PROGRAM ASSESSMENT PLAN CHANGE FORM

Program Code: CTMBC	Program Title: Medical Billing & Coding	Effective Term: Fall 2023

List the outcome(s) to be revised, and identify changes (add rows as needed):

Learning outcomes to be assessed	Assessment tool	When assessment will take place	Course/other populations	Number of students to be assessed
Perform a variety of hands-on encoding of diseases and procedures from narratives and other sources of information about patient care and treatment.	Outcome-related departmental exam questions	Fall 2025	All Sections of MBC 255	All Students
Apply the principles of diagnostic and procedure classification systems	Outcome-related departmental exam questions	Fall 2025	All Sections of MBC 255	All Students
Identify important medical coding conventions, guidelines and reimbursement methodologies based on patient encounter.	Outcome-related departmental exam questions	Fall 2025	All Sections of MBC 255	All Students

Scoring and analysis of assessment:

1. Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally-developed rubric, answer key, checklist, other). Please attach rubric if available.
   Answer key

2. Indicate the standard of success to be used for this assessment:
   80% of students will score 75% or higher.

3. Indicate who will score and analyze the data:
   Departmental faculty

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Kiela Samuels	*Kiela M. Samuel*	10/11/2022
Department Chair	Rene Stark	*Rene' Stark*	10/18/2022
Division Dean/Administrator	Shari Lambert	*Shari Lambert*	10/18/2022
Curriculum Committee Chair	Randy Van Wagnen	*R Van*	1-3-23
Assessment Committee Chair	Shawn Deron	*[signature]*	1/23/2023

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**Please return completed form to the Office of Curriculum & Assessment, SC 257
or by e-mail to curriculum.assessment@wccnet.edu**

Program Information Report

School of Business and Entrepreneurial Studies

Learn the fundamentals you will need to become a business leader or entrepreneur. These programs help you develop entry-level skills in various aspects of business. Whether your goal is to make your place in an existing industry or branch out on your own, these programs can provide the foundation for success.

Washtenaw Community College offers programs at several levels for students who want to begin new careers, or advance in their existing careers. The first level is the certificate, which can vary from nine to thirty-six credits, depending on the field. Certificates generally prepare students for entry-level jobs.

After completing a certificate, students can progress to the next level, the advanced certificate. The credit hours required for these programs also vary. This type of certificate provides a more specialized level of skill development, and often allows students to upgrade their positions at their places of employment.

The next level, an Associate in Applied Science, is available for some programs. For some career fields, it is possible to earn a certificate, an advanced certificate, and an Associate in Applied Science degree in the same field. In these cases, the credit hours from the certificate and advanced certificate can be applied to the credit hours needed for the Associate in Applied Science degree.

Alternatively, students can earn an AAS in Occupational Studies by completing a certificate, advanced certificate (if one exists) and General Education requirements.

Business Office Systems

Whether you are just starting out in an office or advancing to a high-level administrative or executive assistant position, these programs can help you achieve your goals.

Medical Billing and Coding (CTMBC)
Certificate
Program Effective Term: **Fall 2014**

In this program students will develop comprehensive skills in classifying, coding, reporting, analyzing and managing medical data for both physician's office and large healthcare facility settings. Students will also learn how to code and process claims for reimbursement for multiple healthcare environments, and learn about pertinent laws, regulations, and compliance issues affecting healthcare information management and privacy. Upon completion of this program, students may be eligible to take the AHIMA CCA, CCS and CCS-P coding exams. This program is not an AAMA certification preparation program.

Continuing Eligibility Requirements:
All courses must be completed with a GPA of 2.0 or better.

First Semester		(10 credits)
BIO 109 or	Essentials of Human Anatomy and Physiology	
BIO 111	Anatomy and Physiology - Normal Structure and Function	4
BOS 223	Medical Office Procedures	3
HSC 124	Medical Terminology	3

Second Semester		(13 credits)
BOS 224	Medical Office Insurance and Billing	4
CMC 121	Pharmacology for Medical Assisting	3
HIT 205	Introductory ICD Coding	3
HIT 215	Introductory Procedural Coding	3

Third Semester		(9 credits)
BOS 185	Medical Computer Skills and Electronic Health Records	3
HIT 210	Intermediate/Advanced ICD Coding	3
HIT 220	Intermediate/Advanced Procedural Coding	3

Fourth Semester		(3 credits)
HIT 250	Medical Coding Practicum	3

Minimum Credits Required for the Program: **35**

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: CTMBC   **Program Name:** Medical Billing and Coding   **Effective Term:** Fall 2014

Division Code: BCTD   **Department:** Business Office Systems

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Directions:

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.

2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.

3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

Requested Changes:

☐ Review
☒ Remove course(s): ___HIT 101___
☒ Add course(s): ___HSC 124___
☐ Program title (title was _____)
☐ Description
☐ Type of award
☐ Advisors
☐ Articulation information

☐ Program admission requirements
☐ Continuing eligibility requirements
☐ Program outcomes
☐ Accreditation information
☐ Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses)
☐ Other_____

Show all changes on the <u>attached page from the catalog</u>.

Rationale for proposed changes or discontinuation:

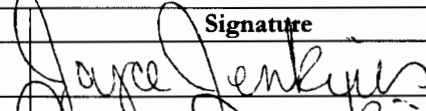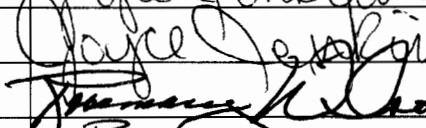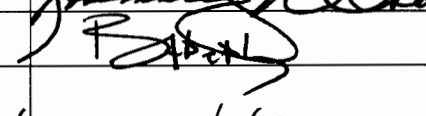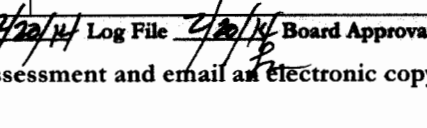HSC 124 is the replacement course for HIT 101, which will be discontinued in the fall of 2014.

Financial/staffing/equipment/space implications:

No changes in or additional staffing/equipment/space resources required.

List departments that have been consulted regarding their use of this program.

N/A

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Joyce Jenkins	*Joyce Jenkins*	1/24/14
Department Chair	Joyce Jenkins	*Joyce Jenkins*	1/24/14
Division Dean/Administrator	Rosemary Wilson	*Rosemary Wilson*	1/27/14
Vice President for Instruction	Bill Abernethy	*B Abern*	2/17/14
President	Rose Bellanca		

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Please submit completed form to the Office of Curriculum and Assessment and email an electronic copy to sjohn@wccnet.edu for posting on the website.

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ACADEMICS

Medical Billing and Coding (CTMBC)

Certificate

2013 - 2014

Description

In this program students will develop comprehensive skills in classifying, coding, reporting, analyzing and managing medical data for both physician's office and large healthcare facility settings. Students will also learn how to code and process claims for reimbursement for multiple healthcare environments, and learn about pertinent laws, regulations, and compliance issues affecting healthcare information management and privacy. Upon completion of this program, students may be eligible to take the AHIMA CCA, CCS and CCS-P coding exams. This program is not an AAMA certification preparation program.

Continuing Eligibility

All courses must be completed with a GPA of 2.0 or better.

Contact Information

Division: Business/Computer Technologies
Department: Business Office Systems Dept
Advisors: Amy Loskowski, Joyce Jenkins

Requirements

First Semester

Class		Title	Credits
BIO 109	or	Essentials of Human Anatomy and Physiology	
BIO 111		Anatomy and Physiology - Normal Structure and Function	4
BOS 223		Medical Office Procedures	3
HIT 101		Healthcare Terminology for the Health Information Technology Professional	3
Total			10

HSC 124 - Medical Terminology (handwritten)

Second Semester

Class	Title	Credits
BOS 224	Medical Office Insurance and Billing	4
CMC 121	Human Disease and Pharmacology	2
HIT 205	Introductory ICD Coding	3
HIT 215	Introductory Procedural Coding	3
Total		12

Third Semester

Class	Title	Credits
BOS 185	Medical Computer Skills and Electronic Health Records	3
HIT 210	Intermediate/Advanced ICD Coding	3
HIT 220	Intermediate/Advanced Procedural Coding	3
Total		9

Fourth Semester

Class	Title	Credits
HIT 250	Medical Coding Practicum	3
Total		3

		Total Credits Required:	34

▸ *Gainful Employment Disclosures*

Program Information Report

Medical Billing and Coding (CTMBC)
Certificate
Program Effective Term: Fall 2013

In this program students will develop comprehensive skills in classifying, coding, reporting, analyzing and managing medical data for both physician's office and large healthcare facility settings. Students will also learn how to code and process claims for reimbursement for multiple healthcare environments, and learn about pertinent laws, regulations, and compliance issues affecting healthcare information management and privacy. Upon completion of this program, students may be eligible to take the AHIMA CCA, CCS and CCS-P coding exams. This program is not an AAMA certification preparation program.

Continuing Eligibility Requirements:
All courses must be completed with a GPA of 2.0 or better.

BIO 109 or	Essentials of Human Anatomy and Physiology	
BIO 111	Anatomy and Physiology - Normal Structure and Function	4
BOS 223	Medical Office Procedures	3
HIT 101	Healthcare Terminology for the Health Information Technology Professional	3
BOS 224	Medical Office Insurance and Billing	4
CMC 121	Human Disease and Pharmacology	2
HIT 205	Introductory ICD Coding	3
HIT 215	Introductory Procedural Coding	3
BOS 185	Medical Computer Skills and Electronic Health Records	3
HIT 210	Intermediate/Advanced ICD Coding	3
HIT 220	Intermediate/Advanced Procedural Coding	3
HIT 250	Medical Coding Practicum	3

Minimum Credits Required for the Program: 34

PROGRAM PROPOSAL FORM

☐ **Preliminary Approval** – Check here when using this form for preliminary approval of a program proposal, and respond to the items in general terms.

☒ **Final Approval** – Check here when completing this form after the Vice President for Instruction has given preliminary approval to a program proposal. For final approval, complete information must be provided for each item.

Program Name:	<u>Medical Billing and Coding Certificate</u>	**Program Code:**
Division and Department:	<u>BCT – Business Office Systems Department</u>	<u>CTMBC</u>
Type of Award:	☐ AA ☐ AS ☐ AAS ☒ Cert. ☐ Adv. Cert. ☐ Post-Assoc. Cert. ☐ Cert. of Comp.	
Effective Term/Year:	<u>Fall 2013</u>	**CIP Code:**
Initiator:	<u>Joyce Jenkins/Amy Loskowski</u>	**51.0713**

Program Features Program's purpose and its goals. Criteria for entry into the program, along with projected enrollment figures. Connection to other WCC programs, as well as accrediting agencies or professional organizations. Special features of the program.	This program will provide students with advanced skills in medical office billing, coding, reimbursement, and health information management. At the conclusion of this program, students should be prepared to complete the American Health Information Management Association (AHIMA) CCA, CCS, and CCS-P medical coding certifications. College level reading, writing, and math skills will be required for entry into this program. There will be no other requirements for entry into this program. Currently the BOS Department has a single Medical Billing, Coding, and Reimbursement class that garners approximately 40- 48 students per Fall and Winter Semester (approximately 90 students per academic year). The course focuses primarily on physician office billing and coding. This program will provide additional emphasis on large healthcare facility coding and reimbursement concerns and should attract additional students that wish to work in a hospital environment. With two major hospitals within 3 miles of WCC, this program will significantly enhance the employability of WCC students. The courses in this program are also expected to be incorporated into an AHIMA RHIT based Health Information Management associate degree program. The Business Office Systems Department has traditionally taught medical billing, coding, reimbursement, office procedures and practice management systems skills. BOS is currently teaching the Administrative Assistant Technology AAS Degree program with a Medical Administrative Assistant option, and BOS coding, billing, office administration and practice management systems courses are prominently featured in the recent Medical Office Assistant (Clinical) program.

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Need		
Need for the program with evidence to support the stated need.	"According to the Bureau of Labor Statistics, demand for HIM professionals will increase by 20 percent through 2018." Source: http://www.ahima.org/careersinhim/default.aspx	

Program Outcomes/Assessment	Outcomes	Assessment method
State the knowledge to be gained, skills to be learned, and attitudes to be developed by students in the program. Include assessment methods that will be used to determine the effectiveness of the program.	1) Recognize and apply conventions ICD diagnosis and CPT and HCPCS to services, procedures, and supplies that require coding.	Employer evaluation and assessment review from HIT 250
	2) Apply compliance, regulatory guidelines, and reporting requirements for acute care, outpatient, and physician practice based services, and be able to apply policies and procedures for access to and disclosure of personal health information to authorized individuals and agencies.	Written and practical exams from BOS 224
	3) Apply reimbursement and billing methodologies, and to process claim denials and/or appeals.	Written exams from BOS 224

Curriculum	
List the courses in the program as they should appear in the catalog. List minimum credits required. Include any notes that should appear below the course list.	BOS 185 Medical Computer Skills and Electronic Health Records 3cr BOS 223 Medical Office Procedures 3cr BOS 224 Medical Office Insurance and Billing 4cr BIO 109 Essentials of Human Anatomy and Physiology 4cr or BIO 111 Anatomy and Physiology: Normal Structure and Function 5cr CMC 121 Human Disease and Pharmacology 2cr HIT 101 Healthcare Terminology for the HIT Professional 3cr HIT 205 Introductory ICD Coding 3cr HIT 210 Intermediate/Advanced ICD Coding 3cr HIT 215 Introductory Procedural Coding 3cr HIT 220 Intermediate/Advanced Procedural Coding 3cr HIT 250 Coding Practicum/Internship 3cr **Total Credits Required: 34 – 35 credits**

Budget		START-UP COSTS	ONGOING COSTS
Specify program costs in the following areas, per academic year: Electronic Health Records/Practice Management Software System.	Faculty	$.	$.
	Training/Travel	.	.
	Materials/Resources	2500.00	2500.00
	Facilities/Equipment	.	.
	Other	.	.
	TOTALS:	$ 2500.00	$ 2500.00

Program Description for Catalog and Web site	In this program students will develop comprehensive skills in classifying, coding, reporting, analyzing and managing medical data for both physician's office and large healthcare facility settings. Students will also learn how to code and process claims for reimbursement for multiple healthcare environments, and learn about pertinent laws, regulations, and compliance issues affecting healthcare information management and privacy. Upon completion of this program, students may be eligible to take the AHIMA CCA, CCS, and CCS-P coding exams. This program is not an AAMA certification preparation program.
Program Information	**Accreditation/Licensure** – This program will prepare students to complete AHIMA CCA, CCS, and CCS-P coding and billing certifications, and the courses in this program will likely be built into an AHIMA accredited RHIT (Registered Health Information Technician) associate degree program.

Advisors – Amy Loskowski and Joyce Jenkins.

Advisory Committee - Initial advisors are expected to include Amy Loskowski, Sherry Bishop, Joyce Jenkins, and Susan Travis of the College and Lillie Carter of the University of Michigan Hospital.

Admission requirements –

Articulation agreements – It is expected that this program will be included in the Health Administration articulation agreement with Eastern Michigan University

Continuing eligibility requirements – 2.0 GPA. *in each course* |

Assessment plan:

Program outcomes to be assessed	Assessment tool	When assessment will take place	Courses/other populations	Number students to be assessed
Recognize and apply conventions ICD diagnosis and CPT and HCPCS to services, procedures, and supplies that require coding.	Employer evaluation and assessment review from HIT 250	Winter 2017	All	All
Apply compliance, regulatory guidelines, and reporting requirements for acute care, outpatient, and physician practice based services, and be able to apply policies and procedures for access to and disclosure of personal health information to authorized individuals and agencies.	Written and practical exams from BOS 224	Fall 2013	All	All
Apply reimbursement and billing methodologies, and to process claim denials and/or appeals.	Written exams from BOS 224	Fall 2013	All	All

Scoring and analysis plan:

1. Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally-developed rubric, external evaluation, other). Attach the rubric.

Departmental faculty will score both written and practical exams in BOS 224 using checklists, answer keys, and rubrics. The HIT 250 Coding Practicum/Internship will be assessed using an employer evaluation and assessment review.

2. Indicate the standard of success to be used for this assessment.

    75% of students will score 75% or higher on both written and/or practical exams in BOS 224, while students in HIT 250 will score 75% or higher on the employer evaluation and assessment review.

3. Indicate who will score and analyze the data.

    BOS Departmental Faculty

4. Explain how and when the assessment results will be used for program improvement.

    BOS Departmental Faculty will review assessment results and make any revisions necessary to the program.

REVIEWER	PRINT NAME	SIGNATURE	DATE
Department Chair/Area Director	Joyce Jenkins	*Joyce Jenkins*	2-8-13
Dean	Rosemary Wilson	*Rosemary W. Wilson*	2/11/13
Vice President for Instruction ☐ Approved for Development ☐ Final Approval	Stuart Blacklaw	*Stuart Blacklaw*	3/4/13
President	Rose Bellanca	*Rose Bellanca*	4/9/13
Board Approval			3/26/13

Medical Billing and Coding Certificate

	2013 - 2014 Program Year	
First Semester		
Class	**Title**	**Credits**
BIO 109	Essentials of Human Anatomy and Physiology	4
	or	
BIO 111	Anatomy and Physiology: Normal Structure and Function	5
BOS 223	Medical Office Procedures	3
HIT 101	Healthcare Terminology for the HIT Professional	3
	Total	10 - 11
Second Semester		
BOS 224	Medical Office Insurance and Billing	4
CMC 121	Human Disease and Pharmacology	2
HIT 205	Introductory ICD Coding	3
HIT 215	Introductory Procedural Coding	3
	Total	12
Third Semester		
HIT 210	Intermediate/Advanced ICD Coding	3
HIT 220	Intermediate/Advanced Procedural Coding	3
BOS 185	Medical Computer Skills & Electronic Health Records	3
	Total	9
Fourth Semester		
HIT 250	Coding Practicum/Internship	3
	Total	3
	Total Credits Required	34 - 35