SOUTH DAKOTA BOARD OF REGENTS
ACADEMIC AFFAIRS FORMS

New Course Request

Use this form to request a new common or unique course. Consult the system database through Colleague or the Course Inventory Report for information about existing courses before submitting this form.

College of Business & Info Systems

DSU
_____

| **Institution** | **Division/Department** |

| **Institutional Approval Signature** | **Date** |

Section 1. Existing Course Title and Description

If the course contains a lecture and laboratory component, identify both the lecture and laboratory numbers (xxx and xxxL) and credit hours associated with each. Provide the complete description as you wish it to appear in the system database in Colleague and the Course Inventory Report including pre-requisites, co-requisites, and registration restrictions.

Prefix & No.	Course Title	Credits
HIMS 751	Classification Systems and the Revenue Cycle	3

Course Description

An introduction to the principles of taxonomy and the purpose of classifying diseases and procedures with the various clinical vocabularies, classification, and nomenclature systems used in US healthcare system. This course will explore the role of these classification systems in the healthcare revenue cycle and examine the relationship to clinical documentation improvement strategies, merit-based incentive payment systems, value based purchasing programs and fraud surveillance.

Pre-requisites or Co-requisites (add lines as needed)

Prefix & No.	Course Title	Pre-Req/Co-Req?
HIMS 701	Introduction to Healthcare Information	Prerequisite

Registration Restrictions

None

Section 2. Review of Course

2.1. Was the course first offered as an experimental course (*place an "X" in the appropriate box*)?

☐   Yes *(if yes, provide the course information below)*   ☐   No

2.2. Will this be a unique or common course (*place an "X" in the appropriate box*)?
If the request is for a unique course, verify that you have reviewed the common course catalog via Colleague and the system Course Inventory Report to determine if a comparable common course already exists. List the two closest course matches in the common course catalog and provide a brief narrative explaining why the proposed course differs from those listed. If a search of the common course catalog determines an existing common course exists, complete the Authority to Offer an Existing Course Form.

☒ **Unique Course**

Prefix & No.	Course Title	Credits

Provide explanation of differences between proposed course and existing system catalog courses below:

☐ **Common Course**   *Indicate universities that are proposing this common course:*

☐ BHSU ☐ DSU ☐ NSU ☐ SDSMT ☐ SDSU ☐ USD

Section 3. Other Course Information

3.1. Are there instructional staffing impacts?

☐ **No**. Replacement of _____

                                (course prefix, course number, name of course, credits)
                                *Attach course deletion form

     Effective date of deletion: Click here to enter a date.

☒ **No**. Schedule Management, explain below:

☐ **Yes**. Specify below:

3.2. Existing program(s) in which course will be offered: MS in Health Informatics

3.3. Proposed instructional method by university: Lecture

3.4. Proposed delivery method by university: 001, 018

3.5. Term change will be effective: Fall 2017

3.6. Can students repeat the course for additional credit?
    ☐   Yes, total credit limit: _____   ☒   No

3.7. Will grade for this course be limited to S/U (pass/fail)?
    ☐   Yes   ☒   No

3.8. Will section enrollment be capped?
    ☐   Yes, max per section: _____   ☒   No

3.9. Will this course equate (i.e., be considered the same course for degree completion) with any other unique or common courses in the common course system database in Colleague and the Course Inventory Report?

    ☐   Yes   ☒   No

If yes, indicate the course(s) to which the course will equate (add lines as needed):

Prefix & No.	Course Title

3.10. Is this prefix approved for your university?
    ☐   Yes   ☐   No

If no, provide a brief justification below:

Section 4. Department and Course Codes (Completed by University Academic Affairs)

4.1. University Department Code: DHIMS _____

4.2. Proposed CIP Code: 51.2706 _____

       Is this a new CIP code for the university? ☐ Yes   ☒ No