The Health Information Technology (HIT) program provides instruction and professional practice experience in the management and quality of health data relating to medical records. Health information professionals are responsible for maintaining components of health information systems consistent with medical, administrative, ethical, legal, regulatory and accreditation requirements of a health care delivery system.

PROGRAM REQUIREMENTS:

PREREQ: ENGL 91 or ENGL 86 or ESL 150 or placement in ENGL 95 or ENGL 88 or ESL 160. 
Recommended: Placement into MATH 40 or higher.

ADMISSION REQUIREMENTS:

18 years of age minimum

Certificate or Degree:
The program offers an Associate in Science degree in Health Information Technology (HIT). Successful graduates of the degree curricula are eligible to take the national certification examination given by the American Health Information Management Association (AHIMA). Successful candidates earn the credential of Registered Health Information Technician (RHIT). Certificate programs are also available for prospective employment as HIT Clerk I and HIT Clerk II, HIT Coding Specialist, and HIT Technician.

ORIENTATION AND COUNSELING

All applicants should attend an orientation.
Orientation is held at the John Adams Center, 1860 Hayes Street on the following dates:

<table>
<thead>
<tr>
<th>Orientation Dates</th>
<th>Time &amp; Room</th>
<th>To be followed by general counseling</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, May 3, 2018</td>
<td>4:00 p.m., 3rd Floor, Room 303</td>
<td></td>
</tr>
<tr>
<td>Wednesday, August 15, 2018</td>
<td>3:00 p.m., 3rd Floor, Room 303</td>
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<tr>
<td>Thursday, November 1, 2018</td>
<td>4:00 p.m., 3rd Floor, Room 303</td>
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</tr>
<tr>
<td>Thursday, December 6, 2018</td>
<td>4:00 p.m., 3rd Floor, Room 303</td>
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</tbody>
</table>

Orientation lasts approximately 2 hours and 30 minutes. Due to limited space, we cannot allow visitors or children.

FOR PROGRAM INFO:
For questions regarding the HIT program, please call Wanda Ziemba at (415) 561-1818 or email wziemba@ccsf.edu. For an informational packet, please call (415) 561-1900 or visit our web site at www.ccsf.edu and click on the following: Our Locations, John Adams, Health Care Tech Programs.
ENROLLMENT PROCEDURES

Students who are new to City College of San Francisco must also submit a separate application to the college.

1. CCSF CREDIT APPLICATION
2. CCSF CREDIT PLACEMENT TEST
3. MANDATORY ORIENTATION AND COUNSELING
4. REGISTRATION

COSTS: (subject to change without prior notice)

$  46 per semester unit for California resident

$234 per semester for nonresidents + $7 per unit for capital outlay fee + $46 per unit for enrollment fee

$  20 for Student Health Benefit fee for ALL students

* Addition costs (if applicable) for books, certification, equipment, materials and/or uniforms, etc.

FREE CITY Program for eligible San Francisco residents  https://www.ccsf.edu/freecity

To receive information about financial aid, call a financial aid counselor at Phelan Campus, (415) 452-5207 and request an appointment or contact Winnie Yiu, Financial Aid Counselor at John Adams Center, 1860 Hayes Street, Room 142, (415) 267-6565.

CREDIT PLACEMENT TEST(S)

All students who are new to City College of San Francisco must take a placement test in English/Math or ESL/Math. You must present a photo I.D. (driver's license, passport, etc.) at the time you take the test.

Please arrive 10 minutes before the schedule in order to be seated. Seating is limited to 30.

| John Adams Center, 1860 Hayes Street @ Masonic, ROOM 100 |
|---------------------------------|---------------------------------|
| Native English / Math / Algebra | English as Second Language (ESL) / Math / Algebra |
| Thursday | October 11, 2018 | 1:00 p.m. | Wednesday | October 10, 2018 | 8:30 a.m. |
| Thursday | October 18, 2018 | 8:30 a.m. | Wednesday | October 17, 2018 | 1:00 p.m. |

You may print out your test results online at https://www.ccsf.edu/w4 or clicking under “Student Services“ tab, go to “Student Records” after your CCSF admissions application has been processed. You are encouraged to attend a CCSF orientation to have your results and class registration explained. Feel free to call 415-561-1835 to speak with a Counselor at John Adams Center.

Exemptions to the City College Placement Test(s) are as follows:

1. Interested in a class without math and/or English prerequisites. Check “Exemption from Matriculation” box in credit application)
2. Already have an associate degree or higher from a U.S. accredited school.
3. Completed a college-level math and/or English 1A equivalent course.

To apply for this waiver, take a copy of your transcript to the Ocean Campus (50 Phelan Ave.), Admissions and Records, Conlan Hall, Room 107 OR provide a copy of your unofficial transcript to the John Adams Center, Student Services, Room 143 or Ocean Campus, Matriculation Office, Conlan Hall, Room 204.

For future credit placement testing dates (English, English as Second Language, and Math) go to www.ccsf.edu and type in the Search Box “Take a Placement Test”. Future testing dates, times, and locations will be listed a month at a time.

Testing Office at Ocean Campus 415-239-3128.

It is the policy of the City College of San Francisco to provide all persons with equal employment and educational opportunities regardless of race, color, ancestry, national origin, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, gender identity, or status as a Vietnam-Era veteran.

These categories specifically include status as a lesbian, gay, bisexual, transgender, or questioning person in any District program or activity.