

**New Program Code**       **Modify Program Code**      Date: \_\_\_\_\_

**REQUESTOR CONTACT INFORMATION**

Name Terri Ota      Campus West O'ahu, UH  
 Title Academic Program/Faculty Affairs Spec      Email tota@hawaii.edu  
 Office/Dept UHWO Academic Affairs      Phone 689-2314

**NEW PROGRAM CODE TO CREATE**

Institution WOA - University of Hawaii West Oahu      Campus WOA - Univ of Hawaii - West Oahu  
 Level UG - Undergraduate      Effective Term 202010\_Fall 2019

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) <u>PS</u>	<u>Professional Studies</u>	<input type="checkbox"/> See Banner form STVCOLL
Department	(4) <u>PROS</u>	<u>Professional Studies</u>	<input type="checkbox"/> See Banner form STVDEPT
Degree/Certificate	(6) <u>BAS</u>	<u>Bachelor of Applied Science</u>	<input type="checkbox"/> See Banner form STVDEGC
Major	(4) <del>BAS</del> <u>APSC</u>	<u>Applied Science</u>	<input type="checkbox"/> See Banner form STVMAJR
Concentration	(4) <u>HIM</u>	<u>Health Information Management</u>	<input checked="" type="checkbox"/> See Banner form STVMAJR
Minor	(4) _____	_____	<input type="checkbox"/> See Banner form STVMAJR

If a similar major/concentration code exists in Banner, please list the code: \_\_\_\_\_

Justification to warrant a new major/concentration code similar to an existing major/concentration code:

No other similar existing code for Health Information Management.

Is this major/concentration code being used the same way at the other UH campuses?       Yes       No  
 Should this program be available for applicants to select as their planned course of study on the online application? *If yes, student may select the code as their only program of study.*       Yes       No

**RULES PERTAINING TO FINANCIAL AID AND 150% DIRECT SUBSIDIZED LOAN LIMIT LEGISLATION**

Is 50% or greater of the classes in this program offered at a location other than the Home Campus?       Yes       No  
 Is this program/major/certificate financial aid eligible?       Yes       No  
 Does this certificate qualify as a Gainful Employment Program (Title IV-eligible certificate program)?       Yes       No

See <http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html>

**Program Length**  
*In academic years; decimals are acceptable. The length of the program should match what is published by the campus in any online and/or written publication.*      4

**Special Program Designations**       A       B       N       P       T       U  
*See Special Program Designations Code Definitions on IRAO Program Code Request webpage*

**Required Terms of Enrollment:**       Fall       Spring       Summer       Extended

**IRAO USE ONLY: DATE RECEIVED**

**ADDITIONAL COMMENTS**

The BAS-APSC is an established UHWO degree program; this is a new Health Information Management concentration. The program offers a pathway for the Health Information Technology (HIT) program students at Leeward Community College to continue their education and broaden their potential opportunities.

Structured under the BAS-APSC program, no HIM concentration code appended to program code.

**ATTACHMENTS**

**BOR Approved:** Sole-credential Certificates, Associate (excluding ATS), Bachelor and Graduate Degrees, and sole credential certificates

- BOR Meeting Minutes & Supporting Documents  Curriculum

**Chancellor Approved:** Concentrations, Certificates and Associate in Technical Studies (ATS) Degree

- Memo from Chancellor to notify Vice President for Academic Planning and Policy regarding program action.  
 Curriculum

**CERTIFICATES ONLY: Please check one (1) statement.** This certificate is a...

BOR approved certificate. BOR Meeting/Approval Date: \_\_\_\_\_

Chancellor approved within an authorized BOR program. BOR Program: \_\_\_\_\_

Chancellor approved CO in accordance with UHCCP 5.203, Section IV.B.10.

**VERIFICATIONS**

*By signing below, I verify that I have reviewed and confirm the above information that is pertinent to my position.*

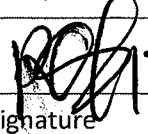
Registrar  
(Print Name)

Financial Aid Officer  
(Print Name)


For Community Colleges,  
verification of consultation with  
OVPCC Academic Affairs:

RP  
Robyn Oshiro

JAMES CROMWELL

  
\_\_\_\_\_  
Signature

03/28/2019  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature

3/28/19  
\_\_\_\_\_  
Date


\_\_\_\_\_  
\_\_\_\_\_  
Signature Date



UNIVERSITY  
of HAWAII®  
WEST O'AHU

March 29, 2019

Memo to: Institutional Research and Analysis Office

From: Jeffrey Moniz   
Vice Chancellor for Academic Affairs

Subject: UHWO Program and Subject Codes

Attached are the forms/documentation for New Program codes (Chancellor approved concentrations):

- BA-PUBA\_LTC Long-Term Care (New Concentration in BA-PUBA)
- BAS-APSC\_HIHH Hawaiian & Indigenous Health & Healing (New Concentration in BAS-APSC)
- BAS-APSC\_HP Health Professions (New Concentration in BAS-APSC)
- BAS-APSC\_HIM Health Information Management (New Concentration in BAS-APSC)

Attached are the forms/documentation for New Subject codes:

- HIM Health Information Management (New Subject Code. Please note, we have a new Coll/Div/Dept, Math, Natural & Health Sciences. Additional documentation of the reorg is also included.)
- HOST Hospitality & Tourism (Subject code exists in Banner, new for UHWO)

If you have any questions, or if you need additional documentation, please contact Terri Ota at 689-2314 or by email at [tota@hawaii.edu](mailto:tota@hawaii.edu).

Thank you.

< BAS-APSC - Applied Science

## Code

# Health Information Management

InWorkflow | Fall 2019

## Proposal Information

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### Workflow Status

> Catalogue Coordinator > Catalogue Coordinator

Terri Ota - Review

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### Proposer

✓ **Terinicka Thomas-Brogan (Submitter)**

Submitted 10-30-2018

✓ **Terinicka Thomas-Brogan**

Submitted 12-10-2018

Updated changes per CC feedback.

✓ **Terinicka Thomas-Brogan**

Submitted 1-10-2019

Updated CLO's.

✓ **Terinicka Thomas-Brogan**

Submitted 2-12-2019

Updated CLO 8.

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### Division (Public Administration) \\ Division Chair

✓ **Kristina Lu**

Approved 10-30-2018

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### (All Division Chairs) \\ Division Chairs

✉ Orlando Garcia-Santiago

✉ Amy Nishimura

✉ Mary Heller

✉ Derrek Choy

✉ Kristina Lu

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### (VCAA) \\ VCAA

✉ Jeffrey Moniz

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*(Catalogue Coordinator) \\ Catalogue Coordinator*

✓ **Terri Ota**

Approved 11-7-2018

Were signatures collected for the ATP1?

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*(Curriculum Committee) \\ Curriculum Committee Members*

☑ Camonia Graham-Tutt

☑ Holly Itoga

☑ Jan Javinar

☑ Sa'iliemanu Lilomaiva-Doktor

☑ Ke'alohe Perry

☑ Jonathan Schwartz

☑ Eli Tsukayama

☑ William Belcher

☑ Veny Liu

☑ Michael Miranda

☑ Gary Shimokawa

☑ Terinicka Thomas-Brogan

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*(Curriculum Committee) \\ Curriculum Committee Chair*

✓ **Gloria Niles**

Approved 1-10-2019

Approved by CC 1/10/19

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*(Faculty Senate) \\ Faculty Senate Chair*

- Terri Ota

✓ **Thomas Hirsbrunner**

Approved 1-10-2019

Concentration was approved by Faculty Senate on 12/7/2018 as part of the Curriculum Committee report.

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*(VCAA) \\ VCAA*

✓ **Jeffrey Moniz**

Approved 1-11-2019

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*(Chancellor) \\  
Chancellor*

- Terri Ota
- ✓ **Maenette Benham**  
Approved 3-7-2019

*(Board of Regents) \\  
UHWO Rep*

- ✓ **Terri Ota**  
Approved 3-10-2019
- Concentration, New; no BOR approval needed.

*(Assessment) \\  
Director of Assessment*

- ✓ **Sharon Valente**  
Approved 3-12-2019
- My compliments Teri!

*(Catalogue Coordinator) \\  
Catalogue Coordinator*

Terri Ota

*(STAR) \\  
STAR Builders*

Vicky Del Prado

Summer DeBruyne

**1.1) Effective Term**

Fall 2019

**1.2) Proposer Name(s)**

Terinicka Thomas-Brogan

**1.3) Proposal Date**

10/30/18

**1.4) Proposal Summary**

This a proposal for a new health information management (HIM) concentration in the Bachelor of Applied Science degree.

**1.5) Justification or Rationale**

The goal of the HIM concentration is to offer students an opportunity to pursue a career in a viable and in-demand profession within the healthcare sector. The profession currently presents a number of gainful employment opportunities through a varied professional roles.

The concentration provides a pathway for Leeward Community College's HIT graduates to continue their education in order to increase their promotion and pay potential. Likewise, the concentration provides a streamlined pathway for current and prospective UHWO students to enter the HIM profession.

## 2. Parent Program

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### 2.1) Division

Public Administration

### 2.2) Division / Parent Program

BAS-APSC - Applied Science

### 2.3a) Attach ATP1

- Authorization to Plan 1-HIM.pdf

### 2.3b) Attach ATP2

- Authorization to Plan 2-HIM.pdf

### 2.4) Program Description

The Bachelor of Applied Science degree provides academic pathways for students in selected Associate of Science programs at the community colleges and complete four-year pathways for select concentrations (FMGT, ISA, SCFS). The BAS requirements (1) assure advanced skills in critical thinking, problem solving, and research, (2) assure proficiency in communication and professionalism, and (3) support the institutional learning outcomes. Within each concentration under the BAS degree, courses are selected to assure students have the knowledge and analytical skills necessary for advancement within the specific field, and to assure students have flexibility in choosing future career paths.

Students should see a Student Services Academic Advisor as soon as possible in their college careers, for options on appropriate and transferable lower division credits.

### 2.5) Program Requirements

## General Education Requirements

- Met the following conditions:
  - ▼ General Education

## Core Requirements

- Complete all of the following
  - English**
    - Complete 1 of the following
      - Earned at least credits from the following:
        -
    - Earned at least credits from the following:
  - Statistics**
    - Earned at least credits from the following:
  - Research methods**
    - Complete 1 of the following
      - Earned at least credits from the following:
        -
  - Ethics**
    - Complete all of the following
      - Earned at least credits from the following:
        -
  - Capstone**
    - Earned at least credits from the following:

## Graduation Requirements

0  
Total Credits

- Met the following conditions:
  - ▼ Graduation Requirements

**Grand Total Credits: 0**

## 3. Concentration Information

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3.1) Code (Admin Only)

3.2) Title

Health Information Management

### 3.3) Catalog Description of the Concentration

The Health Information Management (HIM) concentration equips students with integrated knowledge of medicine, science, technology, and management. HIM students acquire skills that provide them with a strong foundation for managing health information and information systems, medical billing, coding and reimbursement processes, and other administrative medical



record functions. Students are prepared to collaborate with interdisciplinary healthcare professionals in compliance and quality improvement efforts as they relate to the health information function. Students also develop critical-thinking, problem-solving, and decision-making skills that are integral to the management of health information.

**3.5) Will this program be offered on campus in-person?**

Yes

**3.6) Will the program be offered in a distance delivery mode?**

No

## 4. Concentration Requirements

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**4.1) Proposed Courses for the Program**

0 or 3 PHYL 141 Human Anatomy and Physiology I  
 0 or 1 PHYL 141L Human Anatomy and Physiology Lab I  
 3 PHYL 142 Human Anatomy and Physiology II  
 1 PHYL 142L Human Anatomy and Physiology Lab II  
 3 HLTH 242 Medical Terminology  
 3 HLTH 243 Human Pathophysiology and Pharmacology (OC)  
 3 HIM 201 Health Information Management Theory and Practice (ETH)  
 3 HIM 203 Health Informatics and Information Systems  
 3 HIM 304 Clinical Classification I: Basic Diagnosis Coding  
 3 HIM 305 Clinical Classification II: Basic Procedure Coding  
 3 HIM 306 Operational Management of Health Information Services (WI)  
 3 HIM 309 Healthcare Statistics and Data Analytics (HAP)  
 3 HIM 403 Healthcare Insurance, Reimbursement, and Economics  
 3 HIM 404 Clinical Classification III: Intermediate Coding  
 3 HIM 405 Clinical Classification IV: Advanced Coding  
 3 HIM 406 Strategic Management of Health Information Services  
 3 HIM 408 HIM Cooperative Education (WI)  
 3 PUBA 308 Research Methods for Community Health  
 3 PUBA 314 Community Epidemiology & Population Health  
 3 PUBA 351 Human Resources Administration  
 4 HIM 490 HIM Practicum and RHIA Exam Prep  
 3 APSC 486 (H) Senior Project (WI)

**4.2) Credits Required**

120

**4.3) Attach Academic Map**

- HIM Academic Map 1.pdf

**4.4) Attach Program Sheet**

- HIM Program Sheet.pdf

**4.6) Other Affected Departments/Programs/Campuses**

The Bachelor of Applied Science in Health Information Management will be articulated with Leeward Community College's Health Information Technology program.

The HIM concentration also requires courses from the BUSA and PUBA divisions.

#### 4.6a) Documentation of Consultation

- LCC Articulation Discussion..png
- Leeward Community College-HIT Program.pdf
- BAS Proposal Email.pdf
- PUBA Courses in HIM Concentration.pdf

## 5. Board of Regents Approval

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5.1) Does this program require B.O.R. approval?

No

## 6. Concentration Outcomes

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### 6.1) Concentration Learning Outcomes

#### Outcome Code

CLO1: Exhibit ethical behavior and cultural competency skills that correspond to HIM professional practice standards.

#### Outcome Code

CLO2: Present oral and written communication that corresponds to HIM professional practice standards.

#### Outcome Code

CLO3: Build and work effectively within teams designated to perform HIM-related tasks and functions.

#### Outcome Code

CLO4: Employ critical and creative thinking skills in decision-making and problem-solving processes related to the management of health information.

#### Outcome Code

CLO5: Apply anatomy and physiology, pathophysiology, pharmacology, and medical terminology concepts in the management of health information.

#### Outcome Code

CLO6: Analyze and interpret health data in accordance with public health research methodologies, healthcare statistics, and economic principles.

#### Outcome Code

CLO7: Administer and evaluate health information in accordance with legal and ethical principles and regulatory guidelines.

#### Outcome Code

CLO8: Plan, analyze, and use health informatics, health information technologies, and health information systems in accordance with evidence-based practices.

#### Outcome Code

CLO9: Apply clinical nomenclatures, vocabularies, classification systems, and reimbursement methodologies according to federal, regional, and industry standards.

#### Outcome Code

CLO10: Administer health information services in accordance with strategic, financial, human resource, and project management principles and practices.

6.2) New or Modified Concentration Learning Outcomes

## 7. Admin Only

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### 7.1) Concentration Requirements

General Education  
Requirements

0  
Total Credits

No Rules





**Grand Total Credits: 0**



**Proposal Owner**



Terinicka Thomas-Brogan

**Date End**

No Date Chosen

-  Approve
-  Send Back
-  Reject
-  Withdraw

- 
-  Edit
  -  Duplicate

- 
-  Print
  -  Audit Log

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