Indian River State College

Healthcare Informatics Specialist

Application Booklet

Fall Program

For more information
IRSC Information Call Center
1-866-792-4772

www.irsc.edu

IRSC OVERVIEW

INDIAN RIVER STATE COLLEGE (IRSC) is a public, comprehensive college with a statewide and national reputation for excellence. Located in Florida's Treasure Coast region, each of the College's five campuses provide unparalleled educational environments.

IRSC serves approximately 30,000 students annually and offers more than 100 programs leading to Bachelor's degrees, Associate degrees, technical certificates and applied technology diplomas. Continuing a 60-year tradition of responsiveness to community needs, IRSC is committed to advancing educational, cultural, career training, workforce and economic development in its service area.

IRSC was distinguished as the 2019 winner of the prestigious Aspen Prize for Community College Excellence, an honor that recognizes outstanding quality in the areas of completion & transfer, labor market outcomes, learning, equity and more. IRSC is one of the few colleges in the nation to earn the Achieving the Dream™ Leader College designation. The College is identified by the United States Department of Education as the most affordable college in Florida and the third-most affordable college in the country.

EA/EO Statement

Indian River State College provides equal employment and educational opportunities to all without regard to race, color, national origin, ethnicity, sex, pregnancy, religion, age, disability, sexual orientation, marital status, veteran status, genetic information, and any other factor protected under applicable federal, state, and local civil rights laws, rules and regulations. The following person has been designated to handle inquiries regarding non-discrimination policies:

Adriene B. Jefferson, *Dean of Northwest Center,*
Equity Officer & Title IX Coordinator
Massey Campus ◼ 3209 Virginia Ave. ◼ Fort Pierce, FL 34981
772-462-7101

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THE HEALTHCARE INFORMATICS SPECIALIST

This program prepares students for employment in various healthcare settings as entry-level data analysts who are capable of acquiring managing, analyzing and presenting data so that better clinical and business decisions can be made. This certificate is also a great supplement to HIM professionals and other healthcare personnel who want to increase their data management and analytic skills. The course content includes medical terminology, healthcare delivery systems, electronic health record systems, data management and analysis, ethical and legal concepts, health data content, statistics, and employability skills.

APPLICATION CHECKLIST
Note: Necessary forms can be found in the back of this booklet.

        1.   Meet with an Academic Advisor or Admissions Counselor to review program requirements.

        2.   Complete the Application and pay the $30 application fee. Fee is non-refundable.

        3.   Have earned a standard High School diploma or GED. Request official and final High School and College(s) transcript(s). Submit to the Office of Student Records **by the Application deadline date**.

        4.   Read the Performance Standards on page 4.

        5.   2.5 or higher IRSC and college cumulative GPA (GPA does not apply to students that <u>have not</u> attended college).

PROCESS FOR APPLYING ONLINE

Applying to the Healthcare Informatics Specialist Program

Prior to beginning the application process:
1. Read the **Healthcare Informatics Specialist Application Booklet.**
2. Complete and submit the **IRSC Application** for the Healthcare Informatics Specialist program ($30 fee; keep copy of your receipt.)

INTRODUCTION

The Healthcare Informatics Specialist program is offered through the IRSC Health Sciences Division. Interested students must apply to the program. The program is offered as an online, cohort program. **Students must follow the curriculum schedule to complete the program.** Contact Enrollment & Student Services, any IRSC campus or the Health Science Division at 772-462-7550, or toll-free at 1-866-792-4772, ext. 7550, for additional information.

APPLICATION REVIEW PROCESS

Candidates who wish to be considered for the Healthcare Informatics Specialist program at Indian River State College must complete the procedures outlined on the checklist on page 1. The IRSC Application for Admission should be completed at www.irsc.edu. It is the applicant's responsibility to ensure that the application process is complete. No notices will be sent. Additional program specifics are outlined in this booklet.

NOTE: If at any time during the application process you have a change of address or other personal information, submit this information to the Office of Student Records or any IRSC campus and notify the Health Science Division at 772- 462-7550. This will expedite notification of acceptance status.

PRE-ADMISSION ADVISEMENT

Pre-advisement is required for admission to the Healthcare Informatica Specialist program. Pre-advisement includes information on the application process, admissions requirements, program guidance and counseling, financial aid and time management.

APPLICANT REVIEW

Consideration for admission into the Healthcare Informatics Specialist program will be based upon the following criteria:

1. IRSC Admission Status must be complete.
2. 2.5 IRSC and College Cumulative GPA (does not apply to students that have not attended college).

ACCEPTANCE INTO PROGRAM

Applicants are provisionally accepted by a selective admission process. Students will then be notified to register for classes via the email address provided in the Health Science Application.

NON-ACCEPTANCE INTO PROGRAM

Applicants with related concerns should meet with the Program Director, Devonica Vaught to discuss (dvaught@irsc.edu).

PROGRAM EXPENSES

A list of approximate cost is located on the IRSC website at www.irsc.edu. Click **Programs** and select **Healthcare Informatics Specialist**, and select **Program Expenses**. In addition to these costs, the candidate should allow for room, board, transportation and personal living expenses.

Note: <u>Non-Florida</u> resident tuition is a higher rate per credit hour, which will increase total fees accordingly.

FINANCIAL AID/SCHOLARSHIPS

Financial Aid (grants, loans, work-study) is available to those who qualify. Complete the FAFSA® and IRSC Supplemental Financial Aid Application to determine eligibility. For more information, contact the IRSC Financial Aid Office at 772-462-7450 or toll-free at 1-866- 900-3243 (FAID).

Scholarships designated for students in the Health Science programs may also be available. Apply for scholarships in Workday accessible through MyPioneerPortal.

For more information regarding scholarships, contact Sherri Monds via email at smonds@irsc.edu .

CURRICULUM

Refer to the IRSC website at **www.irsc.edu**. Click **Academics** and select **Course Catalog**. From the contents list, select **Associate in Science/Associate in Applied Science degrees and Technical Certificate** programs. Scroll down and select **Healthcare Informatics Specialist**.

PERFORMANCE STANDARDS

Technical Standards for Admission and Progression*

Health Information Technology involves processing and analyzing health records and is characterized by the application of knowledge in the skillful performance of certain functions. Therefore, in order to be considered for admissions or to be retained in the program after admission, all students must be able to demonstrate the following abilities:

Issue	Standard	Examples of Necessary Activities (Not all inclusive)
Critical Thinking/ Coping	Critical thinking ability sufficient for clinical judgment. Ability to make fast decisions in stressful situations in a professional manner.	Identify cause-effect relationships in professional practice situations, and display good coping mechanisms.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish rapport with clients and colleagues.
Communication	Communication abilities sufficient for interaction with others in verbal and written form.	Report data using appropriate data presentation techniques, and effective oral and written communication skills.
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces.	Move around workspaces, file rooms and office areas.
Motor Skills	Gross and fine motor abilities sufficient to keyboard, file and code.	Use equipment, computers and encoders programs.
Visual	Visual ability sufficient for observation and assessment necessary in care of the client records.	Prepare and process health information accurately.
Tactile	Tactile ability sufficient for processing health data.	Perform filing, coding and preparing reports.
Hearing	Auditory ability sufficient to monitor and assess health needs.	Hear phones, alarms, emergency signals, and cries for help. Manage transcription reports accurately.

* Adapted from the Board of Directors of the Southern Council on Collegiate Education for Nursing (SCCEN) guidelines for Nursing Education Programs.