

Implementation Date: _____
Campus: _____



Program Proposal

Program Description

Program Name: Health Information Management

Degree or Certificate Title: Associate in Science (AS) or Applied Associate in Science (AAS)

Program Length: 67 Credit Hours Clock Hours

State CIP Code: AS: 1317.050600 AAS: 0317.050600 SOC Code: 29-2071

State Frameworks Available? Yes X No

Limited Access Yes X No 15 per term (45 per year)

Summary

Health Information Management (HIM) is growing field with strong demand in this region. Currently, only Broward Community College and Indian River Community College offer accredited programs locally at the associate's degree level. During the 2005-2006 academic year, Broward Community College awarded 15 degrees and Indian River Community College awarded 14 degrees in HIM.

PBCC offers advanced technical diplomas in medical coder/biller and medical transcription. Required courses for these programs are part of the core requirements for HIM. PBCC can meet accreditation requirements for HIM by converting these courses from clock hours to credit hours and developing an additional six core courses. Current computer labs can be converted to HIM labs by adding the appropriate software.

Julia Steff, PSAV instructor of coder/biller and medical transcription, will have completed requirements for program manager by summer 2009. Staffing for the current diploma programs would eventually be enhanced by one additional full-time instructor and two adjuncts to round out the HIM core component. One administrative FTE is recommended and can be shared by HIM and the diploma programs.

Current students in the coder/biller and transcription programs tend to be employed females over age 30. Some students are training to return to the workforce, but most (approximately 75%) are employed in a variety of occupations, ranging from legal to accounting to housekeeping. Limited access of 15 per term is recommended: one day full-time session and two evening part-time sessions. Many courses can be offered completely online or as hybrid classes.

Occupation Description

Every time a patient receives health care, a record is maintained of the observations, medical or surgical interventions, and treatment outcomes. Medical records and health information technicians organize and evaluate these records for completeness and accuracy.

Job prospects should be very good. Employment of medical records and health information technicians is expected to **grow much faster than average** for all occupations through 2014 because of rapid growth in the number of medical tests, treatments, and procedures that will be increasingly scrutinized by health insurance companies, regulators, courts, and consumers.

Needs Assessment

	Average Annual Openings ²	Average Annual Growth Rate ²	Median Hourly Wage ¹
Palm Beach County ¹	42	4.7%	\$13.29
Regional (Palm Beach Broward, Martin, Glades, Okeechobee Counties) ¹	81	5.1%	\$13.38
Florida ¹	461	4.3%	\$12.57
United States ³	6,870	4.3%	\$12.83

Note: Category also includes medical coders/billers

¹ Source: CCBenefits Community College Strategic Planner

² New and replacement openings

³ Source: Bureau of Labor Statistics

Primary Student Market

Current students in medical coding/billing and transcription programs tend to be female, over age 30 and either returning to the workforce or changing careers. Student careers are as varied as attorney, accountant, clerical and housekeeping. Approximately 75% of the students are employed. The primary market will include:

- Current students in medical coding/billing or transcription programs
- Current employees working in medical coding/billing or other health care office occupations
- Temporary employment agencies specializing in coding/billing and transcription
- Employed persons seeking a career change

Other Similar Programs

Local:

School	Degree	Awards ¹ 7/01/05 – 6/30/06
Broward Community College (North Campus)	AS	15
Indian River Community College	AS	14
Miami Dade College	AS	25

¹Source: IPEDS

State:

School	Degree	Awards ¹ 7/01/05 – 6/30/06
Central Florida Community College	(AS)	6
Daytona Beach Community College	(AS/AAS)	9
Florida Community College at Jacksonville	(AS/AAS)	7
Lake-Sumter Community College	(AAS)	8
Pensacola Community College	(AAS)	21
Polk Community College	(AS/AAS)	3
St. Johns River Community College	(AS)	5
St. Petersburg Community College	(AS/AAS/ATC)	26
Tallahassee Community College	(AS)	0

¹Source: IPEDS

Curriculum Overview

Entrance Requirements (suggested):

- High school diploma or GED
- Completion of pre-requisite courses with a minimum 2.0 GPA

Completion Requirements:

- Completion of 67 semester hours of credit and a minimum degree grade point average of 2.0 or higher
- Completion of all courses in the degree program with a grade of "C" or higher

Instructional Delivery Methodology:

- Classroom
- Distance learning
- Computer laboratory
- Clinical experience

Articulation Opportunities:

Articulation into the program from:

- PBCC Medical Coder/Biller program
- PBCC Medical Transcription program
- Other qualified medical coder/biller or medical transcription programs

Articulation from the program to Bachelor of Science degrees in HIM offered at:

- Florida A&M University
- Florida International University
- University of Central Florida
- Online accredited programs

Accreditation Requirements

Accrediting Agency: Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)

Website: <http://www.cahiim.org>

Fees (2007)

Application fee:	\$2,000
Site visit processing fee:	\$ 500
Site visit expenses:	As incurred
Annual accreditation fee:	\$1,200 (billed in November for following calendar year)
Late fee:	\$ 500

Process:

- On-site visit as determined by CAHIIM
- Submitting CAHIIM Annual Program Assessment Report (APAR) by required date.
- Participating in a designated periodic site visit

Facilities Requirements¹

		Comments
Classroom	525sf	Standard related classroom
Computer Lab	1,320sf	Can use existing computer labs in ETA building
Storage, Material	150sf	
Storage, Project	100sf	
Program Mgr Office	135sf	Existing space – ETA 247

¹State Requirements for Educational Facilities

Student Services Impact

Additional services will not be required for 15 students per term.

Equipment Requirements

Type	Estimated Capital Outlay	Comments
Program-specific software	\$2,500	Chart management, tracking deficiency, and abstracting for 15 stations
Cancer registry software	0	Registry Plus™ is available free through the Centers for Disease Control
Scanner	\$400	

Budget & Pro Forma Projections

Students

Semester	Headcount	FTE for Fall Semester	FTE per Year
1 st Fall Semester	10	1.0	9.5
3 rd Fall Semester	52	10.6	30.6
5 th Fall Semester	58	12.1	33.0

Assumptions:

1. Based on Daytona Beach CC sample program of study
2. Assumes full-time attendance
3. Assumes 75% retention terms one to two, 75% retention terms two to three, 100% retention thereafter
4. FTE calculated for core curriculum credits only
5. Program admits up to 15 students per term

Personnel

	Annual Salary	Number Year 1	Number Year 3	Number Year 5
Program Manager ¹	\$57,600	.5	.5	.5
Full-Time Faculty ²	\$53,760	0	1	1
Adjunct Faculty ²	\$2100 per class	6	9	9
Administrative ³	\$26,880	.5	.5	.5

¹Must be certified as a Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) and must have a minimum of a baccalaureate degree.

²CAHIIM recommends the equivalent of two full-time faculty members.

³CAHIIM recommends minimum one FTE for secretarial support.

Assumptions:

1. Benefits calculated at 28% of salary.
2. Program manager will divide time between HIM and PSAV coding/billing and transcription programs.
3. Administrative assistant will divide time between HIM and coding/billing and transcription programs.

Other

	Year 1	Year 3	Year 5
Supplies – Educational	\$7,500	\$8,000	\$8,500
Marketing ¹	\$10,000	\$6,000	\$6,000
Accreditation Fees	\$4,000	\$1,250	\$1,350
Association Dues (AHIMA)	\$225	\$225	\$250
COL Salary Increases	4.0%	4.0%	4.0%
Inflation	-	3.5%	3.5%

¹Marketing expenses are rough estimates and were not provided by Dr. Truman.

Library

Impact: None

Information Technology

Impact: Requires Internet access, software installation and support, web page access

Cost: Minimal impact to support new software

Source of Funds

- Tuition
- State (FTE)
- Tuition reimbursement plans through local hospitals
- Scholarships – available through American Health Information Management Association (AHIMA) national, state, and local chapters

Health Information Management
Pro Forma
Years 1-5

	Year 1	Year 2	Year 3	Year 4	Year 5
Income					
Tuition	19,019	43,558	64,190	68,810	72,270
FTE	37,180	85,150	122,267	131,067	135,300
	<u>56,199</u>	<u>128,708</u>	<u>186,457</u>	<u>199,877</u>	<u>207,570</u>
Expenses					
Program Manager	28,800	29,952	31,150	32,396	33,692
FT Faculty	-	53,760	55,910	58,147	60,473
Adjunct	12,600	18,900	19,656	20,442	21,260
Administrative	13,440	13,978	14,537	15,118	15,723
Accreditation	4,000	1,250	1,375	1,500	1,625
Supplies	7,500	7,725	7,995	8,275	8,565
Marketing	10,000	7,500	6,000	6,000	6,000
Depreciation - Computer	-	500	500	800	600
	<u>76,340</u>	<u>133,565</u>	<u>137,124</u>	<u>142,679</u>	<u>147,937</u>
Difference	<u>(20,141)</u>	<u>(4,857)</u>	<u>49,333</u>	<u>57,198</u>	<u>59,633</u>
Core Credit Hours	286	655	917	983	990
Annual FTE	9.5	21.8	30.6	32.8	33.0

Assumptions

1. Program uses existing computer labs and equipment
2. Tuition based on 286 core credits for first year for first 45 students
3. FTE based on 9.5 FTE @\$3,900 (core courses) first year
4. Six classes taught by adjuncts in year 1, 9 classes taught by adjuncts years 2-5
5. Assumes tuition increases of approximately 5% in years 3 & 5 and corresponding increases in FTE
6. 0.5 FTE administrative assistant
7. Fifteen students are admitted each term
8. Assumes 75% retention between terms 1 and 2, 75% between terms 2 and 3, and 100% thereafter
9. Marketing expenses are rough estimates and were not provided by Dr. Truman

Each student = approximately \$3,465 in tuition/FTE per year (years 1 and 2)

BE = 39 students enrolled per year @ approximately 18 credits/yr after year 1