



RELEASE OF INFORMATION DATA SPECIALIST CERTIFICATE CURRICULUM GUIDE

The information contained within the curriculum guide is the official Release of Information Data Specialist Certificate program policy effective for academic year 2009-2010.

It is the student's responsibility to keep updated on any program changes. Interested students should contact the Health Information Technology Program Coordinator for additional information and/or advising.

The Release of Information Data Specialist certificate program is a 4 credit program leading to a certificate as a Release of Information Data Specialist. This certificate is embedded in the Health Information Technology curriculum.

This certificate is designed for individuals interested in the field of health information data analysis and release of information. This certificate does not entitle its holder to take any type of professional examination. The curriculum includes course work in the health information field specializing in the development and content of health information records, data flow, record format types, documentation requirements, form design, primary and secondary health records, data standards sets, legal liability and healthcare privacy, security and confidentiality with specific emphasis on HIPAA legislation and health information ethics. Students must achieve a minimum grade of "C" in each course.

The Release of Information Data Specialist certificate is designed to assist those currently employed in the area of health information to broaden their employment opportunities and knowledge base and to allow individuals interested in this area of health care to gain entry level knowledge in the areas of health care data analysis and release of health care information.

This certificate is a part of the Health Information Technology program. The Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management. CAHIIM can be reached by contacting the American Health Information Management Association (AHIMA) at 233 N. Michigan Avenue, Suite 2150, Chicago, IL 60601. Individuals interested in this certificate should contact:

Dr. Elizabeth Neichter, RHIA
Health Information Technology Program
Jefferson Community and Technical College
109 E. Broadway VTI 307A
Louisville, KY 40202
Phone: 213-2199
E-mail: elizabeth.neichter@kctcs.edu

Application Process

Students must first apply to Jefferson Community and Technical College, and then contact the HIT Program Coordinator.

Information about all health information related programs is available at Program Pre-Admission Conferences held on various dates/times listed below, or you may contact the program coordinator. **Pre-Admission Conferences are scheduled for the downtown campus on:**

October 16, 2009

February 26, 2010

November 14, 2009

March 26, 2010

April 2 and 9, 2010

All downtown conferences will be held in Room 209 of the VTI building at 10:30 a.m.

Applicants should attend a pre-admission conference. No appointment is required.

Submit official JCTC Application Form to the Admissions/Records office, **NOT** to the Allied Health Division Office. Official applications sent to the Allied Health Division Office or the HIT office will not be forwarded to Admissions.

Address: Admissions/Records Department, Jefferson Community and Technical College, 109 E Broadway, Louisville, KY 40202.

Admission Requirements

In order to be considered for classes, students must comply with college *and* program application requirements. Students applying for admission to the Jefferson Community and Technical College must meet the minimum requirements established by the *Senate Rules of the Community College System*. Meeting the minimum requirements does not guarantee admission to the Release of Information Data Specialist certificate program. While the Release of Information Data Specialist certificate does not require a student to be formally accepted into the Health Information Technology or Medical Records Coding Specialist certificate program(s) space in this certificate program is limited.

In order to be considered for the Release of Information Data Specialist certificate program, each applicant must attend a pre-admissions conference and/or meet with the HIT Program Coordinator and present the following credentials no later than April 30th of the year in which the student is applying for admission.

1. Evidence of admission to the college.
2. Official transcripts of all post-secondary education.
3. American College Test (ACTE) and/or SAT, ASSET or COMPASS exam.

Individuals who wish to pursue a Release of Information Data Specialist certificate are admitted, as space permits, on a first-come, first serve basis. Individuals need the approval of the Program Coordinator to be admitted into classes. Admission into the Release of Information Data Specialist certificate program in no way guarantees a student admission into the HIT or MRCS program(s); Release of Information Data Specialist certificate graduates are required to complete all the necessary pre-requisites, course work and fulfill the application requirements should they wish to advance to the Associate Degree level (HIT program) or into the coding certificate program.

Students enrolled in the Health Information Technology or Medical Record Coding Specialist programs automatically qualify for the Release of Information Data Specialist certificate.

Technical Standards: In order to be considered for admission or to be retained in the program, all applicants should possess:

1. Sufficient visual acuity, such as needed to read and assess patient medical records;
2. Sufficient auditory perception to receive and interpret verbal communication from individuals and groups;
3. Sufficient gross and fine motor coordination to perform business machine, office and computer tasks;
4. Sufficient communication skills (speech, reading, writing) to interact with individuals and groups; and
5. Sufficient intellectual and emotional functions to plan and implement Health Information Management functions

According to **Americans with Disabilities Act (ADA)** law, it is a student's personal decision to disclose a disability. If students choose to disclose a disability, by college policy, they will be directed to the Disability Resource Center. By law, all reasonable accommodations will be made. Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this program must contact the Access Ability Resource Center (Student Disability Services) office in Room 111 of the VTI Building on the Downtown campus. The ARC telephone number is (502) 213-2375. Please **DO NOT** request accommodations directly from the professor or instructor.

Selection Process

This is not a part of the selective admission process for the Health Information Technology or Medical Record Coding Specialist programs. Individuals interested in this two-course certificate are to see the Academic Program Coordinator for the Health Information Technology program.

Jefferson Community and Technical College is committed to a policy of providing educational opportunities to all qualified students regardless of economic or social status, and will not discriminate based on race, color, religion, sex, marital status, beliefs, age, national origin, sexual orientation, or physical or mental disability.

Post Admission Requirements

Students must earn a minimum grade of "C" in each HIT course to continue.

The cost of required textbooks and supplies is approximately \$300.00 per course; cost is estimated and may vary.

Fee schedules may be found in the Community College catalog or on-line at <http://www.jefferson.kctcs.edu>. Specific questions concerning financial assistance should be directed to the Downtown Campus Financial Aid Office located on the 4th floor of the Jefferson Education Center, or by calling 502-213-2146.

Each program applicant is responsible for keeping his/her student file up-to-date. Important updates include new grades, phone, mailing address, and preferred e-mail address.

Students who wish to progress to the Health Information Technology or Medical Record Coding Specialist Certificate program must fulfill all the pre-requisite course work, complete the program application process and meet all applicable deadlines. Completion of this certificate is not a guarantee of admission into the Associate Degree program or the Medical Record Coding Specialist program.

Mary Watford, Allied Health Division Secretary (502) 213-4296

E-mail: mary.warford@kctcs.edu

CURRICULUM

HIT 100	Introduction to Healthcare Delivery Systems	2
HIT 110	Legal/Ethical Issues in Health Information	2

CURRICULUM REVISION PENDING