NEW OR MODIFY PROGRAM CODE

Form #CR-AP1
Modified June 2017

☒ **New Program Code**   ☐ **Modify Program Code**   Date: 1/5/2018

REQUESTOR CONTACT INFORMATION

Name	Susan Kazama	Campus	Kapi'olani CC
Title	Interim Vice Chancellor for Academic Affairs	Email	smurata@hawaii.edu
Office/Dept	Academic Affairs	Phone	808-734-9519

NEW PROGRAM CODE TO CREATE

Institution	KAP - Kapiolani Community College	Campus	KAP - Kapiolani Community College
Level	UG - Undergraduate	Effective Term	Fall 2018

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) HE	Health Education	☐ See Banner form STVCOLL
Department	(4) HS	Health Sciences	☐ See Banner form STVDEPT
Degree/Certificate	(6) CO	Certificate of Competence	☐ See Banner form STVDEGC
Major	(4) MEDA	Medical Assisting	☐ See Banner form STVMAJR
Concentration	(4) HPM	Healthcare Practice Management	☒ See Banner form STVMAJR
Minor	(4)		☐ 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:

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)?
See http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html   ☐ Yes   ☒ No

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.   1.5

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

Required Terms of Enrollment: ☒ Fall   ☒ Spring   ☐ Summer   ☐ Extended

IRAO USE ONLY: DATE RECEIVED

ADDITIONAL COMMENTS

The MEDA Healthcare Practice Management (HPM) curriculum is designed to prepare students to manage multiple processes, including the revenue cycle, compliance regulations, human resources, health information, and general business processes. This program prepares students for the Certified Physician Practice Manager (CPPM) and the Certified Professional Coder (CPC) examinations. These credentials provide additional opportunities for Medical Assistants to advance their careers in physician practice management and professional medical coding and billing. The courses in the CO - MEDA HPM program is a subgroup of courses in the AS - Medical Assisting program. The CO provides an opportunity for students to earn a college credit certificate in a concentration that prepares them for 2 additional industry recognized certification examinations, the CPPM and the CPC, at a lower cost than the AS degree.

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

[X] 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: _____

[X] Chancellor approved within an authorized BOR program. BOR Program: AS Medical Assisting _____

[ ] 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:**
Jerilynn Enokawa	Jennifer Bradley	Suzette Robinson
Signature 1/5/18 Date	Signature 01/08/18 Date	Signature 4/4/18 Date

UNIVERSITY *of* HAWAI'I
KAPI'OLANI
COMMUNITY COLLEGE

MEMORANDUM

January 12, 2018

TO: Donald Straney
             Vice President for Academic Planning & Policy

FROM: Louise Pagotto *Louise Pre Mp*
             Interim Chancellor, Kapi'olani Community College

SUBJECT: Program Code Request for the new Certificate of Competence in
             Healthcare Practice Management at Kapi'olani Community
             College

Kapi'olani Community College is submitting a program code request for the
Certificate of Competence in Healthcare Practice Management under the
Associate in Science degree in Medical Assisting, to become effective in fall 2018.
The proposed new code is CO-MEDA-HPM.

4303 Diamond Head Road
Honolulu, Hawai'i 96816-4421
Telephone: (808)734-9565
Facsimile: (808)734-9162
Website: www.kapiolani.hawaii.edu
An Equal Opportunity/Affirmative Action Institution

CO-MEDA HPM | CO-MEDA Healthcare Practice Management

InWorkflow | Fall 2018

Proposal Information

Workflow Status
> Banner Input > Banner Support
- Susan Pope - Review

(Banner Input)   (Banner Input) \\ Banner Support

☐ Banner Support   Susan Pope

✓ ✓ ✓ ✓ ✓ ✓ ✓
Prev   Next

BANNER CODE FOR PROGRAM
CO-MEDA HPM

BANNER TITLE FOR PROGRAM
CO-MEDA Healthcare Practice Management

CIP CODE FOR PROGRAM

AA) PROPOSAL DETAILS (KO KE NOI MAU KIKO'I)

AA.1) INTERNAL PROPOSAL DATE
September 15, 2017

AA.2) PROPOSAL SUMMARY
Proposing new Certificate of Competence

AA.3) PROPOSAL RATIONALE/JUSTIFICATION (KO KE NOI KUMU)
The MEDA Healthcare Practice Management (HPM) curriculum is designed to prepare students to manage multiple processes, including the revenue cycle, compliance regulations, human resources, health information, and general business processes This program prepares students for the Certified Physician Practice Manager (CPPM) and the Certified Professional Coder (CPC) examinations. These credentials provide additional opportunities for Medical Assistants to advance their careers in physician practice management and professional medical coding and billing. The courses in the CO - MEDA HPM program is a subgroup of courses in the AS - Medical Assisting program. The CO provides an opportunity for students to earn a college credit certificate in a concentration that prepares them for 2 additional industry recognized certification examinations, the CPPM and the CPC, at a lower cost than the AS degree.

AA.4) PROPOSAL SUPPORTING DOCUMENTS (NĀ PALAPALA KĀKO'O NOI PAPA)

AA.5) NEW OR DELETED COURSE(S)

AA.6) OTHER DEPARTMENTS INVOLVED (NĀ MĀHELE KULA HOU A'E E KOMO PŪ AI)
No

AA.7)HAVE OTHER DEPARTMENTS BEEN CONSULTED? (KŪKĀKŪKĀ 'IA ME NĀ MĀHELE 'Ē A'E?)
No

AA.8) PROPOSAL IMPACT(S) - ARTICULATION (KA HOPENA I KA 'AELIKE)
No

AA.9) PROPOSAL IMPACT(S) - REQUIREMENTS (KA HOPENA I NĀ PAPA KOINA)
No

AA.10) PROPOSAL IMPACT(S) - RESOURCES (KA HOPENA I NĀ PONO KULA)
Current faculty are able to teach the courses. Current lab and classroom space is adequate for the Certificate of Competence courses.

AA.11) DEPARTMENT (MĀHELE)
Health Sciences

AA.12) DEPARTMENT VOTE (KA HOPENA O KĀ KA MĀHELE KOHO PĀLOKA)
16 Approve, 0 Not Approve, 0 Abstain: September 12, 2017

AA.13) PROPOSER NOTES (NOTA A KAI NOI PAPA)
This Certificate of Competence in MEDA Healthcare Practice Management is not a new program. It is a sub-set of 6 courses within an existing AS degree Medical Assisting program.

The program learning outcomes for the CA Medical Assisting program also apply to the CO MEDA Healthcare Practice Management certificate.

A.) General Catalog Information ('Ike Mo'oha'awina)

A.1) PROGRAM TITLE (PO'O PAPAHANA)
Certificate of Competence in MEDA Healthcare Practice Management

A.2) PROGRAM LEVEL TYPE (KŪLANA PAPAHANA)
Certificate

A.3) DEGREE TYPE ('ANO O KE KĒKELĒ)
Certificate of Competence

A.4) PROGRAM DESCRIPTION FOR CATALOG (HULIKO'A PAPA NO KA MO'OHA'AWINA)
The Medical Assisting Healthcare Practice Management curriculum is designed to prepare students to manage multiple processes, including the revenue cycle, compliance regulations, human resources, health information, and general business processes. This certificate prepares students to take the Certified Physician Practice Manager (CPPM) and the Certified Professional Coder (CPC) examinations.
These credentials provide additional opportunities for Medical Assistants to advance their careers in physician practice management and medical coding.

A.5) CAREER OPTIONS FOR CATALOG (NĀ KOHO 'OIHANA NO KA MO'OHA'AWINA)
Medical Assistant (with advanced skills)

A.6) CATALOG GRID
- CERTIFICATE OF COMPETENCE MEDA HPM.docx
- CERTIFICATE OF COMPETENCE MEDA HPM.pdf

A.7) CURRICULUM GRID COMMENTS (MANA'O KŪ PAPA HA'AWINA)
Please note: To fulfill the requirements for the certificate, a grade of "C" or higher is required in all applicable MEDA Healthcare Practice Management courses.

A.8) MISSION STATEMENT (ALA NU'UKIA)

A.9) PROGRAM ACCREDITATION INFORMATION ('IKEPILI HUI 'ĀPONO POLOKALAMU)

A.10) APPLICATION PERIOD TO BE LISTED IN THE CATALOG
December 1 - March 1

B.) Program Learning Outcomes

B.1) PROGRAM LEARNING OUTCOMES (PAPAHANA KŪLE'A 'LKE)

CA - Medical Assisting - Maintain professional and ethical behavior as a health care provider.

LINKED COURSE OUTCOMES

--- None ---

CA - Medical Assisting - Perform administrative and clinical skills expected of a beginning practicing medical assistant in an entry-level position.

LINKED COURSE OUTCOMES

--- None ---

CA - Medical Assisting - Communicate, interact and work appropriately and effectively with patients, patients' family, peers, staff and supervisors.

LINKED COURSE OUTCOMES

--- None ---

CA - Medical Assisting - Identify and use multicultural perspectives to meet the needs of diverse populations.

LINKED COURSE OUTCOMES

--- None ---

CA - Medical Assisting - Discuss the value of lifelong learning and being an active member of a professional society.

LINKED COURSE OUTCOMES

--- None ---

C.) Program Requirements

C.1) PROGRAM ENTRANCE REQUIREMENTS/PREREQUISITES (KOINA KOMO)
Acceptance into the Medical Assisting Healthcare Practice Management certificate requires successful completion of the Certificate
of Achievement in Medical Assisting or entry into the AS degree or program director approval. Attendance at an orientation session is also required.

First Semester   6
Total Credits

- Earned at least 6 credits from: Courses from MEDA -
    - MEDA 230 - Advanced Clinical Healthcare Computer Technology and Information Systems (3)
    - MEDA 260 - Healthcare Information Requirements and Standards (3)

Second Semester   8
Total Credits

- Earned at least 8 credits from: Courses from MEDA -
    - MEDA 281 - Health Data Organization and Administration (3)
    - MEDA 271 - Professional Medical Coding (5)

Third Semester   6
Total Credits

- Earned at least 6 credits from: Courses from MEDA -
    - MEDA 290 - Healthcare Delivery Systems and Leadership (3)
    - MEDA 295 - Healthcare Practice Management Externship (3)

Grand Total Credits: 20

C.2) SATISFACTORY PROGRESS REQUIREMENTS (KOINA HOLOMUA KŪPONO)
The issuance of a Certificate of Competence requires that the student must earn a grade point ratio (GPR) of 2.0 or higher
for all courses applicable toward the certificate. Please note: For the Certificate of Competence in MEDA Healthcare Practice Management a grade of "C" or higher must be maintained in all
required courses.

No Rules

C.3) PROGRAM COMPLETION REQUIREMENTS (KOINA PAPAHANA HO'OPAU)
A total of 20 credits from the three semester sequence.

No Rules

C.4) STAR GPS REGISTRATION PRIORITY LIST
- STAR GPS REGISTRATION PRIORITY CO MEDA HPM.docx
- STAR GPS REGISTRATION PRIORITY CO MEDA HPM.pdf

D.) BOR Information Pre-Fall 2016 ('Ike Pili Papa o NĀ Kahu Kula)

D.1) PROGRAM JUSTIFICATION (HO'ĀPONO PAPAHANA)

D.2) PROGRAM MISSION AND OBJECTIVES (PAPAHANA ALA NU'UKIA ME KA PAHUHOPU HĀIKI)

D.3) PROGRAM CURRICULUM PLAN (MO'OHA'AWINA)

D.4) PROGRAM TARGET GROUP (NA WAI E KOMO)

D.5) PROGRAM RESOURCES (PONO PAPAHANA)

D.6) PROGRAM EFFICIENCY (PAPAHANA HOLO PONO)

D.7) PROGRAM EFFECTIVENESS (PAPAHANA KŪLE'A)

D.8) ATTACH A BOR SUBMISSION HERE

D.9) ATTACH A MEMO CONFIRMING BOR APPROVAL HERE

E.) New Academic Programs Fall 2016 and Later

E.1) PROGRAM PURPOSE AND OUTCOMES

E.1a) DESCRIBE THE PURPOSE OF THE PROPOSED PROGRAM IN TERMS OF MEETING STUDENT, COMMUNITY OR STATE NEEDS

E.1b) IDENTIFY THE PROGRAM OUTCOMES, WHAT THE STUDENT WILL KNOW AND BE ABLE TO DO AT THE COMPLETION OF THE PROGRAM.

E.1c) DESCRIBE THE FIT OF THE PROPOSED PROGRAM WITH SYSTEM/CAMPUS MISSION AND STATE NEED.

E.2) PROGRAM ORGANIZATION

E.2a) PROVIDES A DESCRIPTION OF CURRICULUM ORGANIZATION, TOTAL CREDITS TO COMPLETE THE PROGRAM INCLUDING ALL PREREQUISITE REQUIREMENTS, ADMISSION POLICIES, ADVISING, AND OTHER ASPECTS OF THE PROGRAM, WITH REFERENCE TO ITS GOALS/OUTCOMES.

E.2b) INCLUDES AN ACADEMIC MAP FOR CERTIFICATE OF ACHIEVEMENT, ASSOCIATE AND BACHELOR DEGREES THAT DEMONSTRATES ON TIME COMPLETION.

E.2c) PROVIDES JUSTIFICATION FOR A PROGRAM THAT IS MORE THAN 30 CREDITS FOR A CERTIFICATE OF ACHIEVEMENT OR 60 CREDITS FOR AN ASSOCIATE DEGREE OR 120 CREDITS FOR A BACHELOR'S DEGREE.

E.2d) DESCRIBES PROVISIONS FOR ARTICULATION WITH UH COMMUNITY COLLEGE DEGREES FOR BACHELOR'S DEGREES.

E.3) STUDENT DEMAND

E.3a) DESCRIBES THE PROFILE OF STUDENTS WHO WILL LIKELY ENROLL IN THE PROGRAM AND INCLUDES A DISCUSSION ON THE LIKELIHOOD OF THE PROGRAM ATTRACTING NEW STUDENTS TO THE CAMPUS OR EXISTING STUDENTS.

E.3b) PROVIDES EVIDENCE OF STUDENT INTEREST (I.E. NEEDS ASSESSMENT).

E.3c) INCLUDES AN ESTIMATE NUMBER OF MAJORS PER YEAR WITH AN EXPLANATION ON HOW THIS NUMBER WAS DETERMINED.

E.4) PROGRAM RESOURCES AND EFFICIENCY

E.4a) DESCRIBE RESOURCES REQUIRED FOR PROGRAM IMPLEMENTATION AND FIRST CYCLE OPERATION.

E.4b) DESCRIBE THE EXPECTED SOURCES OF FUNDS, INCLUDING SOURCES OF REALLOCATED FUNDS.

E.4c) COMPARE ANTICIPATED COST PER SSH, COST PER MAJOR, SSH/FACULTY, AVERAGE CLASS SIZE OR OTHER QUANTITATIVE MEASURE WITH OTHER PROGRAMS IN THE COLLEGE AND SIMILAR PROGRAMS ON OTHER UH CAMPUSES.

E.4d) LIST SIMILAR PROGRAMS AT OTHER UH CAMPUSES AND DESCRIBE HOW THE PROPOSED PROGRAM DIFFERS OR IS SIMILAR TO THESE PROGRAMS. PROVIDE THE RATIONALE FOR THE NEW PROGRAM IF A SIMILAR PROGRAM OR PROGRAMS EXIST.

E.5a) DESCRIBE THE PLAN FOR ASSESSING THE QUALITY OF STUDENT LEARNING.

E.5b) IDENTIFY RELEVANT PROGRAM ACCREDITATION AND PLANS TO MEET ACCREDITATION REQUIREMENTS.

E.6) ATTACH A COMPLETED DOCUMENT WITH ALL OF THE INFORMATION FROM 1-5 ABOVE. NOTE THAT THE PAGE LIMIT IS 15 PAGES.

F. Attachments (Pāku'ina)

F.1) ATTACH MEMO OR OTHER DOCUMENT(S) FROM ACCREDITING BODY HERE (IF APPLICABLE).

F.2) ATTACH MISCELLANEOUS DOCUMENT(S) HERE.

G.) Academic Affairs

G.1) INITIAL CODE REQUEST TO IRAO

G.2) COPY OF THE MEMO FROM THE CHANCELLOR TO THE THE UH SYSTEM VPAA

G.3) PREVIOUS VERSIONS OF THE PROGRAM

H.) Instructions

A.6

CERTIFICATE OF COMPETENCE CURRICULUM, MEDA Healthcare Practice Management (20 CREDITS)		• =Suggested Semester			
Course	Title	Credits	1	2	3
MEDA Healthcare Practice Management Courses (17 credits)					
MEDA 230	Advanced Clinical Healthcare Computer Technology and Information Systems	3	•		
MEDA 260	Healthcare Information Requirements and Standards	3	•		
MEDA 271	Professional Medical Coding	5		•	
MEDA 281	Health Data Organization and Administration	3		•	
MEDA 290	Healthcare Delivery Systems and Leadership	3			•
MEDA 295	Healthcare Practice Management Externship	3			•
TOTAL		20			

Please note: To fulfill the requirements for the certificate, a grade of "C" or higher is required in all applicable MEDA Healthcare Practice Management courses.

C.4

CERTIFICATE OF COMPETENCE CURRICULUM, MEDA HEALTHCARE PRACTICE MANAGEMENT

Prioritized List For STAR GPS - Please list most efficient way for the students to achieve the degree (Make certain that any prerequisite courses are listed before the courses that have prerequisites.)

1. MEDA 230
2. MEDA 260
3. MEDA 271
4. MEDA 281
5. MEDA 290
6. MEDA 295