CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: Health Unit Coordinator  Date: 10-28-13

HC 1550 Electronic Health Records

YES  NO

Step 1  Reviewed change at division meeting.  X

Step 2  Presented as informational item at Division Chair Meeting(s) and checked if it affects other departments. Like programs must meet with Division Chairs on all affected campuses (North Mankato and Faribault).

Division Chair’s signature ________________________

Step 3  Instructional Dean reviewed and indicated need for Curriculum Committee approval.  √

Instructional Dean’s signature ________________________

Step 4  Advisory Committee approval indicated in meeting minutes if necessary. Minutes provided to Curriculum Committee.

X

Step 5  Curriculum Committee made recommendations (changes, additional approvals, etc.). If no, skip to Step 7.

X

Step 6  Committee’s recommendations completed. (Skip if not applicable.)  √

Step 7  Curriculum Committee approved.

Curriculum Committee Chair’s signature ________________________

X

Step 8  Minutes and necessary materials provided to VP of Academic Affairs.

X

Step 9  Vice President of Academic Affairs approved.

X

Vice President of Academic Affairs’ signature ________________________  11-5-13

Step 10  New Course Maximum Enrollment to Shared Governance.

X

Step 11  President’s approval for all changes requiring MnSCU approval.

President’s signature ________________________
### New Course or Course Change Proposal Form

**Date of Proposal:** September 25, 2013

**Author:** Laura Attenberger

**Proposal Type:**
- (*New Course)
- Modify Course
- Delete Course

**Contact for the Course:** Laura Attenberger

**Course Designator, Number and Title:**
(i.e.: ACCT 1800, Business Law): HC 1550, Electronic Health Records

**Number of Credits:** 2

**Prerequisites:** None

**Course Description:** With the implementation of the electronic health record in today’s health care environment, it’s essential to understand this technology and how it relates to work in the industry. This course is designed as an introduction to the history of EHRs and concepts behind the structure of electronic medical recording systems. Additionally, it will provide opportunity for practice with electronic health records to students in healthcare fields.

**Grading Method:**
- (*Grade)
- Pass/Fail

**Scheduling:**
- (*Fall)
- (*Spring)
- Summer
- Alternate Years
- Variable
- On Demand

**Instructional Type:**
- (*Lecture)
- Lab
- Lecture/Lab
- Internship
- Seminar

**(*)Class Maximum:** (For New Courses Only) / All Unlimited faculty members of a program or discipline must sign.

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Faculty Signature</th>
<th>Class Max</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laura Attenberger</td>
<td>Laura Attenberger</td>
<td>20 per section</td>
<td>9-25-13</td>
</tr>
</tbody>
</table>

**Dean’s Name**

<table>
<thead>
<tr>
<th>Dean’s Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Brian Fors</td>
<td>9/30/13</td>
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If there is not enough space provided, please use the back of this form for additional signatures or click on a row with the right button of the mouse, select insert and then select insert rows below to add rows to the table.

**Is this Course Proposed as a Liberal Arts Course:**
- Yes
- (*)No

**IF Yes, Which MnTC Area/Areas Will it Fulfill (http://www.mntransfer.org)?**

**Is This Course a Requirement/Elective for a Specific Program or Programs?**
- (*Yes)
- No

**IF Yes, Which Program(s)? Health Unit Coordinator, Medical Assistant, Administrative Office Specialist - Medical**

**Describe What is Changing/Being Added, and the Rationale:**

What Impact Will This New Course or Change Have on Other Programs or Areas?

*This course will be added to program curriculum for Health Unit Coordinator and Medical Assisting programs. This course will be added to program curriculum for Administrative Office Specialist as part of a Medical emphasis.*