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| S:\Communications\Logos and photos\SDBORLogos\final_sdbor_webreadyBW_trans.gif | **SOUTH DAKOTA BOARD OF REGENTS**  ACADEMIC AFFAIRS FORMS |
| Substantive Program Modification Form |
|  |  |

Use this form to request minor changes in existing programs (majors, minors, certificates, or specializations).

|  |  |
| --- | --- |
| **UNIVERSITY:** | DSU |
| **CURRENT PROGRAM TITLE:** | **Health Information Clerk Certificate** |
| **CIP CODE:** | **51.0707** |
| **UNIVERSITY DEPARTMENT:** | **Health Information Management** |
| **UNIVERSITY DIVISION:** | **College of BIS** |

**University Approval**

*To the Board of Regents and the Executive Director: I certify that I have read this proposal, that I believe it to be accurate, and that it has been evaluated and approved as provided by university policy.*

|  |  |  |
| --- | --- | --- |
| C:\Users\slaughts\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Dr. McKay Signature.jpg |  | 11/6/2018 |
| Vice President of Academic Affairs or  President of the University |  | Date |

|  |
| --- |
|  |

1. **This modification addresses a change in (*place an “X” in the appropriate box*):**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Total credits required within the discipline |  | Total credits of supportive course work |
|  |  |  |  |
|  | Total credits of elective course work |  | Total credits required for program |
|  |  |  |  |
|  | Program name |  | Existing specialization |
|  |  |  |  |
|  | CIP Code |  | Other (explain below) |

1. **Effective date of change: 8/2/2019**
2. **Program Degree Level (*place an “X” in the appropriate box*):**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Associate |  | Bachelor’s |  | Master’s |  | Doctoral |  |

1. **Category (*place an “X” in the appropriate box*):**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Certificate |  | Specialization |  | Minor |  | Major |  |

1. **If a name change is proposed, the change will occur (*place an “X” in the appropriate box*):**

|  |  |
| --- | --- |
|  | On the effective date for all students |

|  |  |
| --- | --- |
|  | On the effective date for students new to the program (enrolled students will graduate from existing program) |
|  |

|  |  |
| --- | --- |
| **Proposed new name:** | **Health Information Specialist Certificate** |
|  | *Reminder: Name changes may require updating related articulation agreements, site approvals, etc.* |

1. **Primary Aspects of the Modification (*add lines or adjust cell size as needed*):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Existing Curriculum* | | | | *Proposed Curriculum (highlight changes)* | | | | | |
| **Pref.** | **Num.** | **Title** | **Cr.**  **Hrs.** |  | **Pref.** | | **Num.** | **Title** | **Cr. Hrs.** |
| CSC | 105 | Introduction to Computers | 3 |  | CSC | | 105 | Introduction to Computers | 3 |
| HIM | 101 | Introduction to Health Information Management Profession | 1 |  | HIM | | 101 | Introduction to Health Information Management Profession | 1 |
| HIM | 130 | Basic Medical Terminology | 2 |  | HIM | | 130 | Basic Medical Terminology | 2 |
| HIM | 150 | Introduction to Health Information Management | 3 |  | HIM | | 150 | Introduction to Health Information Management | 3 |
|  |  |  |  |  | **HIM** | | **169** | **Legal Aspects of Health Information Management I** | **1** |
| HIM | 170 | Legal Aspects of Health Information Management | 3 |  | HIM | | 170 | **Legal Aspects of Health Information Management II** | **2** |
| ~~HIM~~ | ~~225~~ | ~~Introduction to Healthcare Information Systems~~ | ~~3~~ |  |  | |  |  |  |
| Total number of hours required for major, minor, or specialization | | |  |  | | Total number of hours required for major, minor, or specialization | | |  |
| Total number of hours required for ~~degree~~ certificate | | | 15 |  | | Total number of hours required for ~~degree~~ certificate | | | 12 |

1. **Explanation of the Change:**

A small online study was conducted of open positions in Health Information Management departments with responsibilities for release of information to identify the common titles being utilized in the market. This change will align the title of the certificate program with position titles for release of information commonly found in the study.

HIM 170 Legal Aspects of Health Information Management is being separated into two courses, HIM 169 and HIM 170. Both will be required for this certificate program.

The content included in HIM 225 is not an essential requirement for performing the duties envisioned in the specialist certificate since electronic health records are introduced in HIM 150-Introduction to Health Information Management.