



DEPARTMENT OF
HIGHER EDUCATION &
WORKFORCE DEVELOPMENT

New Program Report

Date Submitted:

05/03/2022

Institution

Missouri State University-West Plains

Site Information

Implementation Date:

8/1/2022 12:00:00 AM

Added Site(s):

Selected Site(s):

Missouri State University-West Plains, 128 Garfield, West Plains, MO, 65775

CIP Information

CIP Code:

510707

CIP Description:

A program that prepares individuals, under the supervision of health information administrators and other professionals, to construct medical records and clinical databases, perform manipulations on retrieved data, control the security and quality of records, and supervise data entry and technical maintenance personnel. Includes instruction in clinical and biomedical science data and information requirements, database management, data coding and validation, information security, quality control, health information content and structure, medical business procedures, and legal requirements.

CIP Program Title:

Health Information/Medical Records Technology/Technician

Institution Program Title:

Health Information Technology

Degree Level/Type

Degree Level:

Associate Degree

Degree Type:

Associate in Applied Science

Options Added:

Collaborative Program:

N

Mode of Delivery

Current Mode of Delivery

Online

Student Preparation



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Special Admissions Procedure or Student Qualifications required:

There are no special admissions procedures or student qualifications required for this program which exceed regular university admissions, standards. Missouri State University West Plains does not discriminate with respect to race, color, creed, sex, religion, disabilities, and national origin in recruitment, open admissions, and program administration. Missouri State University West Plains welcomes applications from men and women whose academic record, personal ability, and desire to succeed show promise for success. General education courses provide a solid foundation for the core curriculum. Each candidate for admission is considered individually on merit and potential. Missouri State University – Wes Plains does not require certain tests such as ACT for admission. A high school diploma, HiSET or GED, or other high school equivalency serves as an entrance requirement for all students. Counseling is provided by an admissions representative during a personal conference during all open enrollment periods. Admission is based on the following criteria: a) Official high school transcript, HiSET or GED, or other high school equivalency; high school graduation, HiSET or GED is required; b) Official transcripts of any courses completed to date; c) To help ensure students are placed in courses in which they will be successful, however, students take either the ACT or the ACCUPLACER test to determine placement in classes that have math or reading prerequisite. A student's placement in English courses will be determined by a self-evaluation of the student's writing skills.

Specific Population Characteristics to be served:

n/a

Faculty Characteristics

Special Requirements for Assignment of Teaching for this Degree/Certificate:

The following description of the qualifications of faculty serving the Health Information Technology Department are: Faculty should present with a Bachelor's of Science in a related field with corresponding credential in Health Information Technology or a Master's Degree in a related field with corresponding credentialing in Health Information Technology.

Estimate Percentage of Credit Hours that will be assigned to full time faculty:

100% of the credit hours are taught by full time faculty

Expectations for professional activities, special student contact, teaching/learning innovation:

Each faculty member will be encouraged to actively participate and become members of AHIMA and to attend regional and national meetings as the opportunity presents. Full time faculty will be responsible for maintaining continuing education as required under their respective certifications. Expectations for Professional Activities, Special Student Contact, and Teaching/learning Innovation: All faculty will be expected to maintain up-to-date knowledge in their field through professional development activities. Faculty will be encouraged to enhance courses through the development of materials and alternative course delivery methods (use of blended format, online, blackboard).

Student Enrollment Projections Year One-Five

Year 1	Full Time: 25	Part Time: 15	
Year 2	Full Time: 28	Part Time: 17	
Year 3	Full Time: 31	Part Time: 19	Number of Graduates: 25
Year 4	Full Time: 34	Part Time: 21	
Year 5	Full Time: 37	Part Time: 23	Number of Graduates: 36



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Percentage Statement:

95.00

Program Accreditation

Institutional Plans for Accreditation:

Program Accreditation is not necessary for the Health Information Technology Associates of Applied Science or Certificates. However, students can seek industry credentials once completing the degree or certificate to exemplify they have met the industry standards.

Program Structure

Total Credits:

63

Residency Requirements:

n/a

General Education Total Credits:

42

Major Requirements Total Credits:

44

Course(s) Added

COURSE NUMBER	CREDITS	COURSE TITLE
HIT 290	3	Medical Assistant Laboratory Procedures
HIT 198	3	Reimbur Diag & Proc Groupings
HIT 298	3	Professional Practice Experience
HIT 100	3	Introduction to Health Information Technology
HIT 150	3	CPT/ HCPCS I
HIT 192	3	Healthcare Revenue Cycle I
HIT 250	3	Inpatient Procedure Coding
QBA 237	3	Basic Business Statistics
HIT 262	3	Healthcare Compliance
HIT 110	3	Diagnosis Coding I
HIT 230	3	Records Management
HIT 180	3	Anatomy/Physiology for Health Info Tech
HIT 299	3	Medical Assistant Practicum
HIT 270	3	Medical Assistant Office Procedures
HIT 210	3	Diagnostic Coding II
HIT 200	3	Comparative Health Records System
HIT 204	3	Healthcare Statistics



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HIT 260	3	Lg/Ethical Aspects/Healthcare
HIT 194	3	Healthcare Revenue Cycle II
HIT 170	3	Electronic Health Records
MTH 136	3	Pre-Calculus I: Algebra
HIT 201	3	Healthcare Quality Management
HIT 203	3	Healthcare Manage & Leadership
HIT 190	3	Principles of Healthcare Reimbursement
COM 115	3	Fundamentals of Public Spkg
HIT 196	3	Healthcare Reimbursement Methods
CFD 110	3	Health, Safety and Nutrition
HIT 202	3	Healthcare Payer Performance
HIT 280	3	Medical Assistant Clinical Procedures

Free Elective Credits:

6

Internship or other Capstone Experience:

Students will be required to complete a capstone experience, which will include an internship. In this course, students will develop and reflect on soft skills; recognize how to identify and eliminate health disparities, discover improving quality of healthcare for the LGBTQ community, explore and identify stakeholders in healthcare, and engage in inter-professional collaboration with multiple stakeholders in the health care delivery system.

Assurances

I certify that the program is clearly within the institution's CBHE-approved mission. The proposed new program must be consistent with the institutional mission, as well as the principal planning priorities of the public institution, as set forth in the public institution's approved plan or plan update.

I certify that the program will be offered within the proposing institution's main campus or CBHE-approved off-site location.

I certify that the program will not unnecessarily duplicate an existing program of another Missouri institution in accordance with 6 CSR 10-4.010, subsection (9)(C) Submission of Academic Information, Data and New Programs.

I certify that the program will build upon existing programs and faculty expertise.

I certify that the program can be launched with minimal expense and falls within the institution's current operating budget.

I certify that the institution has conducted research on the feasibility of the proposal and it is likely the program will be successful. Institutions' decision to implement a program shall be based upon demand and/or need for the program in terms of meeting present and future needs of the locale, state, and nation based upon societal needs, and/or student needs.

Contact Information



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First and Last Name: CARRIE
STEEN

Email: carriesteen@missouristate.edu

Phone: 417-255-8083

Curriculum Request Form– Program Proposal

Complete the following form if you are submitting a new program, deleting a program or revising a program. If you need to revise a course (e.g. change a course's prerequisite), delete a course from the catalog (not from a program) or add a new course to the catalog, please complete the "Course Proposal" Form.

Program Change: Add New Program* Delete Program Revise Program

Originator: Tresa Ryan Date: 9/7/2021 Catalog Effective Date: Fall 2022

Department: Health Information Technology Division: Allied Health

Name of Program: AAS-HIT: Medical Coding; AAS-HIT: Medical Assistant; AAS-HIT: Healthcare Data Analytics; AAS-HIT: Healthcare Reimbursement

SUMMARY OF PROGRAM REVISIONS (enter specific degree requirements on next page also)

The plan is to phase out the current Health Information Technology degree when all current students have completed the degree requirements. Beginning Fall 2022, we would no longer enroll any students in the current HIT AAS degree. Instead, the student would choose one of the four degree options. All degrees are Associates of Applied Science -- Health Information Technology with a different degree option.

There is a basic core across all four degrees and then specific classes for each degree.

REASONS FOR PROGRAM PROPOSAL (*If new program, fill out the Supporting Data Form on last two pages as well)

Expansion of the Health Information Technology program.

Consideration by Division Chair:

Remarks: _____
 Approved: Not Approved: Division Chair: Angie A. Anderson Date: 9-10-2021

Action by Curriculum Committee (can act only in a duly convened meeting):

Remarks: See attached pgs. for corrections.
 Approved: Not Approved: Chair: Melinda Denton Date: 9/17/21

Action by Faculty Senate:

Remarks: _____
 Approved: Not Approved: Chair: Gary Dilligan Date: 10-1-21

Consideration by Administration:

Remarks: _____
 Approved: Not Approved: Dean: Michael Duf Date: 10/5/21
 Approved: Not Approved: CAO: _____ Date: _____
 Approved: Not Approved: Chancellor: [Signature] Date: 10/21/21

* Supporting Data must accompany request for a New Program. Fill out the form on the last two pages.

Supporting Data for New Course Requests

1. How does this proposal fit with the mission of the college and/or the appropriate program of study?

Fulfills the mission by allowing the Health Information Technology student personal success in the career they have chosen and equipping them to enhance the communities in which they live.

2. How does this course provide opportunities to develop one or more of the following abilities: Self-assessment, communication, problem-solving, ethical decision-making, environmental awareness, cultural awareness, responsible citizenship, and/or physical and emotional health?

These programs will educate students in:

- Effective problem-solving skills when determining medication dosages
- Effective communication skills when preparing a data analysis report regarding healthcare resources
- Successful ethical decision-making when billing and coding for medical services and avoiding fraudulent activity
- Awareness of Health Information Technology careers develop environmental awareness and creates responsible citizens of this community

3. How does this course/program compare with similar courses at other higher education institutions and how will it transfer?

Transferability is not seen as a problem for other Health Information Technology programs.

4. To whom are you targeting this course/program? (new students, existing students, part-time students). What is the projected enrollment in this course?

New students, returning students, displaced workers, full and part time students.

The current enrollment in HIT programs is 45-47 students. The desire is to continue to grow the program.

Enrollment strategy will consist of:

- Market the degree changes to HIT Advisory Board Members.
- Market the degree changes to other departments at the regional hospitals such as Billing/Reimbursement/Patient Accounts.
- Market to high schools and/or Red Carpet Days. Send out degree changes to counselors at the area high schools.
- Market to past HIT program graduates.
- Hold informational sessions about the degree changes on campus.
- Market during a Grizzly Half-Time Show with the radio station about the degree changes.
- Market the degree changes on the MSU-WP HIT page on Facebook to reach the public. Hopefully, it can be picked up by the main MSU-WP Facebook group as well.
- Market the degree changes through the Higher Ed Page through the West Plains Daily Quill newspaper.
- Spend marketing dollars through the Perkins funds set-aside for the HIT programs.

-
5. What resources will be needed to teach this course/program (space, personnel, equipment, LRC resources, etc.)?

These programs will be taught ONLINE and by current instructors and per-course instructors, as needed.

6. Will the course/program be cost effective? Please enumerate the estimated cost/income of this course/program.

Yes. Currently, the HIT program employs two full-time instructors and one per-course instructor.

\$136 per credit hour/seated tuition rate if the student chooses to complete gen education or computer courses seated.

\$166 per credit hour/online tuition rate for all ALH and HIT courses and any gen education or computer courses the student chooses to complete online.

*Numbers are based on 2021-22 Fee Schedule for MSU-WP.

7. List other justifications for offering this course/program.
-

Alignment with the 2018 American Health Information Management Association (AHIMA) programs that take effect Fall 2021.

The HIT and MA students are eligible to sit for several different industry recognized credentials.

Our students are currently eligible to sit for all three AHIMA coding credentials, with the completion of the HIT AAS degree:

- CCA – Certified Coding Associate
- CCS-P – Certificated Coding Specialist – Physician
- CCS – Certified Coding Specialist

For students completing the AAS – HIT – Healthcare Data Analytics degree, this degree lays the groundwork for the student to pursue a bachelor's degree in Health Information Management or Health Informatics. The student would then be eligible to sit for the following credential from AHIMA with a bachelor's degree:

- CHDA – Certified Health Data Analyst

For students completing the AAS – HIT – Medical Coding degree, besides a coding credential listed above, the student could sit for the following credential offered by AHIMA:

- CDIP – Certified Documentation Improvement Practitioner

For students completing the AAS – HIT – Medical Coding degree or the Healthcare Reimbursement degree, the following additional credentials are offered by:

- American Academy of Professional Coders offers several credentials, besides coding.
 - Students could sit for the CPB – Certified Professional Biller and CPPM – Certified Physician Practice Manager. The new degree options would open students up to these new credentials.
- National Healthcareer Association (NHA) offers a credential besides coding.
 - Students could sit for the CBCS – Certified Billing and Coding Specialist

For students completing the AAS – HIT – Medical Assistant degree, the following additional credentials are offered by:

- National Healthcareer Association, besides the Medical Assistant credential:
 - Students could sit for the CET – Certified EKG Technician and CPT – Certified Phlebotomy Technician

For students completing the AAS – HIT – Healthcare Reimbursement degree, the following credentials are offered by:

- American Medical Billing Association (AMBA):
 - CMRS – Certified Medical Reimbursement Specialist

8. Attach your course syllabus to this form and please include objectives, course outline, and evaluation criteria.

9. What methods of assessment will be used in the course?

Student End of Course Survey, through My Grizzly Den.

Instructor will deploy an End-of-Course survey within the course to be completed by students to help assess the textbook, course tools, assignments, etc. This data will be helpful in completing the course assessment.

Health Information Technology AAS – Degree Option:

Medical Coding

General Ed/Computer Information/Allied Health Core Requirements:

- ENG 110 - 3
- PSY 121 - 3
- Civics - PLS 101 or HST 121 or HST 122 - 3
- CIS 101 - 3
- CIS 201 - 3
- ALH 116 - 3
- WES 101 - 1

General Ed/Computer Information/Allied Health Core Total: 19 cr hours

HIT Core Requirements:

- HIT 100 - 3
- HIT 190 - 3
- HIT 200 - 3
- HIT 260 - 3 ²⁹⁸
- Capstone - HIT.297 or HIT 299 - 3 ^{MD}

HIT Core Total: 15 cr hours

Total for AAS core - (19+15) = 34 cr hrs

Medical Coding Requirements:

- *ALH 130 - 2 - *Math Skills for Allied Health*
- HIT 110 - 3
- HIT 150 - 3
- HIT 170 - 3
- HIT 180 - 3
- HIT 201 - 3
- *HIT 202 - 3 - *Healthcare Payer Performance*
- HIT 210 - 3
- HIT 230 - 3
- HIT 250 - 3

Medical Coding Total: 29

Degree Total - (29 + 34) = 63 total credits

Health Information Technology AAS – Degree Option:

Medical Assistant

General Ed/Computer Information/Allied Health Core Requirements:

- ENG 110 - 3
- PSY 121 – 3
- Civics - PLS 101 or HST 121 or HST 122 - 3
- CIS 101 - 3
- CIS 201 – 3
- ALH 116 – 3
- WES 101 - 1

General Ed/Computer Information/Allied Health Core Total: 19 cr hours

HIT Core Requirements:

- HIT 100 – 3
- HIT 190 – 3
- HIT 200 - 3
- HIT 260 – 3 ²⁹⁸
- Capstone - HIT ~~297~~ or HIT 299 – 3 ³⁰⁷

HIT Core Total: 15 cr hours

Total for AAS core - (19+15) = 34 cr hrs

Medical Assistant Requirements:

- CFD 110 – 3 – Health, Safety, and Nutrition
- *ALH 130 – 2 – Math Skills for Allied Health
- HIT 170 – 3
- HIT 180 – 3
- HIT 230 – 3
- HIT 270 – 3
- HIT 280 – 3
- HIT 290 – 3
- Elective – 6 cr hours (Choose two classes from the following):
 - COM 110 Critical Thinking – 3 cr hrs
 - PSY 274 Abnormal Psychology – 3 cr hrs
 - SOC 150 Principles of Sociology – 3 cr hrs
 - SPN 101 Elementary Spanish I – 3 cr hrs
 - SPN 102 Elementary Spanish II – 3 cr hrs

Medical Assistant Total: 29

Degree Total - (29 + 34) = 63 total credits

Health Information Technology AAS – Degree Option:

Healthcare Data Analytics

General Ed/Computer Information/Allied Health Core Requirements:

- ENG 110 - 3
- PSY 121 - 3
- Civics - PLS 101 or HST 121 or HST 122 - 3
- CIS 101 - 3
- CIS 201 - 3
- ALH 116 - 3
- WES 101 - 1

General Ed/Computer Information/Allied Health Core Total: 19 cr hours

HIT Core Requirements:

- HIT 100 - 3
- HIT 190 - 3
- HIT 200 - 3
- HIT 260 - 3 298
- Capstone - HIT 297 or HIT 299 - 3 m D

HIT Core Total: 15 cr hours

Total for AAS core - (19+15) = 34 cr hrs

Healthcare Data Analytics Requirements:

- COM 115 - 3 - Fundamentals of Public Speaking
- MTH 136 - 3 - Pre-Calculus I: Algebra
- QBA 237 - 3 - Basic Business Statistics
- HIT 201 - 3 - Healthcare Quality Management
- *HIT 202 - 3 - Healthcare Payer Performance
- *HIT 203 - 3 - Healthcare Management and Leadership
- *HIT 204 - 3 - Healthcare Statistics (using Excel)
- *HIT 262 - 3 - Healthcare Compliance
- Elective - 6 cr hours (Choose two classes from the following):
 - COM 110 Critical Thinking - 3 cr hrs
 - PSY 274 Abnormal Psychology - 3 cr hrs
 - SOC 150 Principles of Sociology - 3 cr hrs
 - SPN 101 Elementary Spanish I - 3 cr hrs
 - SPN 102 Elementary Spanish II - 3 cr hrs

Healthcare Data Analytics Total: 30

Degree Total - (30 + 34) = 64 total credits

Health Information Technology AAS – Degree Option:

Healthcare Reimbursement

General Ed/Computer Information/Allied Health Core Requirements:

- ENG 110 - 3
- PSY 121 – 3
- Civics - PLS 101 or HST 121 or HST 122 - 3
- CIS 101 - 3
- CIS 201 – 3
- ALH 116 – 3
- WES 101 - 1

General Ed/Computer Information/Allied Health Core Total: 19 cr hours

HIT Core Requirements:

- HIT 100 – 3
- HIT 190 – 3
- HIT 200 - 3
- HIT 260 – 3
- Capstone - HIT 29~~X~~ or HIT 299 – 3

HIT Core Total: 15 cr hours

Total for AAS core - (19+15) = 34 cr hrs

Healthcare Reimbursement Requirements:

- **ALH 130 – 2 – Math Skills for Allied Health*
- HIT 170 – 3 – Electronic Health Records
- **HIT 192 – 3 – Healthcare Revenue Cycle I*
- **HIT 194 – 3 – Healthcare Revenue Cycle II*
- **HIT 196 – 3 – Healthcare Reimbursement Methodologies*
- **HIT 198 – 3 – Reimbursement Diagnostic and Procedural Groupings*
- **HIT 202 – 3 – Healthcare Payer Performance*
- **HIT 203 – 3 – Healthcare Management and Leadership*
- **HIT 262 – 3 – Healthcare Compliance*
- *Elective – 3 cr hours (Choose one class from the following):*
 - COM 110 Critical Thinking – 3 cr hrs
 - PSY 274 Abnormal Psychology – 3 cr hrs
 - SOC 150 Principles of Sociology – 3 cr hrs
 - SPN 101 Introduction to Spanish – 3 cr hrs

Healthcare Reimbursement Total: 29 credits

Degree Total - (29 + 34) = 63 total credits

All courses approved by the Curriculum Committee are done so on a provisional basis. There will be a review of the course/program during the first year it is in the course catalog to see if it meets the expectations of the division and curriculum committee.