



Health Information Technology

Fall 2023 Priority Deadline: March 24, 2023
Fall 2023 Final Review Deadline: June 23, 2023

Health Information Technology (HIT) is a limited enrollment program beginning each fall. Resources such as clinical facilities and faculty, as well as approval standards, limit the number of applicants accepted to the program to **15 students** for the fall. Health Information Technology (HIT) is a two-year associate degree program and all applicants must meet minimum requirements to be considered for admission. **Please note, however, that meeting minimum requirements does not guarantee admission.**

Health Information Technology is a first-qualified, first accepted curriculum. Students who complete a MAR review will be admitted to the program until all seats are filled. After that point, students who complete a MAR review will be added to an alternate list. While not guaranteed admission, alternates would have the opportunity to fill seats if any open later in the process. **Once the priority deadline has passed, students can still complete a MAR application up until the final review deadline. However, after the priority deadline there is a greater risk that all the seats will have already been filled.**

Special Note: If you are just starting to take classes as a **Pre-Health Tech** student before entering the full program, please look at the Related Courses on **page 4** for a list of general education classes that can give you a head start on your degree. But keep in mind that these classes are **not required** before entering the program!

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Steps for Applying to Health Information Technology

1. Complete an application to Forsyth Tech (if you are not a current student)
2. Check that you meet the minimum readiness levels
3. Submit ALL official transcripts
4. Complete a pre-program advising and planning meeting [**Optional, but strongly recommended**]
5. Submit the MAR application
6. Review additional requirements for accepted students (see page 5)

Details for each step are outlined below

1. Complete an application to Forsyth Tech

New and Former students must complete the online application at <https://www.forsythtech.edu/apply-ft/>
 Complete NC Residency at www.ncresidency.org

Currently enrolled students do not need to do a new application. Just make sure the NC Residency is current.

2. Check that you meet the minimum readiness levels

All Health Program applicants are required to demonstrate English and Mathematics college readiness by one of the following methods:

COLLEGE ENGLISH READINESS	COLLEGE MATHEMATICS READINESS
<input type="checkbox"/> Option 1: You have completed or received transfer credit for ENG 111.	<input type="checkbox"/> Option 1: You have completed or received transfer credit for <u>one</u> of the following -- MAT 143, MAT 152, MAT 171 (or a higher-level math).
<input type="checkbox"/> Option 2: You have completed or received waiver credit for <u>all</u> of the following: DRE 096, DRE 097, DRE 098	<input type="checkbox"/> Option 2: You have completed or received waiver credit for <u>all</u> of the following: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050
<input type="checkbox"/> Option 3: You have completed or received waiver credit for ENG 002 with a minimum grade of P2	<input type="checkbox"/> Option 3: You have completed or received waiver credit for MAT 003 with a minimum grade of P2
<input type="checkbox"/> Option 4: You have completed or received waiver credit for ENG 011 or are currently enrolled in ENG 111/011	<input type="checkbox"/> Option 4: You have completed or received waiver credit for MAT 052 or are currently enrolled in MAT 152/052
<input type="checkbox"/> Option 5: An earned Associate or Bachelor's degree from a regionally accredited institution	<input type="checkbox"/> Option 5: An earned Associate or bachelor's degree from a regionally accredited institution
<input type="checkbox"/> Option 6: Completion of placement test and achievement of appropriate scores. <u>If you took the placement test elsewhere, you MUST submit those scores to Forsyth Tech Admissions & Records</u>	<input type="checkbox"/> Option 6: Completion of placement test and achievement of appropriate scores. <u>If you took the placement test elsewhere, you MUST submit those scores to Forsyth Tech Admissions & Records</u>
<input type="checkbox"/> Option 7: Graduate of a US high school with a GPA of unweighted 2.5 or higher	<input type="checkbox"/> Option 7: Graduate of a US high school with a GPA of unweighted 2.5 or higher

3. Submit ALL official transcripts

Submit all **official transcripts from high school or high school equivalency**. You cannot apply to the program until we have your high school/high school equivalency transcript.

While only the high school transcript is required, you can also request **official college transcripts from regionally accredited schools** if you would like to seek transfer credit. This is optional, but we recommend you provide previous college transcripts because your transfer credit may help you meet the English/Math Readiness levels described in Step 2.

If you provide college transcripts, they **ONLY** need to be through bachelor's degree level. We do not need graduate level transcripts.

- **Electronic transcripts** can be sent through a secure service to admissions@forsythtech.edu.
- **Paper transcripts** can be mailed to Forsyth Technical Community College Attn: Admissions 2100 Silas Creek Parkway Winston Salem, NC 27103-5197
- Paper transcripts can also be **hand delivered** in a **sealed** envelope to the Admissions & Records Office in the Robert L. Strickland Center on the Main Campus.

4. Complete a Pre-Program Advising and Planning Meeting *Optional, but strongly encouraged*

While optional, you are strongly encouraged to schedule a pre-program advising and planning meeting with **Daveta Strayhorn**, Program Coordinator of Health Information Technology. This meeting is an opportunity to learn more about the program.

You can reach Daveta Strayhorn at either dstrayhorn@forsythtech.edu or (336) 734-7664.

5. Submit the MAR application

Access the online application here:

[2023 Health Information Technology MAR Application](#)

- Applicants can submit their MAR application between January 2, 2023 and the final June 23, 2023 deadline. **** However, we encourage you to complete your MAR review before the priority deadline of March 24, 2023 – and even better, as soon as you know you have met the minimum admissions requirements for the program. The longer you wait, the greater the risk of the program being filled.**
- Once you have submitted the MAR application, you are on the list and we will send the paperwork as soon as we are able to complete it. Please note that you will not get a notification when you submit it.
- Your place in line for a spot in the program is based on the date you submit the MAR application, provided you have already met the minimum English and Math readiness levels and turned in all the required documents described in Steps 1 through 3 before submitting the application.
- Your paperwork will be emailed to you when your MAR application is reviewed. This can happen throughout the application process -- even up through two weeks after the deadline -- so do not expect to be notified immediately.
- **Check your Forsyth Tech email and keep your phone and address updated with the school.** We will email your MAR application paperwork to your Forsyth Tech email.
- Within 6 weeks after the deadline, you will be notified of your status – admitted, alternate, or not admitted – regardless of the decision.
- If you are admitted to the program, there will be instructions in your admission letter with requirements that apply to admitted students – **make sure to meet any of those deadlines/requirements or you can lose your seat in the program.**
- If you are an alternate, we will contact you by phone or email if any seats open in the program.

Pre-Health Tech: General Education/Related Courses for Health Information Technology

When you are first admitted to the school and indicate **Health Information Technology** as your program choice, you are accepted as a **Pre-Health Tech** student. While you are not fully in the program yet, as a Pre-Health Tech student you can do two things to prepare yourself for entering Health Information Technology:

- If you are not already eligible for the program, you can take courses that help you meet the **minimum admissions requirements**. This would be the priority!
- If the admissions deadline has already passed, or you are beginning school in a different semester than when the program begins—for example, you are starting classes in spring 2023 ahead of the full Health Information Technology beginning in fall 2023—you can get a **head start** on the program’s **general education/related courses**.

These are the general education/related courses for Health Information Technology:

CIS 110
ENG 111
BIO 168 and BIO 169
MAT 152
COM 231 or ENG 114
HUM 115
PSY 150

Please remember, though, that **these general education/related courses are NOT required before you begin the Health Information Technology program!**

As long you have met the **minimum admissions requirements**—the paperwork, English/Math Readiness, and advising meeting requirements covered in steps 1 through 4 in this packet—you are eligible to submit a MAR application and enter Health Information Technology even if you haven’t taken any of the related courses. You will be able to take them while you are in the program.

However, if you have the opportunity to begin work on these courses as a Pre-Health Tech student before you enter Health Information Technology, taking them with the guidance of your advisor can help you reduce your course load once the full program begins.

Academic Progression Policy

A grade of a “D” or “F” in a related course does not prevent a student from being eligible for the 2023 Health Information Technology program. However, if a grade of “D” or “F” is earned prior to or after acceptance, the course must be repeated with a “C” or higher while enrolled in the program and prior to graduation.

Students must also earn a final grade of “C” or higher in the core HIT courses that become available once accepted into the program to remain eligible for graduation.

Additional Requirements for Accepted Students

All HIT program accepted students will be required to complete the standard Health Technologies criteria for working at a clinical site. **Accepted students will receive information about how to meet these requirements, as well as the deadlines, at the program orientation.** The required criteria include:

1. Health Screening
2. Documentation of Immunizations
3. Criminal background and drug testing

These requirements are determined by clinical sites and agencies. Although HIT students do not deliver patient care, the HIT program requires completion of training within a variety of medical/healthcare facilities; therefore, the HIT students must meet the facility clearance criteria.

The information received for this clearance is reviewed by the clinical site. This determines the student's eligibility to complete the clinical portion of their program. This screening must be completed by the first semester of the program.

Questions regarding these requirements should be directed to HIT Program Coordinator Daveta Strayhorn at 336-734-7644.

Deferred Action Childhood Arrival (DACA) and Undocumented Students Policy

Current NCCCS policy allows DACA and undocumented applicants to enroll at Forsyth Tech at the out of state tuition cost. However, acceptance to the college does not guarantee acceptance to a specific program.

DACA students are eligible to apply to an Allied Health/Nursing program.

Undocumented students are not eligible for consideration to Allied Health or Nursing programs. According to North Carolina and Federal law, undocumented students are not eligible for North Carolina professional licensure.

This policy is subject to change without notice based upon federal and state regulations.

August 2022