

Revised 7/23/07

**PROPOSAL SUMMARY AND ROUTING FORM**

**Proposal Title:** Minor HIM (Health Information Management) curriculum change: Drop MRIS 403 Health Information Informatics and add CAHS 300 Health Information Systems

**Initiating Unit or Individual:** Health Information programs faculty

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

**Date or Term of Proposal Implementation:** Fall 2009

- Group I - A – New degree/major or major, redirection of a current offering, or elimination of a degree, major or minor
- 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>	1/12/09	<u>3</u> Support <u>0</u> Support with Concerns <u>0</u> Not Support
Department Faculty	<i>Julie A. Coon</i>	1/23/09	<u>12</u> Support <u>0</u> Support with Concerns <u>0</u> Not Support
Department Head	<i>Julie A. Coon</i>	1/23/09	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
College Curriculum Committee	<i>Barbara Ross</i>	1/26/09	<u>5</u> Support <u>0</u> Support with Concerns <u>0</u> Not Support
College Faculty	<i>Allen Haneline</i>	1/27/09	<u>42</u> Support <u>0</u> Support with Concerns <u>0</u> Not Support
Dean	<i>Allen Haneline</i>	1/28/09	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
University Curriculum Committee	<i>[Signature]</i>	2/10/09	<input checked="" type="checkbox"/> Support <u>9-0</u> <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Senate	<i>Richard Giffen</i>	2/10/09	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Academic Affairs	<i>Donald Blenkouge</i>	2/13/09	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support

\* Support with Concerns or Not Support must include a list of specific concerns. Votes must be shown for faculty groups. Administrators check appropriate action taken.

<b>To be completed by Academic Affairs</b>		
President (Date Approved)	Board of Trustees (Date Approved)	President's Council (Date Approved)

REC'D FEB 12 2009

**1. Proposal Summary**

(Summary is generally less than one page. Briefly: state what is proposed with a summary of rationale and highlights. Additional rationale may be attached.)

This is a proposal to build upon an existing MRIS course: MRIS 403 Health Information Informatics. The goal is to make this course content applicable and available to more students in CAHS programs. The increasing emphasis on health care informatics for all health care providers has resulted in greater student interest in a generic health care informatics course. A more generic course can meet the needs of the Health Information Management students as well as students in other CAHS programs. The proposed changes are:

- Delete MRIS 403 Health Information Informatics
- Create CAHS 300 Health Information Systems

This new course, CAHS 300, will examine the realm of Health Care Information Systems (HCIS), and will provide the student with the opportunity to develop an understanding of basic information technology terminology, technology standards and protocols, as well as Local and Wide Area networks (LANs and WANS) and general network typologies. The course will introduce Health Care Information Systems and software applications used in HCIS. These applications/software will include Clinical documentation, transcription and encoder software, PACS, Enterprise (Electronic) Medical Record (EMR), Laboratory Information systems, Billing and financial systems, bar coding medication administration, abstracting systems and other primary HCIS applications. The student will develop an understanding of the implications of integrated versus interfacing disparate HCIS applications including HL7 interfacing (Health Language 7 standards) and data base management. The student will gain an understanding of how the Health Information Privacy Administration Act Simplification impacts the HCIS. The course will examine emerging technology in the areas of rural health care, telemedicine, access to Electronic Medical Records, and Regional Health Information Organizations (RHIO). The course will be developed for either blended or fully online delivery and will be open to any CAHS student who has junior status.

**2. Summary of All Course Action Required\***

**a. Newly Created Courses to FSU:**

<b>Prefix</b>	<b>Number</b>	<b>Title</b>
CAHS	300	Health Information Systems

**b. Courses to be Deleted From FSU Catalog:**

<b>Prefix</b>	<b>Number</b>	<b>Title</b>
MRIS	403	Health Information Informatics

**c. Existing Course(s) to be Modified:**

<b>Prefix</b>	<b>Number</b>	<b>Title</b>
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**d. Addition of existing FSU courses to program**

<b>Prefix</b>	<b>Number</b>	<b>Title</b>
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**e. Removal of existing FSU courses from program**

<b>Prefix</b>	<b>Number</b>	<b>Title</b>
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\*Contact Senate Secretary or UCC Chair if spaces for additional courses are needed.

## FLITE SERVICES CONSULTATION FORM

To be completed by the liaison librarian and approved by the Dean of FLITE. All returned forms should be included in the proposal. **FLITE must respond within 20 calendar days of receipt of this form to insure that the form is included in the final proposal.**

### FAILURE TO RESPOND IS CONSIDERED AS SUPPORT OF THE CHANGE.

**RE: Proposal Title:** Minor HIM (Health Information Management) curriculum change – Drop MRIS 403 Health Information Informatics and add CAHS 300 Health Information Systems

**Projected number of students per year affected by proposed change:** 50

**Initiator(s):** Health Information Program Faculty

**Proposal Contact:** Paula Hagstrom **Date Sent:** December 10, 2008

**Department:** Clinical Lab Sciences, Respiratory and Health Administration Programs **Campus Address:** VFS 400-B  
(Please print)

**Liaison Librarian Signature:** *Alicia Konecny* **Date:** 2-11-09

**Dean of FLITE Signature:** *Leah M. Monge* **Date Returned:** 2-11-09

Based upon our review on 2/11/09 (date), FLITE concludes that:

- Library resources to support the proposed curriculum change are currently available.
- Additional Library resources are needed but can be obtained from current funds.
- Support, but significant additional Library funds/resources are required in the amount of \$\_\_\_\_\_.
- Does not support the proposal for reasons listed below.

**Comment regarding the impact this proposal will have on library resources, collection development, programs, etc. Use additional pages if necessary.**

*The proposed modifications should not have a significant impact on collection development.*

**Ferris State University  
College of Allied Health Sciences**

**HEALTH INFORMATION MANAGEMENT**  
Guide for students who enter the program Spring 2008 and beyond

		<b>Technical Core Requirements –87 cr. hours</b>		
ACCT	201	Principles of Accounting 1 (MATH 110 or ACT Math score of 19 or 460 on SAT)	3	
CCHS	101	Orientation to Health Care (none)	3	
CCHS	102	Safety Issues in Health Care (none)	1	
EHSM	315	Introduction to Epidemiology and Statistics (enrollment in Allied Health)	3	
HCSA	202	Health Care Law	3	
HCSA	335	Supervisory Practices in Health Care (none)	4	
HCSA	345	Internship Orientation (Departmental approval)	1	
HCSA	401	Finance Concepts in Health Care (ACCT 201)	4	
HCSA	474	Planning and Promotion in Health Care (HCSA 401, MRIS 293)	4	
ISYS	200	Database Design and Implementation (ISYS 105)	3	
MGMT	301	Applied Management (none)	3	
MRIS	101	Introduction to Health Information Systems	4	
MRIS	103	Medical Terminology (none)	4	
MRIS	122	Health Information Systems 1 Lab(MRIS 101; corequisite MRIS 123)	3	
MRIS	123	Health Information Systems Lab 1(MRIS 101; corequisite MRIS 122)	2	
MRIS	204	ICD Coding (MRIS 101, MRIS 103, BIOL 109 or BIOL 205)	4	
MRIS	209	Quality Management in Health Care (MRIS 101, MRIS 103)	3	
MRIS	210	Fundamentals of Disease Processes (MRIS 102 or MRIS 103and BIOL 109 or BIOL 205)	3	
MRIS	211	CPT Coding (MRIS 101, MRIS 103, BIOL 109 or BIOL 205, co-requisite MRIS 228)	3	
MRIS	228	Introduction to Medical Billing and Reimbursement(co-requisite MRIS 211)	3	
MRIS	261	Health Information Technology Review (All CCHS, HCSA, and MRIS classes except MRIW 293)	1	
MRIS	293	Professional Practice 1 (Departmental approval)	6	
MRIS	402	Health Information Management Principles (ISYS 200,MGMT 301, MRIS 293, HCSA 335)	3	
MRIS	403	Health Information Informatics (ISYS 200, MRIS 293)	3	
MRIS	404	Research in Health Information Management (EHSM 315, MRIS 293)	2	
MRIS	461	Health Information Management Review (All CCHS, HCSA, MRIS courses except MRIS 493)	1	
MRIS	493	Professional Practice 2 (MRIS 293 or Departmental approval)	10	
		<b>Communication Competence- 12 cr required</b>		
COMM COMM	221OR 105	Small Group Decision Making (none) 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	
ENGL	321 325	Advanced Composition (ENGL 250 or ENGL 211) OR Advanced Business Writing	3	
		<b>Scientific Understanding 7 cr. required</b>		
BIOL	109	Basic Human Anatomy and Physiology	4	
		Scientific Understanding	3	
		<b>Social Awareness 9 cr. required</b>		
		<b>Social Awareness (SA) courses must include:</b> <ul style="list-style-type: none"> <li>• Courses in at least 2 different subject areas</li> <li>• One foundations course</li> <li>• One Race/ethnicity, and/or gender course</li> <li>• One course at 200 level or higher</li> <li>• Global consciousness requirement – see below *</li> </ul>	3	

			3	
			3	
			3	
		<b>Cultural Enrichment 9 cr. Required</b>		
		<p><b>Select 3 courses from the following subject areas:</b>  <b>ARTH, ARTS, FREN, GERM, HIST, HUMN, LITR, MUSI, SPAN, THTR</b></p> <ul style="list-style-type: none"> <li>• One course must be at the 200 level or higher</li> <li>• No more than 5 credits in music or theater activities courses</li> <li>• PHIL 220 and/or PHIL 320 strongly recommended</li> <li>• Global consciousness requirement – see below *</li> </ul>		
			3	
			3	
			3	
		<b>Quantitative Competency</b>		
		MATH 115 equivalency or proficiency (ACT 24) is required.		
		<b>Other Requirements</b>		
		<ul style="list-style-type: none"> <li>• ISYS 105 equivalency or proficiency is required</li> <li>• Each student must complete one course from the global consciousness group that may also count toward fulfilling the cultural enrichment <u>or</u> social awareness requirement.</li> <li>• Students must earn a grade of “C” or better in CCHS 101, CCHS 102, COMM 105, 121, or 221, ISYS 105, MGMT 301, all MRIS and HCSA courses, BIOL 109, and EHSM 315. “C-“ or better is required in ENGL 150, ENGL 250, and ENGL 321</li> <li>• 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.</li> <li>• 124 credits required for graduation</li> </ul>		

Revised 10/06

Ferris State University  
College of Allied Health Sciences

HEALTH INFORMATION MANAGEMENT  
Guide for students who enter the program Fall 2009 and beyond

<b>Technical Core Requirements –87 cr. hours</b>				
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EHSM	315	Introduction to Epidemiology and Statistics (enrollment in Allied Health)	3	
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HCSA	335	Supervisory Practices in Health Care (none)	4	
HCSA	345	Internship Orientation (Departmental approval)	1	
HCSA	401	Finance Concepts in Health Care (ACCT 201)	4	
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ISYS	200	Database Design and Implementation (ISYS 105)	3	
MGMT	301	Applied Management (none)	3	
MRIS	101	Introduction to Health Information Systems	4	
MRIS	103	Medical Terminology (none)	4	
MRIS	122	Health Information Systems 1 Lab(MRIS 101; corequisite MRIS 123)	3	
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MRIS	209	Quality Management in Health Care (MRIS 101, MRIS 103)	3	
MRIS	210	Fundamentals of Disease Processes (MRIS 102 or MRIS 103and BIOL 109 or BIOL 205)	3	
MRIS	211	CPT Coding (MRIS 101, MRIS 103, BIOL 109 or BIOL 205, co-requisite MRIS 228)	3	
MRIS	228	Introduction to Medical Billing and Reimbursement(co-requisite MRIS 211)	3	
MRIS	261	Health Information Technology Review (All CCHS, HCSA, and MRIS classes except MRIW 293)	1	
MRIS	293	Professional Practice 1 (Departmental approval)	6	
CAHS	300	Health Information Systems (Junior Status)	3	
MRIS	402	Health Information Management Principles (ISYS 200, MGMT 301, MRIS 293, HCSA 335)	3	
MRIS	404	Research in Health Information Management (EHSM 315, MRIS 293)	3	
MRIS	461	Health Information Management Review (All CCHS, HCSA, MRIS courses except MRIS 493)	1	
MRIS	493	Professional Practice 2 (MRIS 293 or Departmental approval)	10	
<b>Communication Competence- 12 cr required</b>				
COMM	221OR	Small Group Decision Making (none)	3	
COMM	105	Interpersonal Communication (none)		
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ENGL	250	English 2 (ENGL 150 with a grade of C- or better)	3	
ENGL	321 325	Advanced Composition (ENGL 250 or ENGL 211) OR Advanced Business Writing	3	
<b>Scientific Understanding 7 cr. required</b>				
BIOL	109	Basic Human Anatomy and Physiology	4	
		Scientific Understanding	3	
<b>Social Awareness 9 cr. required</b>				
<b>Social Awareness (SA) courses must include:</b>				

		<ul style="list-style-type: none"> <li>• Courses in at least 2 different subject areas</li> <li>• One foundations course</li> <li>• One Race/ethnicity, and/or gender course</li> <li>• One course at 200 level or higher</li> <li>• Global consciousness requirement – see below *</li> </ul>	3	
			3	
			3	
			3	
		<b>Cultural Enrichment 9 cr. Required</b>		
		<p><b>Select 3 courses from the following subject areas: ARTH, ARTS, FREN, GERM, HIST, HUMN, LITR, MUSI, SPAN, THTR</b></p> <ul style="list-style-type: none"> <li>• One course must be at the 200 level or higher</li> <li>• No more than 5 credits in music or theater activities courses</li> <li>• PHIL 220 and/or PHIL 320 strongly recommended</li> <li>• Global consciousness requirement – see below *</li> </ul>		
			3	
			3	
			3	
		<b>Quantitative Competency</b>		
		MATH 115 equivalency or proficiency (ACT 24) is required.		
		<b>Other Requirements</b>		
		<ul style="list-style-type: none"> <li>• ISYS 105 equivalency or proficiency is required</li> <li>• Each student must complete one course from the global consciousness group that may also count toward fulfilling the cultural enrichment <u>or</u> social awareness requirement.</li> <li>• Students must earn a grade of “C” or better in CCHS 101, CCHS 102, COMM 105, 121, or 221, ISYS 105, MGMT 301, all MRIS and HCSA courses, BIOL 109, and EHSM 315. “C-“ or better is required in ENGL 150, ENGL 250, and ENGL 321</li> <li>• 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.</li> <li>• 124 credits required for graduation</li> </ul>		

## NEW COURSE INFORMATION FORM

**Course Identification:**

<u>Prefix</u> <b>CAHS</b>	<u>Number</u> <b>300</b>	<u>Title</u> <b>Health Information Systems</b>
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**Course Description:**

This course examines the realm of Health Care Information Systems (HCIS), and will provide the student with the opportunity to develop an understanding of basic information technology terminology, standards and protocols, as well as Local and Wide Area networks and general network typologies. The course will introduce software applications used in HCIS. The student will develop an understanding of the implications of integrated versus interfacing disparate HCIS applications, data base management and patient privacy issues. The course will examine emerging technology in the areas of rural health care, telemedicine, access to Electronic Medical Records, and Regional Health Information Organizations.

**Course Outcomes:**

1. Describe basic technology hardware, terminology, protocols and basic network typologies used in Health Care Information Systems (HCIS) involving the Local Area Networks.
2. Describe the different types of HCIS applications used in Health Care Institutions.
3. Discuss the implications of HIPAA Administrative Simplification on the HCIS including privacy, security of systems, transactions and code sets, and Identification Numbers.
4. Describe how Health Language 7 allows disparate applications and systems share data in integrated systems.
5. Explain the central role of databases in the HCIS.
6. Analyze the impact of emerging technologies on consumer access to quality health care and to their health care record.

**Course Assessment Plan:** See next page

**Course Outline including Time Allocation:**

**Didactic course: 3 hours X 15 week = 45 semester hours**

- Technology, terminology, Protocols 6 hours
- Basic Network typologies and hardware 6 hours
- HCIS Applications 20 hours
- Interfacings and Data Bases 7 hours
- Emerging Technologies 6

## CAHS 300 Course Assessment Plan

### Assessment of Learning Outcomes

Course Learning Outcomes	Assessment Measurement Method	Criteria for Success
1. Describe basic technology hardware, terminology, protocols and basic network typologies used in Health Care Information Systems (HCIS) involving the Local Area Networks.	<ul style="list-style-type: none"> <li>Students will participate in directed online discussions on topics provided related to technology (rubric).</li> <li>Students will complete a quiz on readings related to technology.</li> </ul>	<ul style="list-style-type: none"> <li>90% of the students will achieve a 74% or higher on discussions.</li> <li>90% of the students will achieve a 74% or higher on the technology quiz.</li> </ul>
2. Describe the different types of HCIS applications used in Health Care Institutions.	<ul style="list-style-type: none"> <li>Students will write a research paper about one HCIS application or software (rubric).</li> <li>Students will develop a narrated PowerPoint presentation based on the paper topic to present to class members (rubric).</li> <li>Students will complete a quiz on readings related to HCIS applications.</li> </ul>	<ul style="list-style-type: none"> <li>90% of the students will achieve a 74% on the paper</li> <li>90% of the students will achieve a 74% on the narrated power point presentation.</li> <li>90% of the students will achieve a 74% or higher on the HCIS applications quiz.</li> </ul>
3. Discuss the implications of HIPAA Administrative Simplification on the HCIS including privacy, security of systems, transactions and code sets, and Identification Numbers.	<ul style="list-style-type: none"> <li>Students will participate in directed online discussions on topics provided related to HIPAA regulations (rubric)</li> <li>Students will complete a quiz on readings related to HIPAA implications in health care informatics.</li> </ul>	<ul style="list-style-type: none"> <li>90% of the students will achieve a 74% or higher on discussions.</li> <li>90% of the students will achieve a 74% or higher on the technology quiz.</li> </ul>
4. Describe how Health Language 7 allows disparate applications and systems share data in integrated systems.	<ul style="list-style-type: none"> <li>Students will participate in directed online discussion on topics provided related to HL7 issues (rubric).</li> <li>Students will complete a quiz on readings related to HL7 issues in health care informatics.</li> </ul>	<ul style="list-style-type: none"> <li>90% of the students will achieve a 74% or higher on discussions.</li> <li>90% of the students will achieve a 74% or higher on the HL7 quiz.</li> </ul>
5. Explain the central role of databases in the HCIS.	<ul style="list-style-type: none"> <li>Students will participate in directed online discussions on topics provided related to the use of data bases in the HCIS (rubric).</li> <li>Students will write a research paper on a selected issue related to database management or data mining (rubric).</li> <li>Students will prepare a presentation and present the data analysis topic to the class (rubric).</li> <li>Students will complete a quiz on readings related to databases.</li> </ul>	<ul style="list-style-type: none"> <li>90% of the students will achieve a 74% or higher on discussions</li> <li>90% of the students will achieve a 74% on the paper</li> <li>90% of the students will achieve a 74% on the narrated power point presentation</li> <li>90% of the students will achieve a 74% or higher on the database quiz.</li> </ul>
6. Analyze the impact of emerging technologies on consumer access to quality health care and to their health care record.	<ul style="list-style-type: none"> <li>Students will participate in directed discussions related to emerging technology including consumer access and quality of health care services (rubric).</li> <li>Students will complete a quiz on readings related to emerging technologies.</li> </ul>	<ul style="list-style-type: none"> <li>90% of the students will achieve a 74% or higher on discussions.</li> <li>90% of the students will achieve a 74% or higher on the emerging technologies quiz.</li> </ul>

### Overall Measure of Course Success:

- 90% of students completing the comprehensive final exam will earn a grade of "C" or higher
- 90% of students completing this course will earn a grade of "C" or higher

**CREATE NEW COURSE**  
**Course Data Entry Form**

**FORM F**

**Create New Course**  
**Rev. 07/23/07**

**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 (6 digit code only): 200905 Examples: 200801(Spring), 200805(Summer), 200808(Fall)  
Note: The first four digits indicate year, the next two digits indicate month in which term begins.

**II. PROPOSED FOR NEW COURSE: Complete all sections a through r, See manual for clarification.**

a. Course Prefix CAHS      b. Number 300      c. Enter Contact Hours per week in boxes.  
LECTure 3      LAB       INDEpendent Study – Check (x)   
Practicum:       Seminar:

d. Course Title: Health Information Systems (Limit to 30 characters/spaces.)

e. College Code: AH      f. Department Code: CRHA  
Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

g. Type:  Variable     Fixed      h. Minimum Credit Hours 3      i. Maximum Credit Hours 3 .

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

k. Levels: Check (x)  Undergraduate     Graduate     Professional

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

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

n. Equivalent course: Prefix MRIS      Number 403      See instructions on Replacement courses.

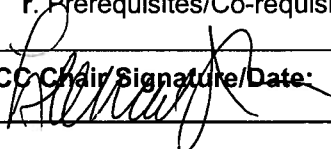
**o. CATALOG DESCRIPTION – Limit to 75 words – PLEASE BE CONCISE.**

This course examines the realm of Health Care Information Systems (HCIS), and will provide the student with the opportunity to develop an understanding of basic information technology terminology, standards and protocols, as well as Local and Wide Area networks and general network typologies. The course will introduce software applications used in HCIS. The student will develop an understanding of the implications of integrated versus interfacing disparate HCIS applications, data base management and patient privacy issues. The course will examine emerging technology in the areas of rural health care, telemedicine, access to Electronic Medical Records, and Regional Health Information Organizations.

p. Term(s) Offered: Fall (See instructions for listing.)      q. Max. Section Enrollment: 20 online / 20 blended delivery

r. Prerequisites/Co-requisites/Restrictions: (If none, leave blank.) Limited to 100 spaces. Junior status

UCC Chair Signature/Date:

 2/10/09

Academic Affairs Approval Signature/Date:

 2/10/09

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 Rec'd: \_\_\_ Date Completed: \_\_\_ Entered: SCACRSE \_\_ SCADETL \_\_ SCARRES \_\_ SCAPREQ \_\_

**DELETE COURSE**  
Course Data Entry Form

**FORM F**

Delete Course  
Rev. 7/23/07

**I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.**

Note: Complete each section.

The course described below will be moved to inactive status.

a. Term Effective: Term  Year  See instructions.


**II. CURRENT COURSE TO BE DELETED FROM THE ACTIVE STATUS:**

Include the information that is in the current course database.

a. Course Prefix       b. Number       c. Enter Contact Hours per week in boxes.  
LECTure       LAB X INDEpendent Study – Check (x)   
Practicum:       Seminar:

d. Full Course Title:

UCC Chair Signature/Date:



Academic Affairs Approval Signature/Date:



Office of the Registrar use ONLY

Date Rec'd:  Date Completed:  Entered: SCACRSE  SCADETL  SCARRES  SCAPREQ