

ST. PETERSBURG COLLEGE

# HEALTHCARE DATA MANAGEMENT CERTIFICATION

## ADMISSIONS GUIDE

### ABOUT THE PROGRAM

Have a knack for organization and details? Healthcare data management experts play a crucial role in managing healthcare data, patient health information and electronic medical records. Healthcare providers and insurers rely heavily on this information and our certificate can put you on the path to this in-demand career.



### ADMISSIONS REQUIREMENTS CHECKLIST

Term	Applications Accepted	Application Review	Student Notified by Email: xxxxxx#@live.spcollege.edu
Fall: August	March 1 – June 30	July 1 - July 9	July 10
Spring: January	July 1 – October 31	Nov 1 – Nov 9	November 10

- New students must complete the St. Petersburg College Admission Application and pay the non-refundable fee. Returning students must complete the online Readmission steps in MySPC if you have not enrolled in the previous six semesters. [Admissions and Readmissions](#)

**A secondary Health Program Application is required for limited access Health Programs (link on page 2)**

- Submit official, unopened (sealed) high school or GED transcripts indicating completion of standard high school diploma or equivalency. We do not accept unofficial copies or official copies that have been opened. Applicants who have earned an Associate in Arts, Associate in Science, Associate in Applied Science, Baccalaureate, or higher degree from a regionally accredited institution are waived from this requirement. **Transcripts must be received and evaluated by St. Petersburg College prior to the application deadline to ensure consideration.** [Submitting Official Transcripts](#)
- Submit official, unopened (sealed) transcripts from all regionally accredited college(s) and/or universities currently or previously attended. We do not accept unofficial copies or official copies that have been opened. **Transcripts must be received and evaluated by St. Petersburg College prior to the application deadline to ensure consideration.** [Submitting Official Transcripts](#)
- Students must demonstrate they are at college level in Writing, Reading, and Math either through appropriate test scores or through appropriate course completion.
- Students must have a cumulative grade point average of 2.00 on a 4.00 scale in all postsecondary coursework. Academic Standing may have an impact on admission, enrollment, and financial aid eligibility. See the SPC Academic Standing Policy for details. [Academic Standing Policy](#)
- Students must meet the [Technical Standards](#) with or without accommodation(s). Please contact the Health Education Center Accessibility Services office to set up a confidential consultation at (727) 341- 4141 or visit [www.spcollege.edu/accessibility](http://www.spcollege.edu/accessibility).
- Complete **CGS 1100**, Computer Applications; **HSC 1531**, Medical Terminology; and a college level math class (with MAC, MGF, or STA prefix) **with grades of "C" or better**.

*St. Petersburg College is committed to equal access/equal opportunity in its programs, activities, and employment. For additional information visit [www.spcollege.edu/eaeo](http://www.spcollege.edu/eaeo)*

- ☐ Submit the Health Programs Application by going to <https://web.spcollege.edu/hec/application/apply>

**Admission emails** will be sent through SPC student email (xxxxxx#@live.spcollege.edu)  
 If you are not sure how to access your SPC student email, please visit [How do I Access My SPC Email](#)

## Articulation

St. Petersburg College students who hold current industry certifications or licenses or have completed approved high school, technical college, apprenticeship, or workforce training programs may be eligible to receive free college credit. For more information, visit [www.spcollege.edu/connect](http://www.spcollege.edu/connect).  
 Please complete this form: <https://web.spcollege.edu/survey/30650>.

<b>PRE-ENTRY COURSES (8 credits) A grade of "C" or higher is required.</b> (May <b>NOT</b> be satisfied by an Associate in Arts or higher degree)	<b>CREDITS</b>
<b>CGS 1100 - Computer Applications</b>	<b>3</b>
<b>HSC 1531 – Medical Terminology</b>	<b>2</b>
*College level math course (with <b>MAC, MGF, or STA</b> prefix)	<b>3</b>

\*This course is a pre-requisite for HIM 2201

## Selection Criteria

- All application requirements must be satisfied by the closing of the application window.
- All qualified students will be offered admission and will need to complete the following pre-enrollment requirements to maintain eligible status:
  - Complete the Notice of Intent survey by the date indicated in the admission email.
  - Participate in the Health Education Program orientation on the date indicated in the admission email.

## Program Information

As an informatics expert, you help design and analyze the systems and databases that maintain electronic medical records, a critical role for insurance reimbursements and quality of care.

Our program prepares you for the following careers:

- Health Data Technician
- Entry Level Health/Health Information Technology
- EHR Implementation Support Specialist
- Health Software Support

## Estimated Costs

<b>Estimated Costs*<sup>1</sup> Tuition</b>	<b>**Physical &amp; Immunizations</b>	<b>Drug &amp; Background Check</b>	<b>Uniforms, Special Equipment Lab Fees &amp; Other Costs</b>	<b>Textbooks</b>	<b>State Exam &amp; License Fees</b>	<b>Total</b>
\$1,960	Not Required	Not Required	Not Required	\$1,293	Not Required	\$3,253

\*Tuition is estimated using the Florida resident rates. Out-of-state residents will have higher tuition fees.

<sup>1</sup>Tuition is for core coursework only. General Education and Support courses are not included.

\*\* These are high estimates; actual costs will vary depending on health insurance coverage.

## Transfer Coursework

Transfer courses for which there is no direct SPC equivalent will be posted as elective credit and designate with a '999' course number. If you believe a course posted as an elective should satisfy a degree requirement, you may submit a request for an Alternate Satisfaction. To initiate the alternate satisfaction request/review process: Complete the Alternative Satisfaction Survey, <https://web.spcollege.edu/survey/21215>.

## Experiential Learning Program (ELP)

Learners are able to use the [Experiential Learning Program](#) (ELP) to waive credits or to test out of classes in which they have experience. The ELP program does incur a small fee for each credit hour awarded and credit is awarded based on the evaluation of the assigned assessor.

Here are the instructions to initiate this process:

- Identify specific courses you would like to earn credit for. (NOTE: Some HEC courses are not eligible for ELP credit.) Review your degree progress report in MySPC and/or contact an academic advisor to clarify your program requirements.
- Complete the ELP application at <https://web.spcollege.edu/survey/3077>
- A designated SPC instructor will interview you to determine if an assessment will be performed.
- Submit any required documentation for the assessment and pay the ELP fee of \$25 per credit hour.
- The instructor evaluates the materials and determines if credit will be awarded.
- A notification is sent to you of the assessment outcome.

## Accessibility Services

St. Petersburg College is committed to providing quality education and services to all students by ensuring that admission, academic programs, support services, student activities, and campus facilities are accessible to and usable by qualified students with disabilities. Each specific health program has its own technical standards which all students must meet with or without accommodation(s). To help students achieve success, Accessibility Services works with students, faculty, and staff to coordinate the provision of reasonable accommodations. To put your accommodations in place, please contact the Health Education Center Accessibility Services at (727) 341-4141 or visit <http://www.spcollege.edu/accessibility>