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:
▪ 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

CERTIFICATION 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
Remote Counseling Services are available for students:
  1. Zoom appointment, phone (415) 561-1925
  2. Phone appointment online esars.ccsf.edu
  3. Email academiccounseling@ccsf.edu

All applicants should join a ZOOM orientation meeting.

<table>
<thead>
<tr>
<th>ORIENTATION DATES</th>
<th>Log in at: <a href="https://cccconfer.zoom.us/join">https://cccconfer.zoom.us/join</a> (attend one)</th>
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<tbody>
<tr>
<td>July 22, 2021</td>
<td>Time: 6:00pm – 7:30pm</td>
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<tr>
<td>September 23, 2021</td>
<td>Meeting ID: 97874244705</td>
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<td>November 18, 2021</td>
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<td>January 27, 2022</td>
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<td>March 24, 2022</td>
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<td>May 26, 2022</td>
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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.

HEALTH CARE TECHNOLOGY OFFICE: 415-561-1813
STUDENT SERVICES OFFICE: 415-561-1835
Visit “Virtual Help Counters” or call 415-239-3000 for CCSF remote services.

5 STEPS COLLEGE ADMISSION PROCEDURES

1. Apply for Admission: Go to Credit Admissions or call 415-239-3285.
   - NEW CREDIT STUDENTS: Please fill out a CCSF credit application at Admission & Registration or call 415-239-3285
   - CONTINUING STUDENTS: Have attended CCSF before as a credit student, but have been away for 1 semester. Please update your profile if there are any changes. Go to step 3.
   - RETURNING STUDENTS: Have attended CCSF before as a credit student, but have not enrolled in courses for 2 consecutive semesters or more. Please update your profile if there are any changes. Go to step 3.

2. Complete the Assessment: Go to Assessment Center or call 415-239-3751.
   PLACEMENT PROCEDURES FOR NATIVE ENGLISH AND MATH
   - 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 course work 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.

3. Attend an orientation for the health program of interest. After orientation if there are no questions about registration, tuition & fees, financial aid, or other student services go to step 5.

4. Meet with a CCSF Counselor (Counselors available at John Adams Center for Zoom counseling appointments, call 415-561-1925.)

5. Register for Classes: Go to Online Schedule.

PAYING FOR COLLEGE

COSTS: (subject to change without prior notice) Go to “Tuition & Fees Office” or call 415-239-3522
- California residents: $46 per unit
- Nonresidents: $360 per unit ($46 per unit + $307 nonresident tuition + $7 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 http://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/

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

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.