

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



HEALTH CAREER AND TECHNICAL EDUCATION, MATH & SCIENCE
Specialized Admissions Program Information Guide
For
HEALTH INFORMATION MANAGEMENT
MEDICAL CODING AND BILLING CERTIFICATE (C2-HIMC)
2023-2024 Catalog

PROGRAM CONTACT INFORMATION

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PROGRAM MAP

Program Map provides additional information regarding salary projections, employment opportunities, licensure requirements and educational milestones. LINK: <https://www.epcc.edu/Academics/Catalog/program-map?programID=820>

If applicable, students qualifying for Specialized Admissions must satisfy all of the following: General Requirements, minimum set 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:

- Prior to ranking, the student must submit all previous college/university official transcripts (transliteration of all foreign coursework required).
For online Transcripts Evaluation: sendtranscripts2@epcc.edu PDF with a password protection.
- Student 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
- Student must:
 1. Be approved to take credit academic courses by EPCC.
 2. Have successfully completed TSIA2 Assessment Tests.
 3. Attend a Health Careers Orientation Session or complete it online at: <https://www.epcc.edu/Admissions/Orientation/health-careers-orientation>
 4. Submit Specialized Admissions Application form and pay \$ 10.00 fee. specialized.adm@epcc.edu, in person would be at the Valle Verde campus.
 5. A grade of a "C" or better is required for all academic and specialized courses listed under the degree plan.
- 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) would 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) would impact their financial aid or veteran's assistance.

TEXAS SUCCESS INITIATIVE (TSI) ASSESSMENT REQUIREMENTS

The Texas State Legislature mandates that institutions assess all entering undergraduate students for readiness to enroll into college-level course work 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

Test Area	Test Code	TSIA 2 Cut Scores
Math	PTMT	950
Reading & Writing	PTER	945
Essay	PTWE	6

- **TSIA 2 Official Assessment scores are valid for two (2) years with the highest test score used for qualifying and ranking.**
- **Posting of TSIA 2 Assessment scores will take between 24 to 48 hours. Assessment Tests have to be completed at least 48 hours prior to ranking date. Contact a Health Counselor for advice**

MANDATORY COURSES: 1 COURSE

A student must successfully complete mandatory courses prior to ranking. Applicants who do not satisfactorily complete mandatory course work will not qualify for ranking into this program.

▲ HPRS 1206 Essentials of Medical Terminology Minimum Grade C

To qualify for ranking, all mandatory courses must be completed with a minimum of grade “C” or better. Mandatory courses cannot be substituted.

RANKING COURSES: 3 COURSES

▲ **Ranking Courses have to be completed no later than Spring Semester to be eligible for June 1, 2023 ranking**

- ▲ BIOL 2404 Anatomy & Physiology (Specialized, Single Semester-Course, Lecture +Lab)
- ▲ HITT 2430 Pathophysiology & Pharmacology
- ▲ HPRS 1206 Essentials of Medical Terminology

NOTE: BIOL 1306 and BIOL 1106 are pre-requisites for BIOL 2404. Students can complete prerequisites by taking these courses or by taking a Biology placement exam prior to ranking.

PROCESSING OF PRE-PROGRAM SPECIFIC REQUIREMENTS

It is highly recommended that the applicant completes 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.

PRE-PROGRAM SPECIFIC REQUIREMENTS

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-** Each student must complete a background check prior to enrolling in clinical courses. Background checks are required 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: <http://www.elpasoex.com/>. Only background checks from American Databank are accepted. You will receive a letter from the Dean of Health Career and Technical Education, Math & Science division to inform you of the status of your background check. The student will not be able to go to the clinical areas/health care facilities until cleared.

***NOTE: If a student has not enrolled in a health-related program for one or more semesters, the student must redo the background check at his/her own expense, for further information, please ask a Health Counselor or call the Program Coordinator.

There are two Levels of background checks: Level I applies to all students, and includes: (1) Social Security Number Verification. (2) Criminal Search 7 years minimum or up to five 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 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. Felonies or two 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 any of the Health Programs.

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

C2-HIMC CERTIFICATE PROGRAM COURSES

In order to complete the requirements for progression and graduation, students enrolled in this program must have a grade of "C" or better in all specialized courses. The term "specialized courses" refers to all courses carrying the prefix of the program in which the student is majoring or the prefix of another health-related discipline.

Check 2023-2024 El Paso Community College Catalog for Prerequisites

Prerequisite Semester

BIOL 2404 Anatomy & Physiology (Specialized, Single-Semester-Course, Lecture + Lab) (C) (MNS)

Prerequisites: Placement at college-level English Language Arts Reading by TSIA2 or equivalent; OR completion with a "C" or better or concurrent enrollment in the following: INRW 0311 or INRW 0312 or ESOL 0340; and BIOL 1306 and 1106 with a "C" or better or Biology CLEP exam.

BCIS 1305 Business Computer Applications **OR**

Prerequisite: Placement at college-level English Language Arts Reading by TSIA2 or equivalent;

OR completion with a "C" or better or concurrent enrollment in the following: INRW 0311 or INRW 0312 or ESOL 0340.

COSC 1301 Introduction to Computing **OR**

ITSC 1301 Introduction to Computers

HPRS 1206 Essentials of Medical Terminology

First Semester

HITT 1301 Health Data Content and Structure

HITT 1311 Health Information Systems

HITT 2430 Pathophysiology & Pharmacology

Prerequisite: BIOL 2404 or SCIT 1407

Second Semester

HITT 1166 Practicum (or Field Experience)-Health Information/Medical Records Technology/Technician I Prerequisites: HITT 1401 and HITT 1311.

HITT 1270 Documentation Practices Prerequisite: HITT 1401.

HITT 1341 Coding and Classification Systems Prerequisite: HITT 1401.

HPRS 1209 Interpretation of Laboratory Results

Third Semester (Summer)

HITT 1342 Ambulatory Coding Prerequisite: HITT 1341.

HITT 1353 Legal and Ethical Aspects of Health Information

Fourth Semester

HITT 1267 Practicum (or Field Experience)-Health Information/Medical Records Technology/Technician II Prerequisite: HITT 1166.

HITT 2245 Coding Certification Exam Review Corequisite: HITT 1267.

HITT 2340 Advanced Medical Billing and Reimbursement Prerequisites: HITT 1166 and HITT 1270 and HITT 1341 and HITT 1342.

HITT 2346 Advanced Medical Coding Prerequisites: HITT 1341 and HITT 1342 and HITT 2430.

ADDITIONAL INFORMATION

- Official Ranking Date: **June 1, 2023.**
- Program Begins-Fall.
- Maximum Students Admitted: **12 Students.**
- Community Wide Orientation online at: **Website:** <https://www.epcc.edu/Admissions/Orientation/community-wide-orientation>
- HIPAA online at: **Website:** <https://www.epcc.edu/Academics/Health/hipaa>
- Health Careers Orientation online at: <https://www.epcc.edu/Admissions/Orientation/health-careers-orientation>
- Online additional program-specific and career information: <https://www.epcc.edu/Academics/Health>
- Visit our website: <https://www.epcc.edu/Academics/Health/health-information-management>
- 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.

POST-ACCEPTANCE REQUIREMENTS

Students are responsible for the following requirements AFTER accepting a seat in the Program:

- Must file a degree plan with the designated Health Counselor.
- **Community Wide Orientation** - Conducted online: <https://www.epcc.edu/Admissions/Orientation/community-wide-orientation> (must be renewed every year).
- **CPR** - American Heart Association (AHA) CPR/BLS (only Health Provider training accepted) card from AHA. Military Training Network (AHA recognized) cards will be accepted. Hybrid AHA courses with live skills demonstration will be accepted. CPR card must remain current throughout the course of the program (Certification may not be older than two (2) years).
- **Health Care Insurance** (evidence). Mandatory Healthcare insurance is required for students doing clinicals at healthcare facilities.
- **HIPAA Training** - Conducted online: <https://www.epcc.edu/Academics/Health/hipaa> (must be renewed every year).
- **Immunizations and Titrers** – The following must be completed.
 - **POSITIVE TITER required for Hepatitis B vaccination series of three and Titer** (can take 4-6 months to complete). If a student has started the Hepatitis B series by ranking deadline, he/she may be clear for ranking or registration with the understanding that the series have to be completed in a timely manner prior to starting clinical courses. Documentation of starting the series must be on file.
 - **Tuberculosis (TB) screening required annually. **NOTE: It is highly recommended to complete any and all TB skin testing prior to receiving the MMR and/or Varicella vaccines. MMR or Varicella vaccines could cause a false negative TB skin test result.**
 - 1. **Individuals who previously tested negative, have never tested, or are not sure if previously tested.**
 - a. Initial 2 Step TB Skin Test (effective January 1, 2018, for all students/faculty new to health Programs).
 - i. Initial TB skin test (TST) administered and read 48-72 hours later.
 - ii. If initial TB skin test is negative, the second TST must be administered no sooner than 7 days and no later than 21 days after administration of the initial TST.
 - iii. If initial TST is positive, DO NOT ADMINISTER the second TST. Individual needs Chest X-ray and annual TB Assessment/Clearance (or equivalent document) from Health Care Provider.
 - 2. **TB Skin Test Positive** (previously). Requires completed Annual TB Assessment/Clearance form.
 - **POSITIVE TITER required for each two doses - Measles, Mumps and Rubella Vaccinations (MMR) (completed) and Titer.**
 - **POSITIVE TITER required for each two doses - Varicella Vaccination and Titer** (completed).
 - **Tetanus/Diphtheria and Pertussis (TDAP) vaccine** (completed, expires after 10 years).
 - **Influenza vaccine is required** (done annually).
 - **Meningitis 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 the 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).
NOTE: If you have had the vaccination at an earlier date, you may start with a Titer, as the result will indicate if you need the vaccine. If you have not had the vaccination and after vaccination is applied, you must wait 4-6 weeks for immunity to show up on the TITER.
 - **COVID-19 vaccine is now required by all hospitals. Medical or religious exemption is allowed but proof of either is expected.**
Visit Admission and Registration EPCC web page for additional information. **Website:** <https://www.epcc.edu/Admissions/immunization-law>

A tracking system, COMPLIO, will assist students and coordinators alike to be compliant with immunizations, CPR, First Aid, physical, etc. All students participating in health programs must be part of the American Databank, in order to keep their clinical data in compliance and updated. **If you have any questions contact Jean Garrison, Program Coordinator at: jgarris2@epcc.edu**

COMPLIO Link: https://www.epcc.edu/Academics/Health/Documents/Background_Check_Substance_Abuse_Testing.pdf

Follow below example when inputting your Program required documents; students can find this information under the "Requirement Explanation" button.

DataBank

Upload Documents | Video Tutorials | Place Order

Immunization/Compliance | Background Screening

Overall Compliance Status **Not Compliant** (13/14 Compliant)

View Subscription (371 Days Left)

Requirement Explanation

To begin, click Enter Requirements below

Required Compliance Category		
MMR	+ Enter Requirements	Approved
Measles Titer		Meets Requirements

Submitted Date: 1/25/2021

Submitted Data | Submitted Comments | Administrator's Comments

Document: 1 document(s) | Date: 11/18/2020

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- **Current Physical Examination** completed by a Physician, Nurse Practitioner or Physician's Assistant licensed in the United States (Not older than one year). Website: [FFAA-1.pdf \(epcc.edu\)](#)
- **Physical Technical Standards Form** (completed). <https://www.epcc.edu/Administration/InstitutionalEffectiveness/PoliciesandProcedures/FB-8.pdf>
- **Program Orientation.** "Admitted students will receive notification of Program Orientation following verified acceptance into the program."
- **Professional Practice Insurance** (Liability Insurance) is required for all clinical and selected laboratory courses. This fee is paid during the time of enrollment. Instructor may ask for proof of payment (your registration receipt) on the first day of class.
- **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: Students must re-take and pay for substance abuse test if test was taken three 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.

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 915-831-7820 for more information.

- Our EPCC Rio Grande Border Health Clinic is located at the Rio Grande Campus, for information call: 915- 831-4016 or call 915-831-4017 for dental, medical sonography, or physical therapy clinics.

This document is to be used with EPCC College Catalog, which provides complete information on courses as well as College regulations and procedures. This is for informational purposes only and is not a binding offer or contract between the College and the student. This document was revised September 2022 and is subject to change without prior notice.

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