***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** | College Credit Certificate in Medical Information Coding and Billing  |
| **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** | 9/25/2020 |

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| 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* |  | *Date* |
| [ ]  | Approve | [ ]  | Do Not Approve |  |
|  |  |
| *Provost Signature* |  | *Date* |
|  |
| All Curriculum proposals require review by the Office of Accountability & Effectiveness. |
|[ ]  Reviewed |  |
|  |  |
| *Office of Accountability & Effectiveness Signature* |  | *Date* |

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

**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’ Office.

|  |  |
| --- | --- |
| **Term in which approved action will take place** | Fall 2021 |
| **Provide an explanation below for the requested exception to the** effective **date.** |
| Type in the explanation for exception. |

|  |
| --- |
| **Any exceptions to the term start date requires the signatures of the Academic Dean and Provost prior to submission to the Dropbox.** |
| **Dean**  | **Signature** | **Date** |
| Type name here |  |  |
| **Provost** | **Signature** | **Date** |
| Dr. Eileen DeLuca |  |  |

| **Required Endorsements** | **Type in Name** | **Select Date** |
| --- | --- | --- |
| **Department Chair or Program Coordinator/Director** | Deborah Howard | 9/25/2020 |
| **Academic Dean or Provost** | Paula Tropello  | Click here to enter a date. |

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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 |

**Section II, Proposed Changes**

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| **Do any of the changes affect the AA focus? (If so, a Change of Program proposal is also needed.)** |  [ ]  Yes  [x]  No |
| **Have the deans of the General Studies been contacted/consulted?** |  [ ]  Yes  [x]  No |
| **Have you attached an updated catalog page?** |  [x]  Yes  [ ]  No |
|  |  |
| **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.** |
| List changes to program or certificate prerequisites |
| **List below, any changes to the General Education requirements. Include course titles and credits if applicable.** |
| List changes to program or certificate General Education requirements |
| **List below, any changes to the program or certificate Core requirements. Include course titles and credits if applicable.** |
| HIM2724 Basic ICD-10 Coding is being removed from the certificate course requirements. HIM2253 Basic CPT-4 Coding – prerequisites are being revised. HIM2722 ICD-10-CM Diagnosis Coding is being added to the certificate course requirements. HIM2723 ICD-10-PCS is being added to the certificate course requirements. HIM2210 Healthcare Information Systems is being removed from the certificate course requirements. The name of HIM2279 is being changed from Healthcare Reimbursement to Medical Insurance and Billing. The name of HIM1802 is being changed from Professional Practice Experience I to Medical Office Simulation. The name of HIM2813 is being changed from Professional Practice Experience II to Medical Coding Simulation.  |
| **List below, any changes to the program or certificate Elective requirements. Include course titles and credits if applicable.** |
| List changes to program or certificate Elective requirements |
| **List below, any other changes to the program or certificate requirements.**  |
| List other changes |
| **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 III, Justification for proposal**

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

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| **Provide justification (below) for each change on this proposed curriculum action.** |
| The 37 credits in the coding certificate are required by the FDOE to be part of the 70 credit AS in Health Information Technology degree program. These changes are reflective of the changes that are being made to the AS in Health Information Technology degree program to meet updated CAHIIM accreditation standards. * HIM2724 Basic ICD-10 Coding is being removed from the curriculum sequence because the content needed to be split into two separate courses: HIM2722 and HIM2723. Once course for diagnosis coding and one course for facility procedure coding.
* HIM2253 Basic CPT-4 Coding – the prerequisites are being revised to reflect the new coding courses.
* HIM2210 Healthcare Information Systems is being removed from the certificate program to make room for the new procedure coding course. The content is covered at the appropriate level for a coder in the HIM1000 Health Information Management course.
* The other three changes are related to course name changes that will better reflect the content of the courses.
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