



UNIVERSITY of HAWAII
KAUAI
COMMUNITY COLLEGE

Fax to: (808) 956-9870
Total pages = 6

June 9, 2011

TO: Institutional Research Office
FR: Leighton Orde, Admissions Officer & Registrar
RE: New Program and Subject Code Request for **MEDA**

Attached find Kauai Community College's request

MEDA **Medical Assisting**

I've include pertinent Curriculum documents for reference.

Should there be any questions or concerns, please let me know.

I may be reached at loride@hawaii.edu.

Thanks.

**University of Hawai'i
Code Request Form**

REQUESTOR CONTACT INFORMATION

Name: Leighton Orde Date: 6/9/11
 Title: Admissions Officer & Registrar
 Phone Number: (808) 245-8226
 Email Address: loride@hawaii.edu
 Campus/Office/Department/Address:
Kauai Community College

Action Requested:
 NEW Program Code (new major/concentration, etc.)
 NEW Subject Code
 Change of existing code
 Type (subject, program, etc):
 Old: _____
 New: _____
 OTHER: _____

IF CODE REQUEST

Academic program code preferences for consideration:

NEW Program Code Effective Term (semester/year): Fall 2012 Is this major financial aid eligible? YES NO
 Major: MEDA Major Description: Medical Assisting Comment:
 Is the major code being used the same way at other UH campuses? YES NO
 Does the same or similar major code exist in Banner? YES NO If YES, please list code: MEDA

Concentration (if applicable): _____ Concentration Description: _____
 Is the concentration code being used the same way at other UH campuses? YES NO
 Does the same or similar concentration code exist in Banner? YES NO If YES, please list code: _____
 Attach concentration to program code? YES NO
 Level: Undergraduate Graduate First-Professional Other: _____
 Degree/Certificate: _____
 College: Instructional Department: Nursing

If requesting a program name change, will current students be grandfathered in under the old program name? YES NO
 If requesting a program name change, will the old code be available for:
 Recruitment? YES NO List the end term of old code: _____
 Admissions? YES NO List the end term of old code: _____
 General Student? YES NO List the end term of old code: _____
 Academic History? YES NO List the end term of old code: _____

NEW Subject Alpha/Code Effective Term (semester/year): Fall 2012
 Code: MEDA Description: Medical Assisting Department: Nursing
 College: Instructional
 Does the same or similar subject code exist in Banner? YES NO
 Is the subject code being used the same way at other UH campuses? YES NO If YES, please list code: MEDA

**University of Hawai'i
Code Request Form**

OTHER:

Please briefly describe your request and explain why you are requesting the codes: For clarity and commonality, the same MEDA alpha will be assigned to a new program and course that has been developed. These are similar to that offered at Kapiolani Community College.

III. SUPPORTING DOCUMENTATION

Please attach the required supporting documentation. See Guide to Academic Program Actions and Approval at <http://www.hawaii.edu/vpaa/cms/guide> to acad prog 121006.pdf

- BOR minutes from _____ (date) meeting with supporting documentation provided to BOR
- Memo from campus Chancellor
- Signed memo from UH President
- None required according to the Guide to Academic Program Actions and Approval
- Other: Program Action Request (attached)

IV. CAMPUS VERIFICATION

The appropriate parties (faculty, administrators, registrar) have been consulted.

Leighton Oride



Signature

6/9/11

Date

Send completed form with supporting documentation to:

Institutional Research Office • 1633 Bachman Place • Sinclair Annex 2, Room 4 • Honolulu, HI 96822

Fax: 808-956-9870 Phone: 808-956-7532

For Internal Use Only:

Appropriate Documentation Received: YES NO

Approval Status:

Major code: YES NO

Concentr. code: YES NO

Program code: YES NO

Subject code: YES NO

NOTES:

Entered into SMAPRLE/SOACURR: _____

Entered into STVMAJR: _____

Entered into STVSUBJ: _____

Other: _____

Code processing completion date: _____

Copies sent to: _____

APPENDIX B
Kaua'i Community College
University of Hawai'i
Program Action Request

1. **Type of Program Action:** New Change Cancel

PROPOSED	
Medical Assisting	CC
HLTH 155 Introduction to the Study of Diseases	3
MEDA 105 Introduction to Medical Assisting	3
MEDA 120 Clinical Medical Assisting I	3
MEDA 123 Clinical Medical Assisting II	3
MEDA 125 Medical Assisting Clinical Practicum I	3
MEDA 143 Administrative Medical Assisting I	3
MEDA 176 Administration of Medications	3
MEDA 201 Medical Law and Ethics	2
TOTAL CREDITS	23

2. **Program Type:**

- | | |
|--|---|
| <input type="checkbox"/> Associated in Applied Science Degree
<input type="checkbox"/> Certificate of Achievement
<input type="checkbox"/> Certificate of Competence | <input type="checkbox"/> Associate in Science
<input checked="" type="checkbox"/> Certificate of Completion
<input type="checkbox"/> Academic Subject Certificate |
|--|---|

3. **Program Title:** Medical Assisting

4. **Program Description:**

The Medical Assisting program is designed to prepare students to assist physicians and APRNs in private medical offices and out patient clinics with patient care as well as routine office laboratory and diagnostic tests. Students are also prepared to perform administrative medical office and business practices and procedures.

Admissions Requirements:

1. NURS 16 must be completed with a "C" or higher prior to admission into the program or current licensure as a Certified Nurse Aide.
2. NURS 121 must be completed with a "C" or higher prior to admission into the program.
3. First aid and CPR certifications are also required prior to entry into the program.

5. **Proposed Date of First Offering:** Fall 2012

6. **Revise current KCC catalogue pages** 56 **Other:**

7. **Is this program offered at another UH campus?** Yes No
 If Yes, specify campus. If No, why is this program offered at KCC:

Kapi'olani CC offers a CA and AS in medical assisting. The Kaua'i CC Certificate of Completion has been designed to have the ability to develop into a CA that aligns with Kapi'olani's CA.

8. Reason for this Program Action:

Medical assisting brings new job opportunities to our students and will provide Kaua'i-based community training and retraining for other community members.

Proposed by:	<u>Victoria Mathis</u>	<u>5-13-11</u>
	Victoria Mathis, Originator	Date
Requested by:	<u>Charlene Ono</u>	<u>5/13/11</u>
	Charlene Ono, Division Chairperson	Date
Approved by:	<u>[Signature]</u>	<u>5/13/11</u>
	Curriculum Committee Chairperson	Date
	<u>[Signature]</u>	<u>5/13/11</u>
	Vice Chancellor for Academic Affairs	Date
	<u>[Signature]</u>	<u>5/13/11</u>
	Chancellor	Date

Implementation Timeline

The Medical Assisting certificate program will be within the Health Education Division of KCC. The courses listed below are also designed to allow expansion of this certificate program if demand and enrollment warrants.

Course	Course Credits	Date of Implementation
MEDA 105 Introduction to Medical Assisting	3	Fall 2012
HLTH 155 Introduction to the Study of Diseases	3	Fall 2012
MEDA 120 Clinical Medical Assisting I	3	Fall 2012
MEDA 176 Administration of Medications	3	Fall 2012
MEDA 123 Clinical Medical Assisting II	3	Spring 2013
MEDA 125 Medical Assisting Clinical Practicum I	3	Spring 2013
MEDA 143 Administrative Medical Assisting I	3	Spring 2013
MEDA 201 Medical Law and Ethics	2	Spring 2013
Total Credits for Certificate of Completion	23	