



Associate of Applied Science (AAS) In Health Information Technology & Certificate in Medical Coding

PROGRAM HANDBOOK



SFCC's AAS program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). When you complete the AAS program, you may take the national credentialing exam for Registered Health Information Technicians (RHIT). If you receive a Professional Certificate in Medical Coding, you can take the American Health Information Management Association (AHIMA) exam to become a certified coder.

CAHIIM c/o AHIMA
233 N. Michigan Avenue, Suite 2150
Chicago, Illinois, 60601-580
(312) 233-1131
www.cahiim.org

Vision

State Fair Community College will be an exceptional student-centered college that empowers individuals to grow, thrive and prosper within a changing world.

Mission

State Fair Community College provides relevant and innovative learning experiences that successfully prepare students for college transfer, career development and lifelong learning. SFCC is committed to being accessible and affordable; values collaborative partnerships; and strengthens and enriches the intellectual, economic and cultural vitality of the communities it serves.

Core Values

People: Work collaboratively in a supportive environment that keeps students central and values employees, the college family and the people we serve

Excellence: Focus on quality and continuous improvement in programs, services and processes

Diversity: Ensure fair and equal access for all; recognize, appreciate and celebrate the strength of diversity

Innovation: Encourage and reward new ideas, proactive thinking and use of evolving technology

Respect: Foster trust, courtesy and open communication

Integrity: Promote ethical and honest behavior

Accountability: Maintain effective and efficient programs and services

Wellness: Encourage health and wellness among students and employees

Fun: Enjoy and celebrate the work we do

Program Mission

SFCC's Health Information Technology program will provide the knowledge and technical skills needed for a career in health information management to ensure the maintenance, security, integrity, confidentiality, and availability of healthcare information in every setting. Graduates from a CAHIIM accredited program are eligible to apply for AHIMA's Registered Health Information Technician and Certified Coding Associate credential exams, and allow students to enter a specific career and/or transfer to a baccalaureate level program.

HIT Program Goals

1. The program will provide a plan for faculty that establishes or assesses the knowledge, skills, qualifications, and experience pertinent to the professional curriculum content that they are assigned to teach. This includes efforts to keep current in health information management and/or other relevant professional content and practice, as well as other components of advanced formal education.
2. The program's mission and goals are outcome-focused and relevant to the mission of the sponsoring educational institution. The program must assess the appropriateness and effectiveness of the curriculum, with the results of the program assessment used as the basis for ongoing planning and program improvement.
3. The program will provide assurance that the educational needs of students are met and that graduates demonstrate at least the AHIMA entry-level curriculum competencies.
4. The Advisory Committee will assist program faculty and sponsoring educational institution personnel with the development and revision of program goals and curriculum monitoring program needs and expectations and ensuring program responsiveness to change.

HIT Program Outcomes

Upon graduation of the Program, the student will be able to:

1. Demonstrate entry-level health information management knowledge at the Associate degree level in accordance with the American Health Information Management Association's Registered Health Information Technician (RHIT) credential.
2. Exhibit clear and effective communication skills, critical thinking, and problem solving
3. Enter the workforce with a knowledge and understanding of ICD-CM/PCS, CPT and HCPCS coding systems
4. Obtain employment in the Health Information field of study.

Introduction

The Professional Certificate in Medical Coding will prepare students for The American Health Information Management Association (AHIMA) certification exam to become a certified coder. Medical coders assign a code to each diagnosis and procedure by using classification systems software. The classification system determines the amount for which health care providers will be reimbursed if the patient is covered by Medicare, Medicaid, or other insurance programs using the system.

The AAS in Health Information Technology (HIT) program will give students the education needed for greater success in their new chosen profession. The value in completing the HIT degree is eligibility to take the national credentialing exam for registered health information technicians. Other benefits for the student are to improve earning potential; open doors for career advancement; reach short-term goals and focus on long-term goals; achieve a foundation of broad and deep understanding of the health information management field; be associated with The American Health Information Management Association's (AHIMA) strong and long-standing reputation of excellence, and connect with a strong network of AHIMA-certified peers.

AHIMA-certified professionals pass a rigorous exam and commit to ongoing continuation of their education. When a student seeks certification, it shows an employer a deep personal commitment and sense of accountability, as well as credibility and confidence in an individual's professional knowledge. A student who carries AHIMA credentials will agree to abide by the AHIMA Code of Ethics that will improve the quality of information and care the patient receives.

Registered HITs may be employed in any organization that uses patient data or health information, such as pharmaceutical companies, law and insurance firms, and health product vendors. Most RHITs work in hospitals but can also be employed in other health care settings including physician practices, nursing homes, home health agencies, and public health agencies.

Once a student has achieved the AAS in Health Information Technology degree, he or she can further enhance skills, open the door to even greater opportunities, and obtain a higher level of education by enrolling in a baccalaureate program for Health Information Administration.

SFCC's AAS in HIT program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

What is Health Information?

Health information is the data related to a person's medical history, including symptoms, diagnoses, procedures, and outcomes. Health information records include patient histories, lab results, x-rays, clinical information, and notes. A patient's health information can be viewed individually, to see how a patient's health has changed; it can also be viewed as a part of a larger data set to understand how a population's health has changed, and how medical interventions can change health outcomes.

What Health Information Technicians Do?

Health information management (HIM) is the practice of acquiring, analyzing, and protecting digital and traditional medical information vital to providing quality patient care. It is a combination of business, science, and information technology.

HIM professionals are highly trained in the latest information management technology applications and understand the workflow in any healthcare provider organization from large hospital systems to the private physician practice. They are vital to the daily operations management of health information and electronic health records (EHRs). They ensure a patient's health information and records are complete, accurate, and protected (HI101, 2018).



What HIM jobs are out there?
Where do they work?
How much do they make?

<http://www.ahima.org/careers/careerprep>

Essential Abilities of HIT Program Students

Students in the HIT program must have the following minimum abilities:

- Possess basic reading and writing skills.
- He or she must be able to communicate effectively in oral and written format.
- Ability to read and comprehend extensive written material.
- Ability to interact professionally with students, faculty, staff, patients, and other professionals.
- Accurately identify problems and make correct judgments in seeking resolutions.
- Ability to evaluate and apply information and engage in critical thinking within the courses as well as during professional practice experiences based on their knowledge and experiences.
- Ability to use computers and complete computer-based assignments.
- Ability to calculate mathematical information such as statistics, budgets, and productivity.
- Possess gross and fine motor skills sufficient to work with paper and electronic health information.
- Normal or corrective vision sufficient to view, read, and utilize information in a variety of formats to include written, computerized, and typed data.
- Ability to multitask and to work in a rapidly changing environment.
- Physical ability to maintain repetitive motions on a regular basis.

Health Information Technology & Medical Coding Program Expectations

Faculty and staff in the Health Information Technology Program are committed to helping you succeed in achieving your educational goals. Just as you have expectations of faculty and staff, we have expectations of you as a student in our program.

- ✓ Dedicate approximately 10 - 17 hours per week for each class; however, the time commitment will vary depending on your input, needs, personal study habits, and whether the course is offered in an 8-week or full semester (16 week) format.
- ✓ Acquire required textbooks and materials before class begins and consistently engage in your courses from the first day of class to the last.
- ✓ Check your State Fair email account on a regular basis as program and college related information will only be directed to this account.
- ✓ Respond to faculty and staff communications in a timely manner (preferably within 24 – 48 hours) and allow them the same amount of time to respond.
- ✓ Be knowledgeable of and adhere to all college, department and program policies and procedures, including the:
 - HIT Program Handbook
 - [SFCC Policies & Regulations](#)
- ✓ Demonstrate strong writing skills. If your writing skills need improvement, you will be responsible for seeking the appropriate support. The college offers assistance through the [Academic Tutoring and Computer Lab](#).
- ✓ Notify your Navigator of any problems you may be having in a timely manner, whether personal or academic – they are here to help! If you are not sure who your Navigator is [click here](#).
- ✓ Maintain academic honesty in all of your course work.
- ✓ Conform to professional standards of behavior; including treating everyone with respect and maintaining professionalism in all communications.
- ✓ Complete course, program and college evaluations – we greatly value your constructive feedback.

Academic Standards & Policies (Regulation 2000)

<https://www.sfccmo.edu/about/policies-regulations/>

Academic Conduct

You are encouraged to assist each other and exchange information in order to master the concepts and skills covered in classes and to seek tutoring if necessary. However, collaboration on any graded assignment or exam to the extent that it is not an individual student's total, personal effort is considered a violation of the Student Conduct Code as printed in the Student Handbook.

When an academic exercise is designed to result in a grade, any of the following activities constitute violations of academic honesty unless expressly authorized in advance by the instructor.

Group assignments will be considered in the same way as any violation of academic conduct by an individual. When a group project is submitted, it is considered that everyone in the group has okayed the work and submits it as their own best work, even though the individual student may have only contributed a piece of the final work. Thus, **BE CERTAIN TO REVIEW** the final group product. If there is a violation of the academic conduct policy which could result in a project grade of a zero, all students in the group will receive the same grade.

- A. Plagiarizing any information or idea and submitting it as one's own work:
 - Using actual words from another source, failing to surround those words in quotation marks, and failing to provide the appropriate citation.
 - Paraphrasing the words or another source without providing the appropriate citation, excluding general knowledge that can be found in three or more sources.
 - Using an idea from another source and failing to provide the appropriate citation.

- B. Cheating in any form involving academic work:
 - a. Copying any information from another student including tests, worksheets, computer files, reports or other documents that are presented for a grade.
 - b. Obtaining or attempting to obtain an unauthorized copy of a test or an answer key.
 - c. Taking an exam or completing coursework for another student in a traditional or online course, or allowing another student to provide these services.
 - d. Using unauthorized information during a test.
 - e. Collaborating with another student for a test or other graded assignment without the consent of the instructor.
 - f. Purchasing any document and presenting it as original work.
 - g. Bribing or attempting to bribe an instructor, staff member or student to alter a grade.
 - h. Inventing information to support a research paper or other class project.

- C. Falsifying any information provided to the college including forging signatures or tampering with official documents.

Academic misconduct violations will result in a minimum of a zero grade for the paper, assignment, or test on which the violation occurred. The instructor may recommend a more stringent course of action to the dean. Upon consultation with the instructor and the student, the dean may choose an additional penalty. In very serious or repeated cases of academic misconduct, the penalty may include failure of the class or expulsion from the college.



Professional Conduct

- 1) Students are to abide by the [State Fair Code of Conduct policies](#) (Regulation 2610) as well as adhere to the Code of Ethics, listed below, throughout the program.
- 2) Students will exhibit professional behavior at all times toward fellow students, instructors and guests.
- 3) An important aspect of professional ethics is the maintenance of the confidential status of patient's medical records and physician/ facility business. Students will be required to not only know but abide by HIPAA rules when coming into contact with health records, during lab assignments, while on field trips, and during professional practice experiences. Confidential information **MUST NOT** be disclosed to any unauthorized individuals including family and friends. Breach of this covenant will result in failure of that class and possible dismissal from the program.
- 4) All instances of alleged misconduct or unethical behavior will be investigated and handled per State Fair policy.

Code of Ethics

Health Information Management Professionals:

- I. Advocate, uphold and defend the individual's right to privacy and the doctrine of confidentiality in the use and disclosure of information.
- II. Put service and the health and welfare of persons before self-interest and conduct themselves in the practice of the profession so as to bring honor to themselves, their peers, and to the health information management profession.
- III. Preserve, protect, and secure personal health information in any form or medium and hold in the highest regard the contents of the records and other information of a confidential nature, taking into account the applicable statutes and regulations.
- IV. Refuse to participate in or conceal unethical practices or procedures.
- V. Advance health information management knowledge and practice through continuing education, research, publications, and presentations.
- VI. Recruit and mentor students, peers and colleagues to develop and strengthen professional workforce.
- VII. Represent the profession accurately to the public.
- VIII. Perform honorably health information management association responsibilities, either appointed or elected, and preserve the confidentiality of any privileged information made known in any official capacity.
- IX. State truthfully and accurately their credentials, professional education, and experiences.
- X. Facilitate interdisciplinary collaboration in situations supporting health information practice.
- XI. Respect and inherent dignity and worth of every person (AHIMA Code of Ethics, 2011).

http://library.ahima.org/xpedio/groups/public/documents/ahima/bok1_024277.hcsp?dDocName=bok1_024277



Professional Practice Experience Requirements

The Professional Practice Experience (PPE) is an academic course requirement for an Associate in Applied Science Degree in Health Information Technology. This course is designed to provide students the opportunity to merge classroom theory with real world practice by allowing them to observe, participate in and evaluate day to day health information operations.

1. As part of the AAS in Health Information Technology degree students are required to take and pass HIT 275 Professional Practice Experience before they can graduate. In this class students will be required to complete 80-120 hours of supervised professional practice or equivalent as determined by the Program Coordinator AND online, 16-week course work. Hours will be Monday - Friday 8 am. - 5 pm. Students should understand that it is their responsibility to set aside hours required to complete this PPE. Students are encouraged to save vacation hours during their final year to cover the time requirement of the course. Students are responsible for their own transportation to and from Directed Practicum.
2. Prerequisites: The PPE is designed as the capstone course for the Associate in Applied Science Degree in Health Information Technology. To be eligible for a PPE placement, the student must have completed (with a grade of C or better) all required coursework for the Associate in Applied Science Degree in Health Information Technology or be concurrently enrolled in required courses with the permission of the HIT program coordinator.
3. Additional Requirements: **No student will be allowed to register for HIT 275 Professional Practice Experience without completing ALL of the following requirements:**

➤ **Background Check Policy**

The Background checks and drug testing is the standard at many job sites. As required by clinical facilities contracted by State Fair Community College, all Health Science program students that are enrolled in a clinical course must submit to a criminal background check from the state or states in which they have resided over the past year.

Students are responsible for the payment of their background investigation, and Certified Background must conduct the investigation.

All background checks will be evaluated according to the exclusionary criteria of the contracted clinical facilities. Failure to complete a background check will prohibit student from participating in clinical education and admission to all State Fair Community College Health Science programs.

Students with criminal histories who desire licensure or registration in Health Science Professions are urged to consult the laws governing licensure or certification in the state they intend to license/certify prior to application to the respective allied health program.

The following searches are required for students attending facilities for clinical through State Fair Community College:

1. Missouri Statewide Criminal History Record Search
2. Federal Criminal History Record Search
3. Social Security Number Trace (residential history, state and date issued)
4. National Sex Offender Registry
5. Office of Inspector General Sanction Report
6. General Services Administration
7. Missouri Department of Social Services Request for Child Abuse or Neglect
8. Senior Care Registry (EDL)
9. Family Care Registry
10. Residential History Search
11. U.S. Treasury Department Office of Foreign Asset Control List of Specially Designation Nations

➤ Substance Abuse/Drug Testing Policy for Allied Health Programs

Students will be subject to drug testing per the SFCC Health Science and Nursing policy on a scheduled, random, or for reasonable suspicion basis. A copy was provided to each student at the beginning of the program. Please reference the policy for further information.

➤ Immunizations

State Fair Community College Health Science students are required to provide proof of immunization against a variety of diseases. Proof includes: evidence of vaccination on an official record, school records, or positive titer results. Students not meeting immunization requirements will be prohibited from participating in clinical education and therefore, will be dismissed from the program. You should have received most of these immunizations during your childhood, but others need to be more recent. These immunizations and tests may be obtained for a nominal fee at your local county health department.

The required immunizations include:

- Measles, Mumps & Rubella (MMR) Vaccine
 - Positive Titer for Measles, Mumps & Rubella **OR**
 - Documentation of having received an MMR twice since the age of 15 months
 - One vaccine must be after 1980
- Varicella (Chickenpox) Vaccine
 - Positive Titer for Varicella **OR**
 - 2 vaccines one month apart
- Influenza (Seasonal Flu) Vaccine
 - Verification of annual flu vaccine
- Hepatitis B
 - Post series Titer for Hepatitis B **OR**
 - Series of 3 injections over a 6-month period
 - Series needs to be started prior to beginning program of study and the remainder can be completed after program entry
- Diphtheria, Tetanus & Pertussis Vaccine
 - Documentation of having received a booster within the last 10 years
- Tuberculosis
 - Must have 2 step Tuberculin Skin Test within three months of the beginning of the program
 - TB skin tests are required annually
 - Positive TB skin test must have a documented annual negative chest x-ray

Prior to admission to the HIT 275 class, students must submit proof of immunization. Proof includes: evidence of vaccination on an official record, school records, or positive titer results.

➤ **Confidentially Agreement**

A "Protected Health Information, Confidentiality, and Security Agreement" will need to be signed and returned to the PPE Coordinator prior to approval to register for HIT 275 Professional Practice Experience. An additional agreement may be required by the clinical site.

4. The HIT 275 PPE Student Guide and other information will be given to the student by the Practicum Coordinator upon approval for enrollment in HIT 275.
5. Students must adhere to ethical guidelines set forth by AHIMA, the school's Code of Student Conduct, facility policies and procedures, and HIPAA rules.

6. Dress Code for Practicums:

Students MUST present a clean, orderly and professional appearance while completing the professional practical experience at clinical facilities. Proper attire and decorum is expected. Visible body piercing (including tongue) will be limited to earrings. Tattoos must be covered. More details will be provided in the PPE Student Guide. Any misconduct/ unprofessional behavior during a professional practice experience will not be allowed. If concerns arise during the practicum the Student, HIT Program Director, and PPE Site Coordinator will meet immediately to discuss resolution to the issues.

7. Necessary emergency medical care for each student while assigned to the PPE Site will be arranged at the student's expenses. Initial exposure to potential communicable disease will be processed through the PPE Site's policies and procedures, as amended from time to time, and will be reported to the Academic PPE Site Coordinator, the College Program Coordinator and the PPE Site's Supervisor.



Student Resources & Support

College can feel daunting sometimes, especially if you need support and don't know how to find it. Some of our services and resources that can help you reach your academic and career goals are:

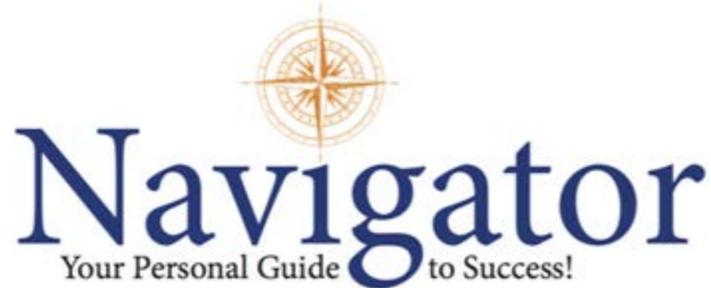
- Academic Advising
- Adult Education and Literacy (AEL)
- Career Services
- Counseling Services
- Disability Services
- Donald C. Proctor Library
- Financial Aid
- Student Success Center
- Student Technology Help Center and 24/7 Help Desk
- TRiO
- Testing Services
- Transfer Services
- Tutoring Services
- Veteran Services

Detailed information on these services can be found on the State Fair home page at this link: <https://www.sfccmo.edu/academics-programs/student-resources-support/>

Non-Discrimination Notification Under Title VI, Title IX, Section 504 and The Americans with Disabilities Act

State Fair Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, veteran status, or age in its programs and activities or in employment. The following persons have been designated to handle inquiries regarding the nondiscrimination policy: Director of Human Resources, Hopkins Student Services Center, (660) 596-7484, or Dean of Student and Academic Support Services, Hopkins Student Services Center, (660) 596-7393. The Hopkins Center is located on SFCC's Sedalia campus at 3201 W. 16th St., Sedalia, MO 65301. Inquiries also may be directed to the U.S. Department of Education, Office of Civil Rights at OCR.KansasCity@ed.gov.

Interested persons may obtain information as to the existence and location of services, activities and facilities at State Fair Community College that are accessible to and usable by persons with disabilities by contacting the Access office, Yeater Learning Center, Room 159, SFCC, 3201 W. 16th Street, Sedalia, MO 65301, (660) 530-5832.



No matter what your destination, you'll get there faster (and probably with fewer wrong turns) if you have directions, a map or—better yet—a personal guide.

Wouldn't it be great if you had a go-to guide to navigate college? At SFCC, you do. It's called the Navigator Advising program.

As soon as you're admitted, we'll pair you with a personal Student Success Navigator who will work with you one-on-one to help you plan your academic journey, stay on track for graduation and deal with obstacles along the way.

Your navigator will team up with faculty advisors and other staff to offer guidance and answer questions, like "Which program is right for me?" "What classes should I take?" and "Where can I get help if I need it?" Whatever your concerns, remember – your navigator is your go-to guide.

Check in with your navigator today, and set your course for success!

ALL AAS in HIT and Certificate in Medical Coding students MUST meet with their navigator each academic year to obtain a Student Success Plan. This plan maps out the courses you should take and when they should be taken.

Failure to do this may result in delayed completion of the program due to course offering.

Who is My Navigator?

Find out who your navigator is in [mySTAR](#) > Student > Starfish. View your Success Network in Starfish to find your navigator. You can contact or make an appointment with your navigator at any time to discuss educational plans, career paths and enrolling in classes.

Or follow this link to the navigator page: <https://www.sfccmo.edu/offices-services/navigator-advising/>

Professional Certificate in Medical Coding

Courses to complete with a grade of C or higher^^.

Program Requirements	33.5 Hours
BIO 103^^ Human Biology	3
CAPP 125^^ Microcomputer Applications	3
HEOC 120^^ Medical Terminology I	3
HEOC 122^^ Medical Terminology II	3
HEOC 135^^ Allied Health Career Development	.5
HIT 100^^ Introduction to Health Information Technology	3
HIT 105^^ Health Care Technologies	3
HIT 204^^ Coding I	3
HIT 206^^ Coding II	3
HIT 208^^ Coding III	3
HIT 215^^ Principles of Health Care Reimbursement	3
HIT 224^^ Human Disease and Conditions	3
Certificate Total	33.5 Hours

AAS in Health Information Technology

Courses to complete with a grade of C or higher^{^^}.

Written and Oral Communications		6 Hours
COMM 101	Public Speaking	3
ENGL 112	Technical Writing	3
Civics		3 Hours
HIST 101	U.S. History Before 1877	3
HIST 102	U.S. History Since 1877	3
POLS 101	American/National Government	3

These courses satisfy the state requirement for the Missouri Constitution. Students transferring credit for American history or national government from another institution whether in Missouri or out-of-state may need to complete POLS 102 Missouri Constitution for an additional ½ credit hour.

Mathematical Sciences		3 Hours
MATH 110	Intermediate Algebra with Review	5
MATH 112	Intermediate Algebra	3

Humanities, Sciences, and Fine Arts		3 Hours
BIO 103 ^{^^}	Human Biology	3

Program Requirements		48.5 Hours
BSMT 108	Principles of Management	3
CAPP 125 ^{^^}	Microcomputer Applications	3
CAPP 164	Access	3
HEOC 120 ^{^^}	Medical Terminology I	3
HEOC 122 ^{^^}	Medical Terminology II	3
HEOC 135	Allied Health Career Development	5
HIT 100 ^{^^}	Introduction to Health Information Technology	3
HIT 105 ^{^^}	Health Care Technologies	3
HIT 115 ^{^^}	Health Care and the Law	3
HIT 200 ^{^^}	Health Care Statistics and Quality Management	3
HIT 204 ^{^^}	Coding I	3
HIT 206 ^{^^}	Coding II	3
HIT 208 ^{^^}	Coding III	3
HIT 215 ^{^^}	Principles of Health Care Reimbursement	3
HIT 220 ^{^^}	Health Information Management	3
HIT 224 ^{^^}	Human Disease and Conditions	3
HIT 275 ^{^^}	Professional Practice Experience	3
Degree Total		63.5 Hours

HIT Course Descriptions

<https://www.sfccmo.edu/offices-services/academic-records-registrar/course-catalogs/>

Health Information Technology Fee Schedule 2019-2020*

	In-District** (\$185/ cr. hr.)	MO Resident (\$240/cr. hr.)
First Semester (Fall)		
15 Credit Hours - Tuition/Tier 1	\$2,775.00	\$3,600.00
AHIMA Membership -\$55	\$55.00	\$55.00
Total for First Semester	\$2,830.00	\$3,655.00
Second Semester (Spring)		
15 Credit Hours - Tuition/Tier 1	\$2,775.00	\$3,600.00
Total for Second Semester	\$2,775.00	\$3,600.00
Third Semester (Summer)		
6 Credit Hours - Tuition/Tier 1	\$1,110.00	\$1,440.00
Total for Third Semester	\$1,110.00	\$1,440.00
TOTAL FOR FIRST YEAR	\$6,715.00	\$8,695.00
Fourth Semester (Fall)		
12 Credit Hours - Tuition/Tier 1	\$2,220.00	\$2,880.00
AHIMA Membership-\$55	\$55.00	\$55.00
Total for Fourth Semester	\$2,275.00	\$2,935.00
Fifth Semester (Spring)		
15.5 Credit Hours - Tuition/Tier 1	\$2,867.50	\$3,720.00
CCA exam fee-\$155	\$155.00	\$155.00
RHIT exam fee-\$229	\$229.00	\$229.00
Total for Fifth Semester	\$3,251.50	\$4,104.00
TOTAL FOR SECOND YEAR	\$5,526.50	\$7,039.00
TOTAL FOR ENTIRE PROGRAM	\$12,254.50	\$15,734.00

*

Subject to change without notice by the SFCC Board of Trustees

In-district tuition applies to residents of the following school districts: Cole Camp R-1, Green Ridge R-VIII, La Monte R-IV, Lincoln R-II, Otterville R-VI, Pettis County R-12 at Dresden, Pettis County R-V at Hughesville/Houstonia, Sedalia 200, Smithton R-VI, and Warsaw R-IX. Active-duty military personnel, Reserve, National Guard members, and veterans and their dependents qualify for **in-district tuition upon completing the military/dependent certification form and providing applicable documentation.

Estimated Additional Expenses 2019-2020

There are many expenses that will be incurred in addition to course tuition and fees. While we have tried to be as thorough as possible, expenses may vary from the estimates listed.

NOTE: Additional expenses to consider include printing, supplies (notebooks, binders, and pens), immunizations, fuel, and vehicle maintenance.

Semester 1 (Fall)	Books	\$700.00
	EHR Go access code	\$120.00
Semester 2 (Spring)	Books	\$400.00
Semester 3 (Summer)	Books	\$200.00
Year 1 Total		\$1,420.00
Semester 4 (Fall)	Books	\$320.00
	EHR Go access code	\$120.00
Semester 5 (Spring)	Books	\$600.00
	Background Screen, Drug test, & Document tracker	\$135.00
	Immunizations	\$100.00
Year 2 Total		\$1,275.00
Grand Total		\$2,695.00

References

AHIMA Code of Ethics. (2011, October 11). Retrieved from AHIMA:
<http://library.ahima.org/doc?oid=105098#.Wtdqe4jwblU>

Career & Student Center. (2018). Retrieved April 18, 2018, from AHIMA: <https://www.ahima.org//careers>

Health Information 101. (2018). Retrieved April 18, 2018, from AHIMA:
<http://www.ahima.org/careers/healthinfo?tabid=what>

Occupational Outlook Handbook, Medical Records and Health Information Technicians. (2018, April 13). Retrieved April 18, 2018, from Bureau of Labor Statistics: <https://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm>

Salary Snapshot. (2018). Retrieved April 18, 2018, from AHIMA:
file:///C:/Users/bmarquez/Documents/HIT%20PROGRAM/HIT%20Program%20Handbook/2016_Salary_Snapshot_FINAL.pdf

State Fair Community College
Health Information Technology
Program Handbook Acknowledgement

I have been provided access to the Associate of Applied Science (AAS) In Health Information Technology & Certificate in Medical Coding Program Handbook and the information and policies contained within it.

I understand that I am responsible for making myself aware of and for following the information, policies and guidelines written therein.

Printed Name _____

Signature (Hand Written) _____

Date _____