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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 Care Coding Certificate** |
| **CIP CODE:** | **51.0713** |
| **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*):**

|  |  |
| --- | --- |
|[x]  Total credits required within the discipline |[ ]  Total credits of supportive course work |
|  |  |  |  |
|[ ]  Total credits of elective course work |[x]  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 |[x]  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 |

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

|  |  |
| --- | --- |
| **Proposed new name:**  |  |
|  | *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.** |
| Biol | 101 or 151 | Biology Survey I or General Biology | 3 or 4 |  | Biol | 101 or 151 | Biology Survey I or General Biology | 3 or 4 |
| Biol | 323 or 221 and 325 | Human Anatomy and Physiology or Human Anatomy and Physiology | 4 or 4 and 4 |  | Biol | 323 or 221 and 325 | Human Anatomy and Physiology or Human Anatomy and Physiology | 4 or 4 and 4 |
| 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 Health Information Management I | 1 |
| ~~HIM~~  | ~~170~~ | ~~Legal Aspects of Health Information Management~~ | ~~3~~ |  |  |  |  |  |
| HIM | 180 | Fundamentals of Disease and Diagnosis Coding I | 4 |  | HIM | 180 | Fundamentals of Disease and Diagnosis Coding I | 4 |
| ~~HIM~~ | ~~225~~ | ~~Introduction to Healthcare Information Systems~~ | ~~3~~ |  |  |  |  |  |
| HIM | 240 | Fundamentals of Disease and Diagnosis Coding II | 4 |  | HIM | 240 | Fundamentals of Disease and Diagnosis Coding II | 4 |
| HIM | 262 | Healthcare Procedure Coding Systems | 3 |  | HIM | 262 | Healthcare Procedure Coding System | 3 |
| HIM | 264 | Revenue Cycle Management | 1 |  | HIM | 264 | Revenue Cycle Management | 1 |
| HIM | 286 | Supervised Professional Practice | 1 |  | HIM | 286 | Supervised Professional Practice | 1 |
|  |  |  |  |  |  |  |  |  |
| 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 | 35-36 |  | Total number of hours required for ~~degree~~ certificate | 30-31 |

1. **Explanation of the Change:**

The healthcare coding certificate program was designed to be completed in one year. DSU’s requirement for biology prevents completion of the certificate program within one year. Eliminating content in HIM 170 that is not essential for coders will allow full time students to complete the coding certificate program in one year, as originally planned. Three existing courses will be added to the summer rotation to complete the change. The coding certificate program will be marketed and offered as a full time online option. Students interested in completing coding on a part time basis will be advised to complete the Associate of Science degree in Health Information Technology concurrently with the coding certificate program.

The requirements for HIM 225 are being removed from the certificate program as the content is not required and will help in meeting the goal of offering this certificate program in one year.