



**SOUTH DAKOTA BOARD OF REGENTS
ACADEMIC AFFAIRS FORMS**

Minor Program Modification

Use this form to request minor changes in existing programs (majors, minors, certificates, or specializations). The university Vice President for Academic Affairs approves minor program modifications and they are included in the Annual Minor Program Modification Summary form.

UNIVERSITY:	DSU
PROGRAM TITLE:	Health Information Clerk Certificate
CIP CODE:	
UNIVERSITY DEPARTMENT:	College of BIS
UNIVERSITY DIVISION:	College of BIS

University Approval

To the Board of Regents and the Executive Director: I certify that I have read this proposal, that I believe it to be accurate, and that it has been evaluated and approved as provided by university policy.

Vice President of Academic Affairs or President of the University	Click here to enter a date. <hr style="width: 100%;"/> Date
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1. This modification addresses a change in (place an "X" in the appropriate box):

- | | |
|--|---|
| <input type="checkbox"/> Course <i>deletions</i> that do not change the nature of the program, or distribution of courses in the program, or change of total credit hours required | <input checked="" type="checkbox"/> Course <i>additions</i> that do not change the nature of the program, or distribution of courses in the program, or change of total credit hours required |
| <input checked="" type="checkbox"/> Revised courses in the program. | |

2. Effective date of change: Fall 2017

3. Program Degree Level (place an "X" in the appropriate box):

Associate Bachelor's Master's Doctoral

4. Category (place an "X" in the appropriate box):

Certificate Specialization Minor Major

5. Primary Aspects of the Modification (add lines or adjust cell size as needed):

<i>Existing Curriculum</i>				<i>Proposed Curriculum (highlight changes)</i>			
Pref.	Num.	Title	Cr. Hrs	Pref.	Num.	Title	Cr. Hrs.
Required Courses			15	Required Courses			15
CSC	105	Introduction to Computers	3	CSC	105	Introduction to Computers	3
				HIM	101	The HIM Profession	1
HIM	130	Basic Medical Terminology	2	HIM	130	Basic Medical Terminology	2
HIM	150	Introduction to Health Information Management	4	HIM	150	Introduction to Health Information Management	3
HIM	170	Legal Aspects Health Information Management	3	HIM	170	Legal Aspects Health Information Management	3
HIM	225	Introduction to Healthcare Information Systems	3	HIM	225	Introduction to Healthcare Information Systems	3
Total Hours Required			15	Total Hours Required			15

6. Explanation of the Change:

HIM 101 is being added to the major. This new course will include the content from HIM 150 that relates to being a professional in HIM (such as AHIMA, RHIT/RHIA/CCA credentials, career options like AHIMA's career map) as well as being an introductory course to the resources that they will use throughout their program (such as the Virtual Lab from AHIMA, D2L, the HIM resources at the Library and writing expectations, doing discussions). HIM 150 will be reduced by one credit.