Recommendation

That the Board of Regents approve an Associate in Applied Science (AAS) in Medical Information Technology with tracks in Medical Administrative, Medical Coding, Electronic Medical Records, and Medical Office Management; diplomas in Medical Administrative Assistant and Medical Records Specialist; and certificates in Hospital Admissions Clerk, Medical Unit Coordinator, and Electronic Health Records Specialist for Ashland Community and Technical College (ACTC) to be implemented in fall 2012.

Rationale

• The proposed AAS degree is consistent with the missions of KCTCS and Ashland Community and Technical College and supports the statewide postsecondary education strategic agenda and the statewide strategic implementation plan.

• The FIVCO Area Development District was founded in 1968 and serves a five county region made up of Boyd, Carter, Greenup, Elliott, and Lawrence counties. Regional demand for trained employees within the FIVCO area is projected to increase 25.3 percent 2008-18 by Workforce Kentucky. Use of electronic health records (EHRs) is being mandated by 2014 through the American Reinvestment and Recovery Act (ARRA), specifically the HITECH portion of the law, as well as the fast approaching implementation of the International Classification of Diseases, 10th Edition, Clinical Modification/Procedure Coding System (ICD-10-CM and ICD-10-PCS), which is required by October 1, 2013.

• ACTC previously has trained students through the Office System Technology – Medical Administrative Track. According to the latest program follow-up data, 76 students were enrolled in the Office Systems Technology program, with almost 100 percent of the enrollees pursuing the Medical Administrative Track. Medical Information Technology will replace the Medical Administrative Track under Office System Technology.

• The 64-67 credit hour Medical Information Technology program graduates prepare medical records and reports, maintain paper and electronic files, order supplies, perform accounting procedures, work with medical insurance and coding, and receive patients in a variety of health care settings. Students enrolled in the degree or diploma programs are required to take an internship or capstone course.

• ACTC has access to facilities, equipment, and faculty to support this program. No additional funding is required to implement the AAS in Medical Information Technology program.

Background

According to the 2012 Kentucky Public Postsecondary Education Diversity Policy and Framework for Institution Diversity Plan Development, Ashland Community and Technical College has automatic eligibility.

An executive summary of the proposal is attached. A copy of the full proposal has been forwarded to each member of the Board’s Academic Affairs and Curriculum Committee.
EXECUTIVE SUMMARY

Associate in Applied Science in Medical Information Technology

Ashland Community and Technical College

A Proposal for Initiation of a New Degree Program

Centrality to the Institution’s Mission and Consistency with State’s Goals

The proposed AAS degree is consistent with the missions of KCTCS and Ashland Community and Technical College and supports the statewide postsecondary education strategic agenda and the statewide strategic implementation plan.

Mission and Vision: The MIT program will prepare graduates to become productive members of ACTC’s service area through a higher standard of academic success in curriculum courses with a minimum of “C.” Courses teaching the latest technologies, such as electronic health records and International Classification of Diseases, 10th Edition, Clinical Modification/Procedure Coding System (ICD-10-CM and ICD-10-PCS), will enable successful students to integrate learned objectives into the community workforce. National certification is emphasized in the MIT curriculum. Lifelong learning and continuing education is required to maintain professional viability with the medical administrative office profession. As the professional field moves forward with federally-mandated electronic health records (EHR) and ICD-10 implementation, ACTC’s MIT program will continue to teach updated and necessary skills to meet the requirements within the professional field.

KCTCS Strategic Goals 2010-2016 include:

- Advance Excellence and Innovation in Teaching, Learning, and Service.
  MIT students will be required to take a program-specific exit exam; the NOCTI-Health Informatics Test is currently being proposed as the required assessment. National certification is also strongly encouraged, and a new course is being offered to prepare students for the national certification entry-level exam.

- Efficiency and Innovation.
  MIT courses at ACTC will incorporate various technologies into courses, such as Blackboard, green screens, textbook-specific websites, etc., to engage various student learning styles and senses. Using varied and innovative media, student will perform at a higher level. Students needing academic assistance will be advised to seek the services of Adult Learning and Student Support Services.

Program Quality and Student Success

Medical Information Technology graduates prepare medical records and reports, maintain paper and electronic files, order supplies, perform accounting procedures, work with medical insurance and
coding, and receive patients in a variety of health care settings. Students enrolled in the degree or diploma programs are required to take an internship or capstone course.

Federal legislative mandates and industry standards within the administrative medical field are constantly changing; the move to a new MIT curriculum at Ashland Community and Technical College will provide up-to-date training for students. Use of electronic health records (EHRs) is being mandated by the federal government by 2014 through the American Reinvestment and Recovery Act (ARRA), specifically the HITECH portion of the law, as well as the fast approaching implementation of the International Classification of Diseases, 10th Edition, Clinical Modification/Procedure Coding System (ICD-10-CM and ICD-10-PCS) by October 1, 2013. Changes and trends in the medical administrative office from the paper to electronic charting system has led to the development of a new course within the MIT curriculum - MIT 228 Electronic Health Records (EHR), which provides learners with the skills to transfer EHR format knowledge from the classroom to the work environment.

**Program Demand/Unnecessary Duplication**

Healthcare is the largest employer in the Ashland area; administrative employees are needed to meet increasing medical need. As a large sector of the population ages (Baby Boomers), the need for healthcare parallels the increase in this population. Regional demand for trained employees within the FIVCO area is projected to increase 25.3 percent 2008-18 by Workforce Kentucky (http://www.workforcekentucky.ky.gov/cgi/databrowsing/occExplorerGQDetails.asp); the occupational projection for job growth is “very fast growing.”

An MIT program at ACTC would provide a campus location within the FIVCO area to train students in Medical Information Technology without the necessity of commuting to the Maysville Campus (160 miles round trip) or to the Rowan County Campus (80 miles round trip).

ACTC previously has trained students through the Office System Technology-Medical Administrative Track. According to the latest program follow-up data, 76 students were enrolled in the Office Systems Technology program, with almost 100 percent of the enrollees pursuing the Medical Administrative Track. Medical Information Technology will replace the Medical Administrative Track under Office System Technology.

According to http://www.careerinfonet.org/occ, the Kentucky projected growth trend for employment within the area of medical administrative assistants 2008-18 is a 30 percent increase; the projected growth trend for employment within the area of medical secretaries in Kentucky is a 20 percent increase. National trends from the same source indicate a 34 percent increase in the medical administrative assistant field and a 27 percent increase in the medical secretary field.


**Cost and Funding of the Proposed Program**

Ashland Community and Technical College has previously offered the Medical Administrative Track under the Office Systems Technology (OST) program. In an effort to reduce duplication, the system
curriculum committee removed all medical components from OST and placed these offerings under Medical Information Technology. Due to this factor, reallocation of funds from the Office Systems Technology program will support the new Medical Information Technology program. Therefore, ACTC has access to facilities, equipment, and faculty needed to support the program. No additional funding is required for implementation.

**Program Review and Assessment**

A program assessment plan will be developed to collect data from a variety of sources to assess the effectiveness of the program, including faculty, curriculum, clinical component, student skills, and program graduates. Course and faculty assessments will be performed at the end of each semester throughout the year. Program and curricular assessments will be evaluated by the students at the end of the program. In addition, graduate performance, curricular assessment, and overall program performance will be assessed by graduates and employers following program completion. Faculty members will provide an ongoing assessment of student performance in reference to individual semesters as well as overall yearly performance, which may lead to further refinement of curricular content. Areas of assessment will include at a minimum:

- Annual program reviews will be completed by the program coordinator with data collected from the Institutional Effectiveness Office.
- MIT graduates will be required to take a program-specific competency exam; the NOCTI Health Informatics Test is currently being proposed.
- Employer surveys will be sent to employers of MIT graduates.
- Each MIT graduate at the associate degree and diploma level will be required to successfully complete a capstone course integrating learning outcomes acquired throughout the MIT curriculum.

**Conclusion**

The proposed MIT program is consistent with the missions of KCTCS and Ashland Community and Technical College and supports the statewide postsecondary education strategic agenda and the statewide strategic implementation plan. There is an approved curriculum for the program. Local and state needs support the establishment of this program. A program evaluation plan is being developed, and ACTC has resources available to implement this program.