

PROPOSAL SUMMARY AND ROUTING FORM

Proposal Title: Add a 1 credit review class to prepare Health Information Technology students for national certification exam

Initiating Unit or Individual: Health Information programs' faculty

Contact Person's Name: Paula Hagstrom e-mail: hagstrop@ferris.edu phone: x2316

Date or Semester of Proposal Implementation: Spring 2008

- Group I - A – New degree/major or major, or redirection of a current offering
- Group I - B – New minors or concentrations
- Group II - A – Minor curriculum clean-up and course changes
- Group II - B – New Course
- Group III - Certificates
- Group IV – Off-Campus Programs

Group/Individual	Signature	Date	Vote/Action *
Program Faculty	<i>Paula Hagstrom</i>	4/27/07	4 Support 0 Support with Concerns 0 Not Support
Department Faculty	<i>Paula Hagstrom</i>	9/27/07	7 Support 0 Support with Concerns 0 Not Support
Department Head	<i>Paula Hagstrom</i>	9/27/07	✓ Support 0 Support with Concerns 0 Not Support
College Curriculum Committee	<i>Barbara Bess</i>		4 Support 0 Support with Concerns 0 Not Support
College Faculty	<i>Allen Haneline</i>		29 Support 0 Support with Concerns 0 Not Support
Dean	<i>Allen Haneline</i>		29 Support 0 Support with Concerns 0 Not Support
University Curriculum Committee	<i>Paula Hagstrom</i>	10/16/07	✓ Support 7-0 0 Support with Concerns 0 Not Support
Senate	<i>Becharif Hiffen</i>	10/16/07	✓ Support 0 Support with Concerns 0 Not Support
Academic Affairs	<i>Donald</i>	10/18/07	✓ Support 0 Support with Concerns 0 Not Support

* Support with Concerns or Not Support must include a list of concerns.

To be completed by Academic Affairs

President (Date Approved) Board of Trustees (Date Approved) President's Council (Date Approved)

REC'D OCT 17 2007

1. Proposal Summary

There is a certification exam offered by our national association, American Health Information Management Association, for graduates of a Health Information Management program. In the past few years, we have found that many students do not take this exam or take it only if it is required for employment. We feel that it is in the student's best interest to take it as soon as possible after graduation. More job opportunities are available to credentialed individuals. Years ago, our state association offered a three day review to help the students prepare for the exam. Many of our graduates attended this review and then took the exam. This review was discontinued and it is not available through any organization within the state. We feel that providing a course to better prepare the students for this exam will encourage them to take the exam soon after graduation. We feel that this will also improve the scores of those individuals that do take the exam.

We understand that we are adding 2 credits to the HIM program, but we feel that it is important for our students to take the national exam because there will be more job opportunities available to them.

This course will be offered beginning Fall 2008. Students currently in the program will receive the review in MRIS 499, a course that is being offered for the last time in Spring 2008.

2. Summary of All Course Action Required*

a. Newly Created Courses to FSU:

Prefix	Number	Title
MRIS	461	Health Information Management Review

b. Courses to be Deleted From FSU Catalog:

Prefix	Number	Title
--------	--------	-------

c. Existing Course(s) to be Modified:

Prefix	Number	Title
--------	--------	-------

d. Addition of existing FSU courses to program
Prefix Number Title

e. Removal of existing FSU courses from program
Prefix Number Title

*Contact Senate Secretary or UCC Chair if spaces for additional courses are needed.

Ferris State University
College of Allied Health Sciences
HEALTH INFORMATION TECHNOLOGY
 Guide for students who enter the program Fall 2007 and beyond

Name _____ Student Number _____

Technical Core Requirements –43 cr. hours			
CCHS	101	Orientation to Health Care (none)	3
CCHS	102	Safety Issues in Health Care (none)	1
HCSA	202	Health Care Law (none)	3
HCSA	345	Internship Orientation (Departmental approval)	1
MRIS	101	Introduction to Health Information Systems	4
MRIS	103	Medical Terminology (none)	4
MRIS	122	Health Information Systems 1 (MRIS 101, concurrent enrollment in MRIS 123)	3
MRIS	123	Health Information Systems 1 Lab (MRIS 101, concurrent enrollment in MRIS 123)	2
MRIS	204	ICD Coding (MRIS 101, MRIS 103, BIOL 109 or 205)	4
MRIS	209	Quality Management in Health Care (MRIS 101, MRIS 103 or dept approval)	3
MRIS	210	Fundamentals of Disease Processes (MRIS 102 or MRIS 103. BIOL 109 or BIOL 205)	3
MRIS	211	CPT Coding (MRIS 101, MRIS 103, BIOL 109 or 205)	3
MRIS	228	Introduction to Medical Billing and Reimbursement (MRIS 211 or concurrent enrollment in MRIS 211)	3
MRIS	293	Professional Practice 1 (Departmental approval)	6
Communication Competence- 9 cr required			
COMM	221OR	Small Group Decision Making (none)	3
COMM	105	Interpersonal Communication (none)	3
ENGL	150	English 1 (ENGL 074 or minimum score of 14 on ACT or 370 on SAT)	3
ENGL	250	English 2 (ENGL 150 with a grade of C- or better)	3
Scientific Understanding 4 cr. Required			
BIOL	109	Basic Human Anatomy and Physiology	4
Social Awareness –3 cr. required			
		Social Awareness Foundations Course	3
Cultural Enrichment 3 cr. Required			
		Select one course from the following subject areas: ARTH, ARTS, FILM, FREN, GERM, HIST, HUMN, LANG, LITR, MUSI, PHIL, SPAN, THTR, WGST	
		Elective	3

Revised 10/06

_____ ISYS 105 equivalency or proficiency is required.

_____ MATH 110 equivalency or proficiency (ACT 19) is required

A grade of “C” (2.0) or better is required for all MRIS and HCSA courses. Two unsuccessful attempts (less than “C”) in any MRIS and/or HCSA course will result in dismissal from the Health Information program.

62 credits required for graduation

Ferris State University
College of Allied Health Sciences
HEALTH INFORMATION TECHNOLOGY
For students who enter the program Spring 2008 and beyond

Name _____ Student Number _____

Technical Core Requirements –44 cr. hours			
CCHS	101	Orientation to Health Care (none)	3
CCHS	102	Safety Issues in Health Care (none)	1
HCSA	202	Health Care Law (none)	3
HCSA	345	Internship Orientation (Departmental approval)	1
MRIS	101	Introduction to Health Information Systems	4
MRIS	103	Medical Terminology (none)	4
MRIS	122	Health Information Systems 1 (MRIS 101, concurrent enrollment in MRIS 123)	3
MRIS	123	Health Information Systems 1 Lab (MRIS 101, concurrent enrollment in MRIS 123)	2
MRIS	204	ICD Coding (MRIS 101, MRIS 103, BIOL 109 or 205)	4
MRIS	209	Quality Management in Health Care (MRIS 101, MRIS 103 or dept approval)	3
MRIS	210	Fundamentals of Disease Processes (MRIS 102 or MRIS 103. BIOL 109 or BIOL 205)	3
MRIS	211	CPT Coding (MRIS 101, MRIS 103, BIOL 109 or 205)	3
MRIS	228	Introduction to Medical Billing and Reimbursement (MRIS 211 or concurrent enrollment in MRIS 211)	3
MRIS	261	Health Information Technology Review	1
MRIS	293	Professional Practice 1 (Departmental approval)	6
Communication Competence- 9 cr required			
COMM	221OR	Small Group Decision Making (none)	3
COMM	105	Interpersonal Communication (none)	
ENGL	150	English 1 (ENGL 074 or minimum score of 14 on ACT or 370 on SAT)	3
ENGL	250	English 2 (ENGL 150 with a grade of C- or better)	3
Scientific Understanding 4 cr. Required			
BIOL	109	Basic Human Anatomy and Physiology	4
Social Awareness –3 cr. required			
		Social Awareness Foundations Course	3
Cultural Enrichment 3 cr. Required			
		Select one course from the following subject areas: ARTH, ARTS, FILM, FREN, GERM, HIST, HUMN, LANG, LITR, MUSI, PHIL, SPAN, THTR, WGST	
		Elective	3

Revised 10/06

ISYS 105 and MATH 110 equivalency or proficiency is required as prerequisite to professional courses. A grade of “C” (2.0) or better is required for all MRIS and HCSA courses. Two unsuccessful attempts (less than “C” 73%) in any MRIS and/or HCSA course will result in dismissal from the Health Information program.

63 credits required for graduation

NEW COURSE INFORMATION FORM

Course Identification:

Prefix:	Number	Title
MRIS	MRIS 461	Health Information Management Review

Prerequisites: All CCHS, HCSA, MRIS courses except MRIS 493

Course Description: A comprehensive review of health information management concepts related to information technology, data security, quality management, human resources, financial management, strategic planning, project and operations management. Test taking techniques and preparation for the national registered health information administrator exam will be addressed.

Course Outcomes:

At the conclusion of this course, the student will be able to:

1. apply knowledge of health information management to simulated certification exam questions related to:
 - management of clinical data required in reimbursements and prospective payment systems
 - implementation of compliance and reporting processes
 - management of healthcare databases
 - management of technology applications for data collection, storage, and analysis
 - protection of data integrity and validity using software/hardware
 - workflow design
 - management of human resources
 - job analysis, job descriptions, productivity standards
 - preparation and monitoring of budgets
 - implementation and evaluation processes to ensure efficient workflow
 - implementation of project management techniques to achieve project goals
2. apply health information knowledge to the Domains, Tasks and Subtasks, and entry level competencies established by the American Health Information Management Association for registered health information administrators;
3. apply appropriate testing skills to answer simulated certification exam questions correctly;
4. pass the mock national registered health information administration examination.

Course Outline including Time Allocation:

Test taking tips	1 hours
Review Concepts	10 hours
Mock Examination	4 hours
Total	15 hours

Assessment:

Outcomes Assessment: Students will demonstrate outcomes achievement via the mock exam simulated to represent the national certification exam for registered health information management graduates. At least 90% of the students will pass the course and the national certification examination with a grade of "C" (73%) or better.

REC'D OCT 17 2007

CREATE A NEW COURSE

Course Date Entry Form

FORM F
Create Course
rev. 2/14/05

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Notes

1. Complete each item in section I and section II.
2. : If this course is to be used as a prerequisite for other university courses, Form Fs that reflect the prerequisite change must be submitted for those courses as well.

Term Effective: a. Semester Fall b. Year 2008 See instructions.

II. PROPOSED FOR NEW COURSE: Complete all sections of this part through Prerequisites. See instructions in manual for further clarification.

a. Course Prefix b. Number c. Enter Contact Hours or check Independent Study (X).
 MRIS 461 LECTure 1 hr/week LAB hr/week INDEpendent Study
 Practicum: hr/semester Seminar: hr/week

d. Full Course Title: Health Information Management Review

e. Abbreviated Course Title: HIM Review. (Abbreviate only if necessary. Use Arabic numerals. Limit to 26 characters and spaces.)

f. Semester(s) Offered: F, Sp, Su (See instructions for listing.) g. Max. Section Enrollment : 24

Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

h. Type: Variable Fixed i. Maximum Credit Hours 1 j. Minimum Credit Hours .

k. Grade Method: Check (x) Normal Grading Credit/No Credit only (Pass/Fail)

m. May Be Repeated for Added Credit: Check (x) Yes No

n. Levels: Check (x) Undergraduate Graduate Professional

o. Does proposed new course replace an equivalent course? Check (x) Yes No

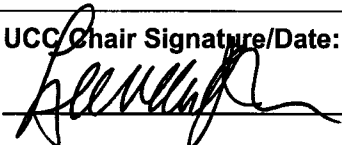
p. Equivalent course: Prefix Number See instructions on Replacement courses.

q. CATALOG DESCRIPTION – Limit to 75 words – PLEASE BE CONCISE.

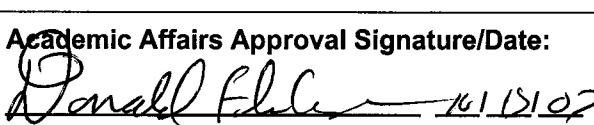
A comprehensive review of health information management concepts related to information technology, data security, quality management, human resources, financial management, strategic planning, project and operations management. Test taking techniques and preparation for the national registered health information administrator exam will be addressed.

r. Prerequisites: (if no prerequisites, write "None") Limited to 60 spaces. All required program courses completed prior to this course.

UCC Chair Signature/Date:

 10/16/07

Academic Affairs Approval Signature/Date:

 10/15/07

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

Office of the Registrar use ONLY

Date Received: _____ Date Completed: _____ Entered: SIS [125 ___ 1D4 ___ 12R ___, 131 ___]

REC'D OCT 17 2007

**FERRIS STATE UNIVERSITY
COLLEGE OF ALLIED HEALTH SCIENCES
HEALTH INFORMATION MANAGEMENT
SEMESTER BY SEMESTER GUIDE FOR STUDENTS ENTERING
FALL 2007**

Fall Year 1

MRIS 101	Introduction to Health Information Systems (none)	4
MRIS 103	Medical Terminology (none)	4
ENGL 150	English 1 (ENGL 074 or minimum score of 14 on ACT or 370 on SAT)	3
COMM 105 OR COMM 221	Interpersonal Communication (none) Small Group Decision Making (none)	3

Semester total 14

Spring Year 1

CCHS 101	Orientation to Health Care (none)	3
MRIS 122	Health Information Systems 1 (MRIS 101; Corequisite MRIS 123)	3
MRIS 123	Health Information Systems 1 Lab (MRIS 101; Corequisite MRIS 122)	2
BIOL 109	Basic Human Anatomy and Physiology (none)	4
ENGL 250	English 2 (English 150 with a grade of C- or better)	3

Semester total 15

Fall Year 2

CCHS 102	Safety Issues in Health Care (none)	1
HCSA 202	Health Care Law	3
MRIS 204	ICD Coding (MRIS 101, MRIS 103, BIOL 109 or BIOL 205)	4
MRIS 210	Fundamentals of Disease Processes (MRIS 102 or MRIS 103, BIOL 109 or BIOL 205)	3
	Social Awareness Foundations Elective	3

Semester total 14

Spring Year 2

MRIS 211	CPT Coding (MRIS 101, MRIS 103, BIOL 109 or BIOL 205; Corequisite MRIS 228)	3
MRIS 228	Introduction to Medical Billing and Reimbursement (MRIS 101, MRIS 103, BIOL 109 or BIOL 205; Corequisite MRIS 228)	3
MRIS 209	Quality Management in Health Care (MRIS 101, MRIS 103, or departmental approval)	3
HCSA 345	Internship Orientation (Departmental approval)	1
	Cultural Enrichment Elective	3

Semester total 13

Summer Year 2

MRIS 293	Professional Practice 1 (Departmental Approval)	6
----------	---	---

Semester total 6

MRIS 261	Health Information Technology Review (All required program courses completed prior to this course) Offered Fall, Spring, Summer semesters	1
----------	---	---

Fall Year 3

HCSA 335	Supervisory Practices in Health Care	4
MGMT 301	Applied Management	3
ISYS 200	Database Design and Implementation	3
ACCT 201	Principles of Accounting	3
	Scientific Understanding Elective	3

Semester total 16

Spring Year 3

MRIS 402	Health Information Principles (ISYS 200, MGMT 301, MRIS 293, HCSA 335)	3
HCSA 401	Finance Concepts in Health Care (ACCT 201)	4
ENGL 321	Advanced Composition	3
EHSM 315	Introduction to Epidemiology and Statistics	3
	Cultural Enrichment Elective	3

Semester total 16

Fall Year 4

MRIS 403	Health Information Informatics (ISYS 200, MRIS 293)	3
MRIS 404	Research in Health Information Management (EHSM 315, MRIS 293)	2
HCSA 474	Planning and Promotion in Health Care	4
	Social Awareness Elective	6
	Cultural Enrichment Elective	3

Semester total 18

Spring Year 4

MRIS 493	Professional Practice 2 (Departmental Approval)	10
----------	---	----

Pre-requisites in ()

Semester total 10

MRIS 461	Health Information Management Review (All required program courses completed prior to this course) Offered Fall, Spring, Summer semesters	1
----------	---	---