

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code:
CTMAS CTMOSProgram Name: **Medical Office Assistant (Clinical)**Effective Term: **Fall 2012**Division Code:
BCTDepartment: **Business Office Systems****Directions:**

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

Requested Changes:

- | | |
|---|---|
| <input type="checkbox"/> Review | <input type="checkbox"/> Program admission requirements |
| <input checked="" type="checkbox"/> Remove course(s): <u>BOS 101C, BOS 157, BOS 210</u> | <input type="checkbox"/> Continuing eligibility requirements |
| <input checked="" type="checkbox"/> Add course(s): <u>BIO 109, CMC116, CMA 121, CMA 230, CMA 290, CMA 299</u> | <input checked="" type="checkbox"/> Program outcomes |
| <input type="checkbox"/> Program title (title was _____) | <input checked="" type="checkbox"/> Accreditation information |
| <input checked="" type="checkbox"/> Description | <input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| <input type="checkbox"/> Type of award | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Advisors | |
| <input type="checkbox"/> Articulation information | |

Show all changes on the attached page from the catalog.**Rationale for proposed changes or discontinuation:**

The current Medical Office Assistant program does not include the clinical instruction students now need for certification as a Medical Office Assistant. The program is being revised to include direct patient care. Once the revision is completed, WCC will apply for accreditation to the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB) so that students may sit for the American Association of Medical Assistants (AAMA) exam. The AAMA exam is required by most employers in the area for medical assistants.

This program will be offered in a full-time format. Part-time options will be developed for future academic years.

Financial/staffing/equipment/space implications:

One full-time program director is required to comply with the MAERB accreditation requirements. One part-time practicum coordinator is recommended to develop, coordinate and oversee practicum experiences.

A location has been suggested for renovation to provide appropriate lab space for these courses. This space will be available to other areas for scheduling.

	START-UP COSTS	ONGOING COSTS
Faculty:		
• Professional Faculty(1)	\$ 87,500	\$ 90,000/yr.
• Practicum Coordinator (1-P/T)	\$ 28,000	\$ 56,000/yr.
Training/Travel	.	.
Materials/Resources	\$15,000 - \$20,000	.
Facilities (Location TBD)		
Equipment	\$60,000 to \$75,000	Normal facilities maintenance
Other		
TOTALS:	\$ 210,500.	\$ 146,000.

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

This program has been collaboratively developed by the Business and Computer Technologies Division and the Math, Science and Health Division.

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Neil Gudsen	<i>Neil Gudsen</i>	1/25/12
Department Chair	Joyce Jenkins	<i>Joyce Jenkins</i>	1/26/12
	Connie Foster	Connie Foster	
	Gloria Velarde	<i>Gloria Velarde</i>	2/2/12
Division Dean/Administrator	Marty Showalter	<i>Marty Showalter</i>	Jan 20, 2012
	Rosemary Wilson	<i>Rosemary Wilson</i>	4/23/12
Vice President for Instruction	Stuart Blacklaw	<i>Stuart Blacklaw</i>	4/5/12
President			

Do not write in shaded area. Entered in: Banner _____ C&A Database 5/2/12 Log File 5/2/12 Board Approval _____

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

Program Information Report

School of Business and Entrepreneurial Studies

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

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

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

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

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

Business Office Systems

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

Medical Office Assistant (Clinical) (CTMOS)

Certificate

Program Effective Term: Fall 2012

This program prepares the student for entry-level positions in doctors' offices, clinics, hospitals, pharmaceutical or insurance companies, or public health facilities where health information is prepared, analyzed, and retrieved. The student learns to perform receptionist duties, prepare charts and reports, schedule and bill patients, code and submit bills to insurance companies, and perform some patient-care duties such as taking vital signs and performing medical procedures. This certificate is not an AAMA certification preparation program.

Note: Students who complete this revised program prior to accreditation will be grandfathered in and allowed to sit for the certification exam.

Required Courses			Credits
BIO 109 or	Essentials of Human Anatomy and Physiology		4
BIO 111	Anatomy and Physiology - Normal Structure and Function		4
BOS 223	Medical Office Procedures		3
BOS 235	Medical Office Communication		2
HSC 101	Healthcare Terminology		1
HSC 115	Clinical and Lab Procedures for Office Assistants		3
Elective Courses			Credits
BOS 224	Medical Office Insurance and Billing		4
BOS 265	Medical Computer Skills and Electronic Health Records		3
HSC 131 or	CPR/AED for the Professional Rescuer and First Aid		1-0
	Valid Red Cross CPR card is required before clinical experience		
CMC 116	Clinical Application Skills		2
CMC 121	Human Disease and Pharmacology		2
CMC 230	Bench Test and Laboratory Procedures		2
Seminar Courses			Credits
CMC 290	Clinical Experience Seminar		1
CMC 299	Clinical Experience		3
Minimum Credits Required for the Program:			31

Medical Office Assistant (CTMAS) Certificate

Description:

This program prepares the student for entry-level positions in doctors' offices, clinics, hospitals, pharmaceutical or insurance companies, or public health facilities where health information is prepared, analyzed, and retrieved. The student learns to perform receptionist duties, prepare charts and reports, schedule and bill patients, code and submit bills to insurance companies, and perform patient-care duties such as sterilizing instruments, taking vital signs and performing medical procedures. This certificate is not an AAMA certification preparation program.

[Note: the program can not refer to AAMA certification until fully accredited. Students who complete the revised program prior to accreditation will be grandfathered in and allowed to sit for the certification exam.]

Contact Information:

Division: Business and Computer Technologies, Math, Science and Health Division

School: School of Business and Entrepreneurial Studies, School of Nursing and Health Sciences

Department: Business Office Systems Dept., Nursing and Health Science

Advisors: TBD

Fall Semester		
HSC 101	Healthcare Terminology	1
BIO 109 (or BIO 111)	Essentials of Human Anatomy and Physiology	4
BOS 223	Medical Office Procedures	3
HSC 115	Medical Office and Laboratory Procedures	3
BOS/HSC XXX*	Medical Office Communications	2
	Total	13
Winter Semester		
HSC 131	CPR/AED for the professional Rescuer and First Aid <i>or</i> <i>valid Red Cross CPR Card required before Clinical Experience</i>	0 - 1
CMC 116 [°]	Clinical Application Skills	2
CMC 121 [°]	Human Disease and Pharmacology	2
CMC 230 [°]	Bench Test and Laboratory Procedures	2
BOS 224	Medical Office Insurance and Billing	4
BOS XXX*	Electronic Medical Records/ Med Computer Skills*	3
	Total	13-14
Spring/Summer Semester		
CMC 290 [°]	Clinical Experience Seminar	1
CNC 299 [°]	Clinical Experience	3
	Total	4
	Program Total	30 - 31

*New course.

[°] Conditionally Approved Courses

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code:
CTMAS

Program Name: Medical Office Assistant

Effective Term: Fall
2006

Division Code:
BCT

Department: Business Office Systems

Directions:

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

Requested Changes:

- | | |
|---|---|
| <input type="checkbox"/> Review | <input type="checkbox"/> Program admission requirements |
| <input type="checkbox"/> Remove course(s): | <input type="checkbox"/> Continuing eligibility requirements |
| X Add course(s): BOS 101C | <input type="checkbox"/> Program outcomes |
| <input type="checkbox"/> Program title (title was) | <input type="checkbox"/> Accreditation information |
| X Description | <input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| <input type="checkbox"/> Type of award | <input checked="" type="checkbox"/> Other credits 17 to 18 |
| <input type="checkbox"/> Advisors | |
| <input type="checkbox"/> Articulation information | |

Show all changes on the attached page from the catalog.

Rationale for proposed changes or discontinuation:

To meet the demand for required skills in administrative assistant positions.

Financial/ staffing/ equipment/ space implications:

None

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

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Dosye A. Thompson	<i>Dosye A. Thompson</i>	11-22-05
Department Chair	Dosye A. Thompson	<i>Dosye A. Thompson</i>	11-22-05
Division Dean/ Administrator		<i>Freeman K. Brown</i>	1/18/06
Vice President for Instruction	<i>VB</i>	<i>Boye M. Palmer</i>	2/24/06

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Business Office Systems

Medical Office Assistant (CTMAS) Certificate

Program Effective Term: Fall 2006

This program prepares the student for entry-level positions in doctors' offices, clinics, hospitals, pharmaceutical or insurance companies, or public health facilities where health information is prepared, analyzed, and retrieved. The student learns to perform receptionist duties, prepare charts and reports, schedule and bill patients, code and submit bills to insurance companies, and perform some patient-care duties such as sterilizing instruments and taking vital signs. This certificate is not an AAMA certification preparation program.

Major/Area Requirements		(18 credits)
BOS 101C	Advanced Keyboarding	1
BOS 157	Word Processing and Document Formatting I	3
BOS 210	Medical Transcription	3
BOS 223	Medical Office Procedures	3
BOS 224	Medical Office Insurance and Billing	4
HSC 101	Healthcare Terminology	1
HSC 115	Medical Office and Laboratory Procedures	3

Minimum Credits Required for the Program	18
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Computer Software Applications (CTCSSC)

Certificate

Major/Area Requirements

(16 Credits)

IOS 157	Word Processing and Document Formatting I	3
IOS 182	Database Software Applications	3
IOS 183	Spreadsheet Software Applications	3
IOS 206	Scheduling and Internet Office Applications	2
IOS 207	Presentation Software Applications	2
IOS 208 or	Desktop Publishing for the Office	
IOS 257	Word Processing and Document Formatting II	3

Minimum Credits Required for the Program:

16 Credits

It is recommended that students completing the software applications program be able to Key at least 40 words per minute.

Computer Software Applications (CTCSSC)

This program provides computer skills training to an expert level in six typical office software applications, using the Microsoft Office Suite as well as a Web browser. These courses are primarily intended for students preparing for careers in the administrative office support area. The courses also give students skills that can be applied toward careers in computer application support and records management.

Medical Office Assistant (CTMAS)

Certificate

Major/Area Requirements

(17 Credits)

IOS 157	Word Processing and Document Formatting I	3
IOS 210	Medical Transcription	3
IOS 223	Medical Office Procedures	3
IOS 224	Medical Office Insurance and Billing	4
ISC 101	Healthcare Terminology	1
ISC 115	Medical Office and Laboratory Procedures	3
BOS 101C	Advanced Keyboarding	1

Minimum Credits Required for the Program:

17 Credits

This certificate is not an AAMA certification preparation program. American Association of Medical Assistants

Medical Assistant (CTMAS)

This program prepares the student for entry-level positions in doctors' offices, clinics, hospitals, pharmaceutical or insurance companies, or public health facilities where health information is prepared, analyzed, and retrieved. The student learns to perform receptionist duties, prepare charts and reports, schedule and bill patients, code and submit bills to insurance companies, and perform some patient-care duties such as sterilizing instruments and taking vital signs.

BUSINESS OFFICE PROGRAMS



PROGRAM CHANGE FORM

Program Code:

BOS

Program Name:

Medical Office Assistant (CTMAS)

Effective Term:

Fall 2005**Directions:**

1. Attach the current program listing from the WCC catalog and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Course Syllabus Form, but should be submitted at the same time as the program change form.

Requested Changes:☒ Remove 112 course(s)☒ Add 210 course(s)☒ Total credits: Current credits 16 After changes 17 fr☐ Title (title was _____)☐ Description☐ Advisors☐ Articulation information☐ Program admission requirements☐ Continuing eligibility requirements☐ Program outcomes

Other _____

Show all changes on the attached page from the catalog.

Rationale for proposed changes:

The Medical Transcription program is discontinued. Beginning course no longer needed.

Financial/staffing/equipment/space implications:

N/A

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

N/A

Signatures:

Reviewer	Print Name	Signature	Date
Program Change Initiator	Dosye A. Thompson	<i>Dosye A. Thompson</i>	2-10-05
Department Chair	Dosye A. Thompson	<i>Dosye A. Thompson</i>	2-10-05
Division Dean/Administrator	Rosemary Wilson	<i>Rosemary Wilson</i>	2-25-05
Vice President for Instruction	Roger Palay	<i>Roger A. Palay</i>	3/29/05

Please submit completed form to the Office of Curriculum and Articulation Services.

Program Change Form 8-2003

Office of Curriculum & Articulation Services

Access Program File 3/29Log 3/29 fr

Copied and Returned _____

Business Office Systems

Medical Office Assistant (CTMAS) Certificate

Program Effective Term: Fall 2005

This program prepares the student for entry-level positions in doctors' offices, clinics, hospitals, pharmaceutical or insurance companies, or public health facilities where health information is prepared, analyzed, and retrieved. The student also learns to perform receptionist duties, prepare charts and reports, schedule and bill patients, code and submit bills to insurance companies, and perform some patient-care duties such as sterilizing instruments and taking vital signs.

Major/Area Requirements		(17 credits)
BOS 157	Word Processing and Document Formatting I	3
BOS 210	Medical Transcription	3
BOS 223	Medical Office Procedures	3
BOS 224	Medical Office Insurance and Billing	4
HSC 101	Healthcare Terminology	1
HSC 115	Medical Office and Laboratory Procedures	3

Minimum Credits Required for the Program	17
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Computer Software Applications (CTCSSC)**Certificate**

Major/Area Requirements		(16 Credits)
BOS 157	Word Processing and Document Formatting I	3
BOS 182	Database Software Applications	3
BOS 183	Spreadsheet Software Applications	3
BOS 206	Scheduling and Internet Office Applications	2
BOS 207	Presentation Software Applications	2
BOS 208 or	Desktop Publishing for the Office	
BOS 257	Word Processing and Document Formatting II	3

Minimum Credits Required for the Program: **16 Credits**

Computer Software Applications (CTCSSC)

This program provides computer skills training to an expert level in six typical office software applications, using the Microsoft Office Suite as well as a web browser. These courses are primarily intended for students preparing for careers in the administrative office support area. The courses also give students skills that can be applied toward careers in computer application support and records management.

Medical Office Assistant (CTMAS)**Certificate**

Major/Area Requirements		¹⁷ (16 Credits)
BOS 112	Introduction to Medical Transcription	2
BOS 157	Word Processing and Document Formatting I	3
BOS 223	Medical Office Procedures	3
BOS 224	Medical Office Insurance and Billing	4
HSC 101	Healthcare Terminology	1
HSC 115	Medical Office and Laboratory Procedures	3

Minimum Credits Required for the Program: **16 Credits**

Medical Assistant (CTMAS)

This program prepares the student for entry-level positions in doctors' offices, clinics, hospitals, pharmaceutical or insurance companies, or public health facilities where health information is prepared, analyzed, and retrieved. The student also learns to perform receptionist duties, prepare charts and reports, schedule and bill patients, code and submit bills to insurance companies, and perform some patient-care duties such as sterilizing instruments and taking vital signs.

Medical Office Assistant (CTMAS)

Certificate

Program Effective Term: Fall 2004

This program prepares the student for entry-level positions in doctors' offices, clinics, hospitals, pharmaceutical or insurance companies, or public health facilities where health information is prepared, analyzed, and retrieved. The student also learns to perform receptionist duties, prepare charts and reports, schedule and bill patients, code and submit bills to insurance companies, and perform some patient-care duties such as sterilizing instruments and taking vital signs. The student needs to demonstrate keyboarding skills of 30 wpm upon completion of this certificate.

Major/Area Requirements		(16 credits)
BOS 112	Introduction to Medical Transcription	2
BOS 157	Word Processing and Document Formatting I	3
BOS 223	Medical Office Procedures	3
BOS 224	Medical Office Insurance and Billing	4
HSC 101	Healthcare Terminology	1
HSC 115	Medical Office and Laboratory Procedures	3

Minimum Credits Required for the Program: 16

**WASHTENAW COMMUNITY COLLEGE
PROGRAM CHANGE REQUEST**

(1) Program Title: Medical Secretarial Technology Program Number: MS Effective Term: Fall, 1995

(2) Change Information: (One-year certificate program)

Current Program Course Requirements:			Proposed Program Course Requirements		
Course Number	Course Title	Credit Hours	Course Number	Course Title	Credit Hours
	Name: Medical Secretarial Technology Program Description: Delete the word "secretaries" Delete: BOS 155 MSWord I Delete: BOS 255 MSWord II Code: MS			Name: Medical Administrative Assistant Technology Program Description: Insert the words "administrative assistant." Students still have a choice of BOS 156, BOS 157, and BOS 158 Students still have a choice of BOS 256, BOS 257, and BOS 258 Code: One that better describes the program <div style="text-align: right; font-style: italic;">new code: MATC</div>	
Current Total Credits:		32-33	Proposed Total Credits:		32-33
Non-Course Program Requirements:			Non-Course Program Requirements:		

(3) Rationale for Proposed Changes:

Remove stereotyping associated with the word "secretary" according to input from BOS Advisory Committee. Keep name consistent with other BOS certificate programs.

(4) Financial/Staffing/Resource Implications of Change

None

(5) Has this program change been reviewed by all affected instructional departments? yes X no _____

(6) Signatures

Comments

Signature

Date

Program Change Initiator		<i>Rosalyn Culver</i>	2/2/95
Department Chair(s) or Area Director(s)		<i>Rosalyn Culver</i>	2/2/95
Dean(s)		<i>Beth [unclear]</i>	2/3/95
VP for Instruction/Student Services		<i>[Signature]</i>	7/6/95

Medical Administrative Assistant Technology

College Certificate Program: Code MATC (first two semesters)
Associate in Applied Science Degree Program: Code MATD (all four semesters)

Advisors: Lynn Allison, Eleanor Charlton, Rosalyn Culver, Dosye Thompson

The one-year, two-semester certificate program provides students with skills for preparing, analyzing and retrieving health information. The program trains for entry-level positions in a doctor's office, a clinic, a hospital, a pharmaceutical or insurance company, or a public health facility. In addition to the duties of secretary and receptionist, medical administrative assistants prepare medical charts and reports, bill patients, work with insurance companies, and may carry out such technical duties as sterilizing instruments or taking temperatures.

Course Number	Course Title	Credit Hours
First Semester		
BOS 101	Keyboarding and Document Formatting I	3
BOS 151	Information Processing Principles and Applications	4
BIO 102	Human Biology or	
BIO 111	Anatomy and Physiology	4-5
HSC 113	Introduction to Medical Science.....	2
RDG 115	Medical Terminology.....	<u>2</u>
		15-16
Second Semester		
BOS 102	Keyboarding and Document Formatting II.....	3
BOS 156	WordPerfect I or	
BOS 157	Microsoft Word for Windows I or	
BOS 158	WordPerfect for Windows I	2
BOS 256	WordPerfect II or	
BOS 257	Microsoft Word for Windows II or	
BOS 258	WordPerfect for Windows II	2
BOS 223	Medical Office Procedures	3
ENG 100	Communication Skills.....	4
HSC 115	Medical Office and Laboratory Procedures.....	<u>3</u>
		17
Total credit hours for one-year program: 32-33		

The following additional year of study provides a broader background for students and equips them to consider options for greater job opportunities such as assistant office manager. The completion of this additional year leads to an Associate in Applied Science Degree.

Third Semester		
BOS 107	Clerical Methods and Procedures	4
BOS 130	Business Machines	3
BOS 210	Medical Transcription.....	3
BOS 225	Information Processing Systems and Procedures.....	3
MTH 163	Business Mathematics	<u>3</u>
		16

Effective Fall 1995

July 21, 1995

Fourth Semester

BOS 204	Keyboarding/Speedbuilding.....	2
BOS 250	Administrative Office Systems and Procedures	4
COM 101	Fundamentals of Speaking	3
PLS 108	Government and Society	3
Elective	Restricted Humanities Elective*.....	1-3
Elective	Restricted Program Elective**	3
		16-18

Total credit hours for two year program: 64-67

*See list of Humanities courses that meet elements 13 and 14.

****Restricted Program Electives**

BMG	Any BMG class 100 or above
BOS	Any BOS class 101 or above
CIS	Any CIS class 100 or above
PSY 100	Introductory Psychology

Effective Fall 1995

July 21, 1995