**TRIAL COURSE OR NEW COURSE PROPOSAL**

**SUBMITTED BY:**

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<tr>
<th>Department</th>
<th>Allied Health</th>
<th>College/School</th>
<th>CRCD Health Programs</th>
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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.

1. **ACTION DESIRED (check one):**
   - Trial Course
   - New Course

2. **COURSE IDENTIFICATION:**
   - Dept: HLTH
   - Course #: 130
   - No. of Credits: 3

   Justify upper/lower division status & number of credits:
   - Lower division status: This course covers basic computer literacy and provides an introduction to medical office management software used health care facilities nationwide.
   - Number of credits: This course will include 3 hours of blended synchronous and asynchronous lecture per week and will be offered online. 2400 minutes of contact time will be provided, and an additional 6-9 hours of homework time/week will be required.

3. **PROPOSED COURSE TITLE:**
   - Medical Office Technology

4. **CROSS LISTED?**
   - YES/NO: No

5. **STACKED?**
   - YES/NO: No

6. **FREQUENCY OF OFFERING:**
   - Every Spring

7. **SEMESTER & YEAR OF FIRST OFFERING (if approved):**
   - Spring 2009

8. **COURSE FORMAT:**
   - COURSE FORMAT: (check one)
     - 1
     - 2
     - 3
     - 4
     - 5
     - 6 weeks to full semester

   OTHER FORMAT (specify)
   - Mode of delivery (specify lecture, field trips, labs, etc)
     - Combined synchronous and asynchronous lecture online

9. **CONTACT HOURS PER WEEK:**
   - 3 LECTURE hours/week
   - LAB hours/week
   - PRACTICUM hours/week

   Note: # of credits are based on contact hours. 800 minutes of lecture=1 credit. 2400 minutes of lab in a science course=1 credit. 1600 minutes in non-science lab=1 credit. 2400-4800 minutes of practicum=1 credit. 2400-8000 minutes of internship=1 credit. This must match with the syllabus. See [http://www.uaf.edu/uafgov/faculty/cd/credits.html](http://www.uaf.edu/uafgov/faculty/cd/credits.html) for more information on number of credits.

10. **COMPLETE CATALOG DESCRIPTION including dept., number, title and credits (50 words or less, if possible):**
This course introduces current and potential health care workers to computers in the medical office. Students will study medical office management software and electronic health record systems. This course includes discussion of computer hardware and software, working with operating systems, keyboarding, word processing, spreadsheets, presentation creation and formatting, and database concepts.

11. **COURSE CLASSIFICATIONS:** (undergraduate courses only. Use approved criteria found on Page 10 & 17 of the manual. If justification is needed, attach on separate sheet.)

   - H = Humanities
   - N = Natural Science
   - S = Social Sciences

   Will this course be used to fulfill a requirement for the baccalaureate core? **YES X NO**

   IF YES, check which core requirements it could be used to fulfill:
   - O = Oral Intensive, Format 6
   - W = Writing Intensive, Format 7
   - Natural Science, Format 8

12. **COURSE REPEATABILITY:**

   Is this course repeatable for credit? **YES X NO**

   Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).

   How many times may the course be repeated for credit? **TIMES**

   If the course can be repeated with variable credit, what is the maximum number of credit hours that may be earned for this course? **CREDITS**

13. **GRADING SYSTEM:**

   - LETTER: **X**
   - PASS/FAIL:

14. **PREREQUISITES**

   These will be required before the student is allowed to enroll in the course.

   RECOMMENDED: None

15. **SPECIAL RESTRICTIONS, CONDITIONS**

   None

16. **PROPOSED COURSE FEES**

   No additional fees

   Has a memo been submitted through your dean to the Provost & VCAS for

17. **PREVIOUS HISTORY**

   Has the course been offered as special topics or trial course previously? **Yes/No**

   If yes, give semester, year, course #, etc.: Spring 2008, HLTH F193 Health Office Technology CRN# 39032

18. **ESTIMATED IMPACT**

   **None** (Class is delivered online or in available classroom space, a current staff member is available to teach this class as an adjunct)

19. **LIBRARY COLLECTIONS**

   Have you contacted the library collection development officer (ffklj@uaf.edu, 474-8695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.

   **No X Yes**

   This course does not require media collection or equipment
20. 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)
None

21. POSITIVE AND NEGATIVE IMPACTS
Please specify positive and negative impacts on other courses, programs and departments resulting from the proposed action.

Positive impact on Allied Health/Health Care Reimbursement: Students will have the opportunity to gain skills related to health office technology - skills that are required for employment in the health care workforce.

Negative impacts: None

JUSTIFICATION FOR ACTION REQUESTED
The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course 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. Use as much space as needed to fully justify the proposed course.

New Course HLTH 130 Medical Office Technology: Industry demand and current trends in health care have determined the need to include content in electronic health records and medical office management software. The addition of new course HLTH 130 Medical Office Technology will prepare students for the transition from hard copy medical records to electronic medical records. All health care facilities nationwide are in the process of going through this transition, and all health care workers will need to know how to operate this software. In addition to preparing students to work with electronic health records, this course will provide basic instruction on the use of computers (working with Windows, database concepts, using Word, using Excel, PowerPoint, keyboarding, saving and retrieving files) and use of medical office management software to perform administrative functions (creating and printing appointments, entering transactions (charges, payments, adjustments), ledgers, balances, claims, daysheets, reports, etc.). This course is primarily intended for students in the Allied Health program, and this content is not offered in any course currently in the program.
### APPROVALS:

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<td>Signature, Chair,</td>
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<td>Program/Department of:</td>
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<td>Signature, Dean, College/School of:</td>
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<tr>
<td>Signature of Provost (if applicable)</td>
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**Offerings above the level of approved programs must be approved in advance by the Provost.**

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

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<td>Signature, Chair, UAF Faculty Senate Curriculum Review Committee</td>
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### ADDITIONAL SIGNATURES: (If required)

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ATTACH COMPLETE SYLLABUS (as part of this application).
Note: syllabus must follow the guidelines discussed in the Faculty Senate Guide
http://www.uaf.edu/uafgov/faculty/cd/syllabus.html.
The department and campus wide curriculum committees will review the syllabus to
ensure that each of the items listed below are included. If items are missing or
unclear, the proposed course change will be denied.

SYLLABUS CHECKLIST FOR ALL UAF COURSES
During the first week of class, instructors will distribute a course syllabus.
Although modifications may be made throughout the semester, this document will
contain the following information (as applicable to the discipline):

1. Course information:
   - Title, number, credits, prerequisites, location, meeting time
     (make sure that contact hours are in line with credits).

2. Instructor (and if applicable, Teaching Assistant) information:
   - Name, office location, office hours, telephone, email address.

3. Course readings/materials:
   - Course textbook title, author, edition/publisher.
   - Supplementary readings (indicate whether required or recommended) and
   - any supplies required.

4. Course description:
   - Content of the course and how it fits into the broader curriculum;
   - Expected proficiencies required to undertake the course, if applicable.
   - Inclusion of catalog description is strongly recommended, and
   - Description in syllabus must be consistent with catalog course
description.

5. Course Goals (general) and Student Learning Outcomes (more specific)

6. Instructional methods:
   - Describe the teaching techniques (eg: lecture, case study, small group
discussion, private instruction, studio instruction, values clarification,
games, journal writing, use of Blackboard, audio/video conferencing, etc.).

7. Course calendar:
   - A schedule of class topics and assignments must be included. Be specific
so that it is clear that the instructor has thought this through and will
not be making it up on the fly (e.g. it is not adequate to say “lab”.
Instead, give each lab a title that describes its content). You may call
the outline Tentative or Work in Progress to allow for modifications during
the semester.

8. Course policies:
   - Specify course rules, including your policies on attendance, tardiness,
class participation, make-up exams, and plagiarism/academic integrity.

9. Evaluation:
   - Specify how students will be evaluated, what factors will be
     included, their relative value, and
   - how they will be tabulated into grades (on a curve, absolute scores,
etc.)

10. Support Services:
    - Describe the student support services such as tutoring (local and/or
      regional) appropriate for the course.

11. Disabilities Services:
The Office of Disability Services implements the Americans with Disabilities
Act (ADA), and insures that UAF students have equal access to the campus and
course materials.
    - State that you will work with the Office of Disabilities Services (203
      WHIT, 474-7043) to provide reasonable accommodation to students with
disabilities.”