



NOTICE TO PROGRAM APPLICANTS

The Health Sciences Department makes every effort to provide an understandable application process by insuring each applicant has the necessary information for application completion. It is the student's responsibility to review the application requirements and selection criteria for the individual program to which they are applying as some programs have additional requirements beyond those listed as for the Health Sciences Department. Application requirements and selection criteria are subject to change. Please visit each program's website for detailed information about their program's application and selection process.

All applicants have equal opportunity to contact the program director prior to submitting their application. Each program reserves the right to consider an applicant ineligible for program admission if he/she neglects any part of the stated requirements for application or selection. Fulfilling all application criteria does not guarantee acceptance into a program as program size is limited. Acceptance to any Health Sciences Department Program is subject to completion of a background check and drug screen.

Health Sciences Department front office personnel are able to assist you with general application questions you may have. However, it remains the responsibility of the applicant to follow all written instructions for application submission and selection criteria.

Alamo Colleges District, St. Philip's College, the Health Sciences Department and its programs are not responsible for any applicant misinterpretation of the application or selection process. As evidence that you have read and understand this notice, you will be asked to confirm with your signature on the Health Sciences Department Application.



Application Process

A program application (*separate from the admission application to the College*) must be submitted **no later than August 1st for Fall cohort admission**. Cohorts begin in the fallsemester. To request an application, students must:

- Ensure *ALL college transcripts* be on file in Records and Registration
- Students electing specialization in the Health Information Technology (HIT) program must first meet previously noted St. Philip's College admission requirements
- Students must also meet the HIT Program admission requirements
- Submit an email to the **Program Director** upon completion of all admission requirements and request the HIT Program application. Email must include student Banner ID which is obtained through completion of AlamoEnroll or being currently active as an Alamo Colleges student.

Program Director and/or faculty will review the academic file and respond to the student with information regarding the curriculum and other processes as well as the application if the abovelisted requirements are met.

Student will submit the completed application form and all other items listed to comprise the Application Packet to the Health Sciences Department:

Attn: Health Information Technology Program via Certified mail postmarked no later than **August 1st for Fall** cohort admission.

St. Philips College
Health Information Technology Program
1801 Martin Luther King Drive, CHP 130
San Antonio, Texas 78203

Form must contain:

- Banner ID
- Social Security #
- student@alamo.edu email
- current mailing address, phone number and alternative email
- list of all colleges attended
- verify all transcripts are on file in Records and Registration
- detailed signed resume with emphasis on health information technology related employment as applicable to include email
- one-page essay 'Why you chose Health Information Technology'
- incomplete **applications will not be reviewed**

STUDENT APPLICATION FORM

Submit completed applications to: St. Philip's College Health Information Technology Program, 1801 Martin Luther King Drive, CHP 130, San Antonio, Texas 78203 by the due date using certified mail.

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|---|------------------|---------------------|--|
| Anticipated semester and year of entry: Semester Fall - Year 20__ | | BANNER ID: | |
| Name: (Last, First, MI) | | SS#: | |
| Street Address: Apt # | City | State | Zip |
| | | | ACES Student Email (this is the official College email address, xxxxxx@student.alamo.edu): |
| Personal contact phone number (s) and alternative email: | | | |
| List All Colleges/Universities Attended (include attachments as necessary) (all official transcripts must be on file with Records and Registration office) | | | |
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| Transcripts of All Colleges/Universities are on file with St. Philip's College Yes__No__ | | | |
| Employment History: Provide detailed resume attachment with particular emphasis on any health information technology related work experience. | | | |
| Are you eligible to work in the United States? | Yes | No | |
| Have you been arrested or convicted of a felony? | | | |
| Arrested or convicted of a misdemeanor? | | | |
| Medical Emergency Numbers: | | | |
| Name | Contact # | Relationship | |
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PROGRAM INFORMATION

In accordance with the mission of St. Philip's College, the mission of Health Information Technology (HIT) is to provide an environment fostering excellence in technical achievement while remaining responsive to the needs of the community. The mission is fulfilled by providing education and training that assures demonstration of health information entry level competencies by the graduates of the Health Information Technology program.

[Entire HITT curricula is taught online with two exceptions. The first exception is each Fall and Spring semester, HIT students have an orientation day on the first Wednesday of the semester. Secondly, students enrolled in HITT 2361 will need to complete 80 hours at a clinical site in the last semester \(Placement at a San Antonio or surrounding area facility during daytime business hours is required. Save Paid Time Off, Vacation Time, and/or Leave Time starting now.\) Online courses are rigorous and reading intensive, as is the profession.](#)



HITT 2361 Clinical

All students accepted into Health Information Technology program at St. Philip’s College must present evidence of having met the immunization, CPR, Criminal Background Check and Drug Screen requirements which are due the first Friday in December. Further detail about the program will be given to students in the HITT Student Handbook, during the first day of the semester meeting.

THECB statutory requirement. Notice to All applicants and enrolled students:

Applicants and enrollees in certain educational programs could face consequences of any criminal conviction on eligibility for an occupational license. (Enacted by the legislature of the State of Texas: Section 1. Chapter 53, Occupations Code, is amended by adding Sub-chapter E to read as follows:

SUB-CHAPTER E. NOTICE OF POTENTIAL INELIGIBILITY FOR LICENSE Sec. 53.151. DEFINITIONS. Section 53.001, in this sub-chapter, "licensing authority" and "occupational license have the meanings assigned to those terms by assigned to those terms by Section 58.001. Sec. 53.152. NOTICE BY ENTITIES PROVIDING EDUCATIONAL PROGRAMS. Acknowledge Texas Success Initiative (TSI) Compliance. Also under the Texas Administrative Code, Title 19, Chapter 4, Subchapter C).

Please note this paragraph is for the HIT Program. www.alamo.edu/spc/hit Each Health Science Program will have their own statement in this paragraph.

For Health Information Technology, the program is not licensed or certified, but offers a registry exam (Registered Health Information Technician) upon successful completion of the program, at American Health Information Management Association <https://ahima.org/> by the Commission on Accreditation for Health Informatics and Health Information Management, available at <http://www.cahiim.org/index.html>

Program Physical and Mental Requirements. In order to fulfill the requirements of the Health Information Technology program, students must be able to meet the physical and mental demands associated with the profession. These requirements include but are not limited to the following: standing, sitting, lifting, talking, seeing, communicating, etc. Time is spent sitting for entering and analyzing data. Electronic data entry is frequently required as sitting in front of the computer for several hours. Emotional maturity and stability to approach highly stressful human situations in a calm and rational manner. Using clinical judgement for critical thinking, adhere to ethical standards of conduct. Ability to provide effective written, oral, verbal and nonverbal communication.

Statement of Non Discrimination. Reference: No person shall, on the basis of race, color, sex, pregnancy, religion, creed, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, sexual orientation, gender, transgender status, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status, any other protected category under applicable local, state or federal law, or persons who have opposed discrimination or participated in any complaint process on campus or before a government agency, be excluded from participation in, denied the benefits of, or subjected to discrimination in employment or under any program or activity sponsored or conducted by the College District. H.I.1

I understand that falsification of any information on application will automatically disqualify me as an applicant for admission and will result in my being dropped from the Health Information Technology Program.

Applicant Signature

Date