TRIAL COURSE OR NEW COURSE PROPOSAL
(Attach copy of syllabus)

SUBMITTED BY:

Department: Allied Health
Prepared by: Cathy Winfree
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College/School: UAF Community and Technical College
Phone: 907-455-2876
Faculty Contact: Cathy Winfree

1. ACTION DESIRED
   (CHECK ONE):
   Trial Course
   New Course X

2. COURSE IDENTIFICATION:
   Dept: MA
   Course # F144
   No. of Credits: 6

   Justify upper/lower division status & number of credits:

3. PROPOSED COURSE TITLE:
   Administrative Procedures for the Medical Assistant

4. To be CROSS LISTED?
   YES/NO
   If yes, Dept:

   NOTE: Cross-listing requires approval of both departments and deans involved. Add lines at end of form for additional required signatures.

5. To be STACKED?
   YES/NO
   If yes, Dept:

   How will the two course levels differ from each other? How will each be taught at the appropriate level?

   * Use only one Format 1 form for the stacked course (not one for each level of the course) and attach syllabi. Stacked course applications are reviewed by the (Undergraduate) Curricular Review Committee and by the Graduate Academic and Advising Committee. Creating two different syllabi (undergraduate and graduate versions) will help emphasize the different qualities of what are supposed to be two different courses. The committees will determine: 1) whether the two versions are sufficiently different (i.e. is there undergraduate and graduate level content being offered); 2) are undergraduates being overtaxed?; 3) are graduate students being undervalued? In this context, the committees are looking for the interests of the students taking the course. Typically, if either committee has qualms, they both do. More info online – see URL at top of this page.

6. FREQUENCY OF OFFERING:
   Every Fall and Spring
   Fall, Spring, Summer (Every, or Even-numbered Years, or Odd-numbered Years) – or As Demand Warrants

7. SEMESTER & YEAR OF FIRST OFFERING
   (Effective AY2015-16 if approved by 3/31/2013; otherwise AY2016-17)
   Fall 2017

8. COURSE FORMAT:
   NOTE: Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council. Furthermore, any core course compressed to less than six weeks must be approved by the Core Review Committee.
   COURSE FORMAT:
   (check all that apply) 1 2 3 4 5 X 6 weeks to full semester
9. CONTACT HOURS PER WEEK:

<table>
<thead>
<tr>
<th>LECTURE</th>
<th>LAB</th>
<th>PRACTICUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 hours/weeks</td>
<td>3 hours/week</td>
<td>0 hours/week</td>
</tr>
</tbody>
</table>

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 credit. 2400-8000 minutes of internship credit. This must match with the syllabus. See http://www.uaf.edu/ufgov/faculty-senate/curriculum/course-degree-procedures/guidelines-for-computing/ for more information on number of credits.

OTHER HOURS (specify type)

10. COMPLETE CATALOG DESCRIPTION including dept., number, title, credits, credit distribution, cross-listings and/or stacking (50 words or less if possible):

Example of a complete description:
FISH P487 W, O Fisheries Management
3 Credits Offered Spring
Theory and practice of fisheries management, with an emphasis on strategies utilized for the management of freshwater and marine fisheries. Prerequisites: COMM F131X or COMM F141X; ENGL F111X; ENGL F112X or ENGL F113X; ENGL P114; FISH P425; or permission of instructor. Cross-listed with NRM P487. (3+0)

MA F144 Administrative Procedures for the Medical Assistant
6 Credits
This is an in-depth examination of the administrative medical assistant office duties to include: reception, telephone procedures, public relations, professionalism, medical practice and financial management in the health care setting, written communications, paper and EHR, HIPAA, and billing and coding procedures. This course emphasizes the importance of accuracy and attention to detail, not only documentation but in all areas of medical assisting practice.
Prerequisites: MA F100, MA F114, HLTH F116, English F111X, test scores to place into English F111x or permission of the instructor.
Lecture + Lab = Other: 3 + 3 = 0

11. COURSE CLASSIFICATIONS: Undergraduate courses only. Consult with CLA Curriculum Council to apply S or H classification appropriately; otherwise leave fields blank.

W = Humanities  S = Social Sciences

Will this course be used to fulfill a requirement for the baccalaureate core? IF YES, attach form.

IF YES, check which core requirements it could be used to fulfill:

O = Oral Intensive, W = Writing Intensive, X = Baccalaureate Core

11.A Is course content related to northern, arctic or circumpolar studies? If yes, a "snowflake" symbol will be added in the printed Catalog, and flagged in Banner.

YES  NO  X

12. COURSE REPEATABILITY:

Is this course repeatable for credit?  YES  NO  X

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?

If the course can be repeated for credit, what is the maximum number of credit hours that may be earned for this course?
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: Specify only one. Note: Changing the grading system for a course later on constitutes a Major Course Change - Format 2 form.
   LETTER: X   PASS/FAIL: [ ]

RESTRICTIONS ON ENROLLMENT (if any)

14. PREREQUISITES
   English F111X, MA F100, MA F114, HLTH F116 or permission of instructor.
   These will be required before the student is allowed to enroll in the course.

15. SPECIAL RESTRICTIONS, CONDITIONS
   No.

16. PROPOSED COURSE FEES
   50
   Has a memo been submitted through your dean to the Provost for fee approval? [ ] Yes/No

17. PREVIOUS HISTORY
   Has the course been offered as special topics or trial course previously? [ ] Yes
   If yes, give semester, year, course #, etc.: Fall 2016 and Spring 2017

18. ESTIMATED IMPACT
   WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.
   No impact.

19. LIBRARY COLLECTIONS
   Have you contacted the library collection development officer (kljansen@alaska.edu, 474-6693) 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
   [ ] Yes

20. IMPACTS ON PROGRAMS/DEPARTMENTS
   What programs/departments will be affected by this proposed action?
   Include information on the Programs/Departments contacted (e.g., email, memo)
   No impact.

21. POSITIVE AND NEGATIVE IMPACTS
   Please specify positive and negative impacts on other courses, programs and departments resulting from the proposed action.
   MA designator and combining the past Administrative classes will not affect other Allied Health students. The change clarifies which Administrative Procedures course Allied Health students are required to take for Medical Assisting degree.
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.

MA 1144 is focused on Administrative Procedures for the Medical Assistant with heavy focus on documentation and mastery of required competencies for their discipline. It will prepare them for the workforce but also for the National Certification Examination for Medical Assistants. Medical Assisting students will be able to focus on the Administrative aspect of the job without a break in the teaching process.

APPROVALS: Add additional signature lines as needed.

Signature, Chair, Program/Department of: [Signature] [Date 10/6/16] [Allied Health]

Signature, Chair, College/School Curriculum Council for: [Signature] [Date 10/7/16] [Bucks Community Development]

Signature, Dean, College/School of: [Signature] [Date 10/10/16] [CTC]

Offerings above the level of approved programs must be approved in advance by the Provost.

Signature of Provost (if above level of approved programs)

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

Signature, Chair
Faculty Senate Review Committee: [Signature] [Date]
Curriculum Review [Signature] [Date]
GAAC [Signature] [Date]
Core Review [Signature] [Date]
SADAC [Signature] [Date]

ADDITIONAL SIGNATURES: (As needed for cross-listing and/or stacking)

Signature, Chair, Program/Department of:
[Signature] [Date]

Signature, Chair, College/School Curriculum Council for:
[Signature] [Date]

Signature, Dean, College/School of:
[Signature] [Date]