Health Information Management Careers (HIMC) Programs

Admission Requirements

The RRTC Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Majors:

Health Information Technology (HIT) AAS Degree
Coding Diploma
Healthcare Informatics Certificate

Prerequisites:

✓ High School diploma or GED.
✓ Cumulative GPA 2.0 or above.
✓ Demonstrated college level reading and writing skills required. (**)  
✓ Note: The HIMC programs are entirely online. Therefore, as a prerequisite you are required to complete the RRTC Online Steps located at http://www.rrtc.edu/online/ to confirm that you are ready for online learning.
✓ Keyboarding proficiency (35 net w.p.m.). Students not meeting this requirement should enroll in BTEC 1050 Keyboarding. This class will not count toward the required credits for the program.
✓ Confirm that your computer system, browser, and software requirements meet RRTC Online requirements at http://www.rrtc.edu/online/html/learn_about.html#system. The MS Office 2010 software is required for this program. The PC Windows environment is preferred for this program. This program requires computer head phones with microphone for online discussions.

**Please call Enrollment Services at (507) 285-7219 for further information on academic assessments.

Application to the HIMC programs is a two-step process:

1. Apply and meet Rochester Community and Technical College admission requirements including submitting official high school and college transcripts (if any) for evaluation.
   o One (or more) of the above listed HIMC majors must be declared on the RRTC Admission Application Form (http://www.rrtc.edu/admissions/pdf/Oct06Application.pdf ) for new students.
   o If you are a returning RRTC student you may use the Intent To Return Form (http://www.rrtc.edu/admissions/pdf/ITR%20Oct2006.pdf ).
   o Transfer students: Official college transcripts must be sent to RRTC.

2. Log into Web Portal and verify major, address and email.

3. Complete and submit an HIMC Program Application.

4. Students must have Accuplacer scores before applying to program or proof of completion via transcript or DARS.
Admission (the following are required of HIMC admitted students):

**HIMC Program Student Requirements:**

- After registering, but before the semester begins, complete the Desire2Learn (D2L) tutorial located at [https://www.roch.edu/dept/et/html/d2l.html](https://www.roch.edu/dept/et/html/d2l.html).
- All professionally related business requirements must be completed within seven years.
- Program courses (general education and professionally related) must be completed with a minimum 2.0 GPA.
- Courses cannot be repeated more than twice.
- A national criminal background study (expires annually) must be in good standing for internships.
- Some students may need to meet site-specific internship requirements which may include completion of the following: health forms; physical exam; drug test(s); immunization(s) (e.g., hepatitis); annual mantoux (TB) screening; health insurance documentation. The college will not cover any costs associated with the aforementioned site-specific internship requirements.
- HIMC students are strongly encouraged to join the American Health Information Management Association (AHIMA)—approximate annual cost of $35.