



Application for

Health Information Technology (HIT)
Certification Training Program
March 7, 2017 – July 25, 2017

Health Information Technology (HIT) makes it possible for health care providers to better manage patient care through secure use and sharing of health information. HIT includes the use of electronic health records (EHRs) instead of paper medical records to maintain people's health information.

Dear Applicant:

Thank you for your interest in Jefferson Community College's non-credit Health Information Technology (HIT) certification training program to be offered at JCC. We commend you for taking this important first step toward a new future in the high demand HIT field.

This training program is intended for those who want to further their career in a hospital or clinical setting. The course includes three elements:

- **Classroom and Online Training:** Roughly 80 hours of classroom training. The course will begin on Tuesday, March 7, 2017 and run each Tuesday until July 25, 2017. Class time is 5:30 p.m. – 9:30 p.m.

The enclosed application explains how you can enter into the HIT certification training program. Before being accepted in the program you will need to:

- 1) Complete an application form
- 2) Provide a copy of high school transcript, GED, OR College level transcript
- 3) Provide a reference

Applicants must apply to this program and a limited number of students will be selected.

All documents must be received by the **application deadline of Friday, February 3, 2017 at 5:00 p.m.** **Payment for the program will be due Friday, March 3, 2017.** Please keep this tight deadline in mind – financial aid does not cover the costs of this programming. **Payment is due in full.**

Please send all documents to: Todd Parody
Continuing Education Division
Jefferson Community College
1220 Coffeen Street
Watertown, NY 13601
315-786-2385

Thank you for your interest in Jefferson Community College's non-credit HIT certification training program.

Terrence Harris
Dean for Continuing Education
(315) 786-2238

With the help of HIT, health care providers will have:

- Accurate and complete information about a patient's health. That way they can give the best possible care, whether during a routine visit or a medical emergency.*
- The ability to better coordinate the care they give. This is especially important if a patient has a serious medical condition.*
- A way to securely share information with patients and their family caregivers over the Internet, for patients who opt for this convenience. This means patients and their families can more fully take part in decisions about their health care.*
- Information to help doctors diagnose health problems sooner, reduce medical errors, and provide safer care at lower costs.*

Course Code: CED 220 701

Date: Tuesdays, March 7, 2017 – July 25, 2017

Time: 5:30 p.m. – 9:30 p.m.

Rooms: Extended Learning Center Jefferson Community College

Cost \$650

- 1) All information given on the application form must be typed or neatly printed.
- 2) The completed application, and any subsequent correspondence, **must be mailed to the Continuing Education Division at Jefferson Community College; 1220 Coffeen Street, Watertown, NY 13601 Attention: Todd Parody**
- 3) **Arrange for an official copy of your college transcript, or high school transcript or GED to be mailed to the Continuing Education Division** by contacting your high school and/or college.
- 4) Applicants are required to **ask one individual to provide a letter of recommendation** in support of their application. The reference should be someone who can attest to your ability to successfully complete this training program (e.g., employers, instructors, advisors, clergy or medical personnel). References are to be mailed by the individual **to the Continuing Education Division at Jefferson Community College; 1220 Coffeen Street, Watertown, NY 13601 Attention: Todd Parody**

There are only 20-seats available in this program. Acceptance letters will be mailed to the 20 people selected for the program. Other qualified applicants who cannot be accommodated immediately will be given “alternate” status and will be notified via letter if a student position becomes available.

Spring 2017
Health Information Technology (HIT) Certification Training Program
APPLICATION

Please type or print clearly and mail to: Continuing Education Division, Jefferson Community College, 1220 Coffeen Street, Watertown, NY 13601. Attention: Todd Parody

Name: _____
Last First Middle

Other/Previous Name (which may appear on records): _____

Address: _____
Number & Street Apt. Number

City State Zip code

Phone: cell or day number: () _____ Work: () _____

Social Security Number: _____

Date of Birth: _____ **Email:** _____

How did you hear about the HIT Program?

Give the name and address of the person to whom you have submitted the recommendation form.
The reference must *not* be a family member. The reference should be a responsible adult who can attest to your ability to successfully complete this training.

Name _____ Title/Position _____

Address _____

Phone () _____ Email _____

Relationship to Applicant _____

(If you have submitted to more than one person for a letter of recommendation, use the below)

Name _____ Title/Position _____

Address _____

Phone (____) _____ Email _____

Relationship to Applicant _____

Educational Background

	School	City	Dates Attended	Degree
High School	_____	_____	_____	_____

College	_____	_____	_____	_____
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Special Certification(s) _____

Employment

Present Employer _____ Phone (____) _____

Address _____ Dates of Employment _____

Nature of Work _____

(Additional)
Name of Employer _____ Phone (____) _____

Address _____ Dates of Employment _____

Nature of Work _____

**Jefferson Community College
Health Information Technology Certification Training Program**

Certificate of Information

I certify, to the best of my knowledge, that the information supplied on this application is complete and accurate.

Applicants signature _____ Date _____

Jefferson Community College admits students without regard for race, color, creed, sex, age, religion, national/ethnic origin, sexual orientation, disability, pregnancy or military status.

2017 Application Checklist

- Completed Application Form.

- Copy of GED, OR official high school OR college transcripts mailed to Continuing Education Division.

- One letter of recommendation mailed to Continuing Education.