Albany State University

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Health Information Technology

Admission Criteria

The associate degree program in Health Information Technology at Albany State University is designed to prepare the student for entry-level employment as a health information technician who performs tasks related to the use, analysis, presentation, abstracting, coding, storage and the retrieval of health care data in manual or electronic form.

Graduates are eligible to write the national certification examination given by the American Health Information Management Association (AHIMA). Upon successful completion of the examination, the health information technician is awarded the professional credential of a Registered Health Information Technician (RHIT) by the American Health Information Management Association.

Admission Requirements:

For full consideration of admission to the Health Information Technology Program, the student must:

1. Be admitted to Albany State University.
2. Have completed all required Learning Support Courses.
3. Have completed all pre-requisite courses with a "C" or better.
4. Have a minimum GPA of 2.5.

Additional Requirements:

1. Once students are registered for classes, but before being enrolled in the program, they should access Online Learning on the ASU website for orientation to online system requirements.
2. To continue in the Health Information Technology Program, a minimum grade of "C" is required in all HITE courses. All of the student's HITE course work will be evaluated by the program director. More than two "W", "D" and/or "F" in HITE courses will result in permanent dismissal from the program (this may be two courses or failure in the same course twice).
3. High speed internet is highly recommended for optimal use of AHIMA's Virtual Lab applications.
4. Professional liability insurance is required and is available through the college. The cost of this insurance is approximately $17.50 per year and is included in the fees.
5. Because of the nature of the profession, the student is required to sign and abide by a statement that the student will honor the confidential nature of health/medical records (HIPAA). A charge of breach of confidentiality will be treated according to the procedures outlined in the Student Handbook, "Code of Conduct."
6. Student membership in the American Health Information Management Association (AHIMA) is recommended. The cost of student membership is approximately $45 per year.
7. A student may be denied permission to continue in the program if in the opinion of the faculty, the Dean of Health Sciences, and the Vice President of Academic Affairs, the student does not demonstrate the necessary qualifications for a health information technician.
8. To satisfactorily complete the curriculum and to develop the skills required of an entry level health information technician, the student must demonstrate:
   - *Visual Acuity* (with or without corrective lenses): to read paper, microfilm, and electronic documents.
   - *Physical Ability*: to process reports and records, to operate equipment necessary for record keeping (for example, manually operated filing equipment, printers, microfilm reader/printers, computer keyboard), and to move about in space limited by compacted filing.
   - *Manual Dexterity*: to perform the fine motor functions necessary to document analysis of records (for example, must use pens, pencils, and manage papers), and to operate electronic equipment (for example, computers, word processors).
   - *Hearing* (with or without aids): to hear the spoken voice in order to be able to respond verbally.

The Health Sciences department is responsible for the information on this page.
To inquire about the Health Information Technology program, please contact Email: Misty Neal.

Albany State University

Calendar	Directory	ASU Help Desk
Give to ASU	Equal Employment Opportunity	Ethics & Compliance Hotline
	Employment Opportunities	Academic Complaint Form

ASU East Campus   **ASU West Campus**

504 College Drive   2400 Gillionville Rd
Albany, GA 31705   Albany, GA 31707
Phone: 229-430-4600   Phone: 229-430-4600

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