



**ALLIED HEALTH DIVISION**  
615 City Park Avenue  
New Orleans LA 70119-4399

## HEALTH INFORMATION TECHNOLOGY PROGRAM APPLICATION INSTRUCTIONS

Thank you for your interest in the **Health Information Technology Program** offered through Delgado Community College, City Park Campus.

This program is a limited admissions program which accepts one class of no more than 20 students to start each year in August. The program is a two year part-time time commitment composed of online courses, face to face laboratory courses at City Park Campus and off-campus professional practice experience at a health care facility.

**APPLICATIONS ARE ACCEPTED THROUGH APRIL 30<sup>TH</sup> EACH YEAR FOR THE CLASS THAT BEGINS IN AUGUST. Applicants must have successfully passed all required pre-requisite courses prior to entering the program (successfully completing these courses during the summer prior to program entry is acceptable).**

### Selection Process:

- a. Applications will be reviewed in May and June. Students will be notified of eligibility via Delgado email and personal email listed in LOLA only. Eligibility includes:
  - a. A completed application
  - b. A cumulative grade point average (GPA) of 2.0 or better in all college courses, including all colleges attended.
  - c. Major must be listed as Health Information Technology.
  - d. Completion of required pre-requisite courses with a grade of "C" or better prior to program entry date (August).
  - e. Completion of narrative returned with application.
  - f. Completion of Acknowledgment of Physical/Technical Requirements Form
  - g. **Attendance at the "Mandatory Candidate Orientation" the SECOND TUESDAY IN JUNE promptly at 3:00pm. The orientation will last at least two hours. Building 4, Room 311.**
    - i. This is a mandatory required attendance. If you are not present at this orientation, it will be assumed that you are not interested in being considered as a candidate for the Health Information Technology Program. **You will receive ONE email reminder through the email that is listed as your preferred email in the Delgado email system.**
    - ii. Completion of written interview questions.
    - iii. Completion of Curriculum and Professional Practice Acknowledgment Forms.
- b. Candidates will be notified of their selection to the Health Information Technology Program via a formal letter submitted via email as stated above.

### Program Requirements:

- a. **Must meet all physical/technical standards (see separate form)**
- b. **Complete medical exam and vaccines/titers prior to professional practice experience**
- c. **Purchase books and other technology (computer, headphones/microphone, web camera) to be utilized in the courses**

Delgado Community College assures equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, disability, marital status or veteran's status in the admission to, participation in, or employment in the programs and activities of the college

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HEALTH INFORMATION TECHNOLOGY PROGRAM ESTIMATED PROGRAM COSTS (tuition not included)

| Semester            | Books/Other  | Estimated Costs – Based on New |
|---------------------|--|--------------------------------|
| Semester #1 - Fall  | Books  | \$750                          |
|                     | AHIMA Dues – Student   | \$45                           |
| Semester #2- Spring | Books  | \$325                          |
| Semester #3 -Summer | Books  | \$100                          |
| Semester #4 Fall    | Books  | \$300                          |
|                     | V-Lab License  | \$120                          |
|                     | PPE Preparation – Medical Exam, Background Check, Drug Screen, TB test, MMR or titer, chickenpox or titer, | \$200                          |
| Semester #5 Spring  | Books  | \$200                          |
| Total Estimate      |  | \$2010                         |

\*\*\* Book costs are subject to change each semester\*\*\*

Application Process

| Step            | Date  | Action   |
|-----------------|---|--|
| <b><u>1</u></b> | <b><u>Submit Application</u></b>  | <b><u>April 30th</u></b>                         |
| 2               | Application Reviewed by HIT Staff   | May 1 <sup>st</sup> through May 30 <sup>th</sup> |
| <b><u>3</u></b> | <b><u>Attend Mandatory Orientation Meeting</u></b>  | <b><u>SECOND TUESDAY IN JUNE at 3:00pm</u></b>   |
| 4               | Applicants notified of decision via Delgado and personal email provided in LOLA.  | Fourth week of June                              |
| 5               | Applicants send acceptance to Program Director via email  | Fourth week of June                              |
| 6               | Registration office notified of student's program admittance – Student status changed to allow registration in HIT/Medical Coding Program Courses | Second week of July                              |
| 7               | Student's register for Program classes.   | Second – Third week of July                      |