Curriculum Committee

FLORIDA SOUTHWESTERN STATE COLLEGE

Change of Program or Certificate Proposal

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 must be documented. Note before completing this proposal that all new courses and current prerequisite, co-requisite, 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. 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	Health Information Technology, AS
Proposed by (faculty only)	Deborah Howard, Elizabeth Whitmer
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	10/14/2016

Section I, Proposed Changes

Change of School, Division, or Department	N/A
Change to program or certificate name	N/A
List below, any changes to the program or certificate prerequisites. Include course titles and credits if applicable.	
The School of Health Professions requires that all Health Information Technology students have personal health insurance throughout enrollment in the program. Florida SouthWestern State College does not offer a health plan or other services related to a student's health care needs. Proof of insurance, naming the student and dates of coverage, must be provided. For information about enrolling in health insurance through the healthcare exchange and marketplace, please visit https://www.healthcare.gov/	
List below, any changes to the General Education requirements. Include course titles and credits if applicable.	
Any General Education Humanities (3 credits) changed to Humanities, Writing Intensive (3 credits)	

List below, any changes to the program or certificate Core requirements. Include course titles and credits if applicable.	
N/A	
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.	
N/A	
Change to program length (credits or clock hours to complete)	From: To:

Include complete new catalog page as an attachment. Proposals without the new catalog page will not be reviewed by the committee.

Section II, Justification for proposal

Include state frameworks, accrediting or professional organization recommendations or requirements, workforce data, and/or crosswalks.

Provide justification (below) for each change on this proposed curriculum action.
1. Clinical Sites, across the SWFL region, are now requiring that students show evidence of personal health insurance. Effective with new students entering School of Health Professions programs, effective Fall 2017 and thereafter, evidence of current personal health insurance must be provided.
2. Graduates of the Health Information Technology, AS Program are eligible to apply to the Health Informatics and Information Management, BS Program at UCF. To make this transfer more seamless and to align the AS with the BS degree requirements, the AS will specify that a writing intensive Humanities course is required. This will prevent students from taking excess credits as they advance to the BS degree and also satisfy Rule 6A-10.030 that outlines the college level communication and computation skills required for upper division coursework.

Section III, Important Dates and Endorsements Required

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, Deborah Howard

NOTE: Course and Program changes must be submitted by the dates listed on the published Curriculum Committee Calendar. Exceptions to the published submission deadlines must receive prior approval from the Provost's Office.

Term in which approved action will take place	Fall 2017
Provide an explanation below for the requested exception to the effective date.	
N/A	

Any exceptions to the term start date requires the signatures of the Academic Dean or Associate Vice President and the Provost prior to submission to the Dropbox.		
Dean or Associate Vice President	**Signature**	**Date**
Type name here		
Provost	**Signature**	**Date**
Dr. Jeff Stewart		

Required Endorsements	Type in Name	Select Date
Department Chair or Program Coordinator/Director	Deborah Howard	10/14/2016
Academic Dean or Associate Vice President	Dr. Marie Collins	10/14/2016

All Curriculum proposals require approval of the Curriculum Committee and the Provost. Final approval or denial of a proposal is reflected on the completed and signed proposal.

☑ Approve   ☐ Do not approve

Curriculum Committee Chair Signature   11/09/2016

Date

☒ Approve   ☐ Do not approve

Provost Signature   11/9/16

Date

VPAA: Revised 11/11, 6/12, 6/13, 7/14, 8/15, 8/16

Health Information Technology, AS

Health Information Technology 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."

Health Information Technology 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 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 and Curriculum Sequence

Admission to the program is open to all students interested in the field of study. However, upon selection of the A.S. in Health Information Technology as a declared major, students are required to contact the Program Director to determine an appropriate curriculum sequence.

In the final semester of the Program, students will complete an internship at an off-campus agency. This internship course is HIM 2940 Professional Practice Experience III and will require preparation before registration will be allowed. Students will be responsible for the cost and completion of the following:

- Criminal Background Check

- Drug test

- Health Form completed by Physician

- Record of all current Immunizations

- Tuberculosis screening exam

- Basic Life Support Provider Certification (CPR and AED)

- Proof of Current Health Insurance

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This Program is a planned sequence of instruction consisting of 70 credit hours that includes 19 General Education credits and 51 Health Information Technology Core credits. The program can be completed in 5 semesters by students who are college-ready; completed all developmental course work. Students will progress through the program as a group/cohort and courses must be taken in sequence. Full time and

part time cohort sequencing is available. Note that some courses are only offered one time per academic year.

AS Health Information Technology Program of Study (70 Credits)

General Education and Program Specific Coursework: 19 Credits Required

Required Core Communication General Education Courses

- ENC 1101 - Composition I 3 credits , writing intensive-must complete with a "C" or better

- SPC 1017 - Fundamentals of Speech Communication 3 credits

or

- SPC 2608 - Introduction to Public Speaking 3 credits

- General Education Humanities, Writing Intensive - 3 credits (PHI 2100 Introduction to Logic Recommended)

- PSY 2012 - Introduction to Psychology 3 credits

- MAC 1105 - College Algebra 3 credits

or

- STA 2023 - Statistical Methods I 3 credits

- BSC 1084C - Anatomy and Physiology 4 credits

or

- (BSC 1093C - Anatomy and Physiology I 4 credits and

- BSC 1094C - Anatomy and Physiology II 4 credits)

or

- (BSC 1085C - Anatomy and Physiology I 4 credits and

- BSC 1086C - Anatomy and Physiology II 4 credits)

Health Information Technology Core Courses: 51 Credits Required

- CGS 1100 - Computer Applications for Business 3 credits
- HSC 1531 - Medical Terminology 3 credits
- HIM 1000 - Introduction to Health Information Management - AS 3 credits
- HSA 1253 - Medical Office Administration - 3 credits
- HIM 1430 - Principles of Disease - AS 2 credits
- HIM 1140 - Essentials of Pharmacology - AS 2 credits
- HIM 1802 - Professional Practice Experience I - AS 2 credits
- HIM 2012 - Healthcare Law – AS 3 credits
- HIM 2214 - Health Data Management - AS 3 credits
- HIM 2253 - Basic CPT-4 Coding - AS - 3 credits
- HIM 2729 - Advanced Coding and Reimbursement - AS 2 credits
- HIM 2724 - Basic ICD-10 Coding - AS - 3 credits
- HIM 2813 - Professional Practice Experience II - AS 3 credits
- HIM 2210 - Healthcare Information Systems - AS 3 credits
- HIM 2510 - Quality Management in Healthcare - AS 2 credits
- HIM 2512 - Management Foundations in Healthcare - AS 3 credits
- CGS 2511 - Advanced Spreadsheet Computing 3 credits
- HIM 2279 - Healthcare Reimbursement - 3 credits
- HIM 2940 - Professional Practice Experience III - AS 2 credits

Total Degree Requirements: (70 Credits)

Additional information about the HIT program is available online at:
http://www.fsw.edu/academics/programs/ashim