

Northwood Technical College

FY26 (2025-26) Health Information Technology Program

The following is additional information about the Northwood Tech Health Information Technology (HIT) program.
This information supplements the program webpage and district catalog.

Degree: Two-Year Associate Degree

HEALTH INFORMATION TECHNOLOGY (HIT) PROGRAM - 62 credits

The HIT program is a two-year (four-semester) program. Students must complete 62 credits to graduate. The program is offered online, with support services available on all four Northwood Tech campuses (Ashland, New Richmond, Rice Lake, and Superior), with a maximum of 32 new students each year.

While the program is offered in an online format, there is a professional practice experience, which will include time spent in a clinical site. Travel is required to clinical sites; students must provide their own transportation. Clinical site locations will vary based on availability.

PROGRAM DIRECTOR

Sara Kroeplin RHIA

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ACADEMIC ADMISSION REQUIREMENTS

Students have 120 days to complete the application process. You will be admitted to the program based on the date and time the admission criteria are met. Upon admission to the program, the student should meet with the program advisor for program orientation materials and to determine program sequencing and completion goals.

HIT COURSEWORK

When you successfully complete the admission requirements, you will be invited to begin your coursework. The following non-core classes may be taken prior to starting the program: Medical Terminology, Oral/Interpersonal Communication or Speech, English Composition I, Intro to Psychology, Intro to Diversity Studies or Intro to Sociology, General Anatomy and Physiology, and Introductory Statistics.

CLASS COMMITMENT

The HIT program can be completed at a full-time rate (in two years/four semesters) or part-time (up to four years/eight semesters). The average amount of time spent on coursework is based on course credit hours. A full-time student should expect to spend up to 20-25 hours per week. This program requires a significant time commitment. Determining the rate at which to complete the HIT program should be considered, in addition to work and personal commitments.

TRANSFER CREDIT

Official college transcripts must be submitted for any college coursework that has been completed. Official college transcripts must be sealed and sent from the sending institution. In order to graduate from the Northwood Tech HIT program, a minimum of 25% of the technical studies courses must be completed at Northwood Tech.

HIT PROGRAM STANDARDS

HIT students must complete all required courses with a 2.0 or better. Students enrolled in the HIT program may repeat only three curriculum courses during their progress toward graduation. In addition, a HIT student may only repeat any core course once. This policy also applies to coursework taken at other colleges. For more information, refer to the Failure/Repeat Course Policy found in the HIT Student Handbook.

Northwood Technical College does not discriminate on the basis of race, color, religion, sex, national origin, age, disability or status in any group protected by state or local law in employment, admissions or its programs or activities. The following person has been designated to handle inquiries regarding the College's nondiscrimination policies: Amanda Gohde, Associate Vice President, Talent and Culture, 1900 College Drive, Rice Lake WI 54868, 715-731-1223, Wisconsin Relay TTY:711, amanda.gohde@NorthwoodTech.edu.

COMPUTER NEEDS

Because all HIT program courses are offered online, students are required to have 24-hour access to a computer with high-speed internet access.

CERTIFICATION EXAM

Graduates are eligible to take the Registered Health Information Technician (RHIT) certification examination through the American Health Information Management Association (AHIMA).

ACCREDITATION

The Health Information Management accreditor of Northwood Technical College is the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The College's accreditation for the Health Information Technology degree in Health Information Management has been reaffirmed through 2024-2025.

All inquiries about the program's accreditation status should be directed by mail to CAHIIM, 200 East Randolph Street, Suite 5100, Chicago, IL, 60601; by phone at 312.235.3255; or by email at info@cahiim.org.



BACKGROUND CHECK AND CONVICTION RECORD

Students in the HIT program will attend clinical site(s) for their professional practice experience. These sites are regulated by state and federal government. Laws state that these sites may not hire anyone with a history of conviction of certain crimes. Northwood Tech has contacts with these sites for the purpose of professional practice experiences. As such, Northwood Tech students are held to the same guidelines and expectations.

Before attending a clinical site, HIT students will be asked about their conviction history. Conviction records will be obtained from a national criminal background check, a caregiver background check through the State Department of Health, and, if required, a state criminal background check (depending on student and clinical site location).

A conviction history will not automatically prevent students from attending a clinical site or completing the HIT program. Conviction history must be disclosed to clinical sites, who reserve the right to determine whether the results are acceptable for completion of the professional practice experience. The professional practice experience instructor will make up to three placement attempts. If a student is denied from three clinical sites, based on conviction history, that student will be unable to complete the professional practice course, and the HIT program.

Background check expenses are the responsibility of the student.

SCHOLARSHIPS AND FINANCIAL AID

Full-time (at least 12 credits/semester) and part-time students (at least 6 credits/semester) are eligible for financial aid. In addition, scholarships are available.

GRADUATE SALARY EXPECTATIONS

WTCS graduate information indicates graduates earn between \$34,317–\$103,992 annually. The WTCS average yearly salary is 53,622.

Checklist for Health Information Technology Admission

Admission Requirements

- _____ Complete Northwood Tech application.
- _____ Have earned a high school diploma or GED/HSED certificate. Current HS seniors must provide both a current high school transcript and a final (official) transcript with confer date
- _____ Review and sign Background Check Disclosure
- _____ Review and understand Technical Standards for this Program
- _____ Complete admissions meeting with Northwood Tech counselor (academic admission requirements apply)

Students who are considering the program must meet one of the following items:

- Minimum High School GPA of 2.1
- ACT Score of 18
- Minimum College GPA 2.0 (min 3 cr)
- Associate or bachelor's degree
- Accuplacer scores

Additional measures may be considered as determined by the counselor.

Program-Specific Requirements

- _____ Submit Background Check fee
- _____ Have an acceptable National Criminal Background Check and state-specific caregiver background check for where the HIT clinical experience will be completed
- _____ Pass a physical exam, have current immunizations, and demonstrate negative status for Tuberculosis (TB). Decision not to receive vaccinations may limit ability to obtain clinical placement based upon meeting site placement requirements.
- _____ COVID vaccination---highly recommended
NOTE: Northwood Technical College cannot guarantee clinical placement or ability to progress in the program if a student is not able to meet the clinical site requirements, including but not limited to influenza vaccine, COVID vaccine, negative TB skin test, or QuantiFERON®-TB Gold In-Tube test (QFT-GIT) or T-SPOT®.TB test (T-Spot), up-to-date acceptable background check, or any other clinical requirements required by the clinical site. Northwood Technical College cannot guarantee clinical placement if the clinical site must be changed due to students' inability to meet the site-specific requirements. Many sites require the student information 4-6 weeks prior to the clinical start date.
- _____ Review and sign Health Sciences Confidentiality Statement
- _____ Meet with HIT program advisor to determine program sequencing and completion goals
- _____ Review and complete the Computer Skills Inventory
- _____ Review HIT program orientation materials

FY26 (2025-26)**HEALTH INFORMATION TECHNOLOGY PROGRAM**

Prices listed are approximate costs and subject to change

TEXTBOOKS (HIT technical studies courses)	\$1,850.00
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BACKGROUND CHECKS (required): \$

WI Caregiver Background Check	\$15.00
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National Criminal Background Check	\$61.00
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FIRST TERM - TUITION/FEES: \$2,423.00

10-501-101	Medical Terminology	\$482.60
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10-501-107	Digital Literacy for Healthcare	\$323.40
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10-530-162	Foundations of HIM	\$482.60
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10-801-136	English Composition 1	\$482.60
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10-806-177	General Anatomy and Physiology	\$651.80
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SECOND TERM - TUITION/FEES: \$2,413.00

10-530-182	Human Disease for the Health Professions	\$482.60
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10-530-184	CPT Coding	\$482.60
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10-530-197	ICD Diagnosis Coding	\$482.60
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10-801-196	Oral/Interpersonal Communications or 10-801-198 Speech	\$482.60
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10-804-189	Introductory Statistics	\$482.60
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THIRD TERM - TUITION/FEES: \$2,577.20

10-530-163	Healthcare Stats & Analytics	\$494.30
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10-530-164	Intro to Health Care Informatics	\$494.30
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10-530-178	Healthcare Law and Ethics	\$331.20
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10-530-159	Healthcare Revenue Management	\$482.60
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10-530-199	ICD Procedure Coding	\$323.40
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10-530-165	Intermediate Coding	\$482.60
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FOURTH TERM - TUITION/FEES: \$2,575.20

10-530-161	Health Quality Management	\$482.60
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10-530-166	HIT Capstone	\$164.20
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10-530-167	Management of HIM Resources	\$482.60
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10-530-196	Professional Practice	\$482.60
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10-809-172	Intro to Diversity Studies or 10-809-196 Intro to Sociology	\$482.60
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10-809-198	Introduction to Psychology	\$482.60
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APPROXIMATE PROGRAM TOTAL**\$11,947.60**

Transportation costs to and from clinical agencies will vary

Computer, other required hardware, or upgrade costs will be discussed on an individual basis.

Students are responsible for additional clinical agency requirements.

Students are responsible for health form costs (Tb test, Immunizations, titers, exam, etc.)

4/2025 (FY26 HIT Program Cost Sheet)

SMK 2/4/25