Please contact the following numbers for counselor’s office hours:
(915) 831-4636
(915) 831-4036
(915) 831-4155

2017-2018 Catalog
SPECIALIZED ADMISSIONS
PROGRAM INFORMATION GUIDE
FOR
HEALTH INFORMATION MANAGEMENT
MEDICAL CODING AND BILLING CERTIFICATE (C2-HIMC)

PROGRAM CONTACT INFORMATION

Program Coordinator: Jean Garrison
Office Location: RG Campus, RM B-307A
Phone #: 915-831-4074
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Dean: Dr. Paula Mitchell, Health Career & Technical Education, Math and Science
Office Location: RG Campus, RM A-240.
Phone #: 915-831-4030
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Program Counselor: Priscilla Gutierrez
Office Location: RG Counseling Dept., 103 Montana Ave., 3rd. floor
Phone #: 915-831-4022
E-mail: pgutie21@epcc.edu

To qualify for Specialized Admissions, applicants/students must satisfy all of the following: General Requirements, meet minimum TSI scores, Mandatory courses, and Pre-Program Specifics. Once all requirements are completed, ranking points are derived from the most recent TSI scores and most recent G.P.A of ranking courses. Applicants who complete all ranking courses may be more competitive for admission into their program of choice.

GENERAL REQUIREMENTS

Applicants for Specialized Admissions must satisfy minimum criteria in order to be eligible for ranking. The following is required of all applicants:

- Submit all previous college/university official transcripts (transliteration of all foreign coursework required) prior to ranking
- Must have a High School Diploma or GED. Submit official transcripts to
  El Paso Community College Admissions Office
  P.O. Box 20500, El Paso, Texas 79998
- Must be fully accepted by EPCC as an academic credit student
- Must have successfully completed the TSI Assessment Test.
- Attend Health Careers Orientation Session or complete it online at: http://www.epcc.edu/HCO/pages/default.aspx
- Submit Specialized Admissions Application form and pay $ 10.00 fee
- All academic and specialized courses listed on the degree plan must be completed with a “C” or better
- EPCC Cumulative GPA of 2.5 is required
- “Effective Fall 2011, and based on new federal regulations, students are not allowed to repeat previously passed courses more than once.” Students should meet with a counselor to determine how a repeat course (s) may impact his/her academic, prerequisite, specialized admissions or transferability of courses. It is the student’s responsibility to check with the Office of Student Financial Services to inquire how a repeat course (s) may impact their financial aid or veteran’s assistance.
The Texas State Legislature mandates that institutions assess all entering undergraduate students for readiness to enroll into college-level coursework in the academic areas of Essay, Reading, Math, and Writing Assessment Tests, and to provide individualized developmental education programs to those students not demonstrating this readiness. The Texas Higher Education Coordinating Board (THECB) requires the reporting of developmental progression and outcome of all students engaged in developmental education. Refer to EPCC Catalog or see your counselor for more information.

### TEXAS SUCCESS INITIATIVE (TSI) COURSE PLACEMENT

Minimum required TSI Assessment scores for Medical Coding and Billing Certificate of Completion

- Math (PTSM), 350
- Reading (PTSR), 351
- Writing (PTSW), 363
- Essay (PTSE), 6

- Official TSI Assessment scores are valid for five (5) years and only the most recent test score will be the one used for qualifying and ranking.
- Official TSI Assessment scores must contain all four (4) subject areas (Essay, Reading, Math, and Writing).
- Posting of TSI Assessment scores will take between 24 to 48 hours. TSI Assessment Tests must be completed at least 48 hours prior to ranking date.

**NOTE:** Minimum required testing scores for TSI Assessment and/or Program Specific Criteria may be adjusted if a secondary ranking is necessary to fulfill enrollment requirements.

### MANDATORY COURSES: (2) COURSES

Mandatory courses are those courses that a student must have successfully completed prior to ranking. Applicants who do not satisfactorily complete mandatory coursework will not qualify for eligibility to be ranked for a program.

*** NOTE: **B**IOL 1306 and **B**IOL 1106 are pre-requisites for **B**IOL 2404; prerequisites can be met through course completion or Biology placement exam**

- **▲ BIOL 2404** Introduction to Anatomy and Physiology Minimum Grade C
- **▲ HPRS 1206** Essentials of Medical Terminology Minimum Grade C

For qualification, ▲ BIOL 2404 must have been successfully completed within a 5 year of placement into the program. All mandatory courses must be successfully completed with a minimum grade of “C” or better.

### AAS RANKING COURSES: (2) COURSES

Ranking courses are courses within the degree plan in which performance most reliably predicts future ability to perform successfully in the program. It is highly recommended that all ranking courses be completed prior to ranking to be competitive. Ranking courses cannot be substituted.

*** NOTE: **B**IOL 1306 and **B**IOL 1106 are pre-requisites for **B**IOL 2404; prerequisites can be met through course completion or Biology placement exam**

- **▲ BIOL 2404** Introduction to Anatomy and Physiology
- **▲ HPRS 1206** Essentials of Medical Terminology

▲ Ranking courses should be completed no later than Spring Semester to be eligible for Summer June 1, 2017 ranking.

### PROCESSING OF PRE-PROGRAM SPECIFIC REQUIREMENTS

It is highly recommended that the applicant complete the Pre-Program Specific Requirements at least three (3) weeks prior to the ranking date. The applicant must complete “Specialized Admissions” requirements for qualifying and ranking. There is a scheduled ranking date for this program. Normal processing may take a few days or a few weeks depending on document type and individual circumstances. If documents have been received, but not processed, then the student will be coded as ineligible for that ranking, because not enough time was given for validating and processing the information.
Applicants for Specialized Programs must also meet Pre-Program Specific Criteria prior to qualifying for ranking. The following is required of all applicants:

- **Background Check** must be completed by each student prior to enrollment in clinical courses. The student will not be able to go to the clinical areas/health care facilities until cleared. For further information, please ask a Health Counselor or call the Program Coordinator. Website: http://www.elpasoex.com. You will receive a letter from the Dean, Health Career & Technical Education, Math and Science division after the background check is reviewed. ***NOTE: A background check must be repeated at student’s expense if the student is not enrolled in a health-related program for one or more semesters.***

  Background checks are done prior to acceptance into most health programs or courses. Students are responsible for the costs. Currently, the approved vendor for El Paso Community College is American Databank. Only background checks from American Databank are accepted. (www.elpasoex.com). There are two Levels of background checks: **Level I** includes all students and includes: (1) Social Security Number Verification, (2) Criminal Search 7 years minimum or up to 5 criminal searches, (3) Violent Sexual Offender and Predator Registry Search, (4) Office of the Inspector General (OIG) List of Excluded Individuals/Entities, (5) GSA List of Parties Excluded from Federal Programs (6) U.S. Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN), and (7) State Exclusion List. **Level II** is for students already licensed or certified in any area. Level II requires all of the Level 1 elements plus (1) License Verification, (2) Certification Verification, and (3) Employment Verification, including reason for separation and eligibility for re-hire.

  A positive criminal history will require proof of the official case disposition for clearance. Generally, disqualifying criminal offenses include but are not limited to (1) any felony conviction within the last 10 years or two or more misdemeanors in crimes against persons or families such as homicide, kidnapping, rape, sexual assault, assault, battery, aggravated robbery, theft, any misdemeanor or felony conviction involving abuse, neglect, or exploitation against a child, vulnerable adult, or disabled individual, and felonies or 2 misdemeanors involving manufacture, importation, delivery, or possession of controlled substances, including felony conviction of DWI or two misdemeanor DWI convictions. Deferred adjudication for any felony is also a disqualifying event for enrolling into this Health Program.

  Please note that many professional licensure or certification agencies may have additional requirements. You should reference the requirements for each agency.

- **Program Orientation**

  PROGRAM SPECIFIC MATERIAL SHOULD BE TURNED IN AS SOON AS COMPLETED TO: Jean Garrison/HIMA Program Coordinator, RG Campus, room B-307-A - Telephone # (915) 831-4074.
Check 2017-2018 El Paso Community College Catalog for Prerequisites

### HIMC CERTIFICATE PROGRAM COURSES

**Prerequisite Semester**
- BIOL 2404 Introduction to Anatomy & Physiology
- BCIS 1305 Business Computer Applications **OR**
- COSC 1301 Introduction to Computer and Information Sciences **OR**
- ITSC 1301 Introduction to Computers
- HPRS 1206 Essentials of Medical Terminology

**FIRST YEAR**

**First Semester**
- HITT 1301 Health Data Content and Structure
- HITT 1311 Health Information Systems
- HITT 2471 Pharmacology & Pathophysiology

**Second Semester**
- HITT 1166 Practicum (or Field Experience) Health Information/Medical Records Technology/Technician I
- HITT 1270 Documentation Practices
- HITT 1341 Coding and Classification Systems
- HPRS 1209 Interpretation of Laboratory Results

**SECOND YEAR**

**Summer Session**
- HITT 1342 Ambulatory Coding
- HITT 1353 Legal and Ethical Aspects of Health Information

**First Semester**
- HITT 1267 Practicum (or Field Experience)-Health Information/Medical Records Technology/Technician II
- HITT 2245 Coding Certification Exam Review
- HITT 2340 Advanced Medical Billing and Reimbursement
- HITT 2346 Advanced Medical Coding

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### ADDITIONAL INFORMATION

- **Official Ranking Date:** June 1, 2017
- Program Begins - **Fall Semester**
- **Maximum Students Admitted:** 12 Students
- Community Wide Orientation online at: [http://www.epcc.edu/cwo/](http://www.epcc.edu/cwo/)
- HIPAA online at: [http://www.epcc.edu/hipaa/Pages/default.aspx](http://www.epcc.edu/hipaa/Pages/default.aspx)
- Health Careers Orientation online at: [http://www.epcc.edu/HCO/pages/default.aspx](http://www.epcc.edu/HCO/pages/default.aspx)
- Online additional program-specific and career information: [http://www.epcc.edu/healthprogram](http://www.epcc.edu/healthprogram)
- Students who completed articulated or dual credit courses in health in high school should bring this to the attention of the counselor. College credit may still be available.
- Website for HIMA: [http://www.epcc.edu/InstructionalPrograms/Pages/HealthInformationManagement.aspx](http://www.epcc.edu/InstructionalPrograms/Pages/HealthInformationManagement.aspx)

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### POST-SPECIALIZED ADMISSIONS

- Students are responsible for the following requirements **AFTER accepting a seat in the program.**
  - Must file a degree plan with designated Health Counselor
  - **Current CPR Certification** at the Professional Level (must be from American Heart Association-Healthcare Provider ONLY). Must include AED. (Online CPR courses are not acceptable).
  - Community Wide Orientation (Renewable every year) (online at: [http://www.epcc.edu/cwo/](http://www.epcc.edu/cwo/)).
  - Health Care Insurance (Evidence) may be required.
  - HIPAA training (Renewable every year) (online at: [http://www.epcc.edu/hipaa/Pages/default.aspx](http://www.epcc.edu/hipaa/Pages/default.aspx)).
  - Immunizations and Titers – The following must be completed:
• POSITIVE TITER required for Hepatitis B vaccination series of 3 and Titer (can take 4-6 months to complete) if a student has started the Hepatitis B series by ranking deadline (June 1), he/she may be cleared for ranking or registration with the understanding that the series must be completed in a timely manner prior to starting clinical courses. Documentation of starting the series must be on file.

• Tuberculosis Screening and/or testing (completed) (done annually), or chest x-rays and questionnaire (annual).

• POSITIVE TITER required for each 2 doses - Measles, Mumps and Rubella Vaccinations (MMR) (completed) and Titer

• POSITIVE TITER required for each 2 doses- Varicella Vaccination and Titer (completed).

• Tetanus/Diphtheria and Pertussis (Tdap) (completed).

• Influenza is required (or completed declination form) (NOTE: If declined, will have to wear a mask in clinical) (done annually).

• Meningitis Vaccine or booster
  (Effective January 1, 2012, a Bacterial Meningitis Vaccination is required for all entering students under the age of 22. The term “entering students” includes new students to EPCC, transfer students, and returning students. Students must provide proof of an initial meningitis immunization or booster to Admissions and Registration Department at any campus. The meningitis immunization must be administered at least 10 days before the start of the semester and must have been administered within the last five years). Visit Admissions and Registration EPCC web page for additional information. (http://www.epcc.edu/Registration/Pages/default.aspx).

**NOTE: After vaccination is administered, you must wait 4-6 weeks for immunity to show up on the TITER.**

- Liability Insurance (Professional Practice Insurance) is required for all clinical and selected laboratory courses. This is paid upon enrollment. Proof of payment (your registration receipt) must be provided to the instructor.

- Physical Exam (current) completed by a Physician, Nurse Practitioner or Physician’s Assistant licensed in the United States. (http://www.epcc.edu/InstructionalPrograms/Documents/Report%20of%20Health%20Evaluation.pdf)

- Physical Technical Standards form (completed). (http://www.epcc.edu/InstructionalPrograms/Documents/Physical%20Form.pdf).

- Substance Abuse Screening will be required for each student enrolling in health career programs with clinical components. For further information, please ask a Health Counselor or call the Program Coordinator. **NOTE: Substance abuse screening may not be completed for more than three (3) months prior to the first clinical education course.** Website: http://www.elpasoex.com.

- Transportation: Students are responsible for their own transportation to off-campus clinical/learning sites.

- Textbooks and other course materials must be purchased at student’s expense in accordance with course syllabi.

PROGRAM SPECIFIC MATERIAL SHOULD BE TURNED IN AS SOON AS COMPLETED TO: Jean Garrison/HIMA Program Coordinator, RG Campus, room B-307-A - Telephone # (915) 831-4074.

OTHER INFORMATION

- CPR and First Aid Courses are available through the EPCC Continuing Education Division. Please see the current Continuing Education Course Schedule or call 915-831-4116 for more information.

- Immunizations, physical examinations, and other health care services are available through the El Paso Community College Rio Grande Border Health Clinic located at the Rio Grande Campus.

- Call 915-831-4016 for appointments for the nursing clinic (immunizations and physical examinations).

- Call 915-831-4017 for appointments for the dental, medical sonography, or physical therapy clinics.

This document is for informational purposes only and is not to be construed as a binding offer or contract between the College and the student. This document was revised October 2016, and is subject to change without prior notice. This document is intended to be used with the College Catalog, which provides complete information on courses as well as College regulations and procedures.

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