***Note required information:*** *Program or certificate changes require a change to the catalog page. All change of program or certificate proposals must include the new catalog page, with all proposed changes, at the end of this document. All changes that affect the courses, words, numbers, symbols, program description, admissions requirements, and graduation requirements as presented in the 2014-2015 catalog must be documented. Note before completing this proposal that all new courses and current prerequisite, corequisite, core, or elective courses changes must have already been reviewed (or submitted for the same meeting) by the Curriculum Committee and approved by the Provost and Vice President of Academic Affairs. The Track Changes feature in Word must be used to illustrate all changes to the catalog page.*

|  |  |
| --- | --- |
| **School or Division** | School of Health Professions |
| **Program or Certificate** | AS, Health Information Technology |
| **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 be resubmitted for a later date. | |
| **Submission date** | 11/6/2015 |

**Section I, Proposed Changes**

|  |  |
| --- | --- |
| **Change of School, Division, or Department** | List new school, division, or department |
| **Change to program or certificate name** | List new program or certificate name |
| **List below, any changes to the program or certificate prerequisites. Include course titles and credits if applicable.** | |
| Change the A.S. in Health Information Technology from a limited access program to an open access program. Remove all limited access application and prerequisite requirements. | |
| **List below, any changes to the General Education requirements. Include course titles and credits if applicable.** | |
| Add BSC1085C and BSC1086C as an acceptable course combination to meet the anatomy and physiology requirement. | |
| **List below, any changes to the program or certificate Core requirements. Include course titles and credits if applicable.** | |
| Delete HIM2222 Basic ICD-9-CM Coding  Delete HSA1100 Orientation to Healthcare  Delete HIM1211 Electronic Health Records  Add CGS2511 Advanced Spreadsheet Computing  Increase credits from 2 to 3 for HIM2724 Basic ICD-10 Coding  Increase credits from 2 to 3 for HIM2510 Quality Management in Healthcare  Decrease credits from 4 to 3 for HIM2253 Basic CPT-4 Coding  Change name of HIM2512 from Office Management and Supervision in Healthcare to Management Foundations in Healthcare  Change name of HIM2214 from Healthcare Statistics to Health Data Management  Add new course HSA1253 Medical Office Administration – 3 credits  Add new course HIM2279 Healthcare Reimbursement – 3 credits | |
| **List below, any changes to the program or certificate Elective requirements. Include course titles and credits if applicable.** | |
| N/A | |
| **List below, any other changes to the program or certificate requirements.** | |
| Curriculum sequence.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | COURSE  NUMBER | COURSE NAME | CR |  | CONTACT LOAD HOURS | DAY OF WEEK | | **Fall Year 1** | | | | | | | ENC1101 | English Composition | 3 |  | 3 |  | | HSC1531 | Medical Terminology | 3 |  | 3 |  | | BSC1084C  **OR**  BSC1093C AND BSC1094C | Anatomy & Physiology  **OR**  Anatomy & Physiology I  AND  Anatomy and Physiology II | 4 |  | 4 |  | | CGS1100 | Computer Applications for Business | 3 |  | 3 |  | | HIM1000 | Introduction to Health Information Management | 3 |  | 3 |  | | TOTAL CREDITS: 16 | | | | | | | **Spring Year 1** | | | | | | | HIM2724 | Basic ICD-10 Coding | 3 | **CREDIT CHANGE** | 3 |  | | HIM1430 | Principles of Disease | 2 |  | 2 |  | | HIM1140 | Essentials of Pharmacology | 2 |  | 2 |  | | HIM2253 | Basic CPT Coding | 3 | **CREDIT CHANGE** | 3 |  | | HIM??? | Medical Office Administration | 3 | **NEW COURSE** | 3 |  | | HIM1802 | Professional Practice Experience I | 2 |  | 6 |  | | TOTAL CREDITS: 15 | | | | | | | **Summer Year 1** | | | | | | | MAC1105  **OR**  STA2023 | College Algebra  **OR**  Statistical Methods I | 3 |  | 3 |  | | HUM\*\*\* | Humanities Elective | 3 |  | 3 |  | | SPC1017  **OR**  SPC2608 | Fundamentals of Speech Communication  **OR**  Introduction to Public Speaking | 3 |  | 3 |  | | HIM2283 | Advanced Coding and Reimbursement | 2 |  | 2 |  | | HIM2813 | Professional Practice Experience II | 2 |  | 6 |  | | TOTAL CREDITS: 13 | | | | | | | **HIM Fall Year 2** | | | | | | | HIM2012 | Healthcare Law | 3 |  | 3 |  | | HIM2512 | Management Foundations in Healthcare | 3 | **NAME CHANGE** | 3 |  | | HIM2210 | Healthcare Information Systems | 3 |  | 3 |  | | HIM2510 | Quality Management in Healthcare | 3 | **CREDIT CHANGE** | 3 |  | | TOTAL CREDITS: 12 | | | | | | | **HIM Spring Year 2** | | | | | | | PSY2012 | Introduction to Psychology | 3 |  | 3 |  | | HIM2279 | Healthcare Reimbursement | 3 | **NEW COURSE** | 3 |  | | CGS2511 | Advanced Spreadsheet Computing | 3 |  |  |  | | HIM2214 | Health Data Management | 3 | **NAME CHANGE** | 3 |  | | HIM2940 | Professional Practice Experience III | 2 |  | 2 |  | | TOTAL CREDITS: 14 | | | | | |   **ASSOCIATE of SCIENCE in HEALTH INFORMATION TECHNOLOGY**  **2016-2017 CURRICULUM SEQUENCE** | |
| **Change to program length (credits or clock hours to complete)** | From:  To: |

**Section II, Justification for proposal**

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| **Provide justification (below) for each change on this proposed curriculum action** |
| The multiple changes to the A.S. in HIT curriculum are the result of updates to the curriculum standards domains, and Bloom’s taxonomy levels stipulated by CAHIIM accreditation. |

**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, Sharon Fitzgerald, Dr. John Meyer |

**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 | 11/6/2015 |
| **Academic Dean or Associate Vice President** | Dr. Marie Collins | 12/2/2015 |

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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.

**Include complete new catalog page below.**

**HEALTH INFORMATION TECHNOLOGY, AS**

HIT professionals play a critical role in maintaining, collecting and analyzing the data that doctors, nurses and other health care providers rely on to deliver quality health care. They are experts in:

* managing access to patient health information and electronic health records
* establishing policies to protect patient health data and comply with federal, state and local regulations
* utilizing computer information systems
* coding the diagnosis and procedures for health care services provided to patients
* reviewing medical claims data and managing the revenue cycle

According to the U.S. Bureau of Labor Statistics, “*Employment of health information technicians is projected to grow 22 percent from 2012 to 2022, much faster than the average for all occupations. The demand for health services is expected to increase as the population ages*.”

HIT professionals work in a multitude of settings throughout the healthcare industry:

* Hospitals
* Clinics
* Nursing homes
* Doctors’ offices
* Home health agencies
* Medical coding and auditing companies
* Insurance companies
* Government agencies
* Release of information companies
* Health information computer system companies

The Associate of Science in Health Information Technology (HIT) degree is an AHIMA/CAHIIM accredited 70-credit hour program. The curriculum includes a combination of classroom, laboratory, and professional practice experiences. General Education and some Program Specific coursework may be taken on various campuses but the Health Information Technology core courses are only offered on the Thomas Edison Campus.

There are three professional practice experience (internship) courses in the Health Information Technology Program. Students will be assigned to a specific health care facility or virtual lab simulation for the completion of these experiences. Applicants should note the following in regards to these internships:

* Student assignment to facilities or lab simulation is made by the Health Information Technology Program Director and is based upon site availability.
* Facilities will be selected from within the Southwest Florida region which includes Lee, Collier, Charlotte, DeSoto, Hendry, Glades and Sarasota Counties.
* Students are expected to provide their own transportation to and from their assigned professional practice sites.
* Professional Practice Experiences can only be completed on weekdays.

Graduates of the HIT program at FSW are eligible to take the national certification exam to become a Registered Health Information Technician (RHIT).

**Admission Requirements**

Admission to the HIT program is open to all students interested in the field of study. However, upon selection of the A.S. in HIT as a declared major, students are required to contact the HIT Program Director to determine an appropriate curriculum sequence. Students will progress through the program as a cohort and courses must be taken in sequence. Full time and part time cohort sequencing is available.

HIT program students are expected to pay for and complete the following items before they can register for HIM2940, the last facility based internship:

* Satisfactory completion of a college-approved criminal records check
* Drug testing
* Health Report from physician
  + Proof of immunization to specific diseases
  + TB Skin Test
* Certification in American Heart Association Basic Life Support for Healthcare Providers (CPR and AED)

**Program Structure**

This program is a planned sequence of instruction consisting of 70 credit hours in the following areas:

* 18 credit hours of General Education Requirements
* 52 credit hours of HIT Core Requirements

**Course Prerequisites**

Many courses ***require prerequisites***. Check the description of each course in the list below to check for prerequisites, minimum grade requirements, and other restrictions related to the course. Students must complete all prerequisites for a course prior to registering for it.

**Graduation**

Students must fulfill all requirements of their program major after which, students must complete an application for graduation through the Office of the Registrar and enroll in the GRD 2000 course the semester in which they intend to graduate. Students must apply for graduation by the published deadline to be assured of final clearance for graduation, timely receipt of their diploma, and participation in the commencement ceremony.

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| **AS Health Information Technology Program of Study (70 credits)**  **General Education Requirements: 18 Credits Required**  **Required Core Communication General Education Courses**   * [ENC 1101 - Composition I](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=371&returnto=463) **3 credits** , writing intensive-must complete with a "C" or better * [SPC 1017 - Fundamentals of Speech Communication](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=371&returnto=463) **3 credits** * **OR** * [SPC 2608 - Introduction to Public Speaking](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=371&returnto=463) **3 credits** * General Education Humanities   - **3 credits** **(*PHI 2100 Introduction to Logic Recommended)*** * [PSY 2012 - Introduction to Psychology](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=371&returnto=463) **3 credits** * [MAC 1105 - College Algebra](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=371&returnto=463) **3 credits** * **OR** * [STA 2023 - Statistical Methods I](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=371&returnto=463) **3 credits** * [BSC 1084C - Anatomy and Physiology](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=371&returnto=463) **4 credits** * **OR** * BSC1093C AND BSC1094C Anatomy and Physiology I and II * **OR** * BSC1085C AND BSC1086C Anatomy and Physiology   **Health Information Technology Core Courses: 52 Credits Required**   * [CGS 1100 - Computer Applications for Business](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=371&returnto=463) **3 credits** * [HSC 1531 - Medical Terminology](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=371&returnto=463) **3 credits** * [HIM 1000 - Introduction to Health Information Management - AS](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=371&returnto=463) **3 credits**   HSA1253 - Medical Office Administration – AS 3 credits   * [HIM 1430 - Principles of Disease - AS](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=371&returnto=463) **2 credits** * [HIM 1140 - Essentials of Pharmacology - AS](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=371&returnto=463) **2 credits** * [HIM 1802 - Professional Practice Experience I - AS](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=371&returnto=463) **2 credits** * [HIM 2012 - Healthcare Law – AS](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=371&returnto=463) **3 credits** * [HIM 2214 – Health Data Management - AS](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=371&returnto=463) **3 credits** * [HIM 2253 - Basic CPT-4 Coding - AS](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=371&returnto=463) **3 credits** * [HIM 2283 - Advanced Coding and Reimbursement - AS](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=371&returnto=463) **2 credits** * [HIM 2724 - Basic ICD-10 Coding - AS](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=371&returnto=463) **3 credits** * [HIM 2813 - Professional Practice Experience II - AS](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=371&returnto=463) **2 credits** * [HIM 2210 - Healthcare Information Systems - AS](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=371&returnto=463) **3 credits** * [HIM 2510 - Quality Management in Healthcare - AS](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=371&returnto=463) 3 **credits** * [HIM 2512 – Management Foundations in Healthcare - AS](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=371&returnto=463) **3 credits** * CGS2511 - Advanced Spreadsheet Computing – AS 3 Credits   HIM2279 - Healthcare Reimbursement – AS 3 credits   * [HIM 2940 - Professional Practice Experience III - AS](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=371&returnto=463) **2 credits**   **Additional information** **about the HIT program** **is available online at:**  [**http://www.fsw.edu/academics/programs/ashim**](http://www.fsw.edu/academics/programs/ashim) |

http://catalog.fsw.edu/return.gif Return to: [Programs of Study](http://catalog.fsw.edu/content.php?catoid=8&navoid=463)