HEALTH INFORMATION TECHNOLOGY (HIT)

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 RECOMMENDED PREPARATION: (2020-21 College Catalog, pages 285-288)

Strongly recommended for success in the HIT program: ENGL 88 or ESL 186 or placement in ESL 188 or readiness for college-level English.

Recommended Prep: 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. Remote Counseling Services are available for students by Zoom appointment, phone (415) 561-1925, phone appointment online esars.ccsf.edu or email academiccounseling@ccsf.edu.

It is recommended to JOIN A MEETING before ZOOM orientation starts.

<table>
<thead>
<tr>
<th>ZOOM Conference</th>
<th><a href="https://cccconfer.zoom.us/join">https://cccconfer.zoom.us/join</a> (attend one)</th>
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<tbody>
<tr>
<td>6:00 pm – 7:30 pm Pacific Time (US and Canada)</td>
<td>Meeting ID 97874244705</td>
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</table>

| March 25, 2021 | Thursday | January 27, 2022 | Thursday |
| May 27, 2021  | Thursday | March 24, 2022  | Thursday |
| July 22, 2021 | Thursday | May 26, 2022   | Thursday |
| Sept. 23, 2021| Thursday |

FOR PROGRAM INFO:

For questions regarding the HIT program, please email Wanda Ziemba at wziemba@ccsf.edu. For a HIT informational packet, please call (415) 561-1813 or visit our web site at https://www.ccsf.edu/myccsf and click on the following: Academics, Schools & Departments, Health Care Technology.
Visit “Virtual Help Counters CCSF” or call 415-239-3000 for CCSF remote services.

**COLLEGE ADMISSION PROCEDURES**

Apply for Admission/Readmission with “Apply to CCSF” (Search) at www.ccsf.edu. New Credit or Returning Credit Students or Continuing Students, follow five (5) Easy Steps:

1. **Apply for Admission:** Go to Credit Admissions or call 415-239-3285.
2. **Complete the Assessment:** Go to Assessment Center or call 415-239-3751.
3. **Attend an orientation for the health program of interest** (See other side for details).
4. **Meet with a CCSF Counselor** (Counselors available at John Adams Center or call 415-561-1925).
5. **Register for Classes:** Go to Online Schedule.

**ASSESSMENT AND PLACEMENT**

Placement procedures for Native English, Math and English as Second Language (ESL).

Go to “Math and English Placement” page (Search) at www.ccsf.edu
- Complete online “High School Data Form” for English and Math placement by self-reported high school grade point average, and high school coursework.
- Complete “College and/or Test Data Form” for English and Math placement by prior college-level English and Math coursework or standardized tests (SAT, AP Exams, GRE).

For English as Second Language placement:
Go to “Credit ESL Placement Test” page (Search) at www.ccsf.edu for two part remote testing.
- Complete “Online ESL Guided Placement Tool” (Part I) and CCSF Testing will contact student to arrange for remote ESL writing test (Part II). Results will be evaluated by ESL faculty and ESL placement made.

**PAYING FOR COLLEGE**

COSTS: (subject to change without prior notice) Go to “Tuition and Fees Office” or call 415-239-3522

- California residents: $46 per unit
- Nonresidents: $344 per unit ($46 per unit + $290 nonresident tuition + $8 Capital Outlay)
- $20 Student Health Fee ($16 in Summer)
- Additional costs: books, supplies, uniforms, equipment, certification, etc.

“Free City” Program: free tuition to CCSF for eligible San Francisco residents. See www.ccsf.edu/freecity

Financial Aid available. Go to “Financial Aid Office” (Search) at www.ccsf.edu or call 415-239-3577

For more information about graduation rates, loan repayment rates, and post-enrollment earnings about this institution and other postsecondary institutions please click here: https://collegescorecard.ed.gov/

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.

Visit the CCSF Virtual Campus for more information about our resources for students and to schedule an appointment with a counselor.