*Note before completing this proposal that all core courses for a new program or certificate 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. In addition, the complete catalog page must be included at the end of this document.*

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| --- | --- |
| **School or Division** | School of Health Professions |
| **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** | 2/4/2016 |

**Section I, New Program or Certificate Information (must complete all items)**

|  |  |
| --- | --- |
| **List new program or certificate** | CCC Medical Information Coder/Biller  CIP Number: 0351070714  SOC Code: 29-2071 Medical Records and Health Information Technicians |
| **Describe (below) the process by which the need for the new program or certificate was identified** | |
| Medical coding and billing knowledge and skills are in great demand across the healthcare industry in the US. Prospective students call the HIT program office requesting a coding certificate course that used to be offered by FSW through the Division of Continuing Education. The CCC in Medical Information Coder/Biller will meet the need for a college level coding certificate in the Southwest Florida region and allow seamless articulation into the AS degree in Health Information Technology through the newly developed Curriculum Framework. The program anticipates an increase in enrollment as students will have an option to exit with a workforce credential earlier. No new coursework is required for the implementation of the program. All courses for the new CCC are part of the current AS HIT degree. | |
| **Project (below) average enrollment for core courses** | |
| An additional 10-15 students per year in each core course which will expand the enrollment between 25-30 students. | |

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| **Describe (below) how this projection was determined** |
| The increasing demand for a coding certificate program at the college level that is not currently being offered in the Southwest Florida Region. |
| **List (below) similar programs or certificates at other colleges and universities** |
| There are no similar programs in colleges and universities that serve Southwest Florida. Outside of our region, several state colleges offer the CCC in Medical Information Coder/Biller: Santa Fe College, Lake Sumter College, College of Central Florida, Daytona State College, Eastern Florida State College, Florida State College in Jacksonville, Palm Beach State College, Pensacola State College, Polk State College, St. Petersburg College, and Seminole State College. |

**Section II, Personnel and Resources Needed** (add rows if necessary)

|  |  |  |
| --- | --- | --- |
| **Faculty position(s) (List discipline)** | **Full time or adjunct?** | **Total annual expenses** |
| No additional needs. |  |  |
|  |  |  |
| **Staff position(s) (List title)** | **Full time or part time?** | **Total annual expenses** |
| No additional needs. |  |  |
|  |  |  |
| **Describe (below) library resources needed to support this program or certificate. Explain rationale for response, even if answer is none** | | |
| None – already available in current A.S. in HIT program. | | |
| **Describe (below) the technology, facilities, laboratory, or other resources needed to support this program or certificate** | | |
| None – already available in current A.S. in HIT program. | | |
| **List (below) the estimated annual amount required for educational materials and supplies or other operating expenses for implementation of the new program or certificate** | | |
| None – already available in current A.S. in HIT program. | | |
| **Identify (below) the funding source to be used for personnel and operating expenses** | | |
| None – already available in current A.S. in HIT program. | | |

**Section III, Justification for proposal**

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| **Provide justification (below) for this proposed curriculum action** |
| The demand for medical coding and billing staff in Southwest Florida has been increasing with the implementation of the new ICD-10-CM/PCS coding system and the growth of medical coding and staffing agencies. There are two such employers in Southwest Florida and both have indicated a need for more trained coding staff. This new CCC in Medical Information Coder/Biller will help to meet the workforce demands that exist in our area. |

**Section IV, 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, Tamea Stewart |

**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.

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

|  |  |  |
| --- | --- | --- |
| **Required Endorsements** | **Type in Name** | **Select Date** |
| **Department Chair or Program Coordinator/Director** | Deborah Howard | 2/4/2016 |
| **Academic Dean or Associate Vice President** | Dr. Marie Collins | 2/4/2016 |

|  |  |
| --- | --- |
| **Select Curriculum Committee Meeting Date** | March 4, 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.***

**Medical Information Coder/Biller, College Credit Certificate (CCC)**

Medical information coder/biller professionals provide reliable and valid information for healthcare reimbursement and research. This certificate is part of the Health Information Technology AS degree program. This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster. It provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, required of programs in the Health Science career cluster.

The program is designed to prepare students for employment in a variety of health care settings as entry level coder, medical record coder, coding technician, or coding clerks, or medical coder/billers, (SOC Code 29-2071 - Medical Records and Health Information Technicians). The College Credit Certificate (CCC) Medical Information Coder/Biller program requires 37 semester credit hours of instruction that incorporate anatomy and physiology, medical terminology, human diseases and essentials of pharmacology into the curriculum. These courses provide a foundation for the student to learn the intricacies of medical information coding. The billing component of the curriculum allows the student to gain insight into the revenue cycle of a health care facility or office. Students will also participate in a coding practicum that will provide experience in coding patient records across the continuum of care at both the facility and professional provider level.

**ABOUT AHIMA CREDENTIALS:**

Students who complete the Medical Biller Coder program may take a number of credentialing exams from different organizations.

1. AHIMA – The American Health Information Management Association

The Certified Coding Associate (CCA) credential exam as the first step in their coding career.  The CCA is an entry-level credential that distinguishes new coders in the job market. Individuals with a CCA credential:

* Exhibit a level of commitment, competency, and professional capability usually absent in a newcomer to the field.
* Demonstrate a commitment to the coding profession.
* Distinguish themselves from non-credentialed coders and those holding credentials from other organizations less demanding of the higher level of expertise required to earn AHIMA certification.
* The CCA should be viewed as the starting point for an individual entering a career as a coder.
* Note: The AHIMA CCS and CCS-P exams demonstrate mastery level skills in coding.  Most individuals challenge the CCS or CCS-P exams after two or more years of work experience in coding.

1. AAPC - The American Academy of Professional Coders sponsors a certification exam for coders with expertise in physician-based settings which leads to the title of Certified Professional Coder (CPC) or Certified Professional Coder Hospital (CPC-H).
2. The National Healthcare Association also offers a national certification examination for a Certified Billing and Coding Specialist (CBCS).

**CURRICULUM**

It is highly recommended that students have strong English communication skills before entering the program. Students are expected to progress through the curriculum in a prescribed sequence. With full-time enrollment, the certificate can be completed in three (3) semesters. The Foundation Coursework should be completed the first semester and before enrollment in the second and third Core Coursework semesters.

All courses in this certificate program that are completed with a grade of C or higher, will articulate or apply toward the AS degree in Health Information Technology to work toward eligibility to take the national certification examination to become a Registered Health Information Technician - RHIT.

**ACCREDITATION**

The Florida SouthWestern State College Health Information Technology Associate in Science degree program is nationally accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) 233 N. Michigan Avenue, 21st Floor Chicago, IL 60601-5800 [www.cahiim.org/](http://www.cahiim.org/)

**PROGRAM OF STUDY**

**Summer Semester 1 Foundation Coursework 14 credits**

CGS 1100 Computer Applications for Business 3

HSC 1531 Medical Terminology 3

BSC 1084C Anatomy and Physiology 4

\*May substitute BSC1085C and BSC1086C

\*May substitute BSC1093C and BSC1094C

HIM 1430 Principles of Disease 2

HIM 1140 Essentials of Pharmacology 2

**Fall Semester 2 Health Information Management Core 14 credits**

HIM 1000 Introduction to Health Information Management 3

HIM 2724 Basic ICD-10 Coding 3

HIM 2210 Healthcare Information Systems 3

HSA 1253 Medical Office Administration 3

HIM 1802 Professional Practice Experience I 2

**Spring Semester 3 Health Information Management Core 9 credits**

HIM 2253 Basic CPT Coding 3

HIM 2279 Healthcare Reimbursement 3

HIM 2813 Professional Practice Experience II 3

**MEDICAL INFORMATION CODER/BILLER, COLLEGE CREDIT CERTIFICATE (CCC) 37 credits**