Upgraded your career in just 6 months.

MN Health Information Technology (HIT) Training Program

Normandale Community College is currently recruiting students for the Health IT Professional Training Program.

The 6-month ARRA-HITECH funded HIT training program will focus on job-specific training for one of four workforce roles in the field of health information technology. The training will incorporate “hard” technical skills as well as “soft” skills such as problem solving, decision making, time management, etc. The program is offered as an online, distance learning program with intermittent face-to-face meetings.

**You would be a good candidate for this program if:**
You have a background and/or education in any of these following areas. There are formal admissions criteria, please read the complete FAQ document located at our website for more information.

- Information Technology professions
- Healthcare Professions
- Health Information Technology professionals:
- Other related fields such as public health, software vendors, IT or HC consulting firms

Training begins early October, 2012 (subject to change)
Applications will be accepted starting July 10, 2012

**Total program fee is $2,000. Of that, $1,500 of the program fee may be covered by federal financial stipend. Total student out-of-pocket cost is estimated to be $500.00 if you qualify for financial the financial stipend.**

**WORK ROLE**

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<th>Practice Workflow and Information Management Redesign Specialist</th>
<th>Clinician/Practitioner Consultant</th>
<th>Implementation Support Specialist</th>
<th>EHR/Application Trainer</th>
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**Succeeding in the Work Place – Skills Training**

- Fundamental Health IT Competencies
- Introduction to Health Care and Public Health In the US
- The Culture of Health Care
- Terminology in Health Care and Public Settings
- Introduction to Information and Computer Science
- History of Health Information Technology in the U.S.
- Health Management Information Systems

- Fundamentals of Health Workflow Process Analysis & Redesign
- Quality Improvement
- Usability & Human Factors

- Working with Health IT Systems
- Fundamentals of Health Workflow Process Analysis & Redesign
- Quality Improvement Planning, Management and Leadership for Health IT

- Working with Health IT Systems Installation and Maintenance of Health IT Systems Networking and Health Information Exchange
- Configuring EHRs

- Usability & Human Factors
- Professionalism/ Customer Service in the Health Environment
- Training & Instructional Design

MNhealthIT.com
952-358-8343
ncal@normandale.edu
WHO SHOULD APPLY:
If you have a background and/or education in any of these areas, this training might be a good fit for you. There are formal admissions criteria, please read the complete FAQ document located at our website for more information.

• Information Technology professions
• Healthcare Professions
• Health Information Technology professionals:
• Other related fields such as public health, software vendors, IT or HC consulting firms

HOW TO APPLY:
To apply for this training program and view a comprehensive Program Information Document, visit www.normandale.edu/continuingeducation and click on the Health and Wellness link. You will find a link to the MnHIT Training Program and an online form application. Please complete the application in its entirety. Incomplete applications will NOT be accepted.
Applications will be accepted starting July 10, 2012

To learn more about the program or to complete an application, visit our website at: http://mnhealthit.com, email Normandale at: ncal@normandale.edu or call 952-358-8343

PROGRAM STRUCTURE:
Delivery: Online/distance learning with minimal face-to-face sessions

Dates: As the program will be mostly online, the training will be formatted to be self-paced with specific milestones and deadlines. Topic specific sessions such as industry specialists, etc. will be scheduled for in-class meetings and dates and times will be announced at the start of the program and throughout the training.

Duration: The program will last approximately 6 months. Each student should expect between 25 or more hours of coursework each week and is dependent on individual learning styles and speed of comprehension.

Schedule may be adjusted to reflect the program mix of students and other factors.

PROGRAM COSTS:
Total Cost: $2,000.00

Financial Assistance: As part of the grant, we are offering fee stipends to individuals who are accepted into the program. The maximum stipend amount is $1,500.00 per student. Any fee remaining will be the responsibility of the student. There are a limited number of stipends available and not everyone may receive a stipend. You may still enroll in the program if you do not receive a financial stipend, however, you are responsible for the full fee amount.

Dislocated Workers: This program is a federally sponsored training program and should qualify for dislocated training funding. Contact your local work force center for more information.

Employer Sponsored: If you are currently working in a role that would benefit from this training, and your employer is sponsoring your program fee, please indicate this on your application form. It is recommended that the employer provide the full fee amount of $2,000.00 in order to allow other possible students-in-need to receive a stipend.

We reserve the right to adjust the program fee at any time. If you are enrolled in the program and have already paid your fee, your fee will not change.

STUDENT COMMITMENT:
Time and Effort: This is a rigorous training program. As a participant, you will be expected to commit to at least 25 or more hours per week of coursework, homework or research. We expect that you have permission from your employer if you are planning on participating in this program if you are currently employed and will be doing coursework during work hours.

The training is estimated to be approx. 6 months in duration and it is our expectations that you will be available for the entire duration of the training.

Financial Commitment: Once the program begins, you will NOT be eligible for a refund. Please make sure that you can commit the time and resources to this program as we are unable to refund your program fee after the first course begins.

If you receive a fee stipend for the training program and are not capable of successfully completing the training program for the given time period in which you are enrolled, you may be required to reimburse the college the entire amount of the stipend.