January 16, 2020

James D. Fielder, Jr., Ph.D.
Maryland Higher Education Commission
6 N. Liberty Street
Baltimore, MD 21201

Dear Dr. Fielder,

I am forwarding the following substantial change to an academic program for Commission review:

Program	HEIGIS	CIP
Health Information Management, AAS	5213.01	51.0707

The College of Southern Maryland is actively pursuing accreditation of the Health Information Management AAS degree program from the Commission on Accreditation of Health Informatics Information Management Education (CAHIIM). This accreditation will allow HIM program graduates to sit for the Registered Health Information Technologist (RHIT) credential offered through the American Health Information Management Association (AHIMA). For CSM to attain this credential the changes proposed for this program are needed based on the evolving industry needs.

This submission has been thoroughly reviewed within the college and approved by the Board of Trustees. If further information is required, please feel free to contact by email at edabel@csmd.edu or by phone at 301-934-7846.

Sincerely,

Eileen Abel, Ph.D.
Vice-President of Academic Affairs

La Plata Campus
8730 Mitchell Road, PO Box 910
La Plata, MD 20646
301-934-2251 · 301-870-3008

Leonardtown Campus
22950 Hollywood Road
Leonardtown, MD 20650
240-725-5300

Prince Frederick Campus
115 J.W. Williams Road
Prince Frederick, MD 20678
443-550-6000

Regional Hughesville Campus
6170 Hughesville Station Place
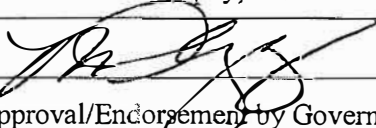Hughesville, MD 20637
301-539-4730

Cover Sheet for In-State Institutions
New Program or Substantial Modification to Existing Program

Institution Submitting Proposal	College of Southern Maryland

Each *action* below requires a separate proposal and cover sheet.

○ New Academic Program   ● Substantial Change to a Degree Program

○ New Area of Concentration   ○ Substantial Change to an Area of Concentration

○ New Degree Level Approval   ○ Substantial Change to a Certificate Program

○ New Stand-Alone Certificate   ○ Cooperative Degree Program

○ Off Campus Program   ○ Offer Program at Regional Higher Education Center

Payment Submitted: ● Yes ○ No	Payment Type: ○ R*STARS ☒ Check	Date Submitted:	$250.00 1/22/2020

Department Proposing Program	Health Sciences
Degree Level and Degree Type	Associates of Applied Science
Title of Proposed Program	Health Information Management
Total Number of Credits	63
Suggested Codes	HEGIS: 5213.01 CIP: 51.0707
Program Modality	● On-campus ○ Distance Education (*fully online*) ○ Both
Program Resources	● Using Existing Resources ○ Requiring New Resources
Projected Implementation Date	● Fall ○ Spring ○ Summer Year: 2020
Provide Link to Most Recent Academic Catalog	URL: https://catalog.csmd.edu/preview_program.php?catoid=23&poid=4092&returnto=2370
Preferred Contact for this Proposal	Name: Laura Polk, Ph.D.
	Title: Health Sciences Division Chair
	Phone: 301-934-7535
	Email: lvpolk@csmd.edu
President/Chief Executive	Type Name: Maureen Murphy, Ph.D.
	Signature: Date: 1/21/2020
	Date of Approval/Endorsement by Governing Board: 1/16/2020

MARYLAND HIGHER EDUCATION COMMISSION
6 N. Liberty Street • 10th Floor • Baltimore, MD 21201
T 410.767.3300 • 800.974.0203 • F 410.332.0270 • TTY for the Deaf 800.735.2258
www.mhec.maryland.gov

A. Centrality to Institutional Mission and Planning Priorities:

The College of Southern Maryland Health Information Management Associate of Applied Science Degree prepares students to perform as health information professionals who are responsible for the quality, integrity and protection of patients' health information. It is a career path that integrates the disciplines of medicine, financial reimbursement, management, information technology, project management and law into its curriculum. The duty of Health Information Management (HIM) professionals is to adapt to new technology advances and changes in obtaining, monitoring, protecting and managing patient records. They also follow a strict Code of Ethics as well as Federal and State regulations in the performance of their duties. Graduates are able to perform coding assignment for diseases and procedures from medical records, as well audit coded records for compliance with federal and state coding guidelines and regulations. Other skills graduates attain involve statistical evaluation of health information data, adherence and compliance to legal regulations for health information management and data analytics relating to health information. Graduates are well suited for entry into a supervisory position to oversee and manage other employees in the health information department. Graduates are able to sit for the American Health Information Management (AHIMA) Certified Coding Associate (CCA) and the Certified Coding Specialist Physician based (CCS-P) credential and the American Academy of Professional Coders (AAPC), Certified Professional Coder (CPC) credential at the completion of the program.

In adherence with the College of Southern Maryland's mission statement, the program enhances lives and strengthens the economic vitality of a diverse and changing region by providing affordable postsecondary education, workforce development and cultural and personal enrichment opportunities (CSM, 2018). The program will allow students to attain credentials which will open opportunities for greater earning potential, career growth and support the regional need for qualified professionals in the health information management field.

The HIM Program supports entry level admission and successful program completion offers them a life-long professional career path which requires continuous learning to adapt to the constant change of healthcare information demands within the local community and nationally; thereby transforming the lives of graduates. It also fulfills the Vision of CSM to transform lives through lifelong learning and service.

College of Southern Maryland (2018), *Mission, Vision, and Values Statement*, retrieved on November 25, 2019 from https://www.csmd.edu/about/mission-vision-and-values/.

B. Critical and Compelling Regional or Statewide Need as Identified in the State Plan:

Health Information Management (HIM) professionals are a vital part of the health care team in the continuum of care. Within the care team HIM professionals are a "link between clinicians, administrators, technology designers and information technology professionals" (AHIMA, 2019). Members of the HIM team are required to understand discipline specific knowledge (terminology, anatomy & physiology, pharmacology) but they must also be well versed in the clinical, legal,

ethical, management and technology areas of health care.   HIM professionals need to have current knowledge in the ever-changing healthcare environment. The need for lifelong learning is vital to the HIM professional. Coding guidelines change at least annually, regulations, laws, and technology governing compliance, reimbursement, and patient care are updated frequently, if an HIM professional is not current the healthcare provider and facility will suffer.

The College of Southern Maryland is actively pursuing accreditation of the Health Information Management AAS degree program from the Commission on Accreditation of Health Informatics Information Management Education (CAHIIM). This accreditation will allow HIM program graduates to sit for the Registered Health Information Technologist (RHIT) credential offered through the American Health Information Management Association (AHIMA). With this credential graduates are uniquely positioned in the workforce to take on more HIM responsibility and demonstrate their proficiency in the varied facets of managing an HIM department. For CSM to attain this credential the changes proposed for this program are needed based on the evolving industry needs.

In support of Maryland's State Plan for Postsecondary Education, the state has a fundamental commitment to equity, equality, and embracing diversity (MHEC, 2017). To continue Maryland's status as a leading state in providing access to higher education to our citizens through a variety of focused programs, the changes to the College of Southern Maryland's Health Information Management degree program is essential. Denial of the program changes would jeopardize the accreditation of the Health Information Management program by CAHIIM and the ability for students to attain certification in that body of knowledge. Denial of program changes would also result in limited access to higher education in the HIM program thereby impacting the state's commitment to equity, equality, and diversity of educational opportunities to all residents in the state of Maryland.

American Health Information Management Association. (2019). US Salary Survey Report: HIM Professionals in 2019. US Salary Survey Report: HIM Professionals in 2019. Retrieved from ahima.org/salarysurvey

Maryland Higher Education Commission (October 30, 2017). Higher Education Today: Partners of Maryland's Postsecondary Education and Current Initiatives. Retrieved on November 25, 2019 from https://www.umes.edu/uploadedFiles/_WEBSITES/Senate/Content/2017%20MD%20State%20Plan%20for%20Postsecondary%20Education%20Public%20Comment%20Draft%20(Oct%2030,%202017).pdf.

> **C. Quantifiable and Reliable Evidence and Documentation of Market Supply and Demand in the Region and State:**

The Bureau of Labor Statistics cites medical records and health information technicians as one of the fastest growing occupations in the US. 27,800 new jobs are anticipated nationally between 2016 and 2026, a faster than average at a 13.5% growth change.

According to the Bureau of Labor and Statistics (BLS) Occupational Outlook Handbook 2018 Edition, the median* hourly wage of HIM professionals in May 2018 was $ 19.40 per hour, and the annual median pay was $40,350. According to BLS, the lowest 10 percent earned less than

$26,550, and the highest 10 percent earned more than $ 66,260. In May 2018, the median annual wages for HIM professionals in the top industries in which they worked were as follows:

Hospitals; state, local and private	$43,470
Professional, Scientific, Technical Services	$41,890
Administrative, Support Services	$41,800
Nursing Care Facilities	$37,630
Physicians' Offices	$35,520

HIM professional wages are dependent on experience, qualifications, work environment, geographic location and employer. According to the Salary Snapshot-HIM Professionals in 2016, the average annual self-reported salary range for HIM professionals in the Mid-Atlantic Region was $68,330 with the range from no experience beginning at $41,440 to $74,000 with 20+ years of experience.

Many employers (medical providers) who hire HIM Professionals are open 24 hours/day and 7 days/week. There are needs for all shifts to be covered. There are often opportunities for full-time and part-time employees.

American Health Information Management Association. (2019). US Salary Survey Report: HIM Professionals in 2019. US Salary Survey Report: HIM Professionals in 2019. Retrieved from ahima.org/salarysurvey

Medical Records and Health Information Technicians : Occupational Outlook Handbook, Retrieved on December 1, 2019 from https://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm

D. Reasonableness of Program Duplication:

In the state of Maryland there are six community colleges that have Health Information Management (HIM) associate degree programs.

Institution Name	__2016__	__2017__	__2018__
Anne Arundel Community College *	12	13	6
Baltimore City Community College *	7	1	3
Carroll County Community College	12	5	9
Community College of Baltimore County *	22	17	19
Montgomery College *	23	31	13
Prince George's Community College *	14	6	6

* Commission on Accreditation of Health Informatics Information Management Education (CAHIIM) accredited program.

The CAHIIM accredited programs are built around the national standards and followed by all accredited programs. National Accreditation of the Health Information Management degree program at the College of Southern Maryland would guarantee equal educational access to students in the Southern Maryland Region. This accreditation will allow students to pursue higher paying jobs and attain additional certifications, and further their post graduate education to a baccalaureate level and attain additional certifications and thrive in the HIM profession.

Chart created based on data from: MHEC: Trends in Degrees and Certificates by Program, Maryland Higher Education Institutions 2005-2019. Retrieved December 2, 2019 from https://mhec.maryland.gov/publications/Documents/Research/AnnualReports/2018DegreesbyProgram.pdf

E. Relevance to High-demand Programs at Historically Black Institutions (HBIs)

There are no HBI's that offer a Health Information Management associates degree program.

F. Relevance to the identity of Historically Black Institutions (HBIs)

The College of Southern Maryland is currently pursuing an articulation agreement with Coppin State University for students who complete their HIM.AAS degree to then transfer to Coppin State to complete their Baccalaureate degree. At the time of this proposal, the articulation agreement has not been finalized.

G. Adequacy of Curriculum Design, Program Modality, and Related Learning Outcomes (as outlined in COMAR 13B.02.03.10):

A comparison of the current curriculum to the proposed curriculum can be found directly below. This is followed by a detailed description of the proposed changes to include student learning outcomes, program sequence and course descriptions.

Current Curriculum		Proposed NEW Curriculum	
Course Name	**Credit**	**Course Name**	**Credits**
HIM-1103 Introduction to Health Information Management	3	BIO 1040 Introduction to Human Anatomy and Physiology	3
HIM-1110 Coding and Classification Systems I	3	BIO 1040L Introduction to Human Anatomy and Physiology Lab	1
HTH-1105 Comprehensive Medical Terminology	3	MTH-1015 Introduction to Statistics	3

17

MTH-1015 Introduction to Statistics	3	ENG-1010 English Composition	3
BIO-2070 Integrated Human Anatomy & Physiology I	3	HTH-1105 Comprehensive Medical Terminology	3
BIO-2070L Integrated Human Anatomy & Physiology I Lab	1	HIM-1103 Introduction to Health Information Management	3
HIM-1120 Coding and Classification Systems II	3	BIO-2800 Human Pathophysiology	3
HIM-1125 Principles of Current Procedural Terminology (CPT)	3	HTH-1440 Pharmacology for Allied Health	3
HTH-1440 Pharmacology for Allied Health	3	HIM-1130 Introduction to Revenue Cycle Management	3
BIO-2080 Integrated Human Anatomy & Physiology II	3	HIM-1140 Diagnostic and Procedural Coding I	4
BIO-2080L Integrated Human Anatomy & Physiology II Lab	1	HIM-1150 Diagnostic and Procedural Coding II	4
ITS-1015 The Information Age: Emerging Technologies	3	HIM-2100 Revenue Cycle Management Application	4
BIO-2800 Human Pathophysiology	3	COM-1350 Intracultural Communication	3
ENG-1010 Composition and Rhetoric	3	SOC-2010 Technology and Society	3
HIM-1130 Medical Billing & Reimbursement	3	HIM-2200 Health Information Management Data Analytics	3
HIM-1200 Health Information Management: Professional Practice Experience I	2	HIM-2215 Legal and Ethical Aspects of Health Information Management	3
HIM-2115 Health Information Management in Health Care Delivery Systems	3	PHL-1150 Cyber Ethics	3
HIM-2215 Legal and Ethical Aspects of Health Information Management	3	HIM-2225 Health Information Management Leadership Principles	3
HIM-2225 Health Information Management Leadership Principles	3	HIM-2230 Health Information Management Statistics and Research	3
COM-1350 Intercultural Communication	3	HIM-2240 Advanced Revenue Cycle Management	3
HIM-2310 Health Information Management Statistics and Quality Improvement	3	HIM-2255 Health Information Management Professional Practice Experience	2
HIM-2250 Health Information Management Professional Practice Experience II	2		
PSY or SOC Gen Ed Elective	3		
Total	**63**	**Total**	**63**

AAS	
General Education	
3 credits English Composition	ENG-1010 English Composition* (3)
3 credits Arts/Humanities	PHL-1150 Cyber Ethics (3)
3-4 credits Biological/Physical Sciences	BIO-1040 and BIO 1040L Introduction to Human Anatomy and Physiology and Lab (4)
3 credits Social/Behavioral Sciences	SOC-2010 Technology and Society (3)
3 credits Mathematics	MTH-1015 Introduction to Statistics (3)
Other General Education (from above categories) (3 credits)	COM-1350 Intercultural Communication (3)
MHEC requires a minimum of 18 credits	**General Education= 19**
Major requirements	
	Major Requirements= 44
Electives	
	Electives=
	Credit total= 63

*courses requiring a prerequisite

Health Information Management Degree Program Outcomes

Students will:

1. Analyze policies and procedures for compliance with legal and regulatory requirements relating to healthcare information.
2. Apply knowledge of anatomy and physiology, medical terminology, pathophysiology, and pharmacology to the classification of diagnoses and procedural standards to meet research and reimbursement methodologies.
3. Manage health data to identify trends that will impact overall quality, safety, and effectiveness of the healthcare system.
4. Evaluate health documentation to validate compliance, reporting requirements, and revenue cycle processes.
5. Incorporate technology to facilitate advancement of electronic health information management through integration and display of health data.
6. Utilize leadership principles and ethical standards to manage health information decisions, policies, and strategies.

Recommended Course Sequence:

First Semester (Fall)

BIO 1040 Introduction to Human Anatomy & Physiology (3)
BIO 1040 L Introduction to Human Anatomy & Physiology Lab (1)
MTH 1015 Introduction to Statistics (3)
ENG 1010 English Composition (3)
HTH 1105 Comprehensive Medical Terminology (3)

HIM 1103 Introduction to Health Information Management (3)

Second Semester (Spring)
BIO 2800 Human Pathophysiology (3)
HTH 1440 Pharmacology for Allied Health (3)
HIM 1130 Introduction to Revenue Cycle Management (3)
HIM-1140   Diagnostic and Procedural Coding I   (4)

Summer
HIM-1150   Diagnostic and Procedural Coding II   (4)
HIM-2100   Revenue Cycle Management Application (4)

Third Semester (Fall)
SOC 2010   Tech and Society   (3)
COM 1350 Intercultural Communication (3)
HIM-2200   Health Information Management Data Analytics (3)
HIM 2215   Legal & Ethical Aspects Health Information Management (3)

Fourth Semester (Spring)
PHL 1150   Cyber Ethics (3)
HIM 2225 Health Information Management Leadership Principles (3)
HIM 2230 Health Information Management Statistics & Research (3)
HIM-2240   Advanced Revenue Cycle Management   (3)
HIM- 2255 Health Information Management Professional Practice Experience (2)

BIO-1040 Intro Human Anatomy/Physiology (3 Credits)
Students learn the structure and function of human systems. Topics include basic chemistry, cell
structure and function, tissues, and the integumentary, skeletal, muscular, nervous, cardiovascular,
respiratory, urinary digestive, endocrine, and reproductive systems.

BIO-1040L Human Anatomy/Physiology Lab (1 Credits)
 Students study the basic anatomy and functioning of human systems including musculoskeletal,
cardiovascular, respiratory, digestive, nervous, and urogenital.

MTH-1015 Intro to Statistics (M) (3 Credits)
In this introduction to descriptive and inferential statistics, students learn about presentation of data,
measures of central tendency and dispersion, the binomial and normal probability distributions,
sampling techniques, correlation and regression, and hypothesis testing (z-test, t-test, chi-squared).
Examples are selected from education, business, and the social and natural sciences.

ENG-1010 Composition and Rhetoric (3 Credits)
Students in this course complete their first semester college-level composition course. Students
focus on planning, organizing, and developing a variety of argumentative compositions. Students
practice the conventions of written Standard American English, gain information literacy skills, and
learn research and documentation techniques including conducting online and print research and
documenting sources. By the end of the semester, students demonstrate their ability to write a
unified and coherent argument-based essay of about one thousand words that incorporates research
and is nearly free of grammatical, mechanical, and structural errors.

HTH-1105 Comprehensive Medical Term. (3 Credits)
This course teaches the students to accurately spell and define common medical terms related to major disease processes, pharmacology categories, diagnostic procedures, laboratory tests, abbreviations, drugs, and treatment modalities for each body system. Case studies and medical reports are utilized to prepare students for using medical terms in context as they are encountered in medical transcription, coding, and other record processing activities.

HIM 1103 Introduction to Health Information Management (3 Credits)
This course introduces the components of the content, use, and structure of health care data and data sets in clients' records. Students learn how these components relate to primary and secondary record systems. Students explore the role of the health information professional in a variety of health care settings, including acute care, ambulatory care, long-term care, home health care, and hospice. Students learn about confidentiality, health care legislation, licensure, and how health care services are delivered in various setting. Topics such as legal and ethical issues pertaining to health information are introduced.

BIO-2800 Human Pathophysiology (3 Credits)
Students learn the physiology of various human diseases and disorders. Topics include diseases and disorders of the immune, nervous, endocrine, reproductive, hematologic, cardiovascular, lymphatic, pulmonary, urologic, digestive, musculoskeletal, and integumentary systems. Also discussed are various cancers.

HTH-1440 Pharmacology for Allied Health (3 Credits)
This course is a study of prescription drugs, PDR use, drug classifications, drug actions and interactions, safe drug storage, methods of medication administration, dosage calculations, and documentation. Pharmacy calls and patient medication instructions are included.

HIM 1130   Introduction to Revenue Cycle Management (3 Credits)
Students will learn about reimbursement and billing within the healthcare industry. Insurance processing for claims, denials and appeals of claims are addressed as well as the role of coding with respect to reimbursement. Examination of the various health plans and application of the rules and regulations that govern billing and reimbursement are addressed. Students will learn health insurance basics and the various public and private sectors of managed care and how providers and facilities receive reimbursement for services. Students will learn the foundations for the revenue life cycle.

HIM-1140   Diagnostic and Procedural Coding I   (4 Credits)
Students will learn the guidelines and rules for the ICD diagnostic coding classification system for outpatient and inpatient settings. Students will have the opportunity to apply diagnosis codes through practice with coding exercises, cases studies and online activities. Ethical coding standard for diagnosis coding will be applied in this course. Students will learn about reimbursement methodologies, and current regulations, grouping and Present on Admission indicators (POA).

HIM-1150   Diagnostic and Procedural Coding II   (4 Credits)
Students will continue to apply their knowledge of ICD diagnostic coding to outpatient coding. Students will learn the Current Procedural Terminology (CPT) coding nomenclature. These codes are used for reporting physician services and for services in outpatient settings. Students will learn to apply the CPT codes, rules and guidelines for CPT coding for ambulatory care settings and

physician offices. Ethical standards for CPT coding will be applied in this course including the National Correct Coding Initiative.

HIM-2100 Revenue Cycle Management Application (4 Credits**)**
Students will integrate coding and billing knowledge to manage the revenue cycle process. Students will apply skills for auditing records for correct coding and reporting.

SOC-2010 Tech and Society (3 Credits)
This interdisciplinary course examines how modern technology has challenged ways of thinking in modern America about health, business and industry/agriculture, travel and communications, politics, philosophy/religion, and law. Basic language skills are presumed, used and evaluated.

COM-1350 Intercultural Communications (3 Credits)
Students learn the theories of intercultural communication and the skills that allow for effective communication with diverse cultures. Units may include understanding diversity, perception, nonverbal communication, and intercultural communication in the workplace.

HIM-2200   Health Information Management Data Analytics (3 Credits)
Students focus on data integrity and health informatics as basis for developing skills in collecting and analyzing data. Topics include Clinical decision support, data reliability, validity and quality aspects of data. Students will also be introduced to database theory, analysis, and design.

HIM 2215: Legal and Ethical Aspects of Health Information Management (3 Credits)
This course focuses on the legal and ethical aspects of health information management. Students apply the health information management code of ethics and an ethical decision-making model to health information management ethical issues. The course emphasizes the legal issues encountered in health information management. There is also a focus on principles of risk management.

PHL-1150 Cyber Ethics (3 Credits)
Students consider the safe and ethical use of computer technology including the internet. They study the role of technology in today's society, cyber protection issues and the moral challenges we face in using technology including cyber space. Topics to be included are: privacy, intellectual property, cyber abuse/crime, codes of conduct, policy development as well as the digital divide. In addition, students consider how the global and anonymous nature of the internet makes it difficult to transfer standard rules of conduct to this virtual environment.

HIM 2225   Health Information Management Leadership Principles (3 Credits)
This course introduces leadership principles in the context of the health information management profession. The course focuses on team leadership, change management, and staff development in health care settings. Emphasis is placed on health information leadership roles, designing and implementing training programs, monitoring work flow and performance standards, data-driven decision making using organizational strategies and core measures to support company culture and diversity in the workplace.

HIM 2230 Health Information Management Statistics & Research (3 Credits)
Students learn to calculate, apply, and present health care statistics relevant to health information management. Students are introduced to research methodologies used in health care.

HIM-2240   Advanced Revenue Cycle Management (3 Credits)
 Students will advance their knowledge of revenue cycle management through complex case analysis and synthesis. Students will focus on principles of revenue cycle evaluation.

HIM 2255 Health Information Management Professional Practice Experience (2 Credits)
Students have the opportunity to explore the health information manager role through supervised professional practice experience. Students focus on preparation for the Registered Health Information Technician (RHIT) exam.

Program Description for the Catalog:

The Health Information Management AAS degree prepares students for a challenging career path that integrates the disciplines of health, computer technology and business management. The graduate is prepared to perform a variety of technical health information management functions including organizing, analyzing and evaluating health information; generating health data for reimbursement, planning, quality assessment, and research; and coding diseases, surgeries, and other procedures as well as the revenue cycle (e.g. billing & reimbursement). Responsibilities also include maintaining and using a variety of health information indices, special registries, and storage and retrieval systems; as well as controlling the release of health information in accordance with legal requirements.

This may be a competitive admissions program determined by student/instructor ratios. A grade of "C" or better is required in all program courses.

The maximum number of credits accepted in transfer from other institutions to this program is 47.

NOTE: The practicum courses in the program provide students a learning experience while being mentored at one or more healthcare-related facilities. In these courses' students have the opportunity to apply their classroom knowledge in a workplace environment. In order to be placed at a facility students are required to provide proof of immunization status, a completed health form, a criminal background check and drug screen at the students' expense. Students are also required to provide proof of health insurance and CPR certification. The American Heart Association Basic Life Support for Healthcare providers OR the American Red Cross CPR for Professional Rescuers are the only accepted CPR courses.

The college will not be responsible for any tuition, fees or other costs that may be charged or paid or lost due to incomplete, untimely or unsatisfactory health records, CPR certification, background check or drug screen. The college is not responsible for the conduct of background checks and drug screenings, or decisions made by other entities as a result of the background check and drug screening requirements.

H. Adequacy of Articulation

Currently the Health Information Management degree program does not have an articulation with any other Health Information Management programs. There is an agreement with Goucher College for students to apply credits from an HIM.AAS to a Bachelor of Professional Studies degree.   A

copy of the articulation is provided with this proposal.

I. Adequacy of Faculty Resources (as outlined in COMAR 13B.02.03.11).

All faculty in the Health Information Management program are highly educated and hold multiple certifications in Health Information. These certifications include: Registered Health Information Administrator (RHIA), Certified Coding Specialist (CCS), Certified Professional Coder (CPC), Certified Professional Medical Auditor (CPMA), Certified in Healthcare Privacy and Security (CHPS®), and several more.

Faculty member name	Terminal degree	Full-time or part-time	Courses taught
Candi Hume	Masters of Health Administration	Full-Time	• Introduction to Health Information Management • Diagnostic and Procedural Coding I & II • Revenue Cycle Management Application • Health Information Management Data Analytics • Health Information Management Leadership Principles • Health Information Management Statistics & Research • Advanced Revenue Cycle Management • Health Information Management Professional Practice Experience
Jackie Stanfield	Masters of Health Administration	Full-Time	• Legal & Ethical Aspects in Health Information Management
Jennifer Sanders	Bachelors of Philosophy	Part-Time	• Comprehensive Medical Terminology • Revenue Cycle Management Application

			• Introduction to Revenue Cycle Management
Sharon Baker	BS Pharmacology Masters in Higher Education	Full-Time	• Pharmacology for Allied Health

J. Adequacy of Library Resources (as outlined in COMAR 13B.02.03.12).

Students may borrow circulating materials from any of the three CSM library branches. Through the interlibrary loan program (ILL), students can order almost any book, periodical article, or ERIC document needed, generally available within one week of the request. Library resources also include audiovisual collections use in the library and classrooms only. Additionally, substantial material is available through online databases, including ProQuest and EBSCO.

The President assures that appropriate library resources are available to support the needs of this program.

K. Adequacy of Physical Facilities, Infrastructure and Instructional Equipment (as outlined in COMAR 13B.02.03.13)

CSM is a leader among Maryland community colleges in offering courses which meet the busy schedules of our students, traditional weekday face to face courses, weekend and evening classes, Web-hybrid courses which offer a mix of online and traditional classroom face-to-face instruction and a popular online learning community. The college makes available state of the art facilities on three campuses to accomplish its mission in support of our community's academic, professional, and self-enrichment pursuits.

The President assures that appropriate physical facilities, infrastructure, and instructional equipment are available to support the needs of this program.

Please do not leave any cells blank. Place a "0" in the cell if no data is applicable for the specific resource category

TABLE 1: RESOURCES:					
Resource Categories	**Year 1**	**Year 2**	**Year 3**	**Year 4**	**Year 5**
1. Reallocated Funds	0	0	0	0	0
2. Tuition/Fee Revenue (c + g below)	66,092	76,260	86,428	96,596	106,764
a. Number of F/T Students	5	6	7	8	9
b. Annual Tuition/Fee Rate (164/credit)	5,084	5,084	5,084	5,084	5,084
c. Total F/T Revenue (a x b)	25,420	30,504	35,588	40,672	45,756
d. Number of P/T Students	8	9	10	11	12
e. Credit Hour Rate	164 per credit	164 per credit	164 per credit	164 per credit	164 per credit
f. Annual Credit Hour Rate	31	31	31	31	31
g. Total P/T Revenue (d x e x f)	40,672	45,756	50,840	55,924	61,008
3. Grants, Contracts & Other External Sources	0	0	0	0	0
4. Other Sources	0	0	0	0	0
TOTAL (Add 1 – 4)	66,092	76,260	86,428	96,596	106,764

Please do not leave any cells blank. Place a "0" in the cell if no data is applicable for the specific expenditure category.

TABLE 2: PROGRAM EXPENDITURES:					
Expenditure Categories	**Year 1**	**Year 2**	**Year 3**	**Year 4**	**Year 5**

1. Faculty (b + c below)	60,000	60,000	60,000	60,000	60,000
a. Number of FTE	1 FTE x 5 courses	1 FTE x 5 courses	1 FTE x 5 courses	1 FTE x 5 courses	1 FTE x 5 courses
b. Total Salary	0	0	0	0	0
c. Total Benefits	0	0	0	0	0
2. Admin. Staff (b + c below)	0	0	0	0	0
a. Number of FTE	0	0	0	0	0
b. Total Salary	0	0	0	0	0
c. Total Benefits	0	0	0	0	0
3. Support Staff (b + c below)	0	0	0	0	0
a. Number of FTE	0	0	0	0	0
b. Total Salary	0	0	0	0	0
c. Total Benefits	0	0	0	0	0
4. Technical Support and Equipment	0	0	0	0	0
5. Library	0	0	0	0	0
6. New or Renovated Space	0	0	0	0	0
7. Other Expenses	1,500	2,000	2,500	3,000	3,500
TOTAL (Add 1 – 7)	61,500	62,000	62,500	63,000	63,500

M. Adequacy of Provisions for Evaluation of Program (as outlined in COMAR 13B.02.03.15).

OAP's focus is the primary mission of the college: to provide quality opportunities for intellectual development that result in student learning. The SLOAP outlines the process of collecting information to determine whether CSM's academic offerings are having the appropriate educational impact on students. Student Learning Outcomes Assessment (SLOA) is defined as the systematic collection of information about academic offerings and analysis thereof, for the purpose of improving student learning.

Program Assessment at CSM is a cyclical process that includes:

1. Program Reviews conducted every five-six years, or more often as needed.
2. Academic certificate programs are included within the review of degree programs.
3. Program Monitoring conducted every other year (except in the year of a Program Review).
4. Program Assessments of Student Learning conducted on a cycle established by faculty.
In addition, CSM conducts course evaluations every semester or, more often when deemed necessary.

N. Consistency with the State's Minority Student Achievement Goals (as outlined in COMAR 13B.02.03.05).

The College of Southern Maryland defines civility as the demonstration of respect for others through basic courtesy and the practice of behaviors that contribute toward a positive environment for learning and working. While on any college campus or facility, attending any college event, or on any college electronic/cyber space (online course, email, telephone, etc.), faculty, staff, students, and visitors can all have the expectation of civility from one another.
The college views the following ideals as fundamental to civil behavior:
• Courteous and honest communication in both face-to-face and electronic environments
• Fair and just treatment of individuals
• Freedom from harassment
• Collegiality
• Fostering a diverse campus community
• Adherence to the values of the professions in dealings with students, colleagues, and associates
• Respectful of diverse cultures and points of view
• Refraining from vulgar and offensive language

Members of the college community can expect these ideals are modeled consistently by trustees, administrators, faculty, and staff.
In support of this statement, the pharmacy technician program is currently an open access program with support provided by faculty for tutoring and educational support. Peer work groups and support networks are encouraged during the program to develop a network social and educational inclusion.

College of Southern Maryland. (2018). Civility Statement. Retrieved November 25, 2019 from https://www.csmd.edu/about/diversity/civility/.

O. Relationship to Low Productivity Programs Identified by the Commission:

The Health Information Management degree program is not identified as a low productivity program.

P. Adequacy of Distance Education Programs (as outlined in COMAR 13B.02.03.22)

The program is not offered as a distance learning program.

ACADEMIC PROGRAM ARTICULATION 2+2 AGREEMENT BETWEEN COLLEGE OF SOUTHERN MARYLAND AND GOUCHER COLLEGE REGARDING TRANSFER FROM THE ASSOCIATE OF APPLIED SCIENCE AT COLLEGE OF SOUTHERN MARYLAND TO THE BACHELOR OF PROFESSIONAL STUDIES AT GOUCHER COLLEGE

This Academic Program Articulation Agreement ("Agreement") is entered into by and between COLLEGE OF SOUTHERN MARYLAND (the "Sending Institution") and GOUCHER COLLEGE (the "Receiving Institution") (collectively, the "Institutions") to facilitate the transfer of academic credits from the following programs at College of Southern for completion of the Bachelor of Professional Studies degree at Goucher College:

AAS PROGRAM	HEGIS	CIP	BPS TRANSFER	HEGIS	CIP
Accounting	500201	520302	Business Management	500101	520201
Business Management	500401	520201	Business Management	500101	520201
Construction Management Technology	531703	460499	Business Management	500101	520201
Hospitality Management	501001	520901	Business Management	500101	520201
Information Systems	510104	111003	Business Management	500101	520201
Early Childhood Development	550301	190708	Early Childhood Educ	550301	190708
Emergency Medical Services	529901	510904	Health Services	120200	510701
Health Information Management	521301	510707	Health Services	120200	510701
Massage Therapy	529920	513501	Health Services	120701	510701
Medical Laboratory Technology	520501	511004	Health Services	120701	510701
Physical Therapist Assistant	521901	510806	Health Services	120701	510701
Radiography	520701	510907	Health Services	120701	510701
Respiratory Therapy	521501	510908	Health Services	120701	510701

A. Qualifying Students
This Agreement pertains to the transfer of "Qualifying Students", *i.e.*, those students who:
1. Have successfully completed the AAS program at the College of Southern Maryland;
2. Are enrolled in College of Southern Maryland in good standing; and
3. Are accepted for admission at Goucher College.

B. Responsibilities of the Institutions
The Institutions agree to implement the transfer of Qualifying Students in accordance with applicable law and the following requirements and protocols:

1. A Qualifying Student may transfer from College of Southern Maryland into Goucher College for the completion of the Bachelor of Professional Studies degree.
2. Goucher College will accept the full AAS degree awarded at College of Southern Maryland in one of the ten (10) AAS programs listed above (60 credits total) as completion of the first two years of the Bachelor of Professional Studies program at Goucher.

3. The transferring student will complete an additional 60 credits at Goucher College online with no residency requirement to fulfill the third and fourth year of the BPS program. These additional courses shall consist of the following:

BPS Core Courses (30 cr)

BPS 300	Introduction to Professional Studies
BPS 330	Digital and Professional Communication
BPS 350	*Critical Thinking, Research & Presentation (3)*
BPS 370	Technology for Information-Based Orgs.
BPS 390	Ethics in Professional Life (3)
BPS 440	*The Legal Environment (3)*
BPS 450	Leadership in the Workplace (3)
BPS 460	Human Diversity in Social Contexts (3)
BPS 480	Public Advocacy and Negotiation (3)
BPS 490	Professional Internship (3)

BPS Major Courses (30 cr)
Students select one of the following three major areas:

Business Management

BMT 410	Entrepreneurship and New Ventures (3)
BMT 420	Small Business Management (3)
BMT 425	Business Leadership (3)
BMT 435	Innovation and Design Thinking (3)
BMT 445	Global Social Entrepreneurship (3)
BMT 455	Finance (3)
BMT 465	Marketing in a Global Context (3)
BMT 475	Human Resources in the Business Organization (3)
BMT 485	Strategic Planning (3)
BMT 495	Current Topics for the Business Manager (3)

Early Childhood Education – Special Education

ECE 410	Home, School, and Community (3)
ECE 420	Teaching Young Children with Disabilities (3)
ECE 425	Interventions in Early Childhood (3)
ECE 435	Motor Development, Expressive Arts, and Socialization (3)
ECE 445	Assessment in Early Childhood Intervention (3)
ECE 455	Differentiating Instruction (3)
ECE 465	Technology in Special Education (3)
ECE 475	Teaching English as a Second Language & Assessing Language Competency (3)
ECE 485	Center Management, Leadership, and Supervision (3)
ECE 495	Observation and Supervised Teaching in Early Childhood Education (3)

Health Services Management

HSM 410	Introduction to Health Services Management (3)
HSM 420	Legal and Ethical Decision-Making in Health Services (3)
HSM 425	Health Informatics and Data Management (3)

HSM 435   Technology for the Health Services Industry (3)
HSM 445   Management of Health Services (3)
HSM 455   Compliance, Quality, and Customer Service (3)
HSM 465   Health Services and Public Policy (3)
HSM 475   Budget and Finance in Health Services Management (3)
HSM 485   Human Resource Management in Health Services (3)
HSM 495   Special Topics for the Health Services Manager (3)

4. Goucher College shall designate, and shall provide to College of Southern Maryland, the
   contact information for a staff person at Goucher College who is responsible for the oversight
   of the transfer of Qualifying Students. College of Southern Maryland shall designate, and
   shall provide to the Receiving Institution, the contact information for a staff person at the
   College of Southern Maryland who is responsible for the oversight of the transfer of
   Qualifying Students.

	College of Southern Maryland	Goucher College
Name of staff person responsible for oversight	Ms. Jacqui Rogers	Ms. Alexis Rudolph
Title of staff person	Coordinator of Transfer and Articulation	Assistant Director of Recruitment
Email address	jgrogers@csmd.edu	Lexi.rudolph@goucher.edu
Telephone Number	301-934-7571	410-337-6110

Should the staff person or position change, the institution will promptly provide new contact
information to the partner institution and inform the Maryland Higher Education
Commission of the change.

Additional contact information:

Dean or Program Director(s)	College of Southern Maryland	Goucher College
Name of person	Dr. Eileen Abel	Dr. Kathryn Doherty
Title of person	VPAA	Associate Provost
Email address	eabel@csmd.edu	kathryn.doherty@goucher.edu
Telephone Number	301-934-7846	410-337-6208

5. If the Qualifying Student is using federal Title 38 VA Education Benefits (GI Bill®
   Education Benefits), the Institutions shall adhere to all applicable U.S. Department of
   Veterans Affairs' regulations, including the regulations governing the awarding of prior
   credit, as regulated under Title 38, Code of Federal Regulations, Sections 21.4253(d)(3) and
   21.4254(c)(4).

Tuition Information:

Total Credits	60
Cost Per Credit	$300
Technology Fee (only assessed inc the fall and spring semesters)	$275

6. Each Institution shall adhere to all applicable transfer requirements set forth in the Annotated Code of Maryland and the Code of Maryland Regulations.

7. Each Institution shall advise students regarding transfer opportunities under this Agreement, and shall advise students of financial aid opportunities and implications associated with the transfer.

8. Should either Institution make changes to program requirements, the institution will inform the partner institution immediately. The articulation agreement should be updated to reflect the changes and forwarded to the Maryland Higher Education Commission.

C. Term and Termination

1. This agreement shall be effective on the date that it is signed by the appropriate and authorized representatives of each Institution.

2. Either Institution may, at its sole discretion, terminate this Agreement upon delivering 90 days written notice to the other Institution and the Maryland Higher Education Commission.

3. Both Institutions agree to meet once every 5 year(s) to review the terms of this agreement.

D. Amendment

1. This Agreement constitutes the entire understanding and agreement of the Institutions with respect to their rights and obligations in carrying out the terms of the Agreement, and supersedes any prior or contemporaneous agreements or understandings.

2. This Agreement may be modified only by written amendment executed by both Institutions.

E. Governing Law

This Agreement shall be governed by, and construed in accordance with, the laws of the State of Maryland.

F. Counterparts
This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

G. Notice of Agreement

1. The Institutions agree to provide a copy of this Agreement, with any amendments, to the Maryland Higher Education Commission.

2. The Institutions agree to provide copies of this Agreement to all relevant individuals and departments of the Institutions, including but not limited to students, academic department chairs participating in the transfer, offices of the president, registrar's offices, and financial aid offices.

H. No Third-Party Beneficiaries
There are no third-party beneficiaries to this Agreement.

I. Representations and Warranties of the Parties

Both Institutions represent and warrant that the following shall be true and correct as of the Effective Date of this Agreement, and shall continue to be true and correct during the term of this Agreement:

1. The Institutions are and shall remain in compliance with all applicable federal, state, and local statutes, laws, ordinances, and regulations relating to this Agreement, as amended from time to time.

2. Each Institution has taken all action necessary for the approval and execution of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

College of Southern Maryland

By: _____
Eileen Abel, Ph.D.
Vice President of Academic Affairs

_____
Date   March 4, 2019

Goucher College

By: _____
Scott Sibley, PhD
Interim Provost

_____
Date   March 21, 2019