PROGRAM/DEGREE REQUIREMENT CHANGE (MAJOR/MINOR)

SUBMITTED BY:

<table>
<thead>
<tr>
<th>Department</th>
<th>Allied Health</th>
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<tr>
<td>Prepared by</td>
<td>Christa Bartlett</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:Ffchb2@uaf.edu">Ffchb2@uaf.edu</a></td>
</tr>
<tr>
<td>Contact</td>
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</tbody>
</table>

College/School: UAF/TVC

Phone: 455-2887

Faculty Contact: Christa Bartlett

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

PROGRAM IDENTIFICATION:

<table>
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<tr>
<th>Degree Program</th>
<th>Medical Dental Reception</th>
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Degree Level: (i.e., Certificate, A.A., A.A.S., B.A., B.S., M.A., M.S., Ph.D.)

Certificate

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/Dental Reception--Certificate Program

1. Complete the general university requirements.

2. Complete the following certificate requirements:*  
   a. Complete 3 credits from one of the following communication courses:  
      ABUS 271--Business Communications (3)  
      or ENGL 111X--Introduction to Academic Writing (3)--3 credits
   b. Complete 3 credits from one of the following computation courses:  
      MATH at the 100-level or above (3)  
      or HLTH 116--Mathematics in Health Care (3)--3 credits
   c. Complete the following human relations course:  
      HLTH 106--Human Behavior in Health Care--3 credits

3. Complete the following:*  
   CIOS 150--Computer Business Applications (3)  
   or CIOS elective at the 200-level (3)--3 credits  
   HLTH 100--Medical Terminology--3 credits  
   HLTH 110--Professional Skills for the Workplace--2 credits  
   HLTH 118--Medical Law and Ethics--2 credits  
   HLTH 122--First Aid and CPR--1 credits  
   HLTH 132--Administrative Procedures I--2 credits  
   HLTH 234--Administrative Procedures II--4 credits  
   HLTH 261--Reception Internship--2 credits  
   Approved HLTH, CIOS, ABUS, HUMS, DEV.S or COMM elective--2 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 Typing**--3 credits

c. Minimum credits required--30-33 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/Dental Reception--Certificate Program

1. Complete the general university requirements.

2. Complete the following certificate requirements:*
   a. Complete 3 credits from one of the following communication courses:
      ABUS 271--Business Communications (3)
      or ENGL 111X--Introduction to Academic Writing (3)--3 credits
   b. Complete 3 credits from one of the following computation courses:
      MATH at the 100-level or above (3)
      or HLTH 116--Mathematics in Health Care (3)--3 credits
   c. Complete the following human relations course:
      HLTH 106--Human Behavior in Health Care--3 credits

3. Complete the following:*  
   CIOS 150--Computer Business Applications (3)
   or CIOS elective at the 200-level (3)--3 credits
   HLTH 100--Medical Terminology--3 credits
   HLTH 110--Professional Skills for the Workplace--2 credits
   HLTH 118--Medical Law and Ethics--2 credits
   HLTH 122--First Aid and CPR--1 credits
   HLTH 132--Administrative Procedures I--2 credits
   HLTH 234--Administrative Procedures II--4 credits
   HLTH 236--Healthcare Reimbursement--3 credits
   HLTH 261--Reception Externship--2 credits
   Approved HLTH, CIOS, ABUS, HUMS, DEVS or COMM elective--2 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 Typing**--3 credits
   c. Minimum credits required--30-33 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 and Medical Dental Reception Programs 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, HLTH 236. Our students will benefit more from having the billing knowledge within the HLTH 236 course and will continue to get the computer support needed in the CIOS 150 course.

APPROVALS:

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<tr>
<th>Signature, Chair, Program Department of:</th>
<th>Date 3/20/08</th>
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<tr>
<th>Signature, Chair, College/School Curricula Council for:</th>
<th>Date 2/21/08</th>
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<th>Signature, Dean, CIOS</th>
<th>Date 3/20/08</th>
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ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE

Signature, Chair, UAF Faculty Senate Curriculum Review Committee
<table>
<thead>
<tr>
<th>Procedures</th>
<th>Assessment Criteria</th>
<th>Intended Outcomes</th>
<th>Program Goals</th>
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The mission of the Allied Health Department is to provide opportunities for quality education in Allied Health care fields. 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 health care field. Students who complete a Blended/Distance Dental Reception Certificate program will acquire knowledge and job skills required for entry-level employment in the health care field. Courses in the program are designed to prepare students for certification as a Dental Receptionist.

Mission Statement:

The mission of the Idaho Valley Campus focuses on student-centered learning with an emphasis on skill-based and self-directed learning experiences.
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<th>Requirement</th>
<th>Management</th>
<th>Administration</th>
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<td>3. Program will be approved by the dental faculty and implementation of the program will be assisted by the faculty. Results will be disseminated to the dental/medical office.</td>
<td>Management in the Office of the Dental Associate. The dental and medical offices will develop a step-up program to meet their employment needs. Providing individualized recognition to meet demands in the healthcare sector.</td>
<td>Office of the Dental Associate. The dental and medical offices will develop a step-up program to meet their employment needs. Providing individualized recognition to meet demands in the healthcare sector.</td>
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<td>2. Records of courses, placements, and knowledge of the students will be developed.</td>
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<td>3. The Medical Dental Reception Certificate will be awarded with the AAS degree in the Office of the Dental Associate.</td>
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<td>3. Students who desire additional education in the medical office will be guided towards obtaining further education.</td>
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<td>Revised: May 24, 2006, MC Sousa</td>
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