

HEALTH INFORMATION TECHNOLOGY PROGRAM APPLICATION

Pierpont Community and Technical College
School of Health Careers

The Associate of Applied Science in Health Information Technology is an intensive 2-year limited enrollment program. Upon completion of the required curriculum, graduates are eligible for national certifying examinations for Registered Health Information Technicians.

The application deadline is **March 1** for the class beginning the following Fall semester.

A. Before your application will be reviewed by the Health Information Technology Selection Committee, **you must have all documents relating to admission on file, including the program fee.** The following must be received:

- General Admission Application
- Official High School Transcript/GED Scores
- Official Transcript(s) from all colleges/universities attended
- Course Placement Scores (ACT/SAT/Compass)*
- Program Application
- Non-refundable program application Fee of \$20

*You must have a minimum ACT Math score of 19, or a COMPASS Algebra score of 36 or Math 0095 **and** an ACT English score of 18, or a COMPASS English score of 71 or English 0097. The minimum grade point average for admission is 2.0.

Submit all appropriate documents to:

Pierpont Community & Technical College
ATTN: Enrollment Services
1201 Locust Avenue
Fairmont, WV 26554

Accepted students must submit a complete annual physical examination form, including a doctor's verification of physical and emotional ability to pursue a Health Information Technology career. Prior to clinical practice, a background check, immunization(s) and interview may be required to facilitate lab arrangements with area hospitals.

B. Students may take general education classes (Science, Math, English, etc.) as a pre-Health Information Technology student before applying for the program. Taking general education courses **does not** guarantee acceptance into to the program.

Once accepted into the program, courses must be taken in the sequence listed in the COLLEGE CATALOG. Core courses must be completed with a grade of "C" or better.

Students are responsible for their own transportation, meals and charges for physical examinations, uniforms, supplies and textbooks.

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C. *Name _____
Last First Middle

List any former last name(s) you have used for work or school: _____

*Social Security Number: _____

*Current Date _____ *Phone (home) _____

*Address _____

Email _____

*Denotes required information.

D. Please list any **related** (HIT) work/volunteer experiences (most recent first).

Name of Employer	Address	Type of Work	Dates
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None

E. Do you have a related HIT credentials (e.g. CCS, CCS-P, CTR, CPC, CPC-H)?

Yes _____ No _____ If yes, please attach verification.

F. On a separate sheet of paper, please write a narrative stating why you are interested in the Health Information Technology profession; please indicate and explain why you would make a good candidate to be considered for selection. Include any information which you would like the Selection Committee to consider. **Limit to one page, single spaced, 12-point font.**

G. Please list the name and contact information of an individual that has knowledge of your abilities, personality and ethics.

Important Information:

If you have ever been convicted of a felony or misdemeanor, some State/National Testing Boards reserve the right to determine eligibility for licensing/credentialing, even if you have completed all academic requirements. If you have been convicted of a misdemeanor or felony, send a confidential letter of explanation to the Program Director.

I am requesting consideration for the HIT Program beginning Fall _____.

Signature _____