

Curriculum Change Form

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input checked="" type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name College *Course Prefix & Number *Course Title (30 characters) *Program Title *Provide only the information relevant to the proposal.	Health Promotion and Administration College of Health Sciences Post-Baccalaureate HIM Certificate (Major __, Option __; Minor __; or Certificate <u>X</u>)
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Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	9/29/2009	Graduate Council*	NA
Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	10/21/09	Approved <input checked="" type="checkbox"/> Disapproved	11/19/09 Contingent upon receipt of grant.
General Education Committee*	NA	Faculty Senate**	
Teacher Education Committee*	NA	Board of Regents** Council on Postsecondary Edu.***	

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact ECU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: To create a new Post-Baccalaureate HIM Certificate program.

A. 2. Effective date: Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action: The HSA program has been included in a federal grant designed to facilitate the rapid entry of health informatics and information management professional into the workforce. This accelerated post-baccalaureate certificate has been designed to be completed in 6 months (full time). During these months, students will take two courses at a time on a five-week pattern.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

Though the HSA program is currently seeking approval of this certificate, implementation will be contingent on receipt of the grant. If funded, there are no projected costs to the university anticipated. If not funded, the courses will not be offered.

Part III. Recording Data for New, Revised, or Suspended Program

New or Revised* Program Text
<p><u>Students who have earned a baccalaureate degree and taken the following courses will be eligible for enrollment in the Post-Baccalaureate HIM Certificate.</u></p> <ul style="list-style-type: none"> • <u>Computer Foundations</u> • <u>Healthcare Delivery Systems</u> • <u>Anatomy and Physiology</u> • <u>Medical Terminology</u> • <u>Medical Science (Pathophysiology)</u>
<p>Major Requirements.....21 hours</p> <p style="margin-left: 20px;">HSA 412, 420, 425, 430, 435, 440, 445, 450, and 455.</p>
<p>Total Curriculum Requirements.....21 hours</p>

Post-Baccalaureate HIM Certificate Curriculum

Prerequisites

- Computer Foundation (either through college course or demonstration of knowledge)
- Medical Terminology
- Anatomy and Physiology
- Medical Science (Pathophysiology)
- Health Care Delivery Systems

Prerequisite Semester			
1 st 4 Weeks	2 nd 4 Weeks	3 rd 4 Weeks	4 th 4 Weeks
HSA 200 (Medical Term. I)	HSA 201 (Medical Term. II)	HSA 203 (Medical Science)	HSA 325* (Health Care Delivery Systems)
Computer Foundations Course			

Post-Baccalaureate HIM Certificate Courses

- HSA 420 (3 cr) – Health Informatics Information Management*
- HSA 425 (2 cr) – The Legal Health Record*
- HSA 430 (3 cr) – Healthcare Coding and Reimbursement*
- HSA 435 (3 cr) – Healthcare Information Systems*
- HSA 440 (2 cr) – Healthcare Quality Management*
- HSA 445 (2 cr) – Fundamentals of Healthcare Research*
- HSA 450 (2 cr) – Healthcare Systems Development*
- HSA 455 (3 cr) – Healthcare Management and Leadership*
- HSA 412 (1 cr) – Professional Practice Experience in HIM

Credits = 21

*New Course

Course Sequencing

Post-Baccalaureate Certificate Semester				
1 st 5 Weeks	2 nd 5 Weeks	3 rd 5 Weeks	4 th 5 Weeks	5 th 2Weeks
HSA 420	HSA 430	HSA 440	HSA 450	HSA 412
HSA 425	HSA 435	HSA 445	HSA 455	

or

Post-Baccalaureate Certificate Semester				
1 st 4 Weeks	2 nd 4 Weeks	3 rd 4 Weeks	4 th 4 Weeks	5 th 2Weeks
HSA 420	HSA 430	HSA 440	HSA 450	HSA 412
HSA 425	HSA 435	HSA 445	HSA 455	

Entry-Level Competencies (as mandated by the American Health Information Management Association)

Health Data Management

1. Manage health data elements and/or data sets
2. Develop and maintain organizational policies, procedures, and guidelines for management of health information
3. Ensure accuracy and integrity of health data and health record documentation
4. Manage and/or validate coding accuracy and compliance
5. Manage the use of clinical data required in reimbursement systems and prospective payment systems (PPS) in healthcare delivery
6. Code diagnosis and procedures according to established guidelines
7. Present data for organizational use (e.g., summarize, synthesize, and condense information)

Health Statistics and Research Support

1. Identify and/or respond to the information needs of internal and external healthcare customers
2. Filter and/or interpret information for the end customer
3. Analyze and present information for organizational management (e.g., quality, utilization, risk)
4. Use data mining techniques to query and report from databases

Information Technology and Systems

1. Implement and manage use of technology application
2. Develop data dictionary and data models for database design
3. Manage and maintain databases (e.g., data migration, updates)
4. Apply data and functional standards to achieve interoperability of healthcare information systems
5. Apply data/record storage principles and techniques associated with the medium (e.g., paper-based, hybrid, electronic)
6. Evaluate and recommend clinical, administrative, and specialty service applications (e.g., financial systems, electronic record, clinical coding)
7. Manage master person index (e.g., patient record integration, customer/client relationship management)

Organization and Management

1. Develop and support strategic and operational plans for facility-wide health information management
2. Monitor industry trends and organizational needs to anticipate changes
3. Perform human resource management activities (e.g., recruiting staff, creating job descriptions, resolve personnel issues)
4. Conduct training and educational activities (e.g. HIM systems, coding, medical and institutional terminology; documentation and regulatory requirements)
5. Establish and monitor productivity standards for the HIM function
6. Optimize reimbursement through management of the revenue cycle (e.g., chargemaster maintenance)
7. Develop, motivate, and support work teams and/or individuals (e.g., coaching, mentoring)
8. Prepare and manage budgets

9. Analyze and report on budget variances
10. Determine resource needs by performing analyses (e.g., cost-benefit, business planning)
11. Evaluate and manage contracts (e.g., vendor, contract personnel, maintenance)
12. Organize and facilitate meetings
13. Advocate for department, organization and/or profession
14. Manage projects
15. Prepare for accreditation and licensing processes (e.g., Joint Commission, Medicare, state regulators)

Privacy, Security, and Confidentiality

1. Design and implement security measures to safeguard Protected Health Information (PHI)
2. Manage access, disclosure, and use of Protected Health Information (PHI) to ensure confidentiality
3. Investigate and resolve healthcare privacy and security issues/problems
4. Develop and maintain healthcare privacy and security training programs

Legal and Regulatory Standards

1. Administer organizational compliance with healthcare information laws, regulations and standards (e.g., audit, report and/or inform; legal health record)
2. Prepare for accreditation and licensing processes (e.g., Joint Commission, Medicare, state regulators)