

MVCC Health Information Technology

Admission to the Health Information Technology Program

Admission to the Health Professions at MVCC is a competitive, time-sensitive, and sequential process. The following are the requirements to apply for our programs. Applicants are also encouraged to carefully review the *MVCC HLTP Essential Functions* document.

PREREQUISITES (Please see chart for ALL Health Care Programs)

All applicants must meet or be working towards the completion of the following prerequisites at the time of application:

- High school diploma or its equivalent **AND**
The most recent of the following:

HLTP PROGRAM	Minimum History			Math Score				**Chemistry w/Lab			**Biology w/Lab		*** TEAS Score
	TASC Score	High School Average	College GPA*	SAT	ACT	MVCC Placement	College Math	High School	CH 111/112	CH 131	High School	College	
HIT	≥ 2500	75	2.0	530	19	51	≥ C	RECOMMENDED			RECOMMENDED		N/A
Nursing	≥ 3500	85	2.8	530	19	51	≥ C	≥ 75	≥ C	≥ C	RECOMMENDED		58.7
Radiology	≥ 3500	85	2.8	530	19	51	≥ C	≥ 75	≥ C	≥ C	≥ 70	≥ C	N/A
Respiratory	≥ 3100	80	2.5	530	19	51	≥ C	≥ 70	≥ C	≥ C	RECOMMENDED		N/A
Surgical Technology	≥ 3100	80	2.5	530	19	51	≥ C	RECOMMENDED			≥ 70	≥ C	N/A

*You must have at least 12 college credits to utilize a College GPA. Consideration will be given for college level classes taken in High School.

**If you have a completed degree, or have successfully completed an approved college level Anatomy and Physiology sequence within the last seven (7) years at MVCC or another college, you may be exempt from the Biology/Chemistry requirement.

^aHigh School Chemistry with a final grade and/or Regents exam score of a 75 or higher required for Nursing and Radiology.

^bHigh School Chemistry with a final grade and/or Regents exam score of a 70 or higher required for Respiratory.

*** The ATI TEAS V must be taken within two (2) years of the application date and can only be taken twice within the two (2) year period with a minimum adjusted individualized total score of at least 58.7 to be accepted into the Nursing Program.

IMPORTANT NOTES

- HLTP courses are sequential and begin in the fall/spring semester. Students must complete the application process and have all relevant admission documents submitted and testing completed by **March 1st/October 1st**. Applications received after **March 1st/October 1st** may be considered on a space-available basis.
- Applicants may have no more than one repeat (F, D or W) in any of the above prerequisite college courses within seven years of applying to the program. Courses include math and/or chemistry courses taken at the college level.
- Applicants who have received *more than one* "D", "F", or "W" for any of the below courses at MVCC or at any other college within seven years of application are ineligible to apply to the program. If the unsuccessful grades were received beyond seven years ago, you may submit an appeal request in writing to the Health Professions Department in order to be considered for the program.
 - Human Anatomy & Physiology 1
 - Human Anatomy & Physiology 2
 - Microbiology
 - Any core program course
- Students with a single failure in any of the above courses will be placed on deferment for a period not to exceed one year, and are required to submit a *Request for Continuance* prior to **March 1st** to resume core program courses.

If you require any specific accommodations throughout this process please contact the Office of Accessibility Resources at: 315-792-5644 or email tmariotti@mvcc.edu

ALL PROSPECTIVE STUDENTS MUST COMPLETE THE FOLLOWING STEPS TO OFFICIALLY APPLY FOR ADMISSION TO THE HEALTH INFORMATION TECHNOLOGY PROGRAM:

STUDENTS NEW TO MVCC:

Step 1: All New MVCC students need to submit a completed MVCC college admission application (www.mvcc.edu/apply) to the college's Admission Office by **March 1**, including all official college and/or high school transcripts. OUTSIDE OF THE UNITED STATES: Request a professional education credential evaluation report from an evaluation service [such as World Education Services (www.wes.org)]. Please request that an official copy of the report be sent to: Mohawk Valley Community College, Office of Admissions, 1101 Sherman Drive, Utica, NY 13501. Applications received AFTER March 1st will be reviewed on a space available basis. Once a complete application, including transcript, is received by the college, the application will be reviewed by the Admissions office and students will be notified in a timely manner of their next steps.

Step 2: If it is determined a student meets the initial eligibility requirements to be considered for the Health Information Technology program, students will receive a Health Information Technology Program Application which must be completed and submitted to the Admissions Office no later than March 1st in order for the Selection Committee to review the application. Applications received after March 1st will be considered on a space available basis.

If after review of the college application determines a student is not eligible to be considered for acceptance in to the Health Information Technology program, the Admissions Office will provide information on how to proceed.

*** It is recommended that students complete the MVCC Placement Test and receive an eligible score on the math portion that will allow the student to enroll in MA110. Students may be exempt from taking certain portions of the placement test based on the college's "Placement Testing Exemption Policy" which can be found at: www.mvcc.edu/placement-testing-exemption-policy*

CURRENT MVCC STUDENTS:

Step 1: Contact Academic Advisement at (315) 731-5710 to schedule an appointment with an appropriate advisor to review the Health Information Technology Program application process

Step 2: If all required prerequisites are completed, the applicant will be directed to complete the Health Information Technology Program Application. Please *PRINT* legibly in blue or black ink and include any additional significant information that you would like the Selection Review Committee to consider. Applications should be submitted to the Health Professions Office, PH 349.

ALL HEALTH INFORMATION TECHNOLOGY CANDIDATES WHO MEET INITIAL ELIGIBILITY REQUIREMENTS:

Step 3: In addition to the Health Information Technology Application, students **must include** a written **Letter of Intent** by **March 1st** to emphasize what they can bring to the Health Information Technology program and profession and include a reflection of your personal background and accomplishments. Also, discuss your achievements, talents, and your long term professional goals.

TRANSFER APPLICANTS:

Transfer application deadline is March 1 for fall term Health Information Technology courses and October 1 for spring term Health Information Technology courses.

Transfer Applicants are applicants with transfer credit for Health Information Technology Course(s) from another college and must apply, meeting all program and prerequisite criteria, and will be considered on an individual basis. Students must submit an official college transcript to the college in order for a credit evaluation to be completed in order to determine placement in to the program if offered a seat.

Note to international candidates: See the webpage link <http://www.mvcc.edu/international-admissions/admissions-requirements> for information.

READMISSION APPLICANTS

Readmission only includes applicants who had a break in sequence **longer than one year due to medical or military leave**.

- Readmission into the program and/or Course(s) requires approval of the Associate Dean, and is on a space-available basis.
- Science credits earned over seven years prior to application without a completed degree will not satisfy course requirements.

Notify the Associate Dean in writing requesting readmission indicating course and semester for which readmission is sought.

- Send letters to: Melissa Copperwheat, Payne Hall 349, 1101 Sherman Drive, Utica, NY 13501

ADMISSIONS DECISION-MAKING PROCESS

The Admissions decision-making process is conducted by each *MVCC Program Selection Committee* for the respective program.

- Applicants who have met all application requirements will be considered for admission. **As these program are highly competitive, meeting initial eligibility requirements does not guarantee admission into your program of choice. Applications received after **March 1** may be considered on a space-available basis.*
- The Health Information Technology Program Selection Committee will meet after **March 1** to select candidates for acceptance into the program. All decisions of each Program Selection Committee are final.
- Letters of acceptance or denial for the program will be mailed to candidates on or around **April 15**. Applicants **who have not been accepted** will receive a letter of denied acceptance so that the individual will be able to act accordingly on his/her future plans without delay.

ESSENTIAL FUNCTIONS

The essential skills and relevant activities are listed for your review so that potential students can decide whether or not they may be able to complete the requirements for the Health Information Technology Program.

MVCC complies with the Americans with Disabilities Act of 1990. The college will endeavor to make reasonable accommodations for an applicant with a disability, who is otherwise qualified. Applicants who are unsure if they can meet these essential skills or know they will need help in meeting them should contact the Office of Accessibility Resources at (315) 792-5644 to discuss accommodations and/or auxiliary aids.

A student in the Health Information associate degree program must have the abilities and skills necessary for use of the HIT process. The following is a representative list of the essential skills, with or without accommodation, expected of students enrolled in the HIT program.

1. Demonstrate discretion and assurance of patient right to privacy and confidentiality at all times.
2. Demonstrate assertiveness while maintaining professionalism when encountering tense situations.
3. Demonstrate the ability to diffuse emotions while solving problems.
4. Demonstrate the ability to be detailed oriented.
5. Demonstrate the ability to stay focused in stressful situations.
6. Demonstrate basic understanding of medical terminology, human anatomy and physiology, pathophysiology, and pharmacology.
7. Demonstrate logic and the ability to analyze information.
8. Demonstrate the ability to adapt to new technologies and software applications.
9. Demonstrate the ability to communicate effectively and efficiently in English, both written and verbally.
10. Demonstrate respect of self and others.
 - Health Information Technology students are required to participate in a Professional Practice Experience (PPE) as part of their program. This PPE allows students to gain inside knowledge and professional experience in preparation for entering the Health Information Technology field. Students will have 14 weeks during which to complete the uncompensated-hour requirement. While there may be flexibility in the days and hours worked, it should be understood that many sites operate during normal business hours of Monday – Friday 8:00 – 5:00 pm. There are no weekend or evening hours available at PPE sites. Travel outside the Utica/Rome area may also be a requirement to complete the PPE.
 - In addition to the above mentioned, students will be required to complete CPR certification, complete a health physical form with vaccination documentation including flu vaccination and lab results dated within three months of their PPE start date.
 - For additional resources regarding available credentials and pathways, please visit www.ahima.org.