Submit original with signatures t+ 3 copies

PROGRAM/DEGREE REQUIREMENT CHANGE (MAJOR/MINOR)

SUBMITTED BY:

<table>
<thead>
<tr>
<th>Department</th>
<th>College/School</th>
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<tbody>
<tr>
<td>Allied Health</td>
<td>UAF/TVCC</td>
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<tr>
<td>Prepared by</td>
<td>Phone</td>
</tr>
<tr>
<td>Christa Bartlett</td>
<td>455-2887</td>
</tr>
<tr>
<td>Email Contact</td>
<td>Faculty Contact</td>
</tr>
<tr>
<td><a href="mailto:Ffclb2@uaf.edu">Ffclb2@uaf.edu</a></td>
<td>Christa Bartlett</td>
</tr>
</tbody>
</table>

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

PROGRAM IDENTIFICATION:

<table>
<thead>
<tr>
<th>DEGREE PROGRAM</th>
<th>Medical Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree Level:</td>
<td>Certificate</td>
</tr>
<tr>
<td>(i.e., Certificate, A.A., A.A.S., B.A., B.S., M.A., M.S., Ph.D.)</td>
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</tbody>
</table>

A. CHANGE IN DEGREE REQUIREMENTS: (Brief statement of program/degree changes and objectives)

Drop typing (ABUS 208) and replace with Insurance Billing class (HLTH 236)

B. CURRENT REQUIREMENTS AS IT APPEARS IN THE CATALOG:

Medical Assistant--Certificate Program

1. Complete the general university requirements.
2. Complete the certificate requirements.
   a. Complete ENGL 111X for the communications requirement.
   b. Complete 3 credits from one of the following computation courses:
      HLTH 116--Mathematics in Health Care--3 credits
      DEVM 105--Intermediate Algebra--3 credits
      MATH at the 100-level of higher--3 credits
   c. Complete 3 Credits from one of the following human relations courses:
      HLTH 106--Human Behavior in Health Care--3 credits
      ABUS 154--Human Relations--3 credits
      SOC 100X--Individual, Society and Culture--3 credits
      PSY 101--Introduction to Psychology--3 credits
3. Complete the following program (major) requirements:*  
   HLTH 100--Medical Terminology--3 credits
   HLTH 110--Professional Skills in the Workplace--2 credits
   HLTH 114--Fundamentals of Anatomy and Physiology (4) or BIOL 100X--Human Biology (4)--4 credits
   HLTH 118--Medical Law and Ethics--2 credits
   HLTH 122--First Aid and CPR--1 credits
   or current First Aid/CPR card
   HLTH 132--Administrative Procedures I--2 credits
   HLTH 142--Clinical Procedures I--4 credits
   HLTH 234--Administrative Procedures II--4 credits
   HLTH 244--Clinical Procedures II--4 credits
   HLTH 268--Medical Assisting Externship--4 credits
   or both HLTH 261--Reception Externship--2 credits
and HLTH 267--Medical Assisting Externship Completion 2--4 credits

4. Complete one of the following:
   a. A timed exam and demonstrate competence in typing at 45 WPM.
   b. ABUS 108--Keyboarding II/Intermediate Typewriting**--3 credits

5. Minimum credit required--38 or 42 credits

* Student must earn a C grade or better.
** Student must earn a B grade or better

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)

Medical Assistant--Certificate Program

1. Complete the general university requirements.

2. Complete the certificate requirements.
   a. Complete ENGL 111X for the communications requirement.
   b. Complete 3 credits from one of the following computation courses:
      HLTH 116--Mathematics in Health Care--3 credits
      DEVM 105--Intermediate Algebra--3 credits
      MATH at the 100-level of higher--3 credits
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      HLTH 106--Human Behavior in Health Care--3 credits
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3. Complete the following program (major) requirements:*  
   HLTH 100--Medical Terminology--3 credits  
   HLTH 110--Professional Skills in the Workplace--2 credits  
   HLTH 114--Fundamentals of Anatomy and Physiology (4)  
      or BIOL 100X--Human Biology (4)--4 credits  
   HLTH 118--Medical Law and Ethics--2 credits  
   HLTH 122--First Aid and CPR--1 credits  
      or current First Aid/CPR card  
   HLTH 132--Administrative Procedures I--2 credits  
   HLTH 142--Clinical Procedures I--4 credits  
   HLTH 234--Administrative Procedures II--4 credits  
   HLTH 236--Healthcare Reimbursement--3 credits  
   HLTH 244--Clinical Procedures II--4 credits  
   HLTH 268--Medical Assisting Externship--4 credits  
      or both HLTH 261--Reception Externship--2 credits  
      and HLTH 267--Medical Assisting Externship Completion 2--4 credits

4. Complete one of the following:
   a. A timed exam and demonstrate competence in typing at 45 WPM;
   b. ABUS 108--Keyboarding II/Intermediate Typewriting**--3 credits

5. Minimum credit required--38 or 42 credits
* Student must earn a C grade or better.
** Student must earn a B grade or better.

D. ESTIMATED IMPACT

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

None

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)

This will decrease the number of students in the ABUS 208 course by approx. 10 per year. I have talked to department faculty and they are aware of the issues with this course.

F. IF MAJOR CHANGE - ASSESSMENT OF THE PROGRAM:

Description of the student learning outcomes assessment process.)

Student learning outcomes are assessed on a continual basis, and evaluated more formally annually in spring. The change to this degree program arose out of those discussions with faculty and the advisory committee. By eliminating typing and adding medical records, the skills specific to the medical office will be enhanced. A copy of the outcomes assessment plan is attached.

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.

The health care field is always changing to meet the needs of the patients, clinic, hospitals and other facilities. Our goal in the Medical Assisting Program is to follow strict guidelines set by our accrediting association and to include the advice from our advisory committees. With these two things in mind, the ABUS 208 typing class is no longer a required course within the accreditation guidelines and the advisory committee would like to see it dropped and add a more relevant course, such as the billing course, HLT/TH 236. Our students will benefit more from having the billing knowledge within the HLT/TH 236 course and will continue to get the computer support needed in the CIOS 150 course.
<table>
<thead>
<tr>
<th>APPROVALS:</th>
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<tbody>
<tr>
<td>Signature, Chair, Program/Department of:</td>
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<tr>
<td>Date 3/20/08</td>
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<tr>
<td>Signature, Chair, College/School Curriculum Council for:</td>
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<td>Signature, Dean, College/School of:</td>
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**ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE**

<p>| Signature, Chair, UAF Faculty Senate Curriculum Review Committee         |   |   |
| Date                                                                     |   |   |</p>
<table>
<thead>
<tr>
<th>Implementation</th>
<th>Criteria and Procedures</th>
<th>Intended Outcomes</th>
<th>Program Goals</th>
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<td>Provide vocational, technical, and career citizenship education at credential, certificate, associate, and baccalaureate levels.</td>
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Primary Responsibilities:

- The mission of the Allied Health Department is to provide opportunities for quality education in Allied Health careers. The Allied Health Department is committed to providing the academic, clinical, administrative, and professional skills that will prepare graduates for employment in entry-level positions in the healthcare field and afford them the opportunity to obtain the credentials with which to advance in their chosen field.

Mission Statement:

Medical Assistant Certificate

Lazena Valley Campus

University of Alaska Fairbanks
| Program: Coordinator and Faculty will 262. T&CG will respond to needs in. | Program: Coordinator and Faculty will 262. The Allied Health Department.
| The needs of the local community.
| the number of Medical Assistants to meet.
| Program: Coordinator and Faculty will 262. The Allied Health Department.
| 261. The Allied Health Department.
| 261. The Allied Health Department. - Medical Assisting are developed and.
| Medical Assisting in Response to Community needs.
| 2. Ensure that education programs in...
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