

Applying to the HIT Program

The fully-online Health Information Technology (HIT) Program is a CAHIIM-accredited Associates in Science (A.S.) degree. Successful completion of the degree enables you to sit for the RHIT exam through AHIMA. Please see the steps below to enroll in the program.

Starting with Saddleback College

If you are new to Saddleback College or Irvine Valley College, you will first need to apply here: <https://www.saddleback.edu/admissions/apply-saddleback-college>

HIT Program Information

Please check out the details of the HIT program at Saddleback College by visiting the HIT website: <https://www.saddleback.edu/hs/health-information-technology>

You will find the most current **road map** under in the HIT website. For the Anatomy and Physiology requirement, you can take either HSC 277 or BIO 113. For the Computer requirement, you can take either CIM 10 or CIM 1 both of which count towards your general education requirements. It is important to complete HSC 201 and CIM courses **prior** to the start of the program. You will need to complete your Anatomy and Physiology requirements prior to taking the second semester courses.

Counseling

It is very important that you schedule an appointment with a counselor to create an academic plan and answer your questions. *Please do not email questions to the counselor.* Telephone, Zoom, or in-person appointments are available and allow for the highest quality of counseling services to be provided. When you call the General Counseling office please indicate which type of appointment you prefer. Paris Peck is the designated HIT counselor, however any counselor is able to advise you regarding your plan.

Counseling will also assist you in transferring general education courses and degree(s) from other colleges towards Saddleback College's A.S. degree. The link to Counseling Office is: <http://www.saddleback.edu/counseling> and the phone number is: (949) 582-4572

Prior to your appointment please make sure any and all college transcripts are submitted to Admissions and Records Office and an unofficial copy is brought to the appointment (can be emailed at time of phone or Zoom appointment).

All transcripts showing prior course credits must be provided, even if it appears that the coursework is irrelevant to your current goal.

Applying to the HIT program via the Health Science (HS) Division Office

You will need to apply to the HIT program by completing the **application form** found on the HIT website and sending it to the Alicia Kirk at the Health Science (HS) Division Office. For questions, please call (949) 582-4701 extension: 4581

If you have completed HIT courses in another college/university, you also will need to fill out the **petition forms** for course substitutions of the courses in the **HIT road map** to transfer to Saddleback

College. That way you will be considered a student for the HIT program here, and we will be able to ensure that you have met all the requirements to graduate. You can find the form by clicking on:

<http://www.saddleback.edu/admissions/forms-and-petitions>

If you need help with mapping HIT courses that you have already taken, you will need to provide your provisional or unofficial transcripts and course descriptions of the courses you have taken to Alicia Kirk in the HS Division office. All official transcripts will need to be sent to Admissions & Records (A & R).

Externship Placement

You will be placed in an on-site externship at one of Saddleback College's contracted facilities in the last semester of the road map, if you have satisfactorily completed the requirements of the program. You will need health and background clearances to be eligible for externship. It is recommended that you complete your general education requirements either before or at the same time as the externship course (HIT 219: Directed Practice).

Earning the degree and the RHIT

To earn the Associate of Science (A.S.) Degree in Health Information Technology, students must complete BOTH HIT department requirements and General Education requirements. **A previous Associate Degree, Bachelor's Degree or higher degree does not automatically meet general education requirements. All outside transcripts must be evaluated toward Saddleback College's requirements. In order to be eligible for the *RHIT* credential, you must earn the A.S. degree from Saddleback College.**

The application form, the petitions, and the unofficial transcripts with course descriptions can be scanned as **one** document and emailed to Alicia Kirk (HS Division Office) at akirk@saddleback.edu. If you have mapped your academic plan with the counselor and turned in your paperwork to the HS Division Office, you can start the program.