

Applying for Admission to the Professional Program

Admission to the Program requires a written application, three letters of reference, an essay, and a recent physical examination to be submitted to the Department Chairperson before March 31 of the sophomore year. University examinations in English, mathematics and reading must be successfully completed before acceptance in the bachelor's program. In addition a grade point average of 2.50 or higher is required for the pre-professional courses. A personal interview with a member of the faculty and/or Department Chairperson is required for new students not completing pre-professional work at Chicago State University. The point system for evaluation of candidates is included with the Application to the HIA Department packet.

Students are admitted to the Department of HIA without regard to race, age, gender, religion, ethnic origin or disability.

Applicants will be advised by mail of their admission status by June 30.

Course of Study

The curriculum is divided into the pre-professional phase of the Program (freshman and sophomore years) and the professional phase of the Program (junior and senior years). The HIA major requires 121 credits for the Bachelor of Science degree with an overall GPA of 2.0.

The pre-professional curriculum includes satisfaction of the University's general education requirements as well as the completion of basic science courses and prerequisites for professional course work. This course of study provides students with the broad-based knowledge needed for the two-year professional curriculum.

The Department offers a flexible curriculum for those individuals who have attained a registered health information technician (RHIT) status and desire to progress to registered health information administrator (RHIA).

The department also offers a 71-credit hour post-baccalaureate certificate in Health Information Administration for individuals who possess a bachelor degree from an accredited institution.

The semesters of the professional years should be taken in sequence beginning in August of each year. The professional curriculum focuses on health information administration theory and its application. Clinical application is simulated on campus and provided in health information centers during a junior year professional practice experience (PPE) and a senior year management PPE. Junior students may complete their PPE as a directed practice one day a week along with course work during Fall and Spring semesters, or they may complete their PPE in a one-month block during the summer following the junior year. The Junior PPE is 160 hours in length. The Senior Year PPE is scheduled for one month (a total of 160 hours) during the Spring Semester of the senior year. Seniors must complete all courses in the curriculum except for the HIA 315 in order to register for the Senior Year PPE.

Achievement of a grade of C or better is required in all junior and senior level courses and in any health information administration course offered in the pre- professional phase. A grade of C or better is also required in all science courses in the pre-professional phase. Health Information Administration courses may be repeated only once. Students who receive less than a C in three Health Information Courses will be dismissed from the Department. Students who receive less than a C in a repeat Health Information Administration course will be dismissed from the Department.

Students must score at least 75% on each of two comprehensive examinations during the professional phase of the program. The first comprehensive examination is a series of nine exams consisting of junior year course material given at the end of the junior year. Students who score less than 75% in any of these exams will have an opportunity to take a second exam before the beginning of senior year study. All exams must be passed before beginning the senior year. The second examination consists of 160 questions given at the end of the HIA 315 Registered Health Information Administrator Exam Preparation. This examination covers all of the professional content and students must score at least 75% to receive the Bachelor of Science Degree or Certificate in Health Information Administration. Students failing to achieve a score of 75% on this examination are given the opportunity to take one additional examination.

A listing of required courses is below. Course descriptions may be found in the Chicago State University Undergraduate Catalog 2002/2004, or on the CSU Home page—www.csu.edu.

Cost to HIA Students

HIA students are responsible for the regular tuition and fee costs published in the most current Chicago State University Class Schedule Bulletin. In addition, HIA students pay \$35.00 for liability insurance and a background check every year they are in professional practice experience settings. Responsibilities for transportation, food and any other additional costs incurred for the PPEs are the responsibility of the student.

Student Employment

During the time that a student is serving in a PPE assignment, the student shall not be substituted as a regular staff employee, nor take the responsibility or the place of qualified staff. However, after demonstrating proficiency, students may be permitted to undertake certain defined activities with appropriate supervision and direction. A student may be employed in a clinical facility outside of regular education hours provided the work is limited so that it does not interfere with academic responsibilities. The work must be non-compulsory, paid and subject to standard employee policies.

Further Information

To receive an application form, for more information, or to make an appointment for advising, call (773) 995-2593 or write:

Department of Health Information Administration
College of Health Sciences
Chicago State University, BHS 610
9501 South King Drive
Chicago, IL 60628

To request a Class Schedule Bulletin, University Catalog or an application for admission to the University, contact:

Admissions

Chicago State University
Cook Administration Building #200
9501 South King Drive
Chicago, IL 60628
Phone: (773) 995-2513