Program/degree requirement change (major/minor)

Submitted by:
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See [http://www.uaf.edu/uafgov/faculty/cd](http://www.uaf.edu/uafgov/faculty/cd) for a complete description of the rules governing curriculum & course changes.

Program identification:

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>Health Care Reimbursement</th>
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<tbody>
<tr>
<td>Degree Level:</td>
<td>Certificate</td>
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<td>(i.e., Certificate, A.A., A.A.S., B.A., B.S., M.A., M.S., Ph.D.)</td>
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A. Change in degree requirements: (Brief statement of program/degree changes and objectives)

Addition of ENGL F111x, HLTH F130 as option to requirements.

B. Current requirements as it appears in the catalog:

- ABUS F271--Business Communications--3 credits
- CIOS F150--Computer Business Applications--3 credits
- HLTH F100--Medical Terminology--3 credits
- HLTH F110--Professional Skills for the Workplace--2 credits
- HLTH F132--Administrative Procedures I--2 credits
- HLTH F208--Human Diseases--3 credits
- HLTH F234--Administrative Procedures II--4 credits
- HLTH F235--Medical Coding--4 credits
- HLTH F236--Outpatient Health Care Reimbursement--3 credits

C. Proposed requirements as it will appear in the catalog with these changes:

(Underline new wording strike-through-old-wording and use complete catalog format)

ENGL F111x—Introduction to Academic Writing (3)

or ABUS F271--Business Communications--3 credits

CIOS F150--Computer Business Applications

or HLTH F130 Medical Office Technology (3) --3 credits

HLTH F100--Medical Terminology--3 credits

HLTH F110--Professional Skills for the Workplace--2 credits

HLTH F132--Administrative Procedures I--2 credits

HLTH F208--Human Diseases--3 credits

HLTH F234--Administrative Procedures II--4 credits

HLTH F235--Medical Coding--4 credits

HLTH F236--Outpatient Health Care Reimbursement--3 credits
D. **ESTIMATED IMPACT**

**WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.**

This course already exists online. There will be no impact in budget, facility or faculty workload.

E. **IMPACTS ON PROGRAMS/DEPTS:**

What programs/departments will be affected by this proposed action? Include information on the Programs/Departments contacted (e.g., email, memo)

No major impact will be placed on any program. This change will actually cut down on the amount of petitions written.

F. **IF MAJOR CHANGE – ASSESSMENT OF THE PROGRAM:**

Description of the student learning outcomes assessment process.

**JUSTIFICATION FOR ACTION REQUESTED**

The purpose of the department and campus-wide curriculum committees is to scrutinize program/degree change applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. If you drop a course, is it because the material is covered elsewhere? Use as much space as needed to fully justify the proposed change and explain what has been done to ensure that the quality of the program is not compromised as a result.

Adding HLTH F130 as an option to this certificate increases the student’s choices for the computer requirement. HLTH F130 Medical Office Technology was designed to give the health student a broad knowledge of different electronic medical record programs as well as the basic computer skills in CIOS F150.

Adding ENGL F111x allows students working on their advanced degrees to use ENGL F111x as the requirement for the communication component of this certificate.

**APPROVALS:**

Signature, Chair, Program/Department of:  

Date 5/8/12

Signature, Chair, College/School Curriculum Council for:  

Date 10-3-12

Signature, Dean, College/School of:  

Date 10-11-12

**ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE**

Signature, Chair, UAF Faculty Senate Curriculum Review Committee

Date 12-13-12

CRCD Dean