FSCJ Florida State College at Jacksonville

Additional Admissions Information

Health Information Technology (A.S)

1. For new students, complete an online application to the College by the review deadline. For existing students, complete a Program Plan Change **if** Health Information Technology is **not** your Active Program of study.
2. Submit all official non-FSCJ [transcripts](#) to the College when applying and prior to the review deadline date.
3. Complete the **Prerequisite Courses**.
4. Complete the following **after** acceptance into the professional phase of the program:
   - Ten-panel drug screening
   - Florida Department of Law Enforcement (FDLE) background check, including fingerprints
5. The following must be completed **after** program orientation:
   - Medical physical
   - Immunization records and communicable disease screening

Application Addendums

Submit all supporting documents to the Health Sciences department at HCIC@fscj.edu by the review deadline, with the following information included in the email:

- Student's **program of study**, **term**, and "**Attachment**" in the subject line.
- Include the student's **name** and student **ID** in the body of the message.
- Documents **must** be emailed as attachments.

1. If desired, submit a one-page written essay.
2. If you have at least 12 months of healthcare-related work, submit proof of employment as follows:
   - Completed by a company representative
   - Printed on company letterhead
   - Specify dates of employment
   - Detailed healthcare-related duties performed
   - Indicate the number of hours worked per week
3. If you have at least 8 hours of volunteer experience (does not have to be healthcare-related), submit proof as follows:
   - Completed by the volunteer organization
   - Printed on company letterhead
   - Included specific dates of volunteer service
   - Indicated the number of hours volunteered

Competitive Review Process

Applicants must earn a grade of C or better in each prerequisite course and have an overall minimum prerequisite GPA of 2.0. Completion of General Education coursework will allow applicants to achieve additional points.

Students are ready for review upon completion of all admission criteria. The ranking rubric is included below. Please note that the admission process is highly competitive.

Students will be notified through their FSCJ Student email of their admissions status 4-6 weeks following the review deadline. Information regarding a student's admissions status will not be provided over the telephone.

Health Information Technology Ranking Rubric			Max Points
Overall Cumulative GPA (minimum requirement 2.0)			
Overall GPA		**Points**	
2.0-2.49		1	
2.5-2.99		7	**20**
3.0-3.49		13	
3.5-4.0		20	
A grade of C or better in all required CVT prerequisite courses			
Course Grade		**Points**	
A		5	
B		3	
C		1	
Prerequisite Courses:			**50**
Course Title	**Course Code**	**Credit Hours**	
Anatomy & Physiology I	BSC 2085C	4	
Communications	ENC 1101, ENC 1101C, or ENC 1102	3	
Mathematics	MAC 1105 or STA 2023	3	
Bonus Points			
General Education & Professional Courses: *Not required prerequisites*			
Course Title	**Course Code**	**Credit Hours**	**15**
Anatomy and Physiology II	BSC 2086C	4	

Medical Terminology	HSC 1531	3	
Humanities	ARH 2000, PHI 2010, MUL 2010, LIT 2000, HUM 2020, or THE 2000	3	

Written Essay			
A typed one-page essay on why the student wishes to enter the Health Information Technology A.S. Program. The essay should comment on an elementary understanding of health information technology.		10	**10**

Healthcare-Related Work Experience		
Hours	**Points**	**6**
12 months	2	
24 months	4	
>24 months	6	

Volunteer Experience	**Points**	**2**
(> 8 Hours)	2	
Total Possible Points		**103**