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| S:\Communications\Logos and photos\SDBORLogos\final_sdbor_webreadyBW_trans.gif | **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 course database through for information about existing courses before submitting this form.

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| --- | --- | --- | --- | --- |
| DSU |  | **College of BIS/Health Information Management** | | |
| **Institution** |  | **Division/Department** | | |
|  | | |  | 2/16/2021 |
| **Institutional Approval Signature** | | |  | **Date** |

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**Section 1. 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 course database, including pre-requisites, co-requisites, and registration restrictions.

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| --- | --- | --- |
| **Prefix & No.** | **Course Title** | **Credits** |
| HIM 386 | Clinical Documentation Integrity | 2 |

*NOTE: The Enrollment Services Center assigns the short, abbreviated course title that appears on transcripts. The short title is limited to 30 characters (including spaces); meaningful but concise titles are encouraged due to space limitations in the student information system.*

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| --- | --- |
| **Course Description** |  |
| This course stresses the importance of identifying health record documentation deficiencies, correcting them, and ensuring proper documentation for every case by auditing and monitoring provider documentation. The student’s focus will be on understanding the impact of appropriate documentation on areas of reimbursement, data quality and compliance. | |

*NOTE: Course descriptions are short, concise summaries that typically do not exceed 75 words. DO: Address the content of the course and write descriptions using active verbs (e.g., explore, learn, develop, etc.). DO NOT: Repeat the title of the course, layout the syllabus, use pronouns such as “we” and “you,” or rely on specialized jargon, vague phrases, or clichés.*

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

|  |  |  |
| --- | --- | --- |
| **Prefix & No.** | **Course Title** | **Pre-Req/Co-Req?** |
| HIM 180 | Fundamentals of Human Disease | Pre-Req |
| HIM 240 | ICD Healthcare Coding Systems | Pre-Req |

**Registration Restrictions**

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**Section 2. Review of Course**

1. **Will this be a unique or common course (*place an “X” in the appropriate box*)?**

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|  | **Unique Course** *If the request is for a unique course, institutions must review the common course catalog in the system course database 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. Courses requested without an attempt to find comparable courses will not be reviewed.* |

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| **Prefix & No.** | **Course Title** | **Credits** |
| HIM 265 | HIM Quality Management | 3 |
| HIM 364 | Revenue Cycle Management | 3 |
| *Provide explanation of differences between proposed course and existing system catalog courses below:* | | |
| HIM 265 includes study of the principles of quality management and its component functions including evaluation activities, risk management and utilization review as applied healthcare settings. HIM 364 covers the reimbursement methodologies, tools and techniques that healthcare organizations use to collect payments for services rendered, respond to governmental and other external audits; including an understanding of CCI and MUE edits, and the role of HIM in the claims denial and appeal process. | | |

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|  | **Common Course** | | | | *Indicate universities that are proposing this common course:* | | | | | | | | |
|  |  | | | |  | | | | | | | | |
|  |  | BHSU |  | DSU | |  | NSU |  | SDSMT |  | SDSU |  | USD |

**Section 3. Other Course Information**

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: HIM Faculty teaching assignments will be adjusted to accommodate this change. |

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|  | **Yes**. Specify below: An adjunct professor will be utilized to teach this class. |

1. **Existing program(s) in which course will be offered (i.e., any current or pending majors, minors, certificates, etc.)**: Health Information Administration (BS)
2. **Proposed instructional method by university *(as defined by*** [*AAC Guideline 5.4*](https://www.sdbor.edu/administrative-offices/academics/academic-affairs-guidelines/Documents/5_Guidelines/5_4_Guideline.pdf)***)*: Lecture**

*If requesting an instructional method that is exempt from the* [Section Size Guidelines](https://www.sdbor.edu/administrative-offices/academics/academic-affairs-guidelines/Documents/5_Guidelines/5_7_Guideline.pdf)*, please provide a brief description of how the course is appropriate for the instructional method, as defined in AAC Guidelines.*

1. **Proposed delivery method by university *(as defined by*** [*AAC Guideline 5.5*](https://www.sdbor.edu/administrative-offices/academics/academic-affairs-guidelines/Documents/5_Guidelines/5_5_Guideline.pdf)***)*: 001 and 015**
2. **Term change will be effective**: Fall 2021
3. **Can students repeat the course for additional credit?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Yes, total credit limit: |  |  |  | No |

1. **Will grade for this course be limited to S/U (pass/fail)?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

1. **Will section enrollment be capped?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Yes, max per section: | 25 |  |  | No |

1. **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?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |
| *If yes, indicate the course(s) to which the course will equate (add lines as needed):* | | | |
|  | | | |

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| --- | --- |
| **Prefix & No.** | **Course Title** |
|  |  |

1. **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)**

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| 1. **University Department Code:** | DHIMS - DCBIS |

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| 1. **Banner Department Code:** | DHIM |

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| 1. **Proposed** [**CIP Code**](http://nces.ed.gov/ipeds/cipcode/default.aspx?y=55)**:** | 510706 | | | | |
|  |  | | | | |
| *Is this a new CIP code for the university?* | |  | Yes |  | No |