KASKASKIA COLLEGE
Health Information Technology Program

The following must be on file in the Office of Admissions:

1. Completed Health Information Technology Worksheet
2. Typing Proficiency test.
3. Official High School transcript or GED equivalency
4. Official transcripts of previous college experience

It is the applicant's responsibility to assure that these documents have been received by the college.

Retention in the HIT Program requires that the student earn a grade of "C" or better in specific HIT courses. These courses include the following:

   HITC 101 Introduction to Health Information
   HITC 102 and 103 Health Records Systems and Lab
   HITC 204 Coding
   HITC 203 Management in Health Care
   HITC 215 Fundamentals of Medical Science

Grades of "D", "E", or "F" are considered failing. If a student fails any one of the above courses, the course must be repeated with a passing grade ("A", "B", or "C"). HIT courses are only offered once a year, so the student will have to wait to take courses until a prerequisite course has been completed with a passing grade. All courses must be taken in sequence as specified by course prerequisites unless permission is granted by the program director.

A criminal background check and drug screening will be required after admission into the program.

Students may apply for admission at only one community college for entrance into the program. Each college has six admission slots, for a total class size of twenty-five students. Admission lists will be ranked and determined separately at each college, for the six student slots accorded that college and by the applications submitted to that college.

The six top-scoring students from each college will be admitted to the Southern Illinois Collegiate Common Market Health Information Technology program. A list of accepted students will be developed by mid-March. Accepted students will be informed of admission into the program by the admitting college, and will be required to reply if they desire to enter the program. Should an accepted student choose not to enter the class, the next student in the rank order for that campus will be notified of acceptance.

If a student is accepted to the program and chooses not to enter the fall class, any future admission must be by reapplication. All students must make application for each year they wish to be considered for entrance into the Health Information Technology Program.

Revised 10-01-12