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| S:\Communications\Logos and photos\SDBORLogos\final_sdbor_webreadyBW_trans.gif | **SOUTH DAKOTA BOARD OF REGENTS**ACADEMIC AFFAIRS FORMS |
| Existing Courses: Minor Modifications |
|  |  |

Use this form to request minor modifications of existing unique and common courses. Consult the system database through Colleague or the [Course Inventory Report](http://apps.sdbor.edu/ris-reporting/CourseInventoryOptions.cfm) for information about existing courses before submitting this form. If the course revision is for an approved General Education course, please see the Revision to General Education Requirements Form.

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| DSU |  | Health Information Management |  | Renae Spohn |  | 2/25/2019 |
| **Institution** |  | **Division/Department** |  | **Originator** |  | **Date** |
|  |  |  |  |  |  |  |
| Renae Spohn |  | BIS/Dr. Dorine Bennett |  |  |  | Click here to enter a date. |
| **Department Chair** |  | **School/College Dean** |  | **Institutional Approval Signature** |  | **Date** |

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**Section 1. Existing Course Title and Description**

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| --- | --- | --- |
| **Prefix & No.** | **Course Title** | **Credits** |
| HIM 264 | Revenue Cycle Management | 1 |

|  |  |
| --- | --- |
| **Effective Date:** | 8/2/2019 |

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| **This course is a (*Place an “X” in the appropriate box*):** |
|[x]  **Unique Course (see section 2)** |  |[ ]  **Common Course (see section 3)** |

**Section 2. Unique Courses: Requested Minor Modifications**

***Place an “X” in the appropriate boxes*.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Current** |  | **New** |
|[ ]  **Prefix change**  |  | to |  |

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| --- | --- | --- | --- |
|[x]  **Course Number change**  | HIM 264 | to | HIM 364 |

*NOTE: You may only change a unique course number to a number not currently used in “active” status at another university. Consult the system database in Colleague or the* [*Course Inventory Report*](http://apps.sdbor.edu/ris-reporting/CourseInventoryOptions.cfm)*.*

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|[ ]  **Credit hours**  |  | to |  |

|  |  |  |  |
| --- | --- | --- | --- |
|[x]  **Course pre-requisites**  | HIM 180, HIM 240, and HIM 262 | to | HIM 180, HIM 240, and HIM 362 |
|[ ]  **Course co-requisites**  |  | to |  |

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| --- | --- | --- | --- |
|[ ]  **Registration restriction**  |  | to |  |

|  |  |  |  |
| --- | --- | --- | --- |
|[ ]  **Enrollment limitation**  |  | to |  |

|  |  |  |  |
| --- | --- | --- | --- |
|[ ]  **Repeatable for additional credit** |  | to |  |

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| --- | --- | --- | --- |
|[ ]  **Grading option**  |  | to |  |

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| --- | --- |
|[ ]  **Course title change** |  |

*NOTE: The Enrollment Services Center assigns the short, abbreviated course title that appears on transcripts. The short title is limited to 30 characters (including spaces); meaningful but concise titles are encouraged due to space limitations in Colleague.*

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|[ ]  **Cross-listing and equating with** |  |

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| --- |
|[ ]  **Dual-listing at 400/500 level** |

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| --- |
|[x]  **Course description (that does not change course content). Complete table below:** |

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| *Existing description:* |
| Study of the reimbursement methodologies, tools and techniques that healthcare organizations use to collect payments for services rendered, respond to governmental and other external audits; including an understanding of CCI and MUE edits, and the role of HIM in the claims denial and appeal process. Topics also include OIG work plan, writing proper physician queries and understanding the purpose of case mix index and chargemaster in healthcare organizations. Concepts integrated into laboratory and computer experience utilizing manual and automated encoding/grouping systems. Concurrent enrollment in HIM 262 is permitted. |

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| *New description:* |
| Study of the reimbursement methodologies, tools and techniques that healthcare organizations use to collect payments for services rendered, respond to governmental and other external audits; including an understanding of CCI and MUE edits, and the role of HIM in the claims denial and appeal process. Topics also include OIG work plan, writing proper physician queries and understanding the purpose of case mix index and chargemaster in healthcare organizations. Concepts integrated into laboratory and computer experience utilizing manual and automated encoding/grouping systems. Concurrent enrollment in HIM 362 is permitted. |
| Note: Course descriptions are short, concise summaries that typically do not exceed 75 words. DO: Address the content of the course and write descriptions using active verbs (e.g., explore, learn, develop, etc.). DO NOT: Repeat the title of the course, layout the syllabus, use pronouns such as “we” and “you,” or rely on specialized jargon, vague phrases, or clichés. |

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|[ ]  **Add course in x9x series** |
| *CIP Code:* |  |
| *New CIP Code for this university?* |  |[ ]  Yes |[ ]  No |

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| *Will this university’s sections of the course be limited to S/U (pass/fail)?* |

|  |  |  |
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|  |[ ]  Yes |[ ]  No |

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|[ ]  **Delete Course (effective date):** | Click here to enter a date. |

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| **Justification for changes indicated in Section 2:** |
| CAHIIM accreditation requirements include Bloom’s taxonomy levels 4,5 and 6. The content and taxonomy levels align better with a 300 level course number. |

**Section 3. Common Courses: Requested Minor Modifications**

***Place an “X” in the appropriate boxes*.**

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| --- | --- | --- | --- | --- |
|  |  | **Current** |  | **New** |
|[ ]  **Credit hours (within variable limits)**  |  | to |  |

|  |  |  |  |
| --- | --- | --- | --- |
|[ ]  **University specific co-requisites**  |  | to |  |

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| --- | --- |
|[ ]  **Cross-listing and equating with** |  |

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| --- |
|[ ]  **Dual-listing at 400/500 level** |

|  |
| --- |
|[ ]  **Add course in x9x series** |
| *CIP Code:* |  |

|  |  |  |
| --- | --- | --- |
| *New CIP Code for this university?* |[ ]  Yes |[ ]  No |

|  |
| --- |
| *Will this university’s sections of the course be limited to S/U (pass/fail)?* |

|  |  |  |
| --- | --- | --- |
|  |[ ]  Yes |[ ]  No |

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| --- | --- | --- | --- |
|[ ]  **x9x grading method**  |  | to |  |

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| **Justification for changes indicated in Section 3:** |
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**Section 4. Department and Course Codes (Completed by University Academic Affairs)**

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| --- | --- |
| 1. **University department code:**
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| --- | --- |
| 1. **Change university department code to:**
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