Southwestern
C O M M U N I T Y   C O L L E G E

MINUTES

CURRICULUM AND INSTRUCTION COMMITTEE

May 5, 2015

Copy to:

Kirk Stephens, Chairperson
Linda Aiken
Scott Baker
Thom Brooks, ex-officio
William Brothers
Matt Cass
Betsy Clayton, recorder
Cheryl Contino-Conner
Cheryl Davids
Johnathan Dean
Christy Deaver
Mark Ellison
Mitch Fischer
Rita Gregory
Melody Lawrence
Danell Moses
Diane Page
Barbara Putman
Hilary Seagle
Anna Walls

cc:
Amanda Allen
Claudia Buchanan
Jelane Douglas
Polly Russell

5/7/15

Committee:	Curriculum & Instruction
Date:	May 5, 2015
Time:	Email
Place:	NA
Members Attending:	13 members voted

I. Open Issues

A. Health Sciences, Mitch Fischer

1. **Add Medical Coding Certificate, Fall 2015 (C453602).**
   a. Child program of Health Information Technology.
2. End Medical Coding Diploma, Fall 2015 (D45360)
   a. This program has entered a fail status due missing Directed Practice component. With a shortage of clinical sites, the program is not able to add the Directed Practice component.

13 Members of the Curriculum & Instruction committee voted to accept these proposals from Health Sciences. The proposal passed.

II. Adjournment – Kirk Stephens closed the voting poll and sent a results email on May 5.

Recorded by:

Betsy Clayton	Date: 5/7/15

Chairperson: *Kirk Steph*

Kirk Stephens	Date:

C&I RESULTS: eVote on C453602 HIT- Medical Coding Certificate

1 message

Kirk Stephens <kirks@southwesterncc.edu>   Tue, May 5, 2015 at 8:11 AM
Bcc: b_clayton@southwesterncc.edu

Results of the Question "Do you Vote to Approve the Adoption of C453602 HIT- Medical Coding Certificate?"

YEA ~ 13
NAY ~ 0

The Ayes have it; the motion passes unanimously.

Thank you for your time and participation in Curriculum & Instruction.

K.Stephens

Southwestern Community College
Program of Study Change Form

Curriculum: __HIT - Medical Coding Cert.__ Code: __C453602__

Requested for: ☐ Degree   ☐ Diploma   ☑ Certificate

AAS degree must meet SACSCOC requirements by containing 15 Semester Hours of General Education from the following areas: Humanities/Fine Arts*, Social/Behavioral Sciences, Natural Science/ Math.
*Elementary Foreign Language, COM 110, & COM 231 will not satisfy the Humanities/Fine Arts request for AAS programs.
Implementation Date (ex. Fall 2015): __Fall 2015__   Date Submitted: __4/27/15__

Check the areas that best describe(s) your proposed changes:

☑ Add diploma or certificate option to existing program (attached). Must obtain approval from Financial Aid. *(+ end D45360)*

☐ New program of study – consult with your Dean (attach a program sequence).
Forms found at: http://www.nccommunitycolleges.edu/academic-programs/curriculum-procedures-reference-manual-cprm

☐ Class / lab / credit hour change as mandated by the state

Course prefix, number, & title	Current hours (ex. 3-0-0-3)	Changed to (ex. 1-2-0-2)

☐ Sequence change / add / delete a course
Forms for a new course to the CCL are found at: http://www.nccommunitycolleges.edu/academic-programs/curriculum-procedures-reference-manual-cprm

	Course prefix, number, & title	From Semester (ex. Fall 1)	To Semester (ex. Fall 2)
Move			
Add			
Delete			

Program of Study Change Form

For Office Use:
☐ Catalog changed
☑ Web revised

☐ Add 4th sentence to course description

Course	4th sentence

☐ Add local prerequisite(s) / corequisite(s). Please identify which you are adding.

Course	Local prerequisites / corequisites

Do these changes affect any other programs / areas?

☐ Yes (if yes, please identify programs / areas)

☑ No

Comments / Rationale:

The existing Medical Coding Diploma has run into a failed status from the NCCCS due to lack of Directed Practice requirement. We are in a shortage of clinical sites for directed practice. If we terminate the diploma, we can add the proposed certificate without the directed practice requirement. I think this will be appealing to more students than the diploma and will continue to encourage students to continue in the AAS.

Add: C453602 Medical Coding / Terminate: D45360

I have attached a copy of:

☑ Your program from the most current college catalog with changes **clearly marked in red**

☑ A Curriculum Standard – all programs must comply with the Curriculum Standard. Standards are found at: http://www.nccommunitycolleges.edu/academic-programs/curriculum-standards

_____ 4/23/15   _____ 4/25/15
Signature of Program Coordinator / Date | Signature of Division Dean / Date

Process:
- Faculty propose change & submit to Dean for review
- Program Coordinator makes an appointment with Betsy Clayton for further review
- Dean presents proposed changes to Curriculum & Instruction Committee
- Proposed changes are submitted to System Office by ISS office

Submission deadlines to the System Office are as follows:

Implementation Date	Approved by C&I to ISS Office	SO Filing Date	SO Coordinator Review Deadline	Disapproved Revision Deadline
Fall	February 15	June 15	June 30	July 15
Spring	October 15	November 15	December 1	December 15
Summer	February 15	March 20	April 5	April 20

HIT Medical Coding Certificate   C453602   2015fa

Fall Semester I

Prefix	No.	Title	Class	Lab	Clinic	Credit
HIT	211	ICD Coding	2	6	0	4
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
		Totals	8	6	0	10

Spring Semester I

Prefix	No.	Title	Class	Lab	Clinic	Credit
HIT	114	Health Data Sys/Standards	2	3	0	3
HIT	214	CPT/Other Coding Systems	1	3	0	2
HIT	215	Reimbursement Methodology	1	2	0	2
		Totals	4	8	0	7

Total Semester Hour Credits: 17

Curriculum Program of Study
Southwestern Community College
Planning Form

Program Title   Health Information Tech. – Medical Coding   Code: C453602

Concentration: _____

Highest Credential Earned   ☐ AAS   ☐ Diploma   ☒ Certificate

Proposed Semester: Fall 2015

Program Contact: Penny Wells   Phone: 4362

CURRICULUM REQUIREMENTS

I. GENERAL EDUCATION

Degree programs must contain a **minimum of 15 semester hours** including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.

1. Required Courses

Course Prefix / Number / Title			Class	Lab	Clinic/Exp	Credit

2. Required Subject Area(s)

Course Prefix / Number / Title			Class	Lab	Clinic/Exp	Credit

II. MAJOR HOURS

AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work-based learning may be included may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

A. Core

The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.

1. Required Courses

Course Prefix / Number / Title			Class	Lab	Clinic/Exp	Credit
HIT	114	Health Data Sys/ Standards	2	3	0	3
HIT	211	ICD Coding	2	6	0	4
HIT	214	CPT/Other Coding Systems	1	3	0	2
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3

2. Required Subject Area(s)

Course Prefix / Number / Title			Class	Lab	Clinic/Exp	Credit
		.				
Core Total						15

B. Concentration (if applicable)

A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.

1. Required Courses

Course Prefix / Number / Title			Class	Lab	Clinic/Exp	Credit

2. Required Subject Area(s)

Course Prefix / Number / Title			Class	Lab	Clinic/Exp	Credit
Concentration Total						

C. Other Major Hours

Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

1. Required Courses

Course Prefix / Number / Title			Class	Lab	Clinic/Exp	Credit
HIT	215	Reimbursement Methodology	1	2	0	2

2. Required Subject Area(s)

Course Prefix / Number / Title			Class	Lab	Clinic/Exp	Credit
		Other Major Required Courses Total				2

Major Hours (Part II: A,B,&C) Total Credit Hours	**17**	

III. OTHER REQUIRED HOURS

A college may require other subjects or courses to complete graduation requirements. These requirements may include electives, orientation, study skills courses, or other graduation requirements.

1. Required Courses

Course Prefix / Number / Title			Class	Lab	Clinic/Exp	Credit
		Other Required Courses Total				

Program of Study (Gen Ed, Major Hours, Other Required) Total Credit Hours	**17**	

Description for Catalog:

The Medical Coding Certificate prepares students to classify and code procedures and diagnoses. Graduates of this program will be able to work primarily in ambulatory care settings such as physician offices, clinics and surgery centers.

Admissions Criteria:

Keep the same as HIT, AAS. Leave off the Professional Practice and Notes section as included in the AAS.

CURRICULUM STANDARD

Curriculum Program Title   **Health Information Technology**   Code   **A45360**

Concentration   **(not applicable)**   *CIP Code: 51.0707*

Curriculum Description

The Health Information Technology curriculum provides individuals with the knowledge and skills to process, analyze, abstract, compile, maintain, manage, and report health information.

Students will supervise departmental functions; classify, code, and index diagnoses and procedures; coordinate information for cost control, quality management, statistics, marketing, and planning; monitor governmental and non-governmental standards; facilitate research; and design system controls to monitor patient information security.

Graduates of this program may be eligible to write the national certification examination to become a Registered Health Information Technician (RHIT). Employment opportunities include hospitals, rehabilitation facilities, nursing homes, health insurance organizations, outpatient clinics, physicians' offices, hospice, and mental health facilities.

Curriculum Requirements*
[for associate degree, diploma, and certificate programs in accordance with 1D SBCCC 400.97(3)]

I.   **General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.

II.   **Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work-based learning may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit *(See second page for additional information.)*

III.   **Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	AAS	Diploma	Certificate
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
Total Semester Hours Credit (SHC)	**64-76**	**36-48**	**12-18**

Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.

Major Hours
[ref 1D SBCCC 400 97 (3)]

A. **Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.

B. **Concentration** *(if applicable)* A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.

C. **Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work-based learning may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

Health Information Technology A45360

				AAS	Diploma	Certificate
Minimum Major Hours Required				**49 SHC**	**30 SHC**	**12 SHC**
A.	**CORE**			42-49 SHC	24 SHC	
	Courses required for the diploma are designated with *					
REQUIRED COURSES:						
	HIT	110	Fundamentals of HIM	3 SHC		
*	HIT	112	Health Law and Ethics	3 SHC		
*	HIT	114	Health Data Sys/Standards	3 SHC		
	HIT	210	Healthcare Statistics	3 SHC		
*	HIT	211	ICD Coding	4 SHC		
*	HIT	214	CPT/Other Coding Systems	2 SHC		
	HIT	216	Quality Management	2 SHC		
	HIT	280	Professional Issues	2 SHC		
*	MED	121	Medical Terminology I	3 SHC		
*	MED	122	Medical Terminology II	3 SHC		
*	BIO	271	Pathophysiology	3 SHC *or*		
*	HIT	226	Principles of Disease	3 SHC		
REQUIRED SUBJECT AREAS:						
ANATOMY & PHYSIOLOGY. Select one sequence:						
	BIO	165	Anatomy and Physiology I	4 SHC &		
	BIO	166	Anatomy and Physiology II	4 SHC *or*		
	BIO	168	Anatomy and Physiology I	4 SHC &		
	BIO	169	Anatomy and Physiology II	4 SHC		
MANAGEMENT. Select one:						
	BUS	135	Principles of Supervision	3 SHC		
	BUS	137	Principles of Management	3 SHC		
	HIT	218	Mgmt Principles in HIT	3 SHC		
DIRECTED PRACTICE. Select 1-6 SHC:						
	HIT	122	Prof Practice Exp I	1 SHC		
*	HIT	124	Prof Practice Exp II	1 SHC		
*	HIT	222	Prof Practice Exp III	2 SHC		
	HIT	224	Prof Practice Exp IV	2 SHC		
B.	**CONCENTRATION** *(Not applicable)*					

Health Information Technology A45360 (Continued)

C. **OTHER MAJOR HOURS** *To be selected from the following prefixes* BIO, BUS, CIS, COE, CSC, CTS, DBA, HIT, HSC, MED, OST, SEC, and WBL. *Up to three semester hour credits may be selected from the following prefixes: ARA, ASL, CHI, FRE, GER. ITA. JPN, LAT. POR, RUS and SPA.*			