

1. ***Once I submit my application and required documentation, how long does it take before I am notified of being accepted or denied into the training program?*** Once applications are received, they are reviewed by the Project Director of the Health IT Workforce Training program. Typically, an applicant will receive a formal response of their acceptance and/or denial into the program within 5-7 business days. This time frame may vary based on the volume of applicants received.
2. ***How many weeks will this course take to complete? Is it self-paced?*** The course is approximately a 6 month program start to finish. It is not self-paced; you will have specific assignments due at specific times.
3. ***How many hours of coursework per week would be expected to meet this weekly requirement?*** It will require approximately 15-20 hours per week to complete research projects, the readings, lectures, assignments and tests.
4. ***What is the structure of the online portion of the training program?*** All of the course work is online. There are no set times when you have to be logged in as a class. We do arrange for one face-to-face Saturday orientation prior to the start of your program and one demonstration day where potential employers and vendors are invited. We strongly encourage students to attend the orientation; the demonstration day event is voluntary.
5. ***Can out of state students apply to the Health IT Training program?*** It is a federal grant so we can accept students from outside of California. However, we cannot provide support for internship and job placement due to your location. To find Community Colleges near you who are offering this program, click on the following link:
<http://healthit.hhs.gov/portal/server.pt?open=512&mode=2&objID=3603#region-b>
6. ***Can you apply financial aid/grant monies to travel and/or books?*** No. All course assignments and training are provided to the student at no cost. The training program is structured in an online environment allowing the students to complete assignments via the web and/or internet. Please note that this program is made possible because the U.S. Department of Health & Human Services (HHS) funds this training opportunity through a grant awarded to the Los Rios Community College District. San Diego Mesa College sub contracts with the Los Rios Community College District to provide training for this grant project.

7. ***What are the eligibility requirements necessary to be accepted into and participate in the HIT training programs?*** Each training program has their own specific focus and admissions requirements. Training program requirements are located in the “About Workforce Training” section on the main page at the following link: <http://www.sdmesa.edu/health-information/grant.cfm>.
8. ***I see that veteran’s and veteran’s spouses get priority admissions. What is the definition for veteran spouse as defined in Section 2(a) of the Jobs for Veterans Act (38 U.S.C. 4215 (a))?*** Under Title 38, United States Code Section 4215(a), Veteran spouse (or “eligible spouse”) means (A) the spouse of any person who died of a service-connected disability; (B) the spouse of any member of the Armed Forces serving on active duty, (C) the spouse of any person who has a total disability permanent in nature resulting from a service-connected disability; or (D) the spouse of a veteran who died while a disability so evaluated was in existence.
9. ***Can I apply/attend more than one training program?*** Yes, students are eligible to complete all training programs as long as they do not overlap. (For example, a student must graduate and/or withdraw from one training program before they are eligible to start a new training program.) We also require that you complete and submit a new application with the new training program of interest indicated. If you have already submitted a registration packet for a previous program attended, we will transfer all other documentation to your new program and/or start date.
10. ***Once I complete the program, how long will it take to receive my training certificate? Is there anything that can prevent me from obtaining my certificate?*** Certificates are typically mailed out within 30 days of completing the program (aka. final date of the program). In order to obtain your certificate, we will need your current address and also have a completed Authorization of Release of Information Form on file. These forms are provided at your training program’s orientation. If you were unable to attend you can also request the form from Ginger Davis, Sr. Clerical Assistant at: gmdavis@sdccd.edu.
11. ***How do I apply for membership to The American Health Information Management Association (AHIMA)? What are the benefits?*** For more information regarding membership benefits, or to join today, visit: www.ahimastore.org/hitechmember or contact AHIMA Customer Relations with questions at: 1-800-335-5535.

12. **Are there any job search assistance opportunities available to HIT Training Program participants?** Yes, the Office of the National Coordinator (ONC) offers graduates and other individuals exploring a career in Health IT a site where they can access Healthcare Information Management Systems (HIMSS) JobMine and other online services that are part of the HIMSS Career Services Center Resources. These services can be accessed at: www.himss.org, under the Professional Development tab. On this site, graduates can post their resumes for employers to view for potential employment and employers can post jobs for candidates to review.

Another job search tool can be accessed through the California Health Information Partnership & Services Organization (CALHIPSO) at www.calhipso.org, under the HIT Job Connections tab. For additional information and/or questions about CALHIPSO, please email: info@calhipso.org or call toll free number: 1-888-589-4897.

More job search links can be located on our site under the Student Information section (right hand side of page). Both “*Resume Tips and Job Links*” and “*Simplify Health Job Search*” contain information that will assist you in your research. Here’s a brief list of sites mentioned in these documents:

- <http://www.ahima.org/>
- <https://www2.gehealthcare.com/portal/site/usen/gehchome/>
- www.e2oHealth.com
- <http://www.thorgroup.com>
- <http://www.imsci.com>
- www.hitconsultingjobs.com

13. **What is the benefit in taking the HIT Pro Competency Exam offered through Pearson Vue?** The benefit is that it is a *national* certification. Not only will you receive the local training program certificate upon successful completion of your program but you will also be “nationally” certified. Additional information about the HIT Pro Competency Exam can be viewed at: <http://www.sdmesa.edu/health-information/pdf/exam-info.pdf>

14. **What is the HIT Pro Competency Exam structure?** Here are some responses from recent graduates who took the exam:

- “The exam is all multiple choice; reviewing the blueprints outlined in the HIT Pro website is all you need. It is a lot easier than one would think.” –PWF Graduate
- “I have taken the Practice Workflow & Implementation exam. It was all multiple choice. Test takers are given 3 hours to take the exam. I took in about 1 1/2 hours (not necessarily because I am super smart! </;-)) but just because it was common sense and holistic in nature. I suggest review of Meaningful Use requirements. There were about 5 medical terminology questions. I suggest that all test takers review the material in a holistic manner in order to understand all basic concepts of the purpose for EHR implementation mandates. There will be implementation scenarios given yet all responses are multiple choice. Relax, take deep breaths, and go for it!” - PWF Graduate
- “Exam is all multiple choice but some of the questions are based on scenarios.” - PWF Graduate
- “The test was all multiple choice questions but you had to reason on many of them because they are looking for the best answer; others were relatively easy. Lots on OSI models and only 3 or 4 on medical terms.” - ISS Graduate
- “The HIT test for the implementation specialist has no essay questions. They are all multiple choice, but very pointed, in that there are no “all of the above or “none of the above” in the choices.” - ISS Graduate

15. **What study tips/materials can I use to prepare me for the HIT Pro Competency Exam?**

- “Study the material closer to the time you take the test as we all forget things we don’t use frequently.” - Duane Rinehart, TSS Instructor
- “For networking, I found the compTIA certification prep books to be very useful, especially network+ or A+. They can be found at the San Diego Public Library.” - Duane Rinehart, TSS Instructor
- “For health information exchange, check out: <http://www.hitsp.org/>, http://www.phdsc.org/standards/health-information/PS_Standards.asp , AHIMA or do web searches but focus on ISO-TC215 and HL7.” - Duane Rinehart, TSS Instructor
- “Look for vendor demo day where you can ask questions and learn about different systems. There are also videos/podcasts/case studies posted on the Internet.” - Duane Rinehart, TSS Instructor

16. **How do I access the HIT curriculum materials for the training role I completed?** HIT Curriculum materials can be accessed via the following link: <http://www.onc-ntdc.org/>.

17. **How do I access the HIT Pro Candidate “Blueprint” Guide for the training role I completed?** The Blueprint Guide can be accessed via the following link: http://healthit.hhs.gov/portal/server.pt?open=512&objID=1809&parentname=CommunityPage&parentid=16&mode=2&in_hi_userid=11673&cached=true.

18. ***I took the HIT Pro Competency Exam and am still pending my results of the test. How will I be notified of my results? Is there a way to view my exam results?*** Your HIT Pro™ exam score report will be mailed to you via the U.S. Postal Service. If you have not yet received your score report, you can find your results by logging in to your web account at www.PearsonVUE.com/HITPro.

19. ***I already took the HIT Pro Competency Exam and haven't received my second voucher yet. How do obtain my second exam voucher?*** Pearson Vue mails second vouchers out directly to students they identified as having taken the the HIT Pro Exam on or before a specified date. As part of their incentive program, any student taking the exam on or before 8/31/2011 will receive a second exam voucher for free. If you have not yet received your complimentary second exam voucher, please contact Pearson Vue directly. Contact information can be obtained via their website at: <http://www.pearsonvue.com/> .
20. ***What does ONC stand for?*** ONC stands for the Office of National Coordinator for Health Information Technology. This is the federal agency that provides funding and monitoring of the HIT Workforce Training Grant. For additional information about ONC and it's mission, please visit the following link: http://healthit.hhs.gov/portal/server.pt/community/healthit_hhs_gov_onc/1200