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| **School or Division** | School of Health Professions |
| **Program or Certificate or** | AS, Health Information Technology |
| **New degree or certificate program** | List new degree or certificate program here |
| **Proposed by (faculty only)** | Deborah Howard |
| **Presenter (faculty only)** | Deborah Howard |
| Note that the presenter (faculty) listed above must be present at the Curriculum Committee meeting or the proposal will be returned to the School or Division and must be submitted for a later date. | |
| **Submission date** | 12/4/2015 |
| **Course prefix, number, and title** | HSA 1253 Medical Office Administration |

**Section I, New Course Information (must complete all items)**

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| **List School or Division** | School of Health Professions |
| **List course prerequisite(s) and minimum grade(s) (must include minimum grade if higher than a “D”)** | ENC1101 with a grade of C or higher. |
| **Will students be taking any of the prerequisites listed for this course in different parts of the same term (ex. Term A and Term B)** | No |
| **List course corequisites** | None |
| **Is any corequisite for this course listed as a corequisite on its paired course?**  (Ex. CHM 2032 is a corequisite for CHM 2032L, and CHM 2032L is a corequisite for CHM 2032) | No  List the corequisite |
| **Course credits or clock hours** | 3 |
| **Contact hours (faculty load)** | 3 |
| **Select grade mode** | Standard Grading (A, B, C, D, F) |
| **Credit type** | College Credit |
| **Course description** (provide below) | |
| This course will provide instruction and activities specific to the administration and management of a medical office. | |

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| **General topic outline** (type in outline below) |
| * Current Medical Office Environment * Communications in the Medical Office * Managing the Front Office * Appointment Scheduling * Regulatory Compliance * Medical Office Manager Duties * Office Policies and Procedures * Accounting and Payroll in the Medical Office * Billing and Collections * Marketing the Medical Office |

**Learning Outcomes:** For information purposes only. Type in all learning outcomes, assessments, and general education competencies as they should be displayed in the syllabus. More rows can be added if necessary.

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| **Learning Outcomes** | **Assessments** | **General Education Competencies** |
| Schedule and manage appointments | Assignments and quizzes | COM, CT, TIM |
| Utilize medical administrative software to maintain office systems | Assignments and quizzes | COM, CT, TIM |
| Schedule inpatient and outpatient admissions and procedures | Assignments and quizzes | COM, CT, TIM |
| Respond to and initiate written communications | Assignments and quizzes | COM, CT, TIM |
| Recognize and respond to verbal and nonverbal communications | Assignments and quizzes | COM, CT, TIM |
| Demonstrate professional telephone techniques | Assignments and quizzes | COM, CT, TIM |
| Organize a patient record | Assignments and quizzes | COM, CT, TIM |
| File/manage patient health data | Assignments and quizzes | COM, CT, TIM |
| Utilize the electronic health record system | Assignments and quizzes | COM, CT, TIM |
| Complete and process claims | Assignments and quizzes | COM, CT, TIM |
| Explain/create general office policies | Assignments and quizzes | COM, CT, TIM |
| Complete an incident report | Assignments and quizzes | COM, CT, TIM |
| Explain regulatory compliance | Assignments and quizzes | COM, CT, TIM |
| Perform quality improvement activities | Assignments and quizzes | COM, CT, TIM |
| Develop marketing materials | Assignments and quizzes | COM, CT, TIM |

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| **ICS code for this course** | ADVANCED AND PROFESSIONAL - 1.11.12 - HEALTH PROFESSIONS |
| **Should any major restriction(s) be listed on this course? If so, select "yes" and list the appropriate major restriction code(s) or select "no".** | No  List applicable major restriction codes |
| **Is the course an “International or Diversity Focus” course?** | No, not International or Diversity Focus |
| **Is the course a General Education course?** | No |
| **Is the course a Writing Intensive course?** | No |
| **Is the course repeatable\*?**  (A repeatable course may be taken more than one time for additional credits. For example, MUT 2641, a 3 credit hour course can be repeated 1 time and a student can earn a maximum of 6 credits).  \*Not the same as Multiple Attempts or Grade Forgiveness | No  If repeatable, list maximum number of credits |
| **Do you expect to offer this course three times or less (experimental)?** | No |

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| **Impact of Course Proposal** | |
| **Will this new course proposal impact other courses, programs, departments, or budgets?** | No |
| **If the answer to the question above is “yes”, list the impact on other courses, programs, or budgets?** | List impacts here |
| **Have you discussed this proposal with anyone (from other departments, programs, or institutions) regarding the impact? Were any agreements made? Provide detail information below.** | |
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**Section II, Justification for proposal**

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| **Provide justification (below) for this proposed curriculum action** |
| CAHIIM accreditation standards now require that the HIT curriculum include content related to the administration and management of a medical office. |

**Section III, Important Dates and Endorsements Required**

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| **List all faculty endorsements below. (Note that proposals will be returned to the School or Division if faculty endorsements are not provided).** |
| Elizabeth Whitmer, Tamea Stewart, Sharon Fitzgerald |

**nOTE:** Changes for the Fall 2016 term must be submitted to the Dropbox by the February 5, 2016 deadline and approved no later than the March 4, 2016 Curriculum Committee meeting. Changes during mid-school year are NOT permitted. Extreme circumstances will require approval from the appropriate Dean or Associate Vice President as well as the Provost and Vice President of Academic Affairs to begin in either the Spring 2016 or Summer 2016 term.

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| **Term in which approved action will take place** | Fall 2016 |

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| **Required Endorsements** | **Type in Name** | **Select Date** |
| **Department Chair or Program Coordinator/Director** | Deborah Howard | 12/4/2015 |
| **Academic Dean or Associate Vice President** | Dr. Marie Collins | 12/2/2015 |
| **Dean’s Council Representative** | Type name here | Click here to enter a date. |

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| **Select Curriculum Committee Meeting Date** | February 5, 2016 |

Completed curriculum proposals must be uploaded to Dropbox by the deadline. Please refer to the *Curriculum Committee Calendar* document available in the document manager in the FSW Portal:

* Document Manager
* VP Academic Affairs
* Curriculum Process Documents

**Important Note to Faculty, Department Chairs or Program Coordinators, and Deans or an Associate Vice President:**

Incomplete proposals or proposals requiring corrections will be returned to the School or Division. If a proposal is incomplete or requires multiple corrections, the proposal will need to be completed or corrected and **resubmitted to the Dropbox for the next Curriculum Committee meeting**. All Curriculum proposals require approval of the Provost and Vice President of Academic Affairs. Final approval or denial of a proposal is reflected on the completed and signed Summary Report.