

Submit originals and one copy and electronic copy to Governance/Faculty Senate Office (email electronic copy to jbharvie@alaska.edu)

**PROGRAM/DEGREE REQUIREMENT CHANGE (MAJOR)**

**SUBMITTED BY:**

Department	Allied Health	College/School	UAF Community and Technical College
Prepared by	Cathy Winfree	Phone	907-455-2876
Email Contact	<u>cmwinfree@alaska.edu</u>	Faculty Contact	Cathy Winfree

See <http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures/> for a complete description of the rules governing curriculum & course changes.

**PROGRAM IDENTIFICATION:**

DEGREE PROGRAM	Health Care Reimbursement
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)**

Minimum requirement for Certificate is 30 credits.  
Added Health Classes as the Preferred requirements.

**B. CURRENT REQUIREMENTS AS IT APPEARS IN THE CATALOG:**

Certificate, Health Care Reimbursement  
Minimum Requirements for Certificate: 30 credits

Students must earn a C- or better in each course.

Course List  
Code  
Title  
Credits

General University Requirements  
Complete the general university requirements.  
Certificate Requirements  
Complete the certificate requirements.  
Program Requirements  
ENGL F111X Introduction to Academic Writing 3  
or ABUS F271 Business Communications  
HLTH F100 Medical Terminology 3  
HLTH F110 Professional Skills for the Workplace 2  
HLTH F116 Mathematics in Health Care 3  
HLTH F130 Medical Office Technology 1-3  
or CIOS F150 Computer Business Applications  
HLTH F132 Administrative Procedures I 2  
HLTH F208 Human Diseases 3  
HLTH F234 Administrative Procedures II 4  
HLTH F235 Medical Coding 4  
HLTH F236 Outpatient Health Care Reimbursement 3  
Total Credits 28-30

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 )

Certificate, Health Care Reimbursement  
Minimum Requirements for Certificate: 30 credits  
Students must earn a C- or better in each course.  
Course List  
Code  
Title: Health Care Reimbursement Certificate  
Credits  
General University Requirements  
Complete the general university requirements.  
(As part of the certificate requirements, the communication and human relations content are embedded in the major required courses for this program.)  
Certificate Requirements  
Complete the certificate requirements.

Program Requirements  
ENGL F111X Introduction to Academic Writing 3  
or ABUS F271 Business Communications 3  
HLTH F100 Medical Terminology 3  
HLTH F110 Professional Skills for the Workplace 2  
HLTH F116 Mathematics in Health Care 3  
HLTH F130 Medical Office Technology ~~1-3~~ 3 (Preferred)  
or CIOS F150 Computer Business Applications 3  
HLTH F132 Administrative Procedures I 2  
HLTH F208 Human Diseases 3  
HLTH F234 Administrative Procedures II 4  
HLTH F235 Medical Coding 4  
HLTH F236 Outpatient Health Care Reimbursement 3  
Total Credits ~~28-30~~

D. **ESTIMATED IMPACT**

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

No impact.

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 impact.

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

Description of the student learning outcomes assessment process.)

Change to minimum requirement for Certificate Program.

**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.

Number of credits clarified and added preferred in HLTH F130, and minimum 30 defined.

APPROVALS: SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE

<i>Cathy Windsor</i>	Date	10/6/16
Signature, Chair, Program/Department of:	<i>Allied Health</i>	

<i>Steve Cude</i>	Date	10/7/16
Signature, Chair, College/School Curriculum Council for:	<i>College of Rural &amp; Community Dev</i>	

<i>Michelle Stalder</i>	Date	10/11/16
Signature, Dean, College/School of:	<i>CTC</i>	

CHAIR SIGNATURE OBTAINED FOLLOWING APPROVAL BY FACULTY SENATE COMMITTEE

	Date	
Signature, Chair, UAF Faculty Senate Curriculum Review Committee		
Graduate Academic and Advisory Committee		