

# Health IT Workforce Training

## Mission College

Member College in Region B, Los Rios Community College District Consortium\*  
Program Information, Application Criteria, and Selection Process

### Objective of Training Program:

To create a workforce that can facilitate the implementation and support of an electronic health care system. Those who take advantage of this professional level training in health information technology (HIT) will find opportunities for interesting, challenging and important work. Not only do these opportunities represent new jobs, they are promising careers in a growing sector of the nation's economy.

This document summarizes the Program, Application and Selection procedures for the Health IT Workforce Roles Training Program. Interested students must submit the required application form and supporting documentation. Mission College will offer these **three** Health IT Workforce Roles training in 2012:

- Practice Workflow & Information Management Redesign Specialist
- Implementation Specialist
- Technical/Software Support Staff

**Applications deadline is May 7, 2012. If capacity is reached before the deadline date, the application process will be closed at that time. This federally funded HIT training will end in 2012, and the May 2012 cohort will be the last group accepted. Qualified applicants will be processed in the order received.**

These programs are six-month training programs and are not for college credit. Upon successful completion of the program, graduates will be given a Certificate of Completion. A national competency exam for each workforce role has been developed for the program. The instructional method is online courses, with some courses requiring day, evening or Saturday labs on campus. The application instructions, form and program information are posted on the website at:

[www.missioncollege.edu/healthITgrant/](http://www.missioncollege.edu/healthITgrant/)

Course material is based on standardized national curriculum designed to prepare a workforce equipped to serve the emerging needs of the healthcare industry as it evolves. These courses are **rigorous programs of study, combining online lectures and group activities with hands-on labs, over a six-month period**. The program objective is to prepare students for employment in the HIT industry upon completion of this training. Descriptions of each program and the work role they are designed to fill are listed on the website.

Application criteria are based on skills sets that are developed through education and/or experience. Applications will be reviewed on a case-by-case basis. Software application proficiency is required for this online format. Students must have access to a PC computer.

\*Funded through the U.S. Dept. of Health and Human Services, Office of the National Coordinator for Health Information Technology, ARRA 2009: Information Technology Professionals in Health Care: Community College Consortia to Education Information Technology Professionals in Health Care

**Individuals applying for admission to this training MUST meet one or more of the criteria listed below:**

- Information Technology professionals:  
Must have one of the following:
  - a. An Associate Degree (or equivalent) or higher in Information Technology, Computer Information Systems, or Computer Applications;
  - b. Two years experience working with health information systems, electronic health records, database management systems, or other related field.
- Healthcare professionals:  
Must have, at a minimum:
  - a. An Associate Degree (or equivalent) or higher in a healthcare related field with one year experience directly related to medical record/health information processes (either paper or electronic), or
  - b. Two years experience directly related to the daily processes of Health Information Management including documentation analysis, release of information, health information systems implementation, etc.
- Military (current or veterans)  
**If you meet one or more of the above criteria AND are a veteran or a veteran's spouse, you will be given PRIORITY ADMISSION.**  
Proof of status is required.

**Selection Process:**

- You will receive email confirmation of receipt of application.
- Veterans and veterans' spouses will have priority eligibility.
- Applications lacking required information or documentation will not be considered.
- Selection is based upon evaluation of a complete application.
- You will receive email confirmation of acceptance along with notification of orientation session.

**CLASS MEETING DATES AND LOCATION:**

- Online instruction with some on-campus instruction
- Lab component – on site at Mission College, to be arranged
- Orientation session prior to class start – to be scheduled
- Next start date: May 14, 2012

**COST: The courses will be offered at no cost during the 2-year pilot program phase**

For more information, go to <http://missioncollege.edu/healthITgrant/>