![CSN College of Southern Nevada logo]

Program Review

Health Information Technology

Associate of Applied Science Degree

Spring 2019

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Introduction

The Associate of Applied Science Degree in Health Information Technology is a limited entry program in the department of Health Related Professions. The HIT Program consists of 3 full-time faculty, 2-3 part-time faculty, and 1 classified administrative assistant.

The program is limited entry, which means students complete program prerequisites, attend a health programs orientation, meet with a health programs advisor and complete a limited entry workshop before applying. The application deadline is June 1st each year. The Health Information Technology Program accepts 15-20 students each year, depending on clinical site availability. The Limited Entry Office is responsible for managing the application process. A selection committee reviews all applications.

College, School, Program Mission Statements

CSN Mission Statement

The College of Southern Nevada creates opportunities and enriches lives with inclusive learning and working environments that support diversity and student success. The College fosters economic development, civic engagement, and cultural and scientific literacy, while helping students achieve their educational, professional, and personal goals.

(https://www.csn.edu/our-mission; Accessed February 27, 2019)

Engelstad School of Health Sciences Mission Statement

The mission of the Engelstad School of Health Sciences is to provide high quality, student-centered certificate and degree programs that meet the needs of state and local communities.

Health Information Technology Program Mission Statement

The Health Information Technology Program strives to empower competent, creative, educated students to enter the "information superhighway" as positive leaders in a changing environment. We accomplish this by providing high quality education integrated with practical, professional teaching to produce future professionals to the HIM community.

Background: AAS Health Information Technology

The AAS Degree in Health Information Technology requires 67 credits: 14 program prerequisite credits, 16 general education credits, and 37 program course credits. The Associate Degree Health Information Technology Program at CSN is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

http://cahiim.org

The Health Information Technology Program (HIT) is an Associate of Applied Science Degree and is designed for the working student. The majority of students are part time and carry 6-7 credit hours per semester while continuing to work full time. The program courses are generally offered in the late afternoon and evening with some weekends.

The HIT program will transfer into related Health Care Administrative programs or Baccalaureate Health Information Management programs depending on the receiving university.

Nature of Work

The Registered Health Information Technician (RHIT) performs a variety of technical health information functions including:

- Organizing, analyzing, and technically evaluating health information.
- Compiling various administrative and health statistics.
- Controlling the use and release of health information.
- Coding disease operations, procedures, and other therapies.

The career opportunities are endless. Depending on your level of skill and education, you may pursue a middle level management or department director position. Potential employment locations may include:

- Acute Care Hospital
- Long Term Care
- Ambulatory/Outpatient Care
- Governmental Agency
- Insurance Company
- Law Firm
- Physician's Office
- Consulting Firm
- Computer Company

The degree sheet follows on the next page.

Health Information Technology
Associate of Applied Science (67 Credits)
For Students Seeking Admission to the Fall 2019 Program

The Limited Entry Office will be responsible for managing the application process and the selection of students will be performed by an admissions committee.

Qualified applicants must:
- Have a minimum cumulative GPA of 2.0 or better for program prerequisites
- Meet with a Health Programs Advisor
- Complete a Limited Entry Workshop

Applicants will be ranked and selected using a point system through which points will be awarded. Please see attached Selection Criteria sheet.

PROGRAM PREREQUISITE COURSES: These are courses that must be completed before a student is considered eligible for entry into the Program. FOR SELECTION PURPOSES, PREREQUISITE COURSES FOR LIMITED ENTRY PROGRAMS MAY BE ATTEMPTED *THREE TIMES.* ALL ATTEMPTS INCLUDING WITHDRAWALS, AUDITS AND GRADES WILL BE COUNTED. THE HIGHEST GRADE WILL BE USED FOR THE GPA CALCULATION.

Course	Title	Cr	Gen Ed Req.	Tech Prep	Min. Grade
COT 127B	Microsoft Office for Offices	3	Computing	No	C
ENG 101	Composition I	3	English	No	C
HHP 123B	Intro to Human Body	4	Science	No	C
HHP 124B	Intro to Human Body Computer Lab	1	Science	No	C
HIT 118B	Language of Medicine	3	Technical Emphasis	No	C
	Total	**14 Cr**			

ADDITIONAL GENERAL EDUCATION REQUIREMENTS:

U.S. & Nevada Constitution: PSC 101 or
                 HIST 101 and HIST 102 or
                 HIST 101 and HIST 217   4
Communications: (see AAS degree requirements in College Catalog)   3
Human Relations: PSY 101   3
Mathematics: MATH 104* or higher (except Math 122 & 123)   3
Social Sciences/Humanities: PHIL 102   3
Total 16 Cr

*MATH 100 can be substituted for this course
**Biol 223 and Biol 224 can be used in lieu of the HHP classes

IMPORTANT POINTS TO REMEMBER:

$Selection Occurs: Once a year
$Program Begins: Fall 2019
$Application Deadline: **June 1, 2019**
     Applications received <u>after</u> the Application Deadline will only be considered if space permits.
     Proof of completion of all program prerequisites must be in the Limited Entry Office by this date.
$Maximum number of students admitted: 15
$Science courses must be no more than 7 years old at the application deadline.

PROGRAM COURSES: Program courses are subject to revision and will not impact program admission.

1st Semester (Fall)	2nd Semester (Spring)	3rd Semester (Summer)	4th Semester (Fall)	5th Semester (Spring)
HIT 105B/L...3 cr Introduction to Health Information Management				
HIT 106B.........2cr Healthcare Reimbursement	HIT 130B...........1 cr Procedural Terminology	HIT 187B/L...2 cr Introduction to ICD-PCS Coding	HIT 201B/L.....3 cr Advanced Coding Systems	HIT 207B/L.....2 cr Health Information Management
HIT 119B.........2 cr Intro to Pharmacology and Laboratory Tests	HIT 184B/L.......2 cr Introduction to ICD Coding		HIT 205B/L.....2 cr Privacy, Legal, and Ethical Issues in Healthcare	HIT 208B.........2 cr Professional Practice Experience II or HIT 299B.........2 cr Selected Topics in Health Information Technology
HIT 165B.........4 cr Pathophysiology	HIT 185B/L......3 cr Intro to CPT Coding		HIT 206B.....3 cr Professional Practice Experience I	HIT 240B.........1 cr Healthcare Statistics and Research
HIT 170B/L....3 cr Healthcare Computer Applications				HIT 245B/L.....2 cr Healthcare Quality Management
Total....... 14 cr	**Total....... 6 cr**	**Total....... 2 cr**	**Total....... 8 cr**	**Total...... 7 cr**
5/18				**Total In-Program Course Credits: 37**

HEALTH INFORMATION TECHNOLOGY

Job Description

The Registered Health Information Technician (RHIT) performs a variety of health information functions including:

-Working with electronic health records (EHRs)
-Organizing, analyzing, and technically evaluating health information
-Compiling various administrative and health statistics
-Controlling the use and release of health information
-Coding disease operations, procedures and other therapies
-Enforcing HIPAA

Career Opportunities

The career opportunities are endless. Depending on your level of skill and education you may pursue a middle level management or department director position. Potential employment locations may be any one of the following:

Acute Care Hospital	Long Term Care
Ambulatory/Outpatient Care	Government Agency
Insurance Company	Law Firm
Physician's Office	Consulting Firm
Software Company	

Approximate Salary

Hourly Wage Range...................$12.80 - $30.94
Average Hourly Wage.............................$20.85

Associate degree graduates surveyed by AHIMA earn between $30,000 - $65,000 annually.

Source: "Nevada 2016 OES Wage Data" – www.nevadaworkforce.com and AHIMA Member Salary Survey – updated 2008

Program Description

The Health Information Technology Program (HIT) is designed for the working student. The majority of students continue to work full time jobs. The standard rule for study time is approximately 2 hours for every 1 credit hour. The program courses are generally offered online, in the late afternoon and evening with some weekends.

The Health Information Technology Program may transfer into a related Health Care Administrative or Baccalaureate Health Information Management Program depending on the receiving university.

Admission Requirements

The CSN Health Information Technology degree is a Limited Entry Program. Therefore, all prerequisite requirements must be completed by the completion deadline in order to be eligible for consideration. See reverse side for specific requirements.

The information provided in this literature is for advisement purposes only
College of Southern Nevada, Health Programs Advisement Office,
6375 West Charleston Blvd., Las Vegas NV 89146, Phone: (702) 651-5690

HIT-CG - 5/18

Approximate Costs

Tuition:
67 credits X $101.75 per credit hour..........$6,817.00
Books...$1,500.00
Lab Fees..$50.00/per lab
Immunizations.....................................$0 - $600.00
Physical Exam..................................$50.00 - $55.00
Urine Drug Screen...$30.00
Official Background Check............................$50.00
Medical Insurance................$20.00 - $190.00/month
   Applies only if you are presently uninsured
AHIMA Student Membership.........................$35.00
Credentialing Exam (member)…....…...........$229.00
College Application Fee…..............................$10.00
   One time, non-refundable fee charged to new students only.

Non-Resident Fee................. $3,456.50 per semester
This is in addition to the tuition and technology fee and is assessed to nonresident students enrolling in 7 or more credit hours.

Application Deadline

Students applying for the Fall 2019 program must submit an application to the Limited Entry Office by **June 1, 2019**. An application for admission may be obtained online at: https://www.csn.edu/Limited-Entry-Admission. Final grades or completed transcript evaluation must be in the Limited Entry Office by **June 1, 2019. (Note: the transcript evaluation process takes 8-10 weeks, you must initiate this process at least 10 weeks before the completion deadline).**

Accepted Students

Students accepted into the program will be required to show proof of health insurance and immunization against Hepatitis B, Measles, Mumps, Rubella, Varicella, Tetanus, and Diphtheria. In addition, proof of a negative two-step TB skin test and negative urine drug screen will be required prior to the first scheduled practicum/clinical experience. A physical exam is also required. Students may also be required to submit to an official background check. Medical insurance may be purchased through CSN Student Government.

Accreditation

• **The Associate Degree Health Information Technology Program at CSN is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).**

http://cahiim.org

COLLEGE OF SOUTHERN NEVADA
Health Information Technology
Associate of Applied Science Degree
Fall 2019 Selection Criteria

Qualified applicants must have a minimum cumulative prerequisite GPA of 2.0 or higher. Applicants will then be selected through the following point system:

- **CUMULATIVE PREREQUISITE GPA (possible 7 points):**
  - 2.00 – 2.49 = 1 pt
  - 2.50 – 2.99 = 3 pts
  - 3.00 – 3.49 = 5 pts
  - 3.50 – 4.00 = 7 pts

- **Completion of General Education Courses (possible 5 points):**
  (1 point awarded for each course successfully completed with a grade "C" or better)
  - PSY 101 (grade ___)
  - MATH 104 or higher (grade ___)
  - Communications (grade ___)
  - PHIL 102 (grade ___)
  - PSC 101 or
    HIST 101 & HIST 102 or
    HIST 101 & HIST 217 (grade ___)

- **Completion of unrestricted Health Information Technology Coursework (possible 4 points):**
  (1 point awarded for each course successfully completed with a grade "C" or better)
  - HIT 105B (grade ___)
  - HIT 119B (grade ___)
  - HIT 106B (grade ___)
  - HIT 165B (grade ___)

- **Health Care Work Experience (possible 2 points):**
  (At least 1 year within the last two years)
  - ➢ Documentation completed by employer indicating work responsibilities and length of employment must be supplied.
    - On letterhead
    - Date letter was written
    - Student's name
    - Location of work
    - Date work began and ended
    - Number of hours completed
    - Specific job duties
    - Supervisor's contact information
    - Supervisor's signature

- **Volunteer Work in the Medical Field (possible 1point):**
  (Completed volunteer work in the medical field consisting of a minimum of 40 hours in the previous 12 months.)
  - ➢ Note: Letter from the organization(s) where volunteer work was performed must specifically include the following:
    - On letterhead
    - Date letter was written
    - Student's name
    - Location of volunteer work
    - Date volunteer work began and ended
    - Number of volunteer hours completed
    - Specific job duties
    - Supervisor's contact information
    - Supervisor's signature

- **CTE Program Completion (possible 1 point) (provide certificate)**

- **Total Possible Points (20 points):** _____

Program Evaluation: Enrollment

Since the Health Information Technology (HIT) Program is a limited entry program, the enrollment is controlled by the number of students selected into the program each year. Other factors to be considered are the HIT classes are also required for Medical Coding Certificate of Achievement and Medical Transcription Certificate of Achievement students. There are some open-entry HIT classes which affect the enrollment totals as well. The first table below is the data from the Institutional research web site. The 2nd table provides the actual number of students selected into the limited entry program.

Enrollment Totals for Health Information Technology (HIT) for Fall 2016 - 2018

Data from the CSN Institutional Research web site.

SCHOOL NAME	DEPT NAME	PROGRAM CODE	PROGRAM NAME	Fall16	Fall17	Fall18	Grand Total
Engelstad School of Health Sciences	Health Related Professions	HIT-AAS	Health Information Technology - AAS	54	39	40	133

Actual Number of Health Information Technology Students selected into the Limited Entry Program for Fall Cohort.

| SCHOOL NAME	DEPT NAME	PROGRAM CODE	PROGRAM NAME	Fall16	Fall17	Fall18	Grand Total
Engelstad School of Health Sciences	Health Related Professions	HIT-AAS	Health Information Technology - AAS	18	18	21	57

Program Evaluation: Completions

Health Information Technology (HIT) Program completion rates vary depending on number of students selected into the program and if any are removed from the limited entry program for unsuccessful completion of a course(-es) or professional misconduct.

SCHOOL NAME	DEPT NAME	PROGRAM CODE	PROGRAM NAME	15-16	16-17	17-18	Grand Total
Engelstad School of Health Sciences	Health Related Professions	HIT-AAS	Health Information Technology - AAS	14	13	9	36

Demand for HIT Program

There is a demand for the HIT Program. The table below shows the number of students that have expressed interest in the HIT Program by declaring HIT as their major. Since the HIT Program is a limited entry program these numbers signify students interested, not the actual number admitted.
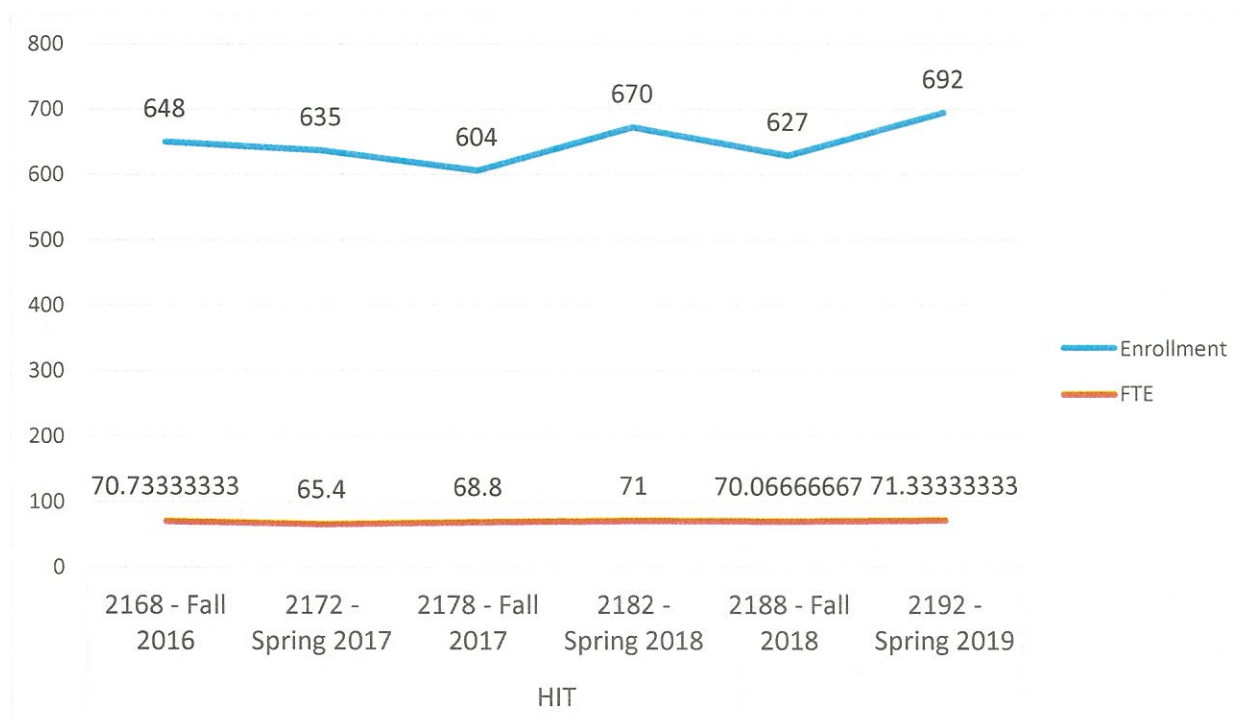
In fall 2017 and fall 2016, there were students not selected into the limited entry program due to clinical site availability. The program is working to find solutions to clinical site placement therefore giving the ability to accept more students.

Faculty Information

<u>Full-time employees</u>

Cassie Gentry, HIT Program Director

Master of Education – Educational Leadership

Registered Health Information Administrator (RHIA)

Certified in Healthcare Privacy (CHP)

Lorraine Brown, HIT Instructor

Master of Science Public Health

Registered Health Information Technician (RHIT)

Certified Coding Specialist (CCS)

Certified Coding Specialist – Physician Based (CCS-P)

Rhonda Faul, HIT Professor

Doctor of Education

Registered Health Information Administrator (RHIA)

<u>Part-time Employees</u>

Deanna Arroyo

Registered Health Information Technician (RHIT)

Linda Symonds

Master of Education

Registered Health Information Administrator (RHIA)

Faculty Information

NAME	STATUS	RANK	HIGHEST DEGREE	CREDENTIALS	COURSES TAUGHT
Deanna Arroyo	Part-time	Other	Associate	RHIT	HIT 118B: Language Of Medicine; HIT 184B: Introduction To ICD Coding; HIT 187B: Introduction To PCS Coding; HIT 201B: Advanced Coding Systems; HIT 206B: Professional Practice Experience I
Lorraine Brown	Full-time	Instructor	Masters	MSPH, RHIT, CCS, CCS-P	HIT 130B: Procedural Terminology; HIT 170B: Healthcare Computer Applications; HIT 185B: Introduction To CPT Coding; HIT 206B: Professional Practice Experience I; HIT 208B: Professional Practice Experience Ii; HIT 206B: Professional Practice Experience I
Rhonda Faul	Full-time	Professor	Ed.D.	Ed.D., RHIA	HIT 105B: Introduction To Health Information Management; HIT 106B: Healthcare Reimbursement; HIT 118B: Language Of Medicine; HIT 119B: Introduction To Pharmacology And Laboratory Tests
Cassie Gentry	Full-time	Professor	Masters	M.Ed., RHIA, CHP	HIT 205B: Privacy, Legal And Ethical Issues In Healthcare; HIT 207B: Health Information Management; HIT 245B: Healthcare Quality Management; HIT 206B: Professional Practice Experience I
Linda Symonds	Part-time	Other	Masters	M.Ed., RHIA	HIT 118B: Language Of Medicine; HIT 165B: Pathophysiology; HIT 240B: Healthcare Statistics and Research; HIT 206B: Professional Practice Experience I

OTHER INFORMATION

Do any faculty members teach in other programs? Yes
How many? 1
Description of programs: 1 faculty member teaches HIT 102B Coding for Medical Offices for the Medical Assisting (MA) Program.

Program Assessment: AAS Health Information Technology

Student Learning Outcomes

1. Conduct physician queries and evaluate diagnostic/procedural medical codes and groupings for all medical records according to current guidelines and regulations.
2. Interpret healthcare law and appropriate HIM principles, procedures, and infrastructure to ensure adherence to proper maintenance and privacy, security, and confidentiality policies.
3. Manage data for decision support, common research methodologies (IRB), and the processes used in selection and implementation of networks, specialized EHR software, and HIM technology solutions.
4. Evaluate data and policies and procedures for revenue cycle management processes, including payment methodologies and systems, utilization review, and case management.
5. Determine compliance with regards to regulatory policies and procedures, coding guidelines, abuse and fraud, and clinical documentation improvement.
6. Integrate strategic and organizational processes, including financial, legal, ethical, quality, cultural, and others in an HIM setting.

Health Information Technology Program Outcomes

CSN HIT AAS Degree Graduation Rate
2017-2018: 91%

Attrition and Retention Data
2017-2018: 17%

2017 RHIT Certification Exam Pass Rates
CSN 1st Time Pass Rate: 83%
National 1st Time Pass Rate: 70%

ENROLLMENT DISTRIBUTION FOR 8-1-17 THROUGH 7-31-18

	FULL-TIME
STUDENTS	28
GRADUATES	10
ATTRITION	5
PROGRESSION	13

ATTRITION DISTRIBUTION FOR 8-1-17 THROUGH 7-31-18

	FULL-TIME
ACADEMIC REASONS	3
NON-ACADEMIC REASONS	2
UNKNOWN REASONS	0

Comments on Attrition:
Academic (3 total)
- 2 students failed 1 or more HIT program courses
- 1 student withdrew early in fall 2017 semester to start program at WGU

Attrition - Non-Academic (2 total)

GRADUATE DISTRIBUTION
Employed within one year: 6
Employed in health care: 4
Employed in non-health care: 2
Pursuing further education: 0

GRADUATE SURVEY

Contacted: 22

Responded: 6

Satisfied: 6 (100%)

Analysis: 6/22 surveys returned = 27% return rate (Would like higher but this is around the average return rate)

Most of the returned surveys indicated "strongly agree" or "generally agree" responses.

Suggestions made that faculty will discuss are:

> More emphasis on Excel
>
> More assistance on resume writing and interviewing
>
> Encourage use of technology
>
> More hands-on training during PPEs
>
> 1 student responded with a "generally disagree" response for preparation to conduct myself in an ethical and professional manner and the overall academic experience met my expectations. Comments were improve communication with students in a quicker timing. NOTE: Faculty discussed this student throughout the program. The student struggled in several classes. This student did not pass the RHIT exam on the first attempt. They were in contact with me recently about study recommendations to take the RHIT exam again.
>
> 1 student sent in "strongly agree" or "generally agree" responses but made comments in the suggestion area about the limited entry process and how it should occur sooner. This is out of the program control but we'll pass along the comments. Other comments were instructors took too long to grade and give feedback. During this particular student's last semester, there were some issues with delayed grading and those have since been resolved. This student commented that they found the field "saturated" and that faculty should encourage students to take jobs to "get their foot in the door." Indeed, faculty do talk about this in all classes with students, meaning your first job may not be your dream job but it can help you get there.

EMPLOYER SURVEY

Contacted: 5

Responded: 5

Satisfied: 5 (100%)

Analysis: Feedback from PPE supervisors has been positive. A few examples are below:

- 1 student was hired by her PPE site in her fall semester. She continues to work there while completing her last semester.
- 2 students completed their PPEs at the VA Hospital. The Chief HIM Officer was very pleased with both of them and has agreed to take additional students.
- 1 student completed her PPE with the Dental Faculty Practice on campus. The manager was pleased and asked for her to come back to keep helping them organize their office and record processes.
- Per conversations from the last Advisory Committee meeting, local professionals are satisfied with the program and stated when there is an opening, they would certainly hire CSN graduates.
- There is a new HIM Director at one of the largest hospitals in the community. We have not been able to place students there for several years. We met with her as well as the new assistant director and are very encouraged. They will not only take students for PPEs starting fall 2019 but will be looking to hire some graduates as well.

Engelstad School of Health Sciences

Assessment of Institutional Indicators

Program Name: __Health Information Technology__   Prepared By: __Lorraine Brown__

FALL 2017

LEAP DOMAIN	LEAP OUTCOME	PROGRAM OUTCOME	MEASURE/INSTRUMENT	RESULT	ANALYSIS
Knowledge of Human Cultures & the Physical and Natural World	Study in the sciences and mathematics, social sciences, humanities, histories, languages and the arts.	Integrate strategic and organizational processes, including financial, legal ethical, quality, cultural and others in an HIM setting.	**Measure:** At least 95% of students achieve a score 3.0 or higher on a 4-point scale. **Instrument:** HIT 206B (and HIT 208B) practicum site supervisor evaluations.		
Intellectual & Practical Skills	Critical and creative thinking.	Manage data for decision support, common research methodologies (IRB), and the processes used in the selection and implementation of networks, specialized EHR software and HIM technology solutions.	**Measure:** At least 95% of students achieving a score of 37 of 50 points on Exam IV in HIT 170B. **Instrument:** Unit exam on principles related to information system acquisition, implementation and maintenance.	90.5 % of students achieved a score of 37 of 50 points on Exam IV in HIT 170B.	HIT 170B had an enrollment of 21 students. 19 students achieved the measure. An adjustment to the measure may be needed to match program attrition or completion rates.
Personal & Social Responsibility	Ethical reasoning and action.	Interpret healthcare law and appropriate HIM principles, procedures, and infrastructure to ensure adherence to proper maintenance and privacy, security, and confidentiality policies.	**Measure:** At least 95% of students applying the 9 steps of ethical decision making to one of three ethical scenarios. **Instrument:** HIT 205B Chapter 6 post-lecture activity.	100% of students completed the ethical decision making activity at 92.5% and higher.	Continue to monitor this activity.
Integrative & Applied Learning	Synthesis and advanced accomplishment across general and specialized studies.	Determine compliance with regards to regulatory policies and procedures, coding guidelines, abuse and fraud, and clinical documentation improvement.	**Measure:** At least 95% of students achieving a cumulative score of at least 73% on all graded assignments and exams by the end of the semester in HIT 201B.	16 students: 16 (100%) achieved 73% or higher in HIT 201B	Continue to monitor

REVIEWED BY: ☒ Program Director ☒ Dept Chair ☐ Assessment Coordinator ☐ Dean

Engelstad School of Health Sciences

Assessment of Institutional Indicators

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		Instrument: Graded assignments and exams offered during the semester.	

Management Team Review & Action(s):

REVIEWED BY: ☑ Program Director ☑ Dept Chair ☐ Assessment Coordinator ☐ Dean

<div align="center">**3-YEAR ASSESSMENT PLAN**</div>

Degree Program or COA: Health Information Technology AAS Degree

Assessment Coordinator: Peggy Perkins-Arnot, RHIA CCSP

Academic Year: Multiyear Plan (2013-2014, 2014-2015, 2015-2016)

Program Mission

The mission of the Health Information Technology program of CSN is to provide the highest quality of enriched and up-to-date instruction to assure that the educational needs of HIT degree or certificate-seeking students are met at a level that enables the student to achieve their desire to obtain experience and/or national credentials which will allow them to seek a relevant and rewarding position within our health care community.

Program Concepts

I. Information Architecture: Data Content Structure and Standards;
II. Information Privacy: Access, Disclosure, Archival, Privacy, Security;
III. Informatics, Analytics and Data Use;
IV. Revenue Management;
V. Compliance;
VI. Leadership.

CSN Program Outcomes (Working Outcomes)

1. Evaluate clinical data for accuracy of diagnosis, procedure codes and PPS groupings.
2. Interpret healthcare law and appropriate HIM principles, procedures, and infrastructure to ensure adherence to proper maintenance and privacy, security, and confidentiality policies.
3. Manage data for decision support, common research methodologies (IRB), and the processes used in selection and implementation of networks, specialized EHR software, and HIM technology solutions.
4. Evaluate data and policies and procedures for revenue cycle management processes, including payment methodologies and system, utilization review, and case management.
5. Determine compliance with regards to regulatory policies and procedures, coding guidelines, abuse and fraud, and clinical documentation improvement.
6. Manage strategic and organizational processes in an HIM setting.

Direct Measures of Learning

The final assessment, the mock RHIT Exam, will be delivered to students at the end of their course studies within HIT 207 Health Information management. Effectiveness of learning will be demonstrated by student scores of at least 73% in each of the main program concept areas as outlined above in "Concept Areas."

Indirect Measures of Learning

As required by the program's accrediting body, the program will at least annually assess and document its effectiveness in the following areas:

A. Graduate placement rates (Graduate placement survey instrument)

   Within one year of achieving an HIT credential, at least 80% of all graduates respond to the survey instruction and who also desire employment will be employed in an associated field of employment.

B. Graduate satisfaction rates (Graduate satisfaction survey instrument)

   100% of HIT Program Graduates will rate the graduate's competency in the program outcomes at an average of a 3.0 or higher on a 5 point Likert scale.

C. Employer Satisfaction (Employer satisfaction survey instrument):

   100% of employees who respond to the survey instrument will rate the quality of curriculum, classroom and clinical use in attaining program outcomes an average of a 3.0 or higher on a 5 point Likert scale.

D. National certification scores

   85% of graduates from the HIT program will meet or exceed the National Pass Rate on the AHIMA RHIT National Exam within one year of graduation.

E. Program completion rates

   At least 70% of the students who enter the HIT Program will graduate within four semesters of entry in the program

3-YEAR ACTION PLAN

Year 1: 2013-2014
- Review "working" program outcomes
- Select assessment tool for first year action plan
- Analyze outcome data from direct measure assessment tool
- Review assessment tool (mock AHIMA exam) for authentic assessment elements
- Submit annual report outlining progress in above elements of plan and data from direct measurement assessment, due December 1, 2014

Year 2: 2014-2015
- Analyze course objectives for 1st year courses: HIT 106B, HIT 119B, HIT 165B, HIT 170B, HIT 180B, HIT 130B, HIT 184B, HIT 185B
- Develop appropriate assessment (direct measure of learning) for each required program competency mapped to their course using rubrics
- Submit annual report outlining progress in above elements of plan

Year 3: 2015-2016
- Analyze course objectives for 2nd year courses: HIT 187B, HIT 201B, HIT 205B, HIT 206B, HIT 207B, HIT 208B, HIT 240B, HIT 245B
- Analyze outcome data from all 3 years of assessment data
- Review and revise plan as needed and write new three year plan for 2016-2019

Information, Technology, Space and Equipment Resources

Space

The HIT Program is adequately supported by the Office and technology Services (OTS) and the Office of E-Learning. The program offers many courses online so the resources provided for the program faculty and students is important.

The HIT Program has a dedicate lab in Building K, room 405. The room is set up for lectures with a long rectangular conference table. There are also computer stations around the perimeter of the room. Students have access to this room whenever there are no scheduled classes. This includes nights and weekends.

Equipment - Software

The HIT Program subscribes to the American Health Information Management Association's (AHIMA) Virtual Lab. This allows students access to the applications listed below:

VLab Applications

AHIMA's Virtual Lab (VLab) platform includes a variety of critical HIM software applications. Each application is based on a commercially available product and has been customized or configured for optimal experiential learning.

Patient Cases

AHIMA's VLab features hundreds of redacted patient records which students can use for a variety of assignments. There are 99 patient records housed under the Patient Cases section of VLab. These records have all been coded using ICD-10-CM and ICD-10-PCS and the coding answer keys are all available to coding instructors! These patient records are also useful for assignments in abstracting, clinical documentation improvement, auditing and many other functions.

Electronic Health Record (EHR) Systems
MEDITECH

The MEDITECH electronic health record (EHR) is used in over 2,300 hospitals and healthcare facilities worldwide. In the U.S., there are many different healthcare professional roles, and in each one, there are many different functions. No matter which role is yours, the MEDITECH EHR will make it easier to perform your functions and be more productive. For HIM staff, it helps you to be more efficient, and capture more information up front. MEDITECH learning activities featured on VLab include Account Access and Login, Patient Care Services, Physician Care Manager, Release of Information, Deficiency Analysis, Delinquency Reporting and Revenue Cycle Management.

drchrono Outpatient Physician Office Practice Management System

An award-winning, cloud-based physician practice management system, giving students experience in many different HIM activities, including building clinical document templates, registering new patients, editing patient data, scheduling patient appointments, and generating bills, among others.

This EHR system includes pre-built patient cases and allows students to register and build their own cases too. This system also explores:

- Patient scheduling
- drchrono Dashboard
- Basic EHR navigation
- Clinical documentation tools and processes
o order entry
o narrative and structured documentation tools
- Clinical decision support tools (alerts and reminders)
- Billing

VistA [video tutorials only]

Fourteen interactive, guided simulations allow students to build skills and competencies using the VistA EHR, formerly used in Veteran's Administration (VA) facilities across the U.S. Traditional HIM areas covered include data retrieval, coding an office visit and health reporting. Non-traditional topics are covered as well, including scheduling an appointment, checking in a patient, creating an office note, problem list, consultation, discharge summary, alerts and triggers, ordering a medication and checking out a patient.

Encoders
***3M Coding and Reimbursement System**

3M's logic-based encoder software provides students with access to ICD-10 diagnostic and procedure codebooks, CPT and HCPCS codebooks, reimbursement groupers, and extensive coding and general references (a medical dictionary, a drug reference guide, and anatomy illustrations). Students gain familiarity with encoder software tools and the resources they provide. The 3M package includes:

- Encoder for coding practice
- DRG grouper for reimbursement concepts
- Extensive coding references

***Find-A-Code**

Find-A-Code is an online database of medical billing codes and information. Going far beyond the free trial version of Find-A-Code, AHIMA's VLab features several specially-designed learning activities in which students gain hands-on, practical experience assigning diagnosis and procedure codes. By completing the VLab learning activities, students quickly discover that rather than searching through 10 or more books, Find-A-Code has combined the information into one simple search. Find-A-Code has many tools to assist students in their efforts to accurately assign diagnosis and procedure codes. Students particularly enjoy completing the activity in which they use the Code-A-Note computer assisted coding (CAC) tool!

***Nuance Clintegrity™ Facility and Physician Coding, Compliance and Abstracting**

This knowledge-based encoder software suite includes ICD-10 diagnostic and procedure codebooks, CPT and HCPCS codebooks, and reimbursement groupers. Students can access extensive coding and general

references, such as a medical dictionary, a drug reference guide, and anatomy illustrations, and can gain familiarity with encoder software tools and the resources they provide. The package includes:

- Encoder for facility and physician coding practice
- Coding references
- Abstracting and compliance software
- Coded data set

Master Patient Index (MPI)
Argo Enterprise Master Patient Index (EMPI)

The core system supporting data integrity within any healthcare organization is their Enterprise Master Patient Index (EMPI), which is used for patient identity management and duplicate record management. The ARGO EMPI database includes thousands of patient demographic records and more than 75,000 associated tasks. By using ARGO's patient matching features, students use their critical thinking skills while also building their EMPI database management skills and competencies. VLab learning activities enable students to explore the following topics using the Demo Reg and Entity Match & Resolution modules within the ARGO EMPI software:

- Front-end patient registration
- Data analysis and data integrity
- Duplicate record management workflows
- Resolving duplicate records

Electronic Document Management System (EDMS)
EDCO Health Information Solutions - Solcom EDMS (Electronic Document Management System)

This document imaging system provides the VLab's main chart repository. The system includes over 300 scanned images of patient records and provides a flexible resource available for use in coding exercises, chart analysis, general orientation to the forms and indexing in the medical record. Chart indexing makes it easy for instructors to select charts by patient type or coding category.

Data Visioning
Tableau

Included with each VLab enrollment is a free trial of Tableau's data visioning and analysis software, along with access to several hands-on data visioning learning activities, practice data sets and on-demand Tableau training videos.

Release of Information (ROI)

CIOX Health ROI (eSmartLog and SmartLink)

The CIOX Health suite allows students to log and analyze patient release of information (ROI) requests online. Requests and corresponding charts from the VLab chart repository are reviewed, and students can submit their "assignments" (documents they determine can be released, based on the request) electronically to their instructors via SmartLink. Specially configured for academic use, the system and corresponding lessons provide students with exposure to key concepts in ROI.
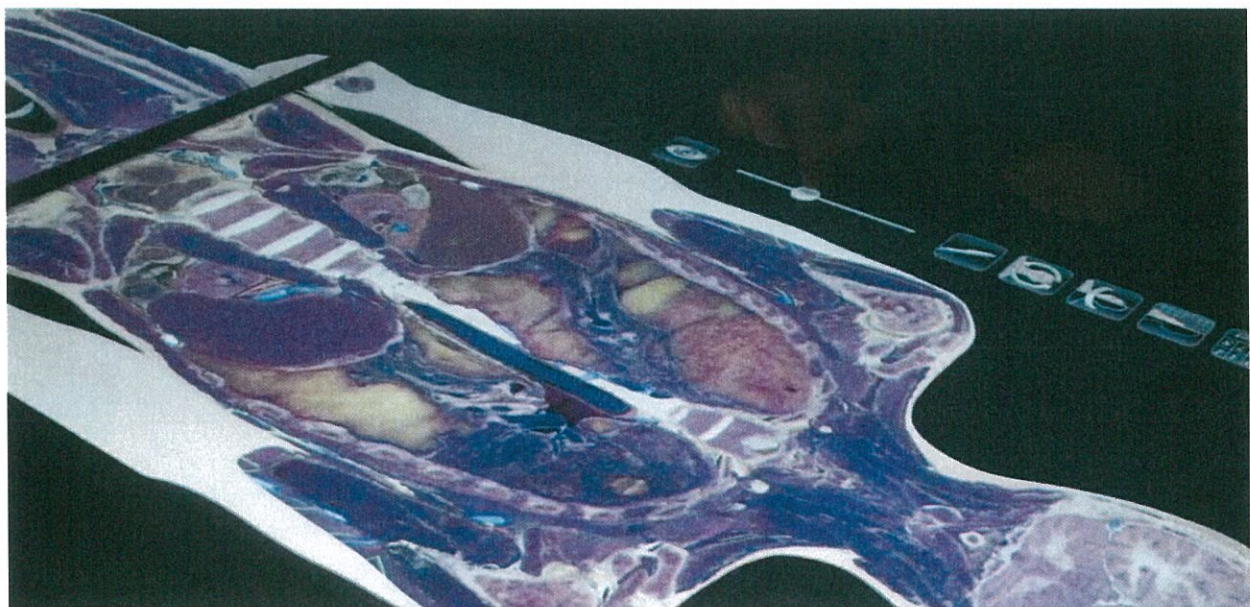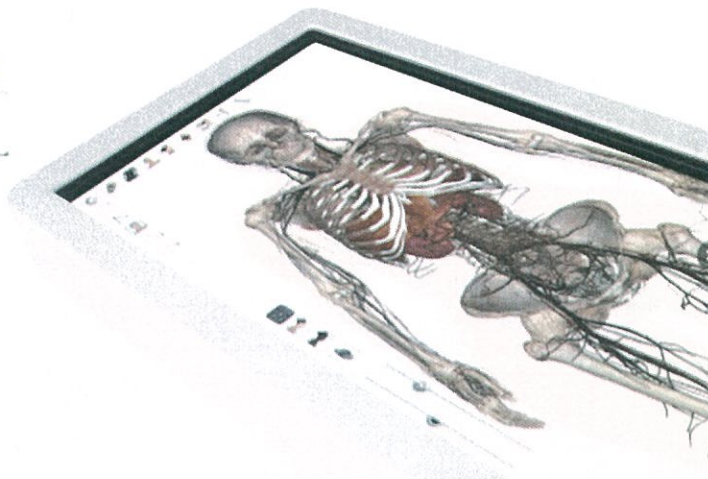
Equipment

Anatomage

NOTE: The Anatomage table was just received spring 2019. Faculty will begin working on incorporating the table into the curriculum.

The Anatomage digital tables offer fully segmented 3D human anatomy that allows users to see individual structures as if they were viewing a cadaver. The table allows students to explore and learn in a way beyond what is currently available. A large part of the HIT curriculum revolves around medical coding where the students must have an extensive, comprehensive knowledge of anatomy. This table will allow students to study and delve into the anatomy in their classes in a way that is not currently possible.

Anatomage **TABLE**

World's First Virtual
Dissection Table.

Program Accreditation

The Associate Degree Health Information Technology Program at CSN is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)
200 East Randolph Street, Suite 5100
Chicago, IL 60601
(312) 235-3255
www.cahiim.org

Program Accreditation

Email

CORE MISSION:

1 How does this program relate to the Mission and Core Themes of the College?

> The AAS degree in Health Information Technology prepares students to enter the workforce immediately upon graduation as health information technicians, supervisors, and managers; which directly aligns with the central mission and core visions of CSN to create opportunities through quality education and to provide a highly educated and skilled workforce while effectively using innovative technology and available resources.   Employment opportunities abound for HIT degree graduates due to federal initiatives promoting nationwide conversion from paper medical records to interoperative electronic health records. The HIT degree program at CSN employs the latest health information management technology applications to train and prepare HIT professionals who understand the information flow in any healthcare organization. HIT professionals are vital to the daily operations and management of health information systems and electronic health records in all types of healthcare facilities.

2 To the best of your knowledge, how and to what extent is this program essential because of state laws, regulations, outside agency regulations, Board of Regents or Legislative priorities?

> Accredited healthcare facilities are required by healthcare accreditation bodies to employ credentialed HIT managers to implement and oversee the facility's patient information system. The regulations of the federal Centers for Medicare and Medicaid (CMS) likewise require healthcare facilities that participate in the Medicare and Medicaid programs to employ credentialed HIT professionals. Upon graduation from the CSN HIT degree program, students are eligible to take the national professional credentialing examination to become a Registered Health Information Technician (RHIT).

3 How and to what extent does this program relate to programs at other NSHE institutions (for example, overlapping programs, articulation or transfer relationships, etc.)?

> CSN has the only HIT degree program in the NSHE system, thus there are no overlapping NSHE programs and no need for articulation or transfer relationships.

4 How and to what extent does this program relate to programs at non-NSHE colleges in Southern Nevada?

> CSN has the only accredited HIT associate degree program in the State of Nevada. CSN has an agreement with Western Governors University (WGU) where graduates can transfer their AAS degree to WGU, receive credit for all classes and complete their baccalaureate degree in Health Information Management (HIM).

5 How and to what extent does this program depend upon prerequisite courses from other disciplines at CSN?

28

HIT degree students must complete prerequisites in English (3 credits), Math (3 credits), Science (5 credits), Political Science (4 credits), Computer Office Technology (3 credits), Human Relations (3 credits), and Social Science/Humanities (3 credits).

6 How and to what extent does this program utilize other college resources for academic support (for example, library, technology, counseling, disability resource center, tutoring, writing or math centers, etc.)?

All HIT degree students are encouraged to utilize the student services available through CSN. Library and writing center resources are specifically utilized to help HIT students learn information literacy skills and perform quality research necessary to write collegiate research papers assigned in HIT coursework. HIT faculty members routinely refer students in need of support services to the appropriate CSN resources.

QUALITY:

7 Does this program have an advisory board, or does the department have an advisory board relevant to this program? Describe briefly.

There is a Health Information Technology (HIT) and Medical Coding Advisory Committee composed of HIM directors and supervisors from Southern Nevada area healthcare facilities. The committee meets 2-3 timer per year and reviews HIT program curriculum and provides input on current industry developments, trends, and workforce training needs.

8 If this program has a specialized accreditation, is this accreditation necessary for alumni licensure or employability?

The HIT program at CSN is accredited by the specialized Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). This program accreditation is required for program graduates' eligibility to sit for the national Registered Health Information Technician (RHIT) credentialing exam. Program graduates may be employed in lower level HIT positions without gaining the nationally recognized RHIT credential, but the credential is required to advance into technical, supervisory, and managerial HIT positions.

9. How and to what extent does this program contribute to CSN's regional or national reputation?

The HIT degree program at CSN is listed on CAHIIM's directory of accredited HIT associate degree programs and is the only accredited program in the State of Nevada. CSN is recognized locally as the premier provider of health information technology graduates.

10. How and to what extent does this discipline/program support student extracurricular activities at CSN?

The program and faculty support student extracurricular activities such as:

- Participation in Interprofessional activities and event
- Volunteering at local facilities
- Volunteering at local events

DEMAND:

11. Describe the level and nature of external demand for this program (for example, occupational data, labor statistics, employer surveys, student surveys, etc.)?

Job Outlook

- Employment of health information technicians is projected to grow 13 percent from 2016 to 2026, faster than the average for all occupations.

- An aging population will require more medical services, and health information technicians will be needed to organize and manage the older generations' health information data. This will mean more claims for reimbursement from insurance companies.

- Additional records, coupled with widespread use of electronic health records (EHRs) by all types of healthcare providers, will lead to an increased need for technicians to organize and manage the associated information in all areas of the healthcare industry.

- Cancer registrars are expected to continue to be in high demand. As the population ages, there will likely be more types of special purpose registries because many illnesses are detected and treated later in life.

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Medical Records and Health Information Technicians, on the Internet at https://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm (visited March 1, 2019).

12. Describe the level and nature of external financial or practical support for this program (for example, grants, donations, employer or clinical partnerships, etc.)?

> The HIT career field meets the high-technology, high-wage career field requirements to qualify for federal Perkins grant funding. The CSN HIT program routinely receives annual Perkins grant funding to support equipment requests for student use and continuing education for HIT faculty members.

13. What other options exist for students in the region to earn this degree?

> There are no other public colleges in Nevada that offer an accredited HIT degree.

Areas of Concern and Recommendations

Department: Health Related Professions – Health Information Technology Program

Identified Areas of Concern:

1. Due to what is happening in the field, employees working from home, it is increasingly difficult to place students at a clinical site for professional practice experience hours.

   - Proposed Solution: HIT faculty continue to work with the advisory committee members to develop creative ways to use clinical sites in an efficient manner and still have real-world experiences available for students.

2. This is not an area of concern but is an area that will require time to review and revise the program curriculum. The national standards recently changed which requires programs to adhere to those changes in a timely manner.

   - Plan: HIT faculty already began drafting changes and presented to the advisory committee in fall 2018. We will continue reviewing and revising degree and courses over summer 2019 in preparation to submit changes to the CSN Curriculum Committee in fall 2019.

Cassie Gentry   3-23-19

Cassie Gentry, HRP Department Chair   Date

Program Review

Medical Coding

Certificate of Achievement

Spring 2019

Table of Contents

Introduction

The Certificate of Achievement in Medical Coding is a limited entry program in the department of Health Related Professions. The Program consists of 3 full-time faculty, 2-3 part-time faculty, and 1 classified administrative assistant.

The program is limited entry, which means students complete program prerequisites, attend a health programs orientation, meet with a health programs advisor and complete a limited entry workshop before applying. The application deadline is June 1st each year. The Medical Coding Program accepts 10-15 students each year, depending on clinical site availability. The Limited Entry Office is responsible for managing the application process. A selection committee reviews all applications.

College, School, Department Mission Statements

CSN Mission Statement

The College of Southern Nevada creates opportunities and enriches lives with inclusive learning and working environments that support diversity and student success. The College fosters economic development, civic engagement, and cultural and scientific literacy, while helping students achieve their educational, professional, and personal goals.

(https://www.csn.edu/our-mission; Accessed February 27, 2019)

Engelstad School of Health Sciences Mission Statement

The mission of the Engelstad School of Health Sciences is to provide high quality, student-centered certificate and degree programs that meet the needs of state and local communities.

Health Information Technology Program Mission Statement

The Health Information Technology Program strives to empower competent, creative, educated students to enter the "information superhighway" as positive leaders in a changing environment. We accomplish this by providing high quality education integrated with practical, professional teaching to produce future professionals to the HIM community.

Background: CoA Medical Coding

The Certificate of Achievement in Medical Coding requires 44 credits: 14 program prerequisite credits and 30 program course credits. The Certificate of Achievement in Medical Coding Program at CSN is approved by the Professional Certificate Approval Program (PCAP).

The courses in the Medical Coding CoA will apply towards the Associate of Applied Science Degree in Health Information Technology.

The Medical Coding program is designed for the working student. The majority of students are part-time and carry 6 - 9 credit hours per semester and continue to work full-time jobs. The standard rule for study time is approximately 2 hours for every 1 credit hour. The program courses are generally offered in the late afternoon and evening with some weekends. The Medical Coding Program prepares students for the coding credentialing exams administered by the American Health Information Management Association (AHIMA). A high school diploma or equivalent educational background is required for the exam. More information can be found at www.ahima.org.

The Certified Coding Associate (CCA), Certified Coding Specialist (CCS) and Certified Coding Specialist (CCS-P) apply codes to classify medical data and ensure proper reimbursement for health care services. Some of the responsibilities of a CCA, CCS and/or CCS-P may include:

- Interpret health record documentation using knowledge of anatomy and physiology, clinical disease processes, pharmacology and medical terminology

- Assign classification codes to diagnoses and procedures

- Sequence classification codes in accordance with federal and state guidelines.

The Certified Coding Associate (CCA) certification demonstrates competency in the coding field even without much job experience. CCA holders distinguish themselves from non-credentialed coders, having the knowledge and skills to analyze and abstract information in health records and correctly assign classification codes. It is a good starting point for an individual entering a new career as a coder. The CCS and CCS-P certifications represent mastery in clinical coding. The CCS is skilled in classifying medical data from hospital inpatient and outpatient records. CCS certification indicates expertise in the ICD coding system and the surgery section of the CPT coding system. The CCS-P is skilled in physician-based settings such as offices, group practices, multi-specialty clinics, or specialty centers. CCS-P certification indicates expertise in the CPT coding system and familiarity with the ICD and HCPCS Level II coding systems.

The degree sheet follows on the next page.

Medical Coding
Certificate of Achievement (44 Credits)
For Students Seeking Admission to the Fall 2019 Program

The Limited Entry Office will be responsible for managing the application process and the selection of students will be performed by an admissions committee.
Qualified applicants must:
- Have a minimum cumulative GPA of 2.0 or better for program prerequisites
- Meet with a Health Programs Advisor
- Complete the Limited Entry Workshop

Applicants will be ranked and selected using a point system through which points will be awarded. Please see attached Selection Criteria sheet.

PROGRAM PREREQUISITE COURSES: These are courses that must be completed before a student is considered eligible for entry into the Program. FOR SELECTION PURPOSES, PREREQUISITE COURSES FOR LIMITED ENTRY PROGRAMS MAY BE ATTEMPTED *THREE TIMES.* ALL ATTEMPTS INCLUDING WITHDRAWALS, AUDITS AND GRADES WILL BE COUNTED. THE HIGHEST GRADE WILL BE USED FOR THE GPA CALCULATION.

Course	Title	Cr	Gen Ed Req.	Tech Prep	Min. Grade
COT 127B	Microsoft Office for Offices	3	Computing	No	C
ENG 101	Composition I	3	English	No	C
HHP 123B	Intro to Human Body	4	Science	No	C
HHP 124B	Intro to Human Body Computer Lab	1	Science	No	C
HIT 118B	Language of Medicine	3	Technical Emphasis	No	C
	Total	14 Cr			

*Biol 223 and Biol 224 can be used in lieu of the HHP classes

IMPORTANT POINTS TO REMEMBER:

* Selection Occurs: Once a year
* Program Begins: Fall 2019
* Application/Completion Deadline: **June 1, 2019**
Applications received after the Application Deadline will only be considered if space permits. Proof of completion of all program prerequisites must be in the Limited Entry Office by this date.
- Maximum number of students admitted: 10
- Science courses must be no more than 7 years old at the application deadline.

PROGRAM COURSES: Program courses are subject to revision and will not impact program admission.

1st Semester (Fall)	2nd Semester (Spring)	3rd Semester (Summer)	4th Semester (Fall)	5th Semester (Spring)
HIT 105B/L...3 cr Introduction to Health Information Management				
HIT 106B......2cr Healthcare Reimbursement	HIT 130B......1cr Procedural Terminology	HIT 187B/L...2 cr Intro to ICD-PCS Coding	HIT 186B/L...2 cr Advanced Outpatient Coding	HIT 210B.....3 cr Coding Practice Experience
HIT 119B......2 cr Intro to Pharmacology and Laboratory Tests	HIT 184B/L...2 cr Introduction to ICD Coding		HIT 201B/L....3 cr Advanced Coding Systems	** *Coding Exam Prep course recommended.(HIT 291B)*
HIT 165B......4 cr Pathophysiology	HIT 185B/L...3 cr Intro to CPT Coding			
HIT 170B/L...3 cr Healthcare Computer Applications				
Total....... 14 cr	Total....... 6 cr	Total....... 2cr	Total....... 5cr	Total...... 3cr
				Total In-Program Course Credits: 30

MEDICAL CODING

C A R E E R

CSN
COLLEGE OF
SOUTHERN NEVADA

G U I D E

Job Description

The Certified Coding Associate (CCA), Certified Coding Specialist (CCS) and Certified Coding Specialist (CCS-P) apply codes to classify medical data and ensure proper reimbursement for health care services. Some of the responsibilities of a CCA, CCS and/or CCS-P may include:

- Interpret health record documentation using knowledge of anatomy and physiology, clinical disease processes, pharmacology and medical terminology

- Assign classification codes to diagnoses and procedures

- Sequence classification codes in accordance with federal and state guidelines.

Credential Description

The Certified Coding Associate (CCA) certification demonstrates competency in the coding field even without much job experience. CCA holders distinguish themselves from non-credentialed coders, having the knowledge and skills to analyze and abstract information in health records and correctly assign classification codes. It is a good starting point for an individual entering a new career as a coder.

The CCS and CCS-P certifications represent mastery in clinical coding. The CCS is skilled in classifying medical data from hospital inpatient and outpatient records. CCS certification indicates expertise in the ICD coding system and the surgery section of the CPT coding system. The CCS-P is skilled in physician-based settings such as offices, group practices, multi-specialty clinics, or specialty centers. CCS-P certification indicates expertise in the CPT coding system and familiarity with the ICD and HCPCS Level II coding systems.

Approximate Salary

Hourly Wage Range..............................$12.80 - $30.94
Median Hourly Wage...$20.85
Source: "Nevada 2016 OES Wage Data"
www.nevadaworkforce.com

Program Description

The Medical Coding program is designed for the working student. The majority of students are part-time and carry 6 - 9 credit hours per semester and continue to work full-time jobs. The standard rule for study time is approximately 2 hours for every 1 credit hour. The program courses are generally offered in the late afternoon and evening with some weekends. The Medical Coding Program prepares students for the coding credentialing exams administered by the American Health Information Management Association (AHIMA). A high school diploma or equivalent educational background is required for the exam. More information can be found at www.ahima.org.

Approximate Costs

Tuition:

44 credits X $101.75 per credit hour.......$4,477.00
Books...$1,000.00
Lab Fees...$50.00/per lab
Immunizations....................................$0 - $600.00
Urine Drug Screen.......................................$30.00
Physical Exam............................. $50.00 - $75.00
Official Background Check.........................$50.00
Medical Insurance............$20.00 - $190.00/month
  Applies only if you are presently uninsured
AHIMA Student Membership.....................$35.00
Credentialing Exam:
     CCA..................(member)...........$199.00
     CCS or CCS-P..(member)...........$299.00

College Admission Fee...............................$10.00
  One time, non-refundable fee charged to new students only.
Non-Resident Fee... ....$3,456.50 per semester
  This is in addition to the tuition and technology fee and is assessed to
  nonresident students enrolling in 7 or more credit hours.

Admission Requirements

The College of Southern Nevada's Medical Coding program is a Limited Entry program. An application for admission may be obtained online at: https://www.csn.edu/Limited-Entry-Admission. . Students enrolled in the program will be required to show proof of health insurance and immunization against Hepatitis B, Measles, Mumps, Rubella, Varicella, Tetanus, and Diphtheria. Proof of a negative TB skin test and negative urine drug screen will also be required. In addition, a physical exam and an official background check must also be completed. All documentation is due prior to the first scheduled coding practice experience.

Application Deadline

Students applying for the Fall 2019 program must submit an application to the Limited Entry Office by **June 1, 2019. (Note: Transcript evaluation process takes 8-10 weeks; you must initiate this process at least 10 weeks before the completion deadline.)**

PCAP APPROVED
**Professional Certificate
Approved Program** ✓

August 2017 – August 2020 with annual interim approval during these years.

COLLEGE OF SOUTHERN NEVADA
Medical Coding
Certificate of Achievement
Fall 2019 Selection Criteria

Qualified applicants must have a minimum cumulative prerequisite GPA of 2.0 or higher. Applicants will then be selected through the following point system:

- **CUMULTIVE PREREQUISITE GPA (possible 7 points):**
  - 2.00 – 2.49 = 1 pt
  - 2.50 – 2.99 = 3 pts
  - 3.00 – 3.49 = 5 pts
  - 3.50 – 4.00 = 7 pts

- **Completion of unrestricted Health Information Technology Coursework (possible 4 points):**
  (1 point awarded for each course successfully completed with a grade "C" or better)
  - ___HIT 105B (grade ____)
  - ___HIT 106B (grade ____)
  - ___HIT 119B (grade ____)
  - ___HIT 165B (grade ____)

- **Health Care Work Experience (possible 2 points):**
  (At least 1 year within the last two years)
  - ➤ Documentation completed by employer indicating work responsibilities and length of employment must be supplied.
    - On letterhead
    - Date letter was written
    - Student's name
    - Location of work
    - Date work began and ended
    - Number of hours completed
    - Specific job duties
    - Supervisor's contact information
    - Supervisor's signature

- **Volunteer Work in the Medical Field (possible 1 point):**
  (Completed volunteer work in the medical field consisting of a minimum of 40 hours in the previous 12 months.)
  - ➤ Note: Letter from the organization(s) where volunteer work was performed must specifically include the following:
    - On letterhead
    - Date letter was written
    - Student's name
    - Location of volunteer work
    - Date volunteer work began and ended
    - Number of volunteer hours completed
    - Specific job duties
    - Supervisor's contact information
    - Supervisor's signature

- **CTE Program Completion (possible 1 point) (provide certificate)**

- **Total Possible Points (15 points):** _____

Program Evaluation: Enrollment

Since the Medical Coding Program is a limited entry program, the enrollment is controlled by the number of students selected into the program each year. Other factors to be considered are the HIT classes are also required for Health Information Technology (HIT) and Medical Transcription Certificate of Achievement students. There are some open-entry HIT classes, which affect the enrollment totals as well. The first table below is the data from the Institutional research web site. The 2nd table provides the actual number of students selected into the limited entry program.

Enrollment Totals for Medical Coding for Fall 2016 - 2018

Data from the CSN Institutional Research web site

SCHOOL NAME	DEPT NAME	PROGRAM CODE	PROGRAM NAME	Fall16	Fall17	Fall18	Grand Total
Engelstad School of Health Sciences	Health Related Professions	MEDCOD-CT	Medical Coding-CT	55	62	40	117

Actual Number of Medical Coding Students Selected into the Limited Entry Program for Fall Cohort

| SCHOOL NAME	DEPT NAME	PROGRAM CODE	PROGRAM NAME	Fall16	Fall17	Fall18	Grand Total
Engelstad School of Health Sciences	Health Related Professions	MEDCOD-CT	Medical Coding-CT	13	19	16	48

Program Evaluation: Completions

Medical Coding Program completion rates vary depending on number of students selected into the program and if any are removed from the limited entry program for unsuccessful completion of a course(-es) or professional misconduct.

SCHOOL NAME	DEPT NAME	PROGRAM CODE	PROGRAM NAME	15-16	16-17	17-18	Grand Total
Engelstad School of Health Sciences	Health Related Professions	MEDCOD-CT	Medical Coding - CT	4	6	11	21

Demand for Medical Coding Program

There is a demand for the Medical Coding Program. The table below shows the number of students that have expressed interest in the Medical Coding Program by declaring MEDCOD as their major. Since the Medical Coding Program is a limited entry program these numbers signify students interested, not the actual number admitted.
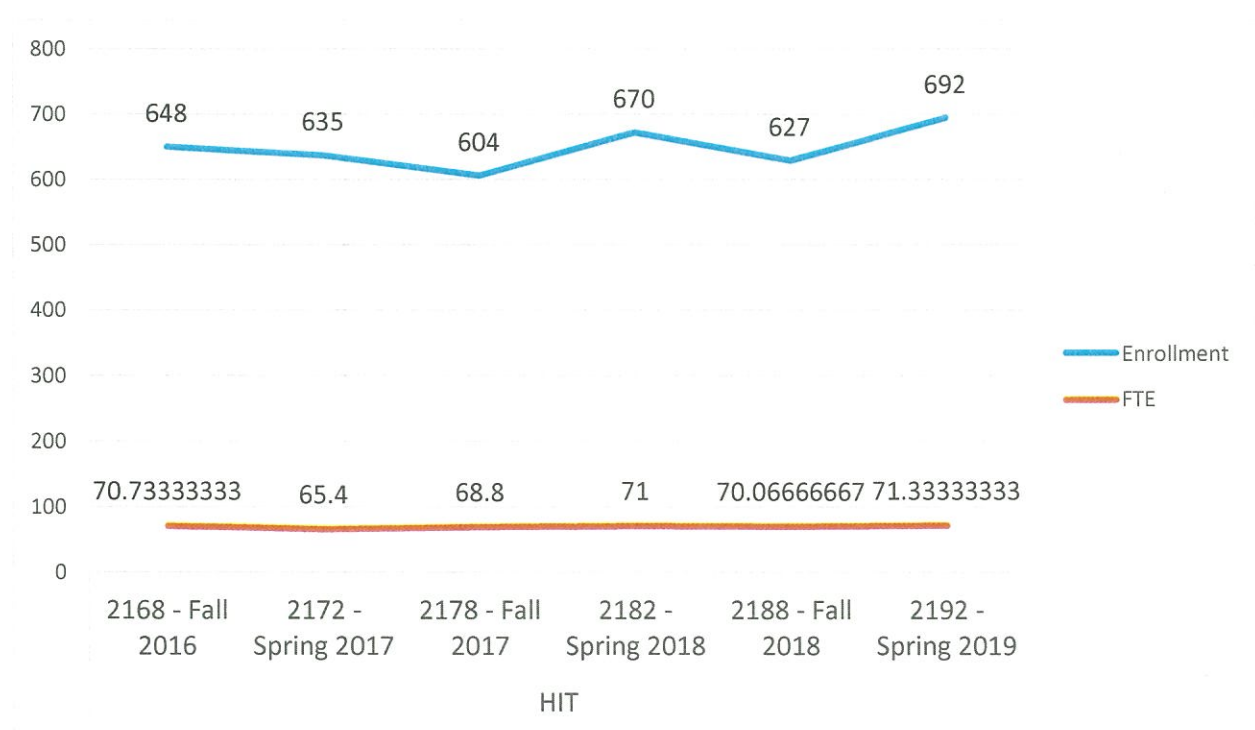
In the last couple of years, there were students not selected into the limited entry program due to clinical site availability. The program is working to find solutions to clinical site placement therefore giving the ability to accept more students.

Faculty Information

<u>Full-time employees</u>

Cassie Gentry, HIT Program Director

Master of Education – Educational Leadership

Registered Health Information Administrator (RHIA)

Certified in Healthcare Privacy (CHP)

Lorraine Brown, HIT Instructor

Master of Science Public Health

Registered Health Information Technician (RHIT)

Certified Coding Specialist (CCS)

Certified Coding Specialist – Physician Based (CCS-P)

Rhonda Faul, HIT Professor

Doctor of Education

Registered Health Information Administrator (RHIA)

<u>Part-time Employees</u>

Deanna Arroyo

Registered Health Information Technician (RHIT)

Linda Symonds

Master of Education

Registered Health Information Administrator (RHIA)

Faculty Information

NAME	STATUS	RANK	HIGHEST DEGREE	CREDENTIALS	COURSES TAUGHT
Deanna Arroyo	Part-time	Other	Associate	RHIT	HIT 118B: Language Of Medicine; HIT 184B: Introduction To ICD Coding; HIT 187B: Introduction To PCS Coding; HIT 201B: Advanced Coding Systems; HIT 210B: Coding Practice Experience
Lorraine Brown	Full-time	Instructor	Masters	MSPH, RHIT, CCS, CCS-P	HIT 130B: Procedural Terminology; HIT 170B: Healthcare Computer Applications; HIT 185B: Introduction To CPT Coding; HIT 206B: Professional Practice Experience I; HIT 208B: Professional Practice Experience I; HIT 210B: Coding Practice Experience
Stephanie Carlisto	Part-time	Other	Bachelor's	RHIT, CCS	HIT 210B Coding Practice Experience
Rhonda Faul	Full-time	Professor	Ed.D.	Ed.D., RHIA	HIT 105B: Introduction To Health Information Management; HIT 106B: Healthcare Reimbursement; HIT 118B: Language Of Medicine; HIT 119B: Introduction To Pharmacology And Laboratory Tests
Cassie Gentry	Full-time	Professor	Masters	M.Ed., RHIA, CHP	HIT 205B: Privacy, Legal And Ethical Issues In Healthcare; HIT 207B: Health Information Management; HIT 245B: Healthcare Quality Management; HIT 206B: Professional Practice Experience I
Linda Symonds	Part-time	Other	Masters	M.Ed., RHIA	HIT 118B: Language Of Medicine; HIT 165B: Pathophysiology; HIT 240B: Healthcare Statistics and Research

OTHER INFORMATION

Do any faculty members teach in other programs? Yes

How many? 1

Description of programs: 1 faculty member teaches HIT 102B Coding for Medical Offices for the Medical Assisting (MA) Program.

Program Assessment: CoA Medical Coding

Student Learning Outcomes

1. Analyze information from medical records for code assignment.
2. Conduct physician queries and evaluate diagnostic/procedural medical codes and groupings for all medical records according to current guidelines and regulations.
3. Evaluate diagnostic/procedural medical codes and groupings for inpatient, outpatient, and physician records according to current guidelines and regulations.
4. Utilize HIM (Health Information Management) systems, such as EHR, encoders, and CAC software in a secure manner to manage documentation required for coding and billing.
5. Evaluate revenue processes and edits for reconciliation and submission of insurance claims.
6. Analyze current regulations in clinical classification systems for compliance with ethical coding and privacy and security concerns.

Medical Coding Program Outcomes

ENROLLMENT DISTRIBUTION FOR 8-1-17 THROUGH 7-31-18

	FULL-TIME
STUDENTS	28
GRADUATES	9
ATTRITION	6
PROGRESSION	13

ATTRITION DISTRIBUTION FOR 8-1-17 THROUGH 7-31-18

	FULL-TIME
ACADEMIC REASONS	3
NON-ACADEMIC REASONS	2
UNKNOWN REASONS	1

Comments on Attrition:
Academic (3 total)
- 1 student failed 1 or more HIT program courses
- 2 students withdrew from the MC program to focus solely on HIT degree

Attrition - Non-Academic (2 total)

PCAP Annual Attestation

Date Annual Attestation Form Completed: 7-26-18

Organization Name: College of Southern Nevada Program Name: Medical Coding (Certificate of Achievement)	New (If new, include requested information as an attached document)	No Change (check only —no documentation required)
Program Director/Coordinator Name		✓
Program Director Credentials		✓
Program Director/Coordinator Contact Information (e-mail and phone)		✓
Organization Address		✓
Curriculum Revisions (List names/course numbers of courses added or delete from curriculum)	Per results from self-study in 2017, added VLab cases to courses HIT 187B, HIT 186B, HIT 201B & HIT 210B. The PCAP response summary page, syllabi and homework assignment pages are attached.	
Changes in faculty (new faculty names and credentials – include CV for new faculty). List names of faculty that have permanently left the organization since previous report. Please provide a document that demonstrates faculty professional development.	Lorraine Brown – received CCS-P on 7-25-2017 Faculty Professional Development summary attached (includes full and part time faculty).	
Accreditation actions (loss of accreditation, adverse action). Describe action and outcome.	**Received Approval letter for Medical Coding Program dated August 15, 2017.** No loss of college accreditation. Attached letters for: removal of warning status (Nov 2017) and substantial compliance with follow-up (Feb 2018).	
Please provide advisory board documentation of meeting minutes/actions and member profiles	Documents attached. Next meeting scheduled for 9-7-18.	
Describe how student complaints to the AHIMA regarding your program have been /will be addressed. (You will have received notification from AHIMA in the event complaints are received)		No notification received.
Number of students enrolled in the program at time of last attestation/application	12 – 1st year 6 – 2nd year	

Organization Name: College of Southern Nevada Program Name: Medical Coding (Certificate of Achievement)	New (If new, include requested information as an attached document)	No Change (check only –no documentation required)
Number of students who have completed the program since the time of the last annual attestation	5 – May 2017 9 – May 2018	
Number of students who have withdrawn/stopped attending the program since last annual attestation	2 • 1 did not complete coding practice experience class • 1 did not register for spring 2018 classes/no response to emails or phone calls	
Number of students currently enrolled in the program	16 – 1st year (accepted into Fall 2018 cohort) 18 – 2nd year (16 from Fall 2017 cohort + 2 still working on coding practice experience class)	
Students who remain for other programs/degrees	2 (AAS degree in HIT)	
Number of graduates employed within one year of program completion	Of the 5 May 2017 graduates, 3 reported employment. Plan to survey May 2018 graduates in Nov 2018.	
Actions plans that arose out of annual program evaluation	Program: 1. Integrated more VLab cases in several courses. 2. Decided to end EduCode contract. 3. Program is looking to add Neehr Perfect (contingent upon budget).	

Engelstad School of Health Sciences
Assessment of Institutional Indicators

Program Name: __Medical Coding__   Prepared By: __Lorraine Brown__

FALL 2017

LEAP DOMAIN	LEAP OUTCOME	PROGRAM OUTCOME	MEASURE/ INSTRUMENT	RESULT	ANALYSIS
Knowledge of Human Cultures & the Physical and Natural World	Study in the sciences and mathematics, social sciences, humanities, histories, languages and the arts.	Integrate strategic and organizational processes, including financial, legal ethical, quality, cultural and others in an HIM setting.	At least 95% of students achieve a score 3.0 or higher on a 4-point scale HIT 210B practicum site supervisor evaluations (Exhibit A).		
Intellectual & Practical Skills	Critical and creative thinking.	Manage data for decision support, common research methodologies (IRB), and the processes used in the selection and implementation of networks, specialized EHR software and HIM technology solutions.	At least 95% of students achieving a score of 37 of 50 points on Exam IV in HIT 170B. Unit exam on principles related to information system acquisition, implementation and maintenance.	90.5 % of students achieved a score of 37 of 50 points on Exam IV in HIT 170B.	HIT 170B had an enrollment of 21 students. 19 students achieved the measure. An adjustment to the measure may be needed to match program attrition or completion rates.
Personal & Social Responsibility	Ethical reasoning and action.	Analyze current regulations in clinical classification systems for compliance with ethical coding and privacy and security concerns by evaluating the revenue cycle management processes.	At least 95% of students achieve a score of 73% on the HIT 106B Chapter 2 quiz.	36 students: 18 (50%) students scored above 73% on the HIT 106B Chapter 2 quiz	7 students scored 70% Need to review chapter materials and resources and revisit quiz questions
Integrative & Applied Learning	Synthesis and advanced accomplishment across general and specialized studies.	Determine compliance with regards to regulatory policies and procedures, coding guidelines, abuse and fraud, and clinical documentation improvement.	At least 95% of students achieving a cumulative score of at least 73% on all graded assignments and exams by the end of the semester in HIT 201B.	16 students: 16 (100%) achieved 73% or higher in HIT 201B	Continue to monitor

REVIEWED BY: ☑ Program Director   ☑ Dept Chair   ☐ Assessment Coordinator   ☐ Dean

Engelstad School of Health Sciences

Assessment of Institutional Indicators

	Graded assignments and exams offered during the semester.		

Management Team Review & Action(s):

REVIEWED BY: ☑ Program Director ☑ Dept Chair ☐ Assessment Coordinator ☐ Dean

Degree Program or COA: Medical Coding Certificate of Achievement

Assessment Coordinator: Peggy Perkins-Arnot, RHIA CCSP

Academic Year: Multiyear Plan (2013-2014, 2014-2015, 2015-2016)

Program Mission

The mission of the Health Information Technology program of CSN is to provide the highest quality of enriched and up-to-date instruction to assure that the educational needs of HIT degree or certificate-seeking students are met at a level that enables the student to achieve their desire to obtain experience and/or national credentials which will allow them to seek a relevant and rewarding position within our health care community.

Program Concepts

I.   Coding and Grouping Systems;
II. Informatics, Analytics and Data Use;
III. Reimbursement methodologies;
IV. Legal and Compliance;
V.   Professional behavior and experience;
VI. Supporting body of knowledge.

CSN Program Outcomes (Working Outcomes)

1. Analyze information from medical records for code assignment.
2. Evaluate diagnostic/procedural medical codes and groupings for inpatient, outpatient, and physician records according to current guidelines and regulations.
3. Interpret coding and billing regulation changes.
4. Validate accuracy of computer assisted coding assignment with encoder software and other electronic software technology in coding and billing processes.
5. Evaluate revenue processes and edits for reconciliation and submission of insurance claims.
6. Analyze current regulations in clinical classification systems for compliance with ethical coding and privacy and security concerns.

Direct Measures of Learning

The final assessment will be delivered to students at the end of their course studies in HIT 210 Coding Practice Experience. Effectiveness of learning will be demonstrated by student scores on competencies of at least 73%.

Indirect Measures of Learning

As required by the program's approving bodies, the program will at least annually assess and document its effectiveness in the following areas:

A. Graduate satisfaction rates (Graduate satisfaction survey instrument)

100% of HIT Program Graduates will rate the graduate's competency in the program outcomes at an average of a 3.0 or higher on a 5 point Likert scale.

B. Program completion rates

At least 70% of the students who enter the HIT Program will graduate within four semesters of entry in the program

.

3-YEAR ACTION PLAN

Year 1: 2013-2014
- Review "working" program outcomes.
- Review assessment tool for authentic assessment elements
- Submit annual report outlining progress in above elements of plan from direct measurement assessment, due December 1, 2014

Year 2: 2014-2015
- Analyze course objectives for 1st year courses: HIT 106B, HIT 119B, HIT 165B, HIT 180B, HIT 130B, HIT 184B, HIT 185B
- Develop assessments for each competency within courses using rubrics
- Submit annual report outlining progress in above elements of plan

Year 3: 2015-2016
- Analyze course objectives for 2nd year courses: HIT 187B, HIT 186B, HIT 201B, HIT 210B
- Finalize program outcomes
- Analyze outcome data from each competency assessment
- Follow up on unacceptable outcomes from student assessment results to courses that need improvement.
- Review and revise plan as needed and write new three year plan for 2016-2019

Information, Technology, Space and Equipment Resources

Space

The Medical Coding Program is adequately supported by the Office and technology Services (OTS) and the Office of E-Learning. The program offers many courses online so the resources provided for the program faculty and students is important.

The Medical Coding Program has a dedicate lab in Building K, room 405. The room is set up for lectures with a long rectangular conference table. There are also computer stations around the perimeter of the room. Students have access to this room whenever there are no scheduled classes. This includes nights and weekends.

Equipment - Software

The Medical Coding Program subscribes to the American Health Information Management Association's (AHIMA) Virtual Lab. This allows students access to the applications listed below:

VLab Applications

AHIMA's Virtual Lab (VLab) platform includes a variety of critical HIM software applications. Each application is based on a commercially available product and has been customized or configured for optimal experiential learning.

Patient Cases

AHIMA's VLab features hundreds of redacted patient records which students can use for a variety of assignments. There are 99 patient records housed under the Patient Cases section of VLab. These records have all been coded using ICD-10-CM and ICD-10-PCS and the coding answer keys are all available to coding instructors! These patient records are also useful for assignments in abstracting, clinical documentation improvement, auditing and many other functions.

Electronic Health Record (EHR) Systems
MEDITECH

The MEDITECH electronic health record (EHR) is used in over 2,300 hospitals and healthcare facilities worldwide. In the U.S., there are many different healthcare professional roles, and in each one, there are many different functions. No matter which role is yours, the MEDITECH EHR will make it easier to perform your functions and be more productive. For HIM staff, it helps you to be more efficient, and capture more information up front. MEDITECH learning activities featured on VLab include Account Access and Login, Patient Care Services, Physician Care Manager, Release of Information, Deficiency Analysis, Delinquency Reporting and Revenue Cycle Management.

drchrono Outpatient Physician Office Practice Management System

An award-winning, cloud-based physician practice management system, giving students experience in many different HIM activities, including building clinical document templates, registering new patients, editing patient data, scheduling patient appointments, and generating bills, among others.

This EHR system includes pre-built patient cases and allows students to register and build their own cases too. This system also explores:

- Patient scheduling
- drchrono Dashboard
- Basic EHR navigation
- Clinical documentation tools and processes
o order entry
o narrative and structured documentation tools
- Clinical decision support tools (alerts and reminders)
- Billing

VistA [video tutorials only]

Fourteen interactive, guided simulations allow students to build skills and competencies using the VistA EHR, formerly used in Veteran's Administration (VA) facilities across the U.S. Traditional HIM areas covered include data retrieval, coding an office visit and health reporting. Non-traditional topics are covered as well, including scheduling an appointment, checking in a patient, creating an office note, problem list, consultation, discharge summary, alerts and triggers, ordering a medication and checking out a patient.

Encoders
*3M Coding and Reimbursement System

3M's logic-based encoder software provides students with access to ICD-10 diagnostic and procedure codebooks, CPT and HCPCS codebooks, reimbursement groupers, and extensive coding and general references (a medical dictionary, a drug reference guide, and anatomy illustrations). Students gain familiarity with encoder software tools and the resources they provide. The 3M package includes:

- Encoder for coding practice
- DRG grouper for reimbursement concepts
- Extensive coding references

*Find-A-Code

Find-A-Code is an online database of medical billing codes and information. Going far beyond the free trial version of Find-A-Code, AHIMA's VLab features several specially-designed learning activities in which students gain hands-on, practical experience assigning diagnosis and procedure codes. By completing the VLab learning activities, students quickly discover that rather than searching through 10 or more books, Find-A-Code has combined the information into one simple search. Find-A-Code has many tools to assist students in their efforts to accurately assign diagnosis and procedure codes. Students particularly enjoy completing the activity in which they use the Code-A-Note computer assisted coding (CAC) tool!

*Nuance Clintegrity™ Facility and Physician Coding, Compliance and Abstracting

This knowledge-based encoder software suite includes ICD-10 diagnostic and procedure codebooks, CPT and HCPCS codebooks, and reimbursement groupers. Students can access extensive coding and general

references, such as a medical dictionary, a drug reference guide, and anatomy illustrations, and can gain familiarity with encoder software tools and the resources they provide. The package includes:

- Encoder for facility and physician coding practice
- Coding references
- Abstracting and compliance software
- Coded data set

Master Patient Index (MPI)
Argo Enterprise Master Patient Index (EMPI)

The core system supporting data integrity within any healthcare organization is their Enterprise Master Patient Index (EMPI), which is used for patient identity management and duplicate record management. The ARGO EMPI database includes thousands of patient demographic records and more than 75,000 associated tasks. By using ARGO's patient matching features, students use their critical thinking skills while also building their EMPI database management skills and competencies. VLab learning activities enable students to explore the following topics using the Demo Reg and Entity Match & Resolution modules within the ARGO EMPI software:

- Front-end patient registration
- Data analysis and data integrity
- Duplicate record management workflows
- Resolving duplicate records

Electronic Document Management System (EDMS)
EDCO Health Information Solutions - Solcom EDMS (Electronic Document Management System)

This document imaging system provides the VLab's main chart repository. The system includes over 300 scanned images of patient records and provides a flexible resource available for use in coding exercises, chart analysis, general orientation to the forms and indexing in the medical record. Chart indexing makes it easy for instructors to select charts by patient type or coding category.

Data Visioning
Tableau

Included with each VLab enrollment is a free trial of Tableau's data visioning and analysis software, along with access to several hands-on data visioning learning activities, practice data sets and on-demand Tableau training videos.

Release of Information (ROI)

CIOX Health ROI (eSmartLog and SmartLink)

The CIOX Health suite allows students to log and analyze patient release of information (ROI) requests online. Requests and corresponding charts from the VLab chart repository are reviewed, and students can submit their "assignments" (documents they determine can be released, based on the request) electronically to their instructors via SmartLink. Specially configured for academic use, the system and corresponding lessons provide students with exposure to key concepts in ROI.
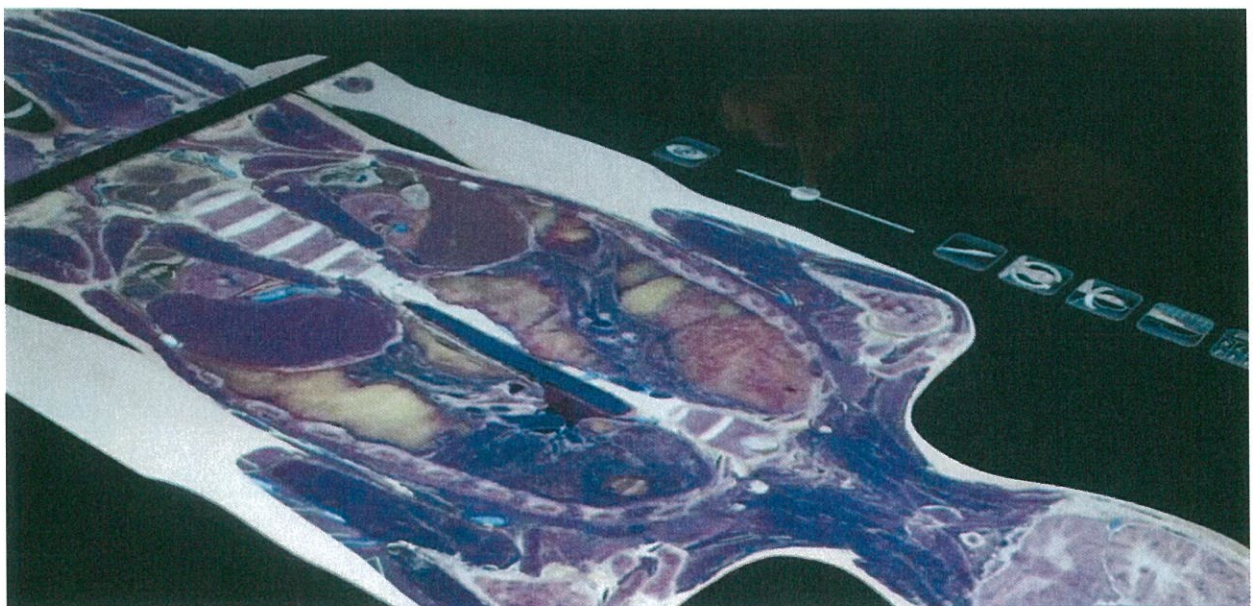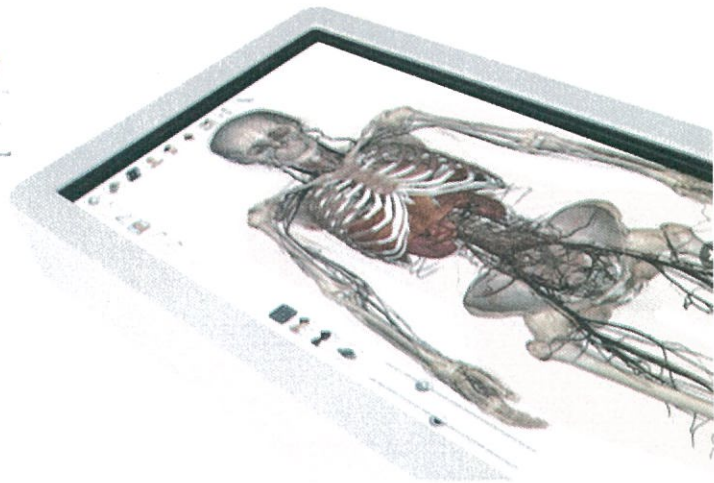
Equipment

Anatomage

NOTE: The Anatomage table was just received spring 2019. Faculty will begin working on incorporating the table into the curriculum.

The Anatomage digital tables offer fully segmented 3D human anatomy that allows users to see individual structures as if they were viewing a cadaver. The table allows students to explore and learn in a way beyond what is currently available. A large part of the HIT curriculum revolves around medical coding where the students must have an extensive, comprehensive knowledge of anatomy. This table will allow students to study and delve into the anatomy in their classes in a way that is not currently possible.

Anatomage TABLE

World's First Virtual Dissection Table.

Program Approval

The Medical Coding program is approved as a Professional Certificate Approved program (PCAP).

PCAP Approved – Professional Certificate Approved Program
August 2017 – August 2020 with annual interim approval during these years.

233 N Michigan Ave ,21st F
Chicago, IL 60601

phone ► (312) 233-1100
fax   ► (312) 233-1090
web   ► ahima org

August 6, 2018

Cassie Gentry, M.Ed., RHIA, CHP
Department Chair - Health Related Professions
Program Director/Professor - Health Information Technology & Medical Coding
Engelstad School of Health Sciences
6375 West Charleston Boulevard
Las Vegas, NV 89146-1164

Re: Professional Certificate Approval Program

Dear Cassie:

On behalf of AHIMA and the Professional Certificate Approval Program, I am pleased to
acknowledge that the recent Certificate Program annual attestation has been received and
accepted. Your program will remain in PCAP approved status until the next attestation due
date: July 30, 2019.

Please feel free to reach out with any questions that may arise in the meantime.

Regards,

Christi L. Lower, MS, RHIA
Academic Affairs Subject Matter Expert
PCAP Liaison

August 15, 2017

Cassie Gentry
College of Southern Nevada
6375 West Charleston Blvd
North Las Vegas, NV 89146

Dear Ms. Gentry:

I am pleased to inform you that the College of Southern Nevada College Coding
Certificate Program has been approved by the Professional Certificate Approval
Program (PCAP) Council.

You are awarded a status of "Approved" for three (3) years with interim annual
updates required in accordance with the PCAP manual.

Approval status is effective as of the date of this letter and expires on 8/15/2020.

If you have any questions or concerns in regard to your program status, please
contact Christi Lower, christi.lower@ahima.org

The PCAP Council commends you and your colleagues for your commitment to
the development of an outstanding coding certificate program. We wish you
much success in the coming years.

Sincerely,

Heather Merkley

Heather Merkley, M.Ed., RHIA
Chair, Professional Certificate Approval Program Council

CORE MISSION:

1 How does this program relate to the Mission and Core Themes of the College? (See appendix)

> The Certificate of Achievement in Medical Coding at CSN prepares students to enter the workforce immediately upon graduation as medical coders; which directly aligns with the central mission and core visions of CSN to create opportunities through quality education and to provide a highly educated and skilled workforce while effectively using innovative technology and available resources.   Qualified medical coders are in high demand in the healthcare workforce market due to stringent federal billing regulations and complex reimbursement system requirements. The medical coding program at CSN utilizes the latest computer-enhanced coding applications to train and prepare medical coding professionals for employment in any healthcare organization. Medical coding professionals are an essential link within the complex medical reimbursement systems in all types of healthcare facilities.

2 To the best of your knowledge, how and to what extent is this program essential because of state laws, regulations, outside agency regulations, Board of Regents or Legislative priorities?

> Because of the federal regulatory complexities associated with medical reimbursement, most healthcare facilities prefer to employ only nationally credentialed medical coders. On-the-job training programs are no longer a viable option for healthcare facilities due to the intensive and costly training required. Upon graduation from the CSN medical coding certificate program, students are eligible to sit for nationally recognized professional medical coding examinations.

3 How and to what extent does this program relate to programs at other NSHE institutions (for example, overlapping programs, articulation or transfer relationships, etc.)?

> CSN has the only medical coding training program in the NSHE system, thus there are no overlapping NSHE programs and no need for articulation or transfer relationships.

4 How and to what extent does this program relate to programs at non-NSHE colleges in Southern Nevada?

> The medical coding program at CSN is the only American Health Information Management Association (AHIMA)-approved medical coding training program in the State of Nevada. A non-approved medical coding program is available at a proprietary college in Northern Nevada. There is no formal relationship between the CSN medical coding program and the non-approved program at the proprietary college.

5 How and to what extent does this program depend upon prerequisite courses from other disciplines at CSN?

> Medical coding certificate students must complete prerequisites in English (3 credits), Science (5 credits), and Computer Office Technology (3 credits).

6 How and to what extent does this program utilize other college resources for academic support (for example, library, technology, counseling, disability resource center, tutoring, writing or math centers, etc.)?

> The medical coding program at CSN is technology dependent, utilizing specialized software programs in the dedicated HIT laboratory. All medical coding students are encouraged to utilize the student services available through CSN. Library and writing center resources are specifically utilized to help students learn information literacy skills and perform quality research necessary to write collegiate research papers assigned in coursework. HIT faculty members routinely refer students in need of support services to the appropriate CSN resources.

QUALITY:

7 Does this program have an advisory board, or does the department have an advisory board relevant to this program? Describe briefly.

> There is a Health Information Technology and Medical Coding Advisory Committee that encompasses all the CSN HIT programs, including the medical coding program. The Advisory Committee is composed of HIT directors and supervisors from Southern Nevada area healthcare facilities. The committee meets every semester and reviews medical coding program curriculum and provides input on current industry developments, trends, and workforce training needs.

8 If this program has a specialized accreditation, is this accreditation necessary for alumni licensure or employability?

> The medical coding program at CSN is approved by the American Health Information Management Association (AHIMA), the nationally recognized authority on health information management and a highly respected authority for rigorous professional education and training. This program approval is not required for program graduates' eligibility to sit for national medical coding credentialing exams, but program approval is dependent in part upon program graduates' success rate on the national credentialing exam. There is a growing trend nationwide that employment as a medical coder is dependent upon successful attainment of a professional coding credential. Graduation from an AHIMA-approved coding program is indeed in the students' best interest to assure proper preparation for success on the national coding credentialing exam. Note that many proprietary career schools nationwide offer non-approved coding programs with very low success rates on the national coding credentialing exams.

9 How and to what extent does this program contribute to CSN's regional or national reputation?

> The medical coding program at CSN is listed on AHIMA's directory as the only approved medical coding training program in the State of Nevada.

10. How and to what extent does this discipline/program support student extracurricular activities at CSN?

> The program and faculty support student extracurricular activities such as:
> - Participation in Interprofessional activities and event
> - Volunteering at local facilities

- Volunteering at local events

DEMAND:

11. Describe the level and nature of external demand for this program (for example, occupational data, labor statistics, employer surveys, student surveys, etc.)?

Job Outlook

- Employment of health information technicians is projected to grow 13 percent from 2016 to 2026, faster than the average for all occupations.

- An aging population will require more medical services, and health information technicians will be needed to organize and manage the older generations' health information data. This will mean more claims for reimbursement from insurance companies.

- Additional records, coupled with widespread use of electronic health records (EHRs) by all types of healthcare providers, will lead to an increased need for technicians to organize and manage the associated information in all areas of the healthcare industry.

- Cancer registrars are expected to continue to be in high demand. As the population ages, there will likely be more types of special purpose registries because many illnesses are detected and treated later in life.

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Medical Records and Health Information Technicians, on the Internet at https://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm (visited March 1, 2019).

12. Describe the level and nature of external financial or practical support for this program (for example, grants, donations, employer or clinical partnerships, etc.)?

> The medical coding career field meets the high-technology, high-wage career field requirements to qualify for federal Perkins grant funding. The CSN medical coding program routinely receives annual Perkins grant funding to support state-of-the-art computer laboratory software for student use and continuing education for medical coding faculty members.

13. What other options exist for students in the region to earn this degree?

> CSN offers the only AHIMA-approved medical coding program in Nevada. A proprietary career college in Northern Nevada offers a non-approved medical coding program, and non-approved online programs are rampant nationwide. The AHIMA-approved program at CSN offers the only quality option and is also the most cost-effective option for Nevada residents to acquire medical coding career training.

12. Describe the level and nature of external financial or practical support for this program (for example, grants, donations, employer or clinical partnerships, etc.)?

The HIT career field meets the high-technology, high-wage career field requirements to qualify for federal Perkins grant funding. The CSN HIT program routinely receives annual Perkins grant funding to support equipment requests for student use and continuing education for HIT faculty members.

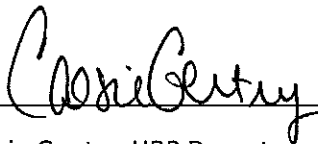**13.** What other options exist for students in the region to earn this degree?

There are no other public colleges in Nevada that offer an approved medical coding certificate or degree.

Areas of Concern and Recommendations

Department: Health Related Professions – Medical Coding Program

Identified Areas of Concern:

1. **Due to what is happening in the field, employees working from home, it is increasingly difficult to place students at a clinical site for professional practice experience hours.**

   - Proposed Solution: HIT faculty continue to work with the advisory committee members to develop creative ways to use clinical sites in an efficient manner and still have real-world experiences available for students.

2. **This is not an area of concern but is an area that will require time to review and revise the program curriculum.**

   - Plan: Faculty already began drafting changes and presented to the advisory committee in fall 2018. We will continue reviewing and revising degree and courses over summer 2019 in preparation to submit changes to the CSN Curriculum Committee in fall 2019.

(signature)   3-23-19

Cassie Gentry, HRP Department Chair   Date

Program Review

Medical Transcription

Certificate of Achievement

Spring 2019

Table of Contents

Introduction

The Certificate of Achievement in Medical Transcription is an open-entry program in the department of Health Related Professions. The Program consists of 3 full-time faculty, 2-3 part-time faculty, and 1 classified administrative assistant.

The program is open entry, which means students can start taking classes whenever they are ready. However, there is a prescribed sequence to some classes. Students do need to follow the sequence once they begin.

College, School, Department Mission Statements

CSN Mission Statement

The College of Southern Nevada creates opportunities and enriches lives with inclusive learning and working environments that support diversity and student success. The College fosters economic development, civic engagement, and cultural and scientific literacy, while helping students achieve their educational, professional, and personal goals.

(https://www.csn.edu/our-mission; Accessed February 27, 2019)

Engelstad School of Health Sciences Mission Statement

The mission of the Engelstad School of Health Sciences is to provide high quality, student-centered certificate and degree programs that meet the needs of state and local communities.

Health Information Technology Program Mission Statement

The Health Information Technology Program strives to empower competent, creative, educated students to enter the "information superhighway" as positive leaders in a changing environment. We accomplish this by providing high quality education integrated with practical, professional teaching to produce future professionals to the HIM community.

Background: CoA Medical Transcription

The Certificate of Achievement in Medical Transcription requires 31 credits. It is an open entry program so students can start taking classes when they are ready. The Medical Transcription program is designed for the working student. The majority of students are part time and carry 6-7 credit hours per semester while continuing to work full time jobs. The program courses are offered in the late afternoon and evening with some weekends.

The courses in the Medical Transcription CoA will apply towards the Associate of Applied Science Degree in Health Information Technology and/or the Certificate of Achievement in Medical Coding.

Nature of Work

Domains/Specialty Areas

Five domains were identified by AHDI's Managers/Supervisors Alliance Steering Committee based on case studies from various organizations employing healthcare documentation specialists in traditional and expanded roles. Skill set levels were created and matched with various roles within each domain.

The Medical Transcription graduate has many diverse employment opportunities from which to choose. Some examples are:

- EHR Documentation Trainer
- EHR Technician/HIM Analyst
- Healthcare Documentation Integrity Auditor
- Medical Transcriptionist
- Medical Transcription Supervisor
- MT Editor
- MT Quality Assurance Manager
- Speech Recognition Editor

The degree sheet follows on the next page.

Program Evaluation: Enrollment

The Medical Transcription Program is an open entry program, therefore students can start taking classes whenever they ae ready. This program can be taken full-time or part-time as long as students follow the sequence of courses.

Enrollment Totals for Medical Transcription for Fall 2016 - 2018

Data from the CSN Institutional Research web site

SCHOOL NAME	DEPT NAME	PROGRAM CODE	PROGRAM NAME	Fall16	Fall17	Fall18	Grand Total
Engelstad School of Health Sciences	Health Related Professions	MEDTRN-CT	Medical Transcription-CT	81	75	31	187

The table above shows numbers of students who declared medical transcription as their major. It does not reflect the actual number of students in the program.

Medical Transcription classes are kept to a maximum enrollment of 5-7 students. The nature of the work demands a lot of detailed review and grading and this is a manageable number.

Program Evaluation: Completions

SCHOOL NAME	DEPT NAME	PROGRAM CODE	PROGRAM NAME	15-16	16-17	17-18	Grand Total
Engelstad School of Health Sciences	Health Related Professions	MEDTRN-CT	Medical Transcription - CT	4	9	6	19

The table above shows the number of graduates from the Certificate of Achievement in Medical Transcription.

NOTE: As stated in the enrollment section, Medical Transcription classes are kept to a maximum enrollment of 5-7 students. The nature of the work demands a lot of detailed review and grading and this is a manageable number.

Demand for Medical Transcription Program

There is a small but consistent demand for the Medical Transcription Program. The usual enrollment for medical transcription classes ranges from 4-7 students. Due to the amount of typing and reviewing required in these courses, 7 students is the normal maximum capacity.

NOTE: The Medical Transcription Program consists of courses that are required by other degrees and certificates. Even though the enrollment/completion is not at a high capacity, it also does not require extra faculty or resources. There are two (2) specialized medical transcription courses in addition to other HIT and general education courses required for them to complete the certificate of achievement. Also, this program is available fully online so there are no physical classroom spaces or resources needed to maintain it. With the student lab fees that are collected, this program is manageable without much extra funding.

The job outlook is decreasing for this profession, however the profession is still needed. The national association has changed their name to reflect the changes in the healthcare industry and medical transcription field. The new title of Healthcare Documentation Integrity appropriately defines new tasks graduates will be performing. One of the part-time faculty members is credentialed as a CHDS and updates the transcription courses by watching the professional changes occurring in the industry. This ensures our students are receiving the most up-to-date materials that will help prepare them for the profession.
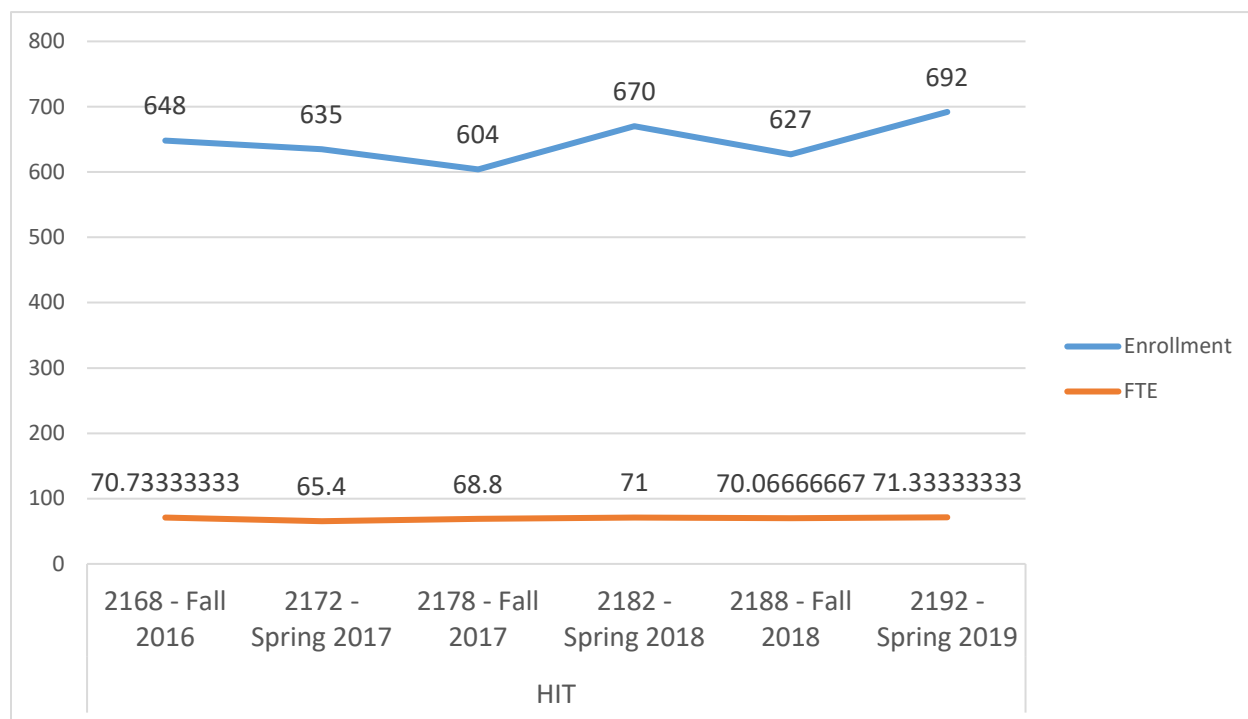
Faculty Information

<u>Full-time employees</u>

Cassie Gentry, HIT Program Director

Master of Education – Educational Leadership

Registered Health Information Administrator (RHIA)

Certified in Healthcare Privacy (CHP)

Lorraine Brown, HIT Instructor

Master of Science Public Health

Registered Health Information Technician (RHIT)

Certified Coding Specialist (CCS)

Certified Coding Specialist – Physician Based (CCS-P)

Rhonda Faul, HIT Professor

Doctor of Education

Registered Health Information Administrator (RHIA)

<u>Part-time Employees</u>

Barbara Sisko

Certified Health Documentation Specialist (CHDS)

Linda Symonds

Master of Education

Registered Health Information Administrator (RHIA)

Program Assessment: CoA Medical Transcription

Student Learning Outcomes

1. Explain the relationship between medical transcription and the purpose of the medical record
2. Describe the impact of medical transcription on the patient
3. Explain the skills a transcriptionist must possess
4. Identify career potentials/paths for a medical transcriptionist
5. Demonstrate critical reasoning when presented with ethical/legal situations
6. Distinguish between privileged and non-privileged communications and information
7. Use proper punctuation marks given unpunctuated copy
8. Demonstrate the proper application of rules of grammar
9. Transcribe introductory material and dictated office notes from actual physician dictation into accurate and acceptable format
10. Apply proofreading and editing skills to transcribed medical reports

NOTE: The program is aware these outcomes need to be reviewed and updated. This is scheduled to occur over summer 2019 when the credentialed part time instructor can work with the program director and faculty on the program student learning outcomes as well as the student learning outcomes for the medical transcription courses.

Medical Transcription LEAP

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3-YEAR ASSESSMENT PLAN

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Degree Program or COA: Transcription Certificate of Achievement

Assessment Coordinator: Cassie Gentry

Academic Year: Multiyear Plan (2015-2016, 2016-2017, 2017-2018)

Program Mission

The mission of the Health Information Technology program of CSN is to provide the highest quality of enriched and up-to-date instruction to assure that the educational needs of HIT degree or certificate-seeking students are met at a level that enables the student to achieve their desire to obtain experience and/or national credentials which will allow them to seek a relevant and rewarding position within our health care community.

Program Concepts
   I.   Medical Knowledge
   II.   Healthcare Documentation Technology and Practice
   III.   Legal Aspects of the Healthcare Record

CSN Program Outcomes (Working Outcomes)

1. Identify methods of diagnosis and treatment of common diseases and conditions.
2. Demonstrate a general knowledge of and ability to operate computers, speech recognition and related technologies.
3. Analyze the overall workflow process in healthcare documentation.
4. Interpret the content of healthcare records.

Direct Measures of Learning

The final assessment will be delivered to students at the end of their course studies in HIT 122B Medical Transcription II. Effectiveness of learning will be demonstrated by student scores on written final and transcription final of at least 73%.

Indirect Measure of Learning

The program will at least annually assess and document its effectiveness in the following areas:

A. Graduate satisfaction rates (Graduate satisfaction survey instrument)

   100% of Medical Transcription Graduates will rate the graduate's competency in the program outcomes at an average of a 3.0 or higher on a 5 point Likert scale.

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3-YEAR ACTION PLAN

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Year 1: 2015-2016
   •   Review "working" program outcomes.
   •   Analyze course objectives for 1st semester courses: HIT 118B and HIT 120B.
   •   Review assessment tools for authentic assessment elements

- Submit annual report outlining progress in above elements of plan and data from direct measurement assessment.

Year 2: 2016-2017
- Finalize program outcomes
- Analyze course objectives for 2nd semester courses: HIT 119B, HIT 165B and HIT 122B
- Develop assessments for each competency within courses using rubrics
- Submit annual report outlining progress in above elements of plan.

Year 3: 2017-2018
- Discuss possibility of applying for AHDI approval status for Medical Transcription program.
- Analyze outcome data from each competency assessment
- Follow up on unacceptable outcomes from student assessment results to courses that need improvement.
- Review and revise plan as needed and write new three year plan for 2018-2021.

Medical Transcription Assessment

Information, Technology, Space and Equipment Resources

Space

The Medical Transcription Program is adequately supported by the Office and technology Services (OTS) and the Office of E-Learning. The program offers many courses online so the resources provided for the program faculty and students is important.

The Medical Transcription Program has a dedicated lab in Building K, room 405. The room is set up for lectures with a long rectangular conference table. There are also computer stations around the perimeter of the room. Students have access to this room whenever there are no scheduled classes. This includes nights and weekends.

Equipment - Software

The Medical Transcription Program uses CDs that have a variety of physician transcriptions for students. They are checked out to the students each semester and returned.

Equipment

Anatomage

NOTE: The Anatomage table was just received spring 2019. Faculty will begin working on incorporating the table into the curriculum.

The Anatomage digital tables offer fully segmented 3D human anatomy that allows users to see individual structures as if they were viewing a cadaver. The table allows students to explore and learn in a way beyond what is currently available. A large part of the HIT curriculum revolves around medical coding where the students must have an extensive, comprehensive knowledge of anatomy. This table will allow students to study and delve into the anatomy in their classes in a way that is not currently possible.

Anatomage TABLE

World's First Virtual Dissection Table.
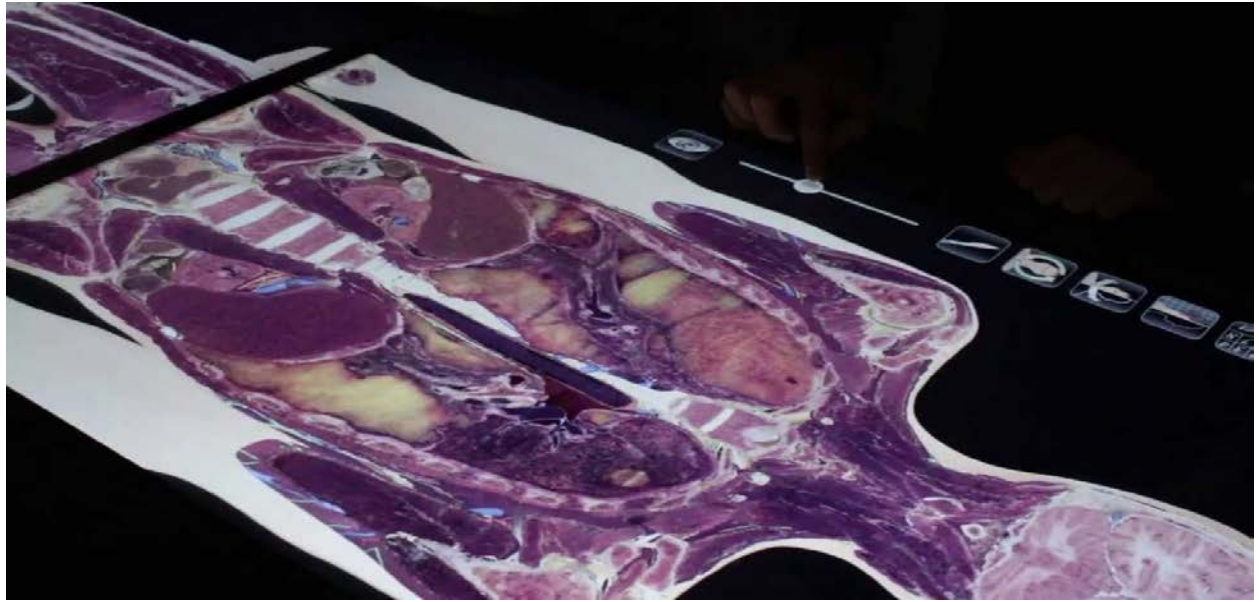
External Validation

The Medical Transcription Program is not currently approved by the Association for Healthcare Documentation Integrity or the Approval Committee for Certificate Programs. The program has looked into this approval but has not moved forward due to the following:

- Program continues to monitor changes and update course curriculum as needed to match industry changes/needs
- Graduates can still take the national credentialing exam without the program obtaining approval status

CORE MISSION:

1 How does this program relate to the Mission and Core Themes of the College? (See appendix)

> The Certificate of Achievement in Medical Transcription at CSN prepares students to enter the workforce immediately upon graduation as medical transcriptionists; which directly aligns with the central mission and core visions of CSN to create opportunities through quality education and to provide a highly educated and skilled workforce while effectively using innovative technology and available resources.   The medical transcription certificate at CSN may be completed totally online by students who are entering a career field where working remotely from home is the norm. A nationally certified transcriptionist can live in an isolated rural area and transcribe for a physician working anywhere in the country. Medical transcriptionists are integral members of the healthcare team, ensuring healthcare documentation meets the highest level of accuracy, privacy and security, and ultimately working to increase patient safety and improve patient quality of care.

2 To the best of your knowledge, how and to what extent is this program essential because of state laws, regulations, outside agency regulations, Board of Regents or Legislative priorities?

> All licensed, accredited, and Medicare-certified healthcare facilities must comply with stringent regulations assuring timely and accurate documentation of patient health information. The medical transcriptionist is an essential healthcare team member assuring the patient's healthcare information is accurately documented in the patient's health record.

3 How and to what extent does this program relate to programs at other NSHE institutions (for example, overlapping programs, articulation or transfer relationships, etc.)?

> CSN is the only NSHE institution offering the Certificate of Achievement in Medical Transcription.

4 How and to what extent does this program relate to programs at non-NSHE colleges in Southern Nevada?

> Online proprietary medical transcription training programs are numerous, but most are short in duration and are thus of questionable quality. Online proprietary programs also tend to be costly for students. CSN's medical transcription program, which is two semesters in length, is definitely of much higher quality than online programs offered by proprietary career schools and is also a cost effective option for students.

5 How and to what extent does this program depend upon prerequisite courses from other disciplines at CSN?

> Medical transcription certificate students must complete prerequisites in English (6 credits), Science (4 credits), and Computer Office Technology (3 credits).

6 How and to what extent does this program utilize other college resources for academic support (for example, library, technology, counseling, disability resource center, tutoring, writing or math centers, etc.)?

>The medical transcription program at CSN is technology dependent, utilizing specialized computer hardware and software programs. All medical transcription students are encouraged to utilize the student services available through CSN. Library and writing center resources are specifically utilized to help students learn information literacy skills and perform quality research necessary to write collegiate research papers assigned in coursework. HIT faculty members routinely refer students in need of support services to the appropriate CSN resources.

QUALITY:

7 Does this program have an advisory board, or does the department have an advisory board relevant to this program? Describe briefly.

>There is an HIT (Health Information Technology) Advisory Committee that encompasses all the CSN HIT programs, including the medical transcription program. The HIT Advisory Committee is composed of HIT directors and supervisors from Southern Nevada area healthcare facilities. The committee meets every semester and reviews medical transcription program curriculum and provides input on current industry developments, trends, and workforce training needs.

8 If this program has a specialized accreditation, is this accreditation necessary for alumni licensure or employability?

>A specialized program accreditation is not required for program graduates' eligibility to sit for the national registered healthcare documentation specialist (RHDS) exam. There is a growing trend nationwide that employment as a medical transcriptionist is dependent upon successful attainment of the RHDS credential. Graduation from a quality, cost-effective program is indeed in the students' best interest to assure proper preparation for success on the national medical transcriptionist credentialing exam. Note that many proprietary career schools nationwide offering expensive, short medical transcription programs have low success rates on the national credentialing exam.

9 How and to what extent does this program contribute to CSN's regional or national reputation?

>The medical transcription certificate program at CSN is a quality program trusted by local employers.

10. How and to what extent does this discipline/program support student extracurricular activities at CSN?

>The program is fully online so students live in various places, not necessarily local. Therefore, extracurricular activities are no easy to facilitate. However, students are invited to participate in any activities and events taking place.

DEMAND:

11. Describe the level and nature of external demand for this program (for example, occupational data, labor statistics, employer surveys, student surveys, etc.)?

Job Outlook

- Employment of medical transcriptionists is projected to decline 3 percent from 2016 to 2026. The growing volume of healthcare services is expected to continue to increase demand for transcription services. However, employment is projected to decline because of increased productivity stemming from technological advances and outsourcing.

12. Describe the level and nature of external financial or practical support for this program (for example, grants, donations, employer or clinical partnerships, etc.)?

The medical transcription field meets the high-technology, high-wage career field requirements to qualify for federal Perkins grant funding. The students are able to use the same equipment and software available to HIT and Medical Coding students.

13. What other options exist for students in the region to earn this degree?

There are proprietary schools that offer medical transcription.

12. Describe the level and nature of external financial or practical support for this program (for example, grants, donations, employer or clinical partnerships, etc.)?

The medical transcription career field meets the high-technology, high-wage career field requirements to qualify for federal Perkins grant funding.

13. What other options exist for students in the region to earn this degree?

There are no other public colleges in Nevada that offer a medical transcription certificate or degree.

Areas of Concern and Recommendations

Department: Health Related Professions – Medical Transcription Program

Identified Areas of Concern:

1. **Due to what is happening in the medical transcription field, there is a declining need.**

   - Proposed Solution: The CSN Medical Transcription Program continues to offer the high quality education. This program is fully online so does not require physical CSN resources. All but 2 of the certificate classes are required by the HIT AAS degree and Medical Coding Certificate of Achievement so course enrollment is not an issue.
     1. Work towards revising curriculum and program and course titles to match national association.
     2. Revise the student learning outcomes for program and courses.

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Cassie Gentry, HRP Department Chair   Date