UNIVERSITY of HAWAI'I

LEEWARD COMMUNITY COLLEGE

Authorization to Plan
Associate in Science (A.S.) Degree
in
Health Information Technology
March 14, 2012
Authorization to Plan (ATP) a New Academic Program

1. Prior to completion of the ATP, proposers must consult with the Vice Chancellor for Academic Affairs (VCAA) regarding the interest in proposing a new degree/certificate.

The Health Information Technology (HIT) Planning Committee had three meetings with Mike Pecsok, Leeward CC VCAA. In addition, he has reviewed and approved the proposal.

2. Identify the campus, school/college and department/division requesting the ATP.

Leeward CC, Business Division

3. List the planning committee chair and members.

- Kay Ono, Business Technology (BTEC) Program Coordinator; Co-chair
- Patrice Jackson, Office of Continuing Education and Workforce Development (OCEWD) Coordinator, Health Technology; Co-chair
- Ron Umehira, Dean of Career and Technical Education
- Michael Moser, OCEWD Workforce Development Senior Coordinator
- Shelley Ota, Business Division Chair
- Char Akina, OCEWD Workforce Development Coordinator

4. Identify the degree/certificate proposed.

Stackable certificate/degree in Health Information Technology (HIT) Program
   a. Certificate of Completion (CC) in HIT, approved and offered in 2007
   b. Certificate of Achievement (CA) in HIT
   c. Associate in Science (AS) in HIT

5. Describe the need for program.

Program Description

"Health Information Management may be one of the hottest healthcare careers in the coming decade, with up to 50,000 new jobs anticipated in the field," according to the Journal of AHIMA, October 2010.

In a recent survey sent out in September 2011 to the Leeward Community College (Leeward CC) students taking business courses (Accounting, Business Technology, Management, Liberal Arts majors), out of 388 students that took the survey, 62% or 241 students expressed an interest in taking courses and/or pursuing a certificate or degree in Health Information Technology (HIT). Additionally, 43% or 167 of the students expressed an interest in pursuing a bachelor’s degree at University of Hawai‘i–West O‘ahu (UHWO). In regards to the mode of course delivery, majority of the students were interested in a combination of in-person, online, and hybrid deliveries. Business students are interested in Medical Records/Health Information Technician positions because there is no direct hands-on patient care.

Leeward CC’s Business Division is proposing a program leading to a Certificate of Achievement and Associate in Science degree in HIT that builds upon its 2007 approved Certificate of Completion (CC). By combining 15 approved courses and submitting 7 non-credit HIT courses through the Leeward CC curriculum process, only 1 course needs to be created for the HIT Program. There is a counselor housed in the Business Division that will be able to advise students in the HIT Program; and the BTEC Program Business and Industry Advisory Board (April 2010 meeting) encouraged expanding the CC in HIT.

Based upon the U.S. Department of Labor, Bureau of Labor Statistics, Occupational Employment and Wage Estimates (http://www.bls.gov/oes/current/naics2_62.htm), the job forecast in the various Health Information Technology areas are as follows:
The following occupations are felt to derive benefit from and may be seen as exit occupations prior to completion of the HIT Associate degree, Certificate of Achievement, or Certificate of Completion. These positions are listed with SOCs and would be extrapolated from Sector 62 (Health Care) anticipated increases.


The Journal also referred to the American Institutes for Research (AIR) survey: “The AIR survey also revealed a trend toward specialization in Health Information Management (HIM) and a growing emphasis on credentials and certifications to demonstrate competency. When asked to consider certifications needed in the future, more than half of HIM practitioners who participated in the survey indicated that the RHIT, RHIA, and CCS credentials will be required to land an HIM job in 10 years.” [Registered Health Information Technology (RHIT), Registered Health Information Administrator (RHIA), and Certified Coding Specialist (CCS)]

Walt Zywlak, author of the Computer Sciences Company (CSC) July 2010 article, U.S. Healthcare Workforce Shortages: HIT Staff, stated:

The U.S. health care industry is facing two emerging workforce challenges as it prepares to meet demands both from more patients for more care, and from consumers and regulators for cost, quality and other reforms. The first is the widely documented shortage of caregivers (see “U.S. Health Care Workforce Shortages: Caregivers”). The other is a growing shortage of health information technology (HIT) workers that is becoming significant as the industry aims to expand use of electronic health records (EHR), health information exchanges (HIE) and other HIT tools. Evidence of an HIT workforce shortage is coming from at least two sources. The first is published projections.

- A 2008 analysis of the HIMSS Analytics database estimated that U.S. hospitals will need an additional 40,000 HIT workers to meet HIMSS EMR Adoption Model Stage 4.
- The ONC estimates that hospitals and physician practices need an additional 50,000 HIT workers during the next five years to satisfy EHR “Meaningful Use” criteria. [Office of the National Coordinator (ONC)]

According to Charles Friedman, Chief Scientific Officer, ONC: “In the aggregate, we have estimated to get to meaningful use by almost all care venues in the country, we’re
going to need something like 50,000 more trained healthcare workers in these [EHR implementation] roles than the educational system as it currently exists can produce.”

The health care industry HIT workforce shortage is being forecasted due to the following reasons.

1) Hospitals and physician practices are planning to implement EHR and HIE [Health Information Exchange] systems in order to realize both payment bonus and penalty avoidance incentives provided by the American Recovery and Reimbursement Act of 2009.
2) Federal government stimulus incentives for meaningful use of electronic health records within 1-2 years to receive maximum incentive payments.
3) Implement and demonstrate meaningful use of EHR system by 2019 to avoid penalties.
4) Tightened HIPAA [Health Insurance Portability and Accountability Act] data security standards.
6) The Affordable Care Act specifies development and operation of online health insurance exchanges in every state by 2014.

ONC also indicated that a supply challenge exists and the immediate need is to increase community college and university level training to turn out more technicians and other professional specifically trained to support health care IT. Additional reasons that contribute to the supply challenge include:

- Predicting a 50 percent growth in HIT careers
- Competing with other industries; sometimes health care has difficulty matching salaries
- Managing attrition, particularly retirement
- Learning to manage young (Generation X and Y) employee issues, such as lifestyle accommodation requests
- Lacking experience

The Leeward CC Health Information Technology (HIT) Program will

- build upon a 2007 approved HIT Certificate of Completion (CC);
- expand the HIT Program to include a Certificate of Achievement (CA) and Associate in Science (AS) degree;
- use approved Leeward CC courses and existing resources;
- refine and submit HIT specialized, non-credit courses for credit course approval;
- address the UH System Strategic Plan and Leeward CC Mission Statement through the HIT Program;
- deliver a new Program to Leeward CC-Waianae, as well as Pearl City students, that offers a high skill, high wage, and high demand career
- deliver the Program with hybrid courses to meet the needs of Leeward Coast students, and migrate into an online program to address the needs of neighbor-island students;
- create an avenue for non-credit-program students to migrate to the credit HIT Program and vice versa;
- offer prior learning assessment (PLA) as a method to attract adult learners in the HIT profession to earn an associate degree;
- use the current Business Division counselor to promote the new Program; and
- work with the University of Hawai’i–West O’ahu to create a path for HIT students who want to pursue a bachelor’s degree in Health Information Management.
Propose HIT Program Learning Outcomes (PLOs)
1. Analyze health data and file structures according to industry standards for reporting, coding, storing, and retrieving.
2. Apply, synthesize, and analyze reimbursement methodologies.
3. Evaluate situations to determine appropriate organizational and human resource management skills to resolve issues while compiling with local, state, and federal regulations while maintaining ethical guidelines.
4. Use technology, including specialty software, to effectively execute the duties of a healthcare professional.
5. Apply good customer service skills including sensitivity to cultural diversity and responding to the needs of various providers throughout the continuum of healthcare.
6. Prepare for RHIT national certification in coding, as well as other professional opportunities to instill the importance of life-long learning through networking and continuing education activities.

Justify the Program
The need for the Health Information Technology (HIT) degree, especially at Leeward CC, is reflected in the following statement by Emma T. Thompson, RHIT, CCS, President of the Health Information Management Association of Hawai’i (HIMAH).

*The Health Information Technology degree is an extension of the activities of the Patient Access (Admissions) and Business Office (Finance) departments in most health care organizations and provider offices. HIT practitioners are the liaisons between these functions and care providers. They facilitate billing claims by coding and production of record copies and are able to discuss medical coding and documentation needs with the providers to do the same. The financial solvency of most organizations rely on the health information technicians who provide these business services.*

*We realize that there are not nearly enough HIT/ HIAs in the state of Hawai’i and many of our staff in acute care are seeking degrees online from mainland schools to try to meet the needs. Mainland colleges and universities are cost prohibitive for many of our residents. We also realize with ICD-10-CM [International Classification of Disease-Tenth Edition-Clinical Modification] and other ARRA initiatives that the needs will extend to the rural areas of the state so the Leeward community and outer islands will have some of the greatest needs for education specialization. The national association is forecasting critical shortages of professionals (particularly in rural areas).*

*We strongly recommend that Leeward offer this program because of their outreach to the rural and Hawaiian communities. We also advocate for offering it online so that the outer islands are able to meet their needs as well.*

The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) awards institution certifications in health information technology, coding, and information security privacy; however, CAHIIM is revising their associate degree specialization tracks for 2016. Leeward CC will seek CAHIIM institution certification for an American Health Information Management Association (AHIMA), Registered Health Information Technology (RHIT) approved associate degree program. This would allow Leeward CC graduates the opportunity to take the RHIT certification exam. In addition, Leeward CC is forecasting for the 2016 CAHIIM revisions and will prepare to address those new associate-degree standards.

Leeward Community College’s (Leeward CC) Business Division requests approval of the Authorization to Plan (ATP) a Health Information Technology (HIT) Program. Once this is a Board of Regents’ (BOR) approved Program, Leeward CC will seek CAHIIM approval for the Health Information Technology (HIT) Program that leads toward the AHIMA RHIT credential. This HIT Program would also lead toward a CAHIIM coding specialization in 2016.
In 2007, the BTEC Program created and executed a Certificate of Completion in Health Information Technology (HIT) with Waianae Coast Comprehensive Health Center (WCCHC). WCCHC was awarded an Alu Like Grant for the Native Hawaiian Career and Technical Education Programs (NHCTEP) from the Dept. of Health and Human Services (DHHS) to offer a HIT certificate. In this ATP, Leeward CC will modify its current Certificate of Completion in HIT and include it in a stackable degree. In addition, Leeward CC would like to work with the University of Hawai‘i—West O‘ahu (UHWO) to create a path to a four-year degree with courses, which lead to the RHIA credential in Health Information Administration.

According to the U.S. Bureau of Labor Statistics, coding and reimbursement is classified under the Broad Standard Occupational Classification (SOC) Code, 29-2070, Medical Records and Health Information Technicians; it is also listed as the detailed occupation, 29-2071. This classification is "one of the few health-related occupations in which there is no direct hands-on patient care."

http://www.bls.gov/oco/ocos103.htm

Occupation Description: Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards.

Job prospects should be very good. In addition to job growth, numerous openings will result from the need to replace.


National estimates for this occupation: Top

Percentile wage estimates for this occupation:

- Hawai‘i is the third top paying state for this occupation.
  - Hourly mean wage: $20.40
  - Annual mean wage: $42,430
- Honolulu is eighth on the list of top-paying metropolitan areas.
  - Hourly mean wage: $21.19
  - Annual mean wage: $44,080
Students in the Honolulu area will earn more than its counterparts within the State of Hawai‘i, as well as the nation. According to the Bureau of Labor Statistics’ Occupational Outlook Handbook 2006-07, Professional entry into these growth occupations typically will require undergraduate training, ranging from one-semester certificate programs to baccalaureate degree programs. **Medical records professionals can enter the workforce directly with limited IT training,** while health information management and healthcare informatics professionals will require a thorough understanding of healthcare, project management, and, increasingly, solid IT skills.

Currently, there are approximately 80 AHIMA certified coders in Hawai‘i, which does not serve the needs of the state. Depending on the practice, there is 1 coder per every 2 to 3 physicians; there are 8,676 licensed physicians in Hawai‘i (AMA Masterfile, 2008).


ICD-10 will be implemented in 2013, which is a coding system for reimbursement and certified coders will be needed to implement this system and perform coding functions.

Currently, Heald College in Honolulu is the only HIT program with CAHIIM certification. Heald does not have an online program; therefore, does not meet the workforce development needs on the neighbor islands.

In the 2008 AHIMA salary study, it noted that a two-year education would open the door for many HIM careers. Some of the average national salaries are noted below.

<table>
<thead>
<tr>
<th>TITLE</th>
<th>AVG. SALARY**</th>
</tr>
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<tbody>
<tr>
<td>HIM Director</td>
<td>$73,449</td>
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<td>Compliance Officer</td>
<td>$72,218</td>
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<tr>
<td>HIM Manager</td>
<td>$64,225</td>
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<tr>
<td>HIM Educator</td>
<td>$59,656</td>
</tr>
<tr>
<td>Technology Role</td>
<td>$58,232</td>
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<tr>
<td>HIM Supervisor</td>
<td>$50,362</td>
</tr>
<tr>
<td>Coding Professional</td>
<td>$43,359</td>
</tr>
<tr>
<td>Other HIM Technician Roles</td>
<td>$43,042</td>
</tr>
</tbody>
</table>

** Data retrieved from the 2008 AHIMA Salary Study

By addressing workforce demands for certified coders, the Business Division will create a HIT Program that shares faculty and resources with Office of Continuing Education and Workforce Development (OCEWD) to meet the needs of the community. Both credit and non-credit courses and programs will meet the needs of the community; however, procedures will be established to allow students to interchange between the two programs and provide educational opportunities, not barriers, for our students. OCEWD will also offer the opportunity for students to test out at the end of any semester with national certification.

The Bureau of Labor Statistics July 2011 unemployment rate in Hawai‘i, not seasonally adjusted, was 6.4 percent. County unemployment rates were: Hawai‘i, 9.5 percent; Honolulu, 5.4 percent; Kaua‘i, 8.5 percent; and Maui, 7.5 percent.


**How the program will impact campus, island and/or the state’s economic development.**

The new HIT Program will address a current workforce need in an expanding career field due changes in coding methodology and state and federal mandates. The Program will increase the number of class sections in existing credit course offerings. It will impact the Leeward CC campuses through its outreach programs by providing career opportunities in a high wage, high demand, and high skilled occupation. Since this Program will be offered through Distance Education, it will address the needs for the necessary training for jobs on the neighbor islands as well as meeting the needs of the working professional in HIM or any transitioning field to attend “college without walls.”
How the proposed program aligns with system and campus mission and strategic plan and outcomes.

The HIT Program will provide an opportunity for adult learners (industry professionals) to return for a degree that has not been offered in the UH System. Leeward CC will institute a Prior Learning Assessment (PLA) pilot program in Spring 2012; this new program can provide an avenue for adult learners to earn a degree faster than traditional students. According to the Council on Adult and Experiential Learning (CAEL), “PLA students had better academic outcomes, particularly in terms of graduation rates and persistence, than other adult students. Many PLA students also shortened the time required to earn a degree, depending on the number of PLA credits earned.”


How the proposed program aligns with system and campus mission and strategic plan and outcomes.

The Leeward CC 2008-2015 Strategic Plan is aligned with the University of Hawai‘i Community College (UHCC) System and the University of Hawai‘i (UH) System Strategic Plan.

Leeward CC Mission – 2011-2012 Catalog

Access: The HIT Program will provide a special opportunity for students on the Leeward Coast and neighbor islands. Delivery of this program is not limited to Hawai‘i; in fact, it can be offered regionally and internationally, secondary to our development of online courses/program that will maintain the integrity of the Institution and adhere to CAHIIM institution standards.

Work Force Development: The HIT Program will provide an opportunity for a new program that is high demand, high pay, in an area that has the largest unrepresented population in the State and the largest number of unemployed people. Leeward CC has the largest Hawaiian population and Filipino population in the State.

Personal Development: To provide opportunities for personal enrichment, occupational upgrading, and career mobility through credit and non-credit courses and activities.

Students that are displaced workers have an opportunity to enter a growing field. Current credential professionals, lacking a formal education, will have an opportunity to return to college and earn a degree, which will increase their chances for career mobility and promotion. OCEWD will offer external study courses that will prepare students for external certifications.

University of Hawai‘i System Strategic Plan – 2008-2015

Native Hawaiian Educational Attainment

Educational Capital: The proposed HIT Program will be offered traditionally and hybrid; and online will be phased in by the second year of the Five-Year Plan. It is proposed that students on the Leeward Coast will be active participants in this program thus reaching low-income students in an underserved region; and resources will be available through Leeward CC-Waianae.

Globally Competitive Workforce: Once the Leeward CC HIT Program is approved, meetings will be held with UHWO to create an articulation that will lead Leeward CC students toward a bachelor’s degree that focuses on Health Information Management courses. CAHIIM has required courses in a four-year program that leads toward a Registered Health Information Administrator (RHIA) national certification; this will lead to career advancement opportunities for our students. There will be a need for managers as the HIT field increases its workforce and baby boomers retire.

The HIT Program will offer courses that are within OCEWD’s non-credit Coding Program. This speaks both to the need to address the shortage of coders but will also provide a credit path to a national certification in Health Information and Coding.
The HIT Program addresses the Leeward CC Institutional Learning Outcomes of Critical Thinking and Problem Solving; Written, Oral Communication, and Use of Technology; and Values, Citizenship, and Community.

Can identified need be met by existing UH program(s)?
No. There are no certificates or degrees that contain the associate degree curriculum to be considered for CAHIIM certification. In addition, the projected career growth is 20 percent. There are no HIT degrees offered in the UH System; but Leeward CC has a Certificate of Completion in HIT that was created in 2007.

Describe the impact of the proposed program on current courses or programs at the campus and within the system (is it duplicative? Can resources be leveraged? Can a joint program be offered or campuses collaborate to offer one degree?).
The HIT Program will increase enrollment in existing credit courses. There are 23 courses within the proposed Program, out of which there are 15 approved Leeward CC credit courses. There are 7 non-credit courses that will be reassessed and submitted for credit through the Leeward CC curriculum process, and 1 course (Health Statistics) that must be created. (See Pages 12-13 for curriculum matrix) With the support of the Leeward CC administrators, the Business Division, OCEWD, and the Math and Science Division will work together on creating the new Health Statistics course which will be cross-listed between the credit divisions; and the Business Division has designated an instructor to work with OCEWD on its courses that will be submitted for credit courses.

The HIT Program is a collaborative effort with the Business Division and OCEWD. Resources will be shared to support the Program including faculty. The Business Division was represented on the HIT instructor’s recent hiring committee; and this instructor will be teaching both credit and non-credit courses. This ATP is also a collaborative effort which has led to a strategy to give students access to both sides of the “house”—non-credit and credit for the HIT courses; and a blueprint will be created for students to “transfer” their courses from the non-credit to credit programs and vice versa.

There are Business Technology (BTEC) Programs at Hawai‘i CC, Kaua‘i CC, and UH Maui College; but they do not have all of the existing Leeward CC BTEC courses. If interested in the HIT Program, Leeward CC faculty will be happy to work with their neighbor-island colleagues. In contacting the accreditation bodies for HIT, it was stated that while courses for a degree can be offered by several campuses, each campus must be separately accredited to offer a degree.

If a similar program exists, consult with other campuses, identifying, who has been consulted, and what campus and date of consultation. Consultation will include:
In May 2011, Kapi‘olani CC submitted an Authorization to Plan a Health Informatics Program to the Council of Chief Academic Officers. After a discussion, it was recommended that Kapi‘olani CC withdraw the proposal and engage in further dialog with other campuses that also expressed interest in similar programs. The Office of the Vice President for Community Colleges coordinated a number of meetings throughout the year culminating in a decision by Vice President Morton on February 9, 2012. The decision authorized Leeward CC to submit an Authorization to Plan in Health Information Technology.

The VCAA of the other UH campuses with relevant programs by the VCAA of the campus proposing the degree/certificate
The UHCC system hosted a meeting for interested campuses on August 10, 2011.

Colleagues in related disciplines from other campuses have been consulted.
The BTEC Program Coordinating Council (PCC) met on September 2, 2011, at Leeward CC. Kay Ono, Leeward CC BTEC Program Coordinator, shared the proposed HIT courses and ATP information with her colleagues. Interest was shown by the other PCC BTEC coordinators and they will be updated as the HIT Program continues through the approval process.
6. Planning the new program.

Planning period.
Plans are to offer the HIT Program beginning Fall 2012, subject to the UH Board of Regents’ approval in Spring 2012.

Activities to be undertaken during the planning phase
2011-2012:
1. Submit ATP proposal for the HIT Program.
2. With approval of the ATP, the HIT Program and courses will be submitted to the Curriculum Committee in Fall 2011.
3. Create a HIT Advisory Board and meet for industry feedback.
4. Market new Program
5. Establish a teaching equivalency for non-credit instructors teaching credit courses and vice versa.
6. Establish a system for students switching from non-credit to credit programs and vice versa.
7. Research library resources
8. Prepare courses for online delivery

2012-2013:
1. Establish online HIT courses
2. Obtain online library resources
3. Hire lecturers
4. Apply for CAHIIM certification

Anticipated submission date of program proposal
The HIT Program proposal will be submitted in the Fall 2011 semester to the Leeward CC Curriculum Committee.

Workload budget implications during planning period
The faculty involved with the planning will be from the Business Division and OCEWD. The BTEC Program Coordinator and one BTEC Instructor will receive compensation of three credits each during the first year. The OCEWD HIT Program Director has been assigned duties associated to this new Program as part of her duty load. Compensation for Year 2 will be discussed at a later date.

How program will be economically sustainable
The HIT Program will address the needs of the Leeward CC and UH System Strategic Plan by providing education to the underserved and underrepresented populations in an area that addresses workforce development needs and opportunities. Current resources will be used to offer the HIT Program.

Impact proposed program may have on accreditation
A HIT Program will be created under the Business Division with plans to be offered online; and ACCJC will be contacted with any required notifications.

How program will fit within campus and/or system organizational structure
The HIT Program will be housed within the Business Division.

Description of resource required:
At this time, no new resources, including faculty, are required to offer HIT. The HIT Program Director has the required certifications for this position. As the Program grows, additional faculty will be hired. There is a counselor housed in the Business Division to advise students on its programs.

Library resources (estimate of current resources and additional resources required)
Research will be done on library resources for the HIT Program. Since HIT courses will be offered traditionally, online and hybrid, the resources must be accessible for students taking classes through all delivery modes. Additional “hard copy” resources will be housed at the Pearl City and Waianae
CAHIIM certification will be pursued in Year 2 (2013-2014) and with a review in Year 4 (2016-2017). There is a Candidacy Status fee for $7,500; and a site visit processing fee for $2,000. An estimated budget of $4,250 was included for the CAHIIM visit in Year 2 and $5,625 for Year 4.

**Physical resources (space, equipment, etc.)**

OCEWD has an Internet-based software virtual lab through AHIMA and this will be used for BUSN 192, Business Practicum. The virtual lab is based on the number of student licenses: 1 – 40 = $3,750; 41 - 80 = $7,350; and 81 -120 = $10,550. Classes will be held in the Business Division and OCEWD classrooms. The campus supplies and maintains the computers in the classroom and campus computer labs, which include Microsoft Office. A budget for 20 computers was also included in the proposal for Years 1 and 4.

<table>
<thead>
<tr>
<th>ENTER VALUES IN HIGHLIGHTED CELLS ONLY</th>
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<tbody>
<tr>
<td><strong>YEAR</strong></td>
</tr>
<tr>
<td><strong>PROGRAM COSTS</strong></td>
</tr>
<tr>
<td>Faculty w/o fringe</td>
</tr>
<tr>
<td>Other personnel costs w/o fringe</td>
</tr>
<tr>
<td>Library</td>
</tr>
<tr>
<td>Equipment/Supplies</td>
</tr>
<tr>
<td>Other – AHIMA virtual lab</td>
</tr>
<tr>
<td>CAHIIM fees &amp; visit</td>
</tr>
<tr>
<td>Computers</td>
</tr>
<tr>
<td><strong>TOTAL Expenses</strong></td>
</tr>
</tbody>
</table>

| **REVENUES**                              |      |
|-------------------------------------------|
| Projected Enrollment                      | 40 | 60 | 80 | 100 | 120 |
| No. of Courses                            | 12 | 23 | 23 | 23 | 23 |
| No. of Credits                            | 34 | 67 | 67 | 67 | 67 |
| SSH                                       | 1,360 | 4,020 | 5,360 | 6,700 | 8,040 |
| Tuition Rate/Credit                       | 101 | 106 | 114 | 122 | 130 |
| Total Revenue from Tuition                | 137,360 | 426,120 | 611,040 | 817,400 | 1,045,200 |
| Other Sources of Income – AHIMA virtual lab | 3,750 | 7,350 | 7,350 | 10,550 | 10,550 |
| **TOTAL Revenues**                        | 141,110 | 433,470 | 618,390 | 827,950 | 1,055,750 |

7. Describe the impact on current courses or programs.

The HIT Program will also build upon interest by students earning the BTEC Certificate of Completion in Medical Receptionist and Certificate of Completion Administrative Support in Medical.

8. If this program is multidisciplinary, provide evidence of commitment for support from the colleges, departments, programs, and/or individuals expected to participate.

The Leeward CC administrators, OCEWD and the Business Division, along with cooperation from the Math and Science Division, are committed to this joint venture. The Program addresses the needs of our community by providing jobs in a growing industry that is high wage, high demand, and high skilled. According to the VCAA, this ATP has completed the campus approval process prior to review by Council of Chief Academic Officers.
In order to obtain a Health Information Technology (HIT) certificate or degree, students must pass all required business (BUS), business technology (BUSN), management (MGT), health (HLTH), and science (Disease Pathology and Pharmacology) courses with a grade of C or better.

### Certificate of Completion (17 credits)

<table>
<thead>
<tr>
<th>Course Alpha/No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Currently Online</th>
</tr>
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<tbody>
<tr>
<td>BUS 101</td>
<td>Business Computer Systems</td>
<td>3</td>
<td>✓</td>
</tr>
<tr>
<td>BUSN 170</td>
<td>Records and Information Management</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BUSN 102*</td>
<td>Introduction to Health Information Technology**</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HLTH 110</td>
<td>Medical Terminology</td>
<td>2</td>
<td>✓</td>
</tr>
<tr>
<td>BUSN 115*</td>
<td>Reimbursement Methodologies**</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MGT 121</td>
<td>Customer Service</td>
<td>3</td>
<td>✓</td>
</tr>
</tbody>
</table>

**Job Opportunities**
- Patient Access Clerk, Physician Office Clerk, Registrar, Registration Clerk, Ward Clerk

**National Certification**
- National Association of Healthcare Access Management (NAHAM); Certified Healthcare Access Associate (CHAA)

### Certificate of Achievement (17 + 17 = 34 credits)

<table>
<thead>
<tr>
<th>Course Alpha/No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Currently Online</th>
</tr>
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<tbody>
<tr>
<td>ENG 100</td>
<td>Composition I (FW)</td>
<td>3</td>
<td>✓</td>
</tr>
<tr>
<td>BUSN 171</td>
<td>Introduction to Medical Records</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BUSN 106</td>
<td>Introduction to Medical Coding</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BIOL 130</td>
<td>Anatomy and Physiology (DB)</td>
<td>4</td>
<td>✓</td>
</tr>
<tr>
<td>BIOL 130L</td>
<td>Anatomy and Physiology Lab</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>MGT 120</td>
<td>Principles of Management</td>
<td>3</td>
<td>✓</td>
</tr>
</tbody>
</table>

**Job Opportunities**
- Registration Supervisor, Patient Access Supervisor, Insurance Coordinator (entry level)

**National Certification**
National Association of Healthcare Access Management (NAHAM); Certified Healthcare Access Manager (CHAM)
### Associate in Science (17 + 17 + 15 + 15 = 64 credits) - Third Semester

<table>
<thead>
<tr>
<th>Course Alpha/No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Currently Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 130 or 131</td>
<td>Microeconomics or Macroeconomics &lt;i&gt;(Social Science course)&lt;/i&gt; (DS)</td>
<td>3</td>
<td>✓</td>
</tr>
<tr>
<td>BUSN 108*</td>
<td>Introduction to Diagnosis Coding**</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BUSN 109*</td>
<td>Introduction to Procedure Coding**</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BUSN 175*</td>
<td>Disease Pathology and Pharmacology &lt;i&gt;(cross list with Math &amp; Science Division)&lt;/i&gt;</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MGT 124</td>
<td>Human Resources Management</td>
<td>3</td>
<td>✓</td>
</tr>
</tbody>
</table>

### Job Opportunities
- Billing Clerk, Billing Technologist, Insurance Coordinator, Payment Coordinator, Coder Trainee, Coding Specialist (entry level)

### National Certifications
- American Medical Billing Association (AMBA); Certified Medical Reimbursement Specialist (CMRS)
- American Health Information Management Association (AHIMA); Certified Coding Associate (CCA)

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### Fourth Semester

<table>
<thead>
<tr>
<th>Course Alpha/No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Currently Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN 137</td>
<td>Computerized Databases—MS&lt;sup&gt;®&lt;/sup&gt; Access</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>BUSN 176*</td>
<td>Health Statistics &lt;i&gt;(cross list with Math &amp; Science Division)&lt;/i&gt;</td>
<td>3</td>
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<tr>
<td>BUSN 192</td>
<td>Business Practicum (160 hours minimum)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>BUSN 208*</td>
<td>Advanced Diagnosis Coding**</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BUSN 209*</td>
<td>Advanced Procedure Coding**</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HWST 107</td>
<td>Hawai‘i: Center of the Pacific &lt;i&gt;(Arts &amp; Humanities elective)&lt;/i&gt;</td>
<td>3</td>
<td>✓</td>
</tr>
</tbody>
</table>

### Job Opportunities
- Admissions Clerk, Cancer Registrar, Coder, HIM Section Supervisor, HIM Technologist, Patient Access Supervisor, Privacy Officer, Release of Information Technologist

### National Certification
- American Health Information Management Association (AHIMA); Registered Health Information Technology (RHIT)

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### Proposed HIT Program of Study

<table>
<thead>
<tr>
<th>Certificate/Degree</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate of Completion</td>
<td>17</td>
</tr>
<tr>
<td>Certificate of Achievement</td>
<td>17 + 17 = 34</td>
</tr>
<tr>
<td>Associate in Science</td>
<td>17 + 17 + 15 + 15 = 64</td>
</tr>
</tbody>
</table>

### Key
- * Proposed course alpha/number (BTEC PCC approved)
- **Certified instructor must teach course
- Current Leeward CC HIT Certificate of Completion credit courses (Removed ICS 113, BUSN 105)
- Current Office of Continuing Education and Workforce Development (OCEWD) courses; will submit courses through the Leeward CC curriculum process for credit courses
- Current Leeward CC credit courses
- New Leeward CC credit course
Curriculum Draft 1 (8/5); Draft 2 (8/12 – Presented at UHCC meeting with HawCC, KapCC, and LeeCC representatives); Draft 3 (8/20); Draft 4 (8/29); Draft 5 (9/6); Draft 6 (9/30); Draft 6.1 (11/14); Draft 7 (3/1)