

Bachelor of Science in Integrated Leadership

2013-2014 Curriculum

The Peirce College Bachelor of Science degree in Integrated Leadership enables students to strengthen the foundation of their academic experience with a curriculum designed to build the knowledge and skills that can lead to opportunities in a range of fields. With a focus on ethics, effective communications, and the dynamic development of organizations, students of Integrated Leadership learn how to leverage resources and apply theories and principles to leadership challenges they may face in their current or future places of employment.

PROGRAM LEARNING OUTCOMES

Upon successful completion of the Integrated Leadership program, students will be able to:

1. Demonstrate the ability to present and evaluate thoughts and ideas clearly in both written and oral form.
2. Apply theory and practice of leadership principles in identifying organizational problems and opportunities and in offering solutions.
3. Demonstrate the ability to work effectively in teams to complete collaborative assignments and projects.
4. Analyze and integrate complex forms of data using analytical processes and methodologies to facilitate informed decision making.
5. Demonstrate information literacy skills and information technology skills in the analysis of problems and the development of solutions for business situations.
6. Make leadership decisions based on ethical principles by taking into account stakeholder concerns within an organization and a community.

Students must have earned 45 or more credits prior to enrolling in this program.

INSTITUTIONAL REQUIREMENT		
Course	Title	Credits
PRC 101	Peirce College Orientation	1
SUBTOTAL:		1

CORE REQUIREMENTS		
Course	Title	Credits
ENG 101	English Composition	3
ENG 103	Rhetoric and Research	3
ENG/COM	English/Communications Course (COM 202 Recommended)	3
MAT 109	Statistics I	3
MAT	Mathematics Courses	6
BIS 111	Application Software Fundamentals	3
HUM 275	Leadership and Ethics	3
HUM/HIS	Humanities/History Course	3
PSY 101	Introduction to Psychology	3
SOC SCI	Social Science Courses	9
SCI	Science Courses	6
GEN ED	General Education Courses	6
SUBTOTAL:		51

PROGRAM REQUIREMENTS		
Course	Title	Credits
BUS 100	Introduction to Business	3
MGT 210	Applied Management Concepts	3
MIS 205	Ethical Management of Information Technology	3
MGT 306	Organizational Dynamics	3
MGT 310	Ethical Leadership	3
HRM 301	Human Resource Management	3
HRM 310	Training Development and Design	3
HRM 410	Organizational Development	3
MIS 302	Project Management	3
BUS 440	Applied Business Research	3
SUBTOTAL:		30

OPEN ELECTIVES		
Course	Title	Credits
ELE	College Electives (13)	39
SUBTOTAL:		39

TOTAL CREDITS:		121
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Certificate of Proficiency in Medical Coding

2013-2014 Curriculum

The Medical Coding Certificate program equips students with the skills necessary to review patients' medical records and assign numeric codes for each diagnosis and procedure. Coding accuracy impacts billing and the revenue cycle as well as outcomes reporting activities. Health Information Management principles serve as the basis of our Medical Coding Certificate program. Students will learn about medical terminology, anatomy and physiology, pathophysiology, ICD coding, CPT coding, health information and delivery systems, healthcare reimbursement methods, and healthcare legal and compliance issues. Students enrolled in the Medical Coding Certificate program are required to complete a Professional Practice Experience (PPE) in which the student completes a minimum of 40 hours of authentic coding using a logic-based encoder.

PROGRAM LEARNING OUTCOMES

Upon successful completion of the Medical Coding program, students will be able to:

1. Translate the fundamental concepts of medical terminology, pronunciation, and the breakdown of complex terms into basic word parts.
2. Articulate the use of basic root words related to a number of general areas of medical terminology and patient care.
3. Identify common health care abbreviations including those associated with medical diagnosis and treatment.
4. Demonstrate and understand each body system including the medical terms for diseases, laboratory and diagnostic tests, and medical and surgical procedures specific to each system.
5. Interpret and explain basic medical terminology relating to the following areas of cancer medicine: types of cancer; cancer classification; principles of naming, screening and early detection; diagnostic terms and testing; cancer treatment and medical terms associated with cancer.

Program Learning Outcomes continued on next page

Students must first successfully complete ENG 101 with a grade of "C" or above before enrolling in the Medical Coding Certificate program.

INSTITUTIONAL REQUIREMENT		
Course	Title	Credits
PRC 101	Peirce College Orientation or Student Success Seminar	1 or 3
SUBTOTAL:		1 or 3

CORE REQUIREMENTS		
Course	Title	Credits
BIS 111	Application Software Fundamentals	3
SCI 240	Anatomy and Physiology I	3
SCI 250	Anatomy and Physiology II	3
SCI 270	Pathophysiology	3
SUBTOTAL:		12

PROGRAM REQUIREMENTS		
Course	Title	Credits
HIT 100	Medical Terminology	3
HIT 101	Introduction to HIT	3
HIT 215	Legal Issues in Health Information Management	3
HIT 218	Healthcare Reimbursement	3
HIT 220	ICD-9-CM Coding	3
HIT 221	Advanced ICD 10 Coding	3
HIT 225	CPT/Outpatient Coding	3
HIT 226	Advanced CPT Coding	3
HIT 297	HIT Professional Practice Workshop	0
HIT 296	Clinical Coding PPE	3
SUBTOTAL:		27

TOTAL CREDITS:		40 or 42
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6. Distinguish between anatomy and physiology and describe ways they are interrelated.
7. Name and describe the levels of organization from the atomic level to the human body.
8. Define basic anatomical terms and recognize the ways in which the body can be physically intellectually dissected.
9. Describe the importance of chemistry and chemical reactions in all body functions and discuss the role of inorganic and organic compounds in body processes.
10. List and describe basic mechanisms of disease and risk factors associated with disease.
11. Identify the major organs and/or specialized tissues/cells and give the generalized function of each for each of the body systems.
12. List, identify and describe the disorders of all body systems.
13. Describe the composition, groups, and functions of blood and the role of blood in homeostasis.
14. Explain the differences in etiology, epidemiology, and pathophysiology, according to gender and age.
15. Explain the major differences in clinical manifestations and treatment by gender and age.
16. Explain the concept of health promotion and disease prevention by examining risk factors and the relationship between nutrition and disease.
17. Explain the importance of screening recommendations and other therapeutic approaches in relation to health promotion.
18. Use and maintain electronic applications and work processes to support clinical classification and coding.
19. Apply diagnosis/procedure codes according to current nomenclature.
20. Ensure accuracy of diagnostic/procedural groupings such as DRG, MSDRG, APC, and so on.
21. Adhere to current regulations and established guidelines in code assignment.
22. Validate coding accuracy using clinical information found in the health record.
23. Use and maintain applications and processes to support other clinical classification and nomenclature systems (ex. DSM IV, SNOMED-CT).
24. Resolve discrepancies between coded data and supporting documentation.
25. Introduce health information management concepts common to allied health professionals.
26. Describe characteristics of health care delivery and settings in the United States.
27. Delineate career opportunities for health information management professionals.
28. Describe types of patient records, including documentation issues associated with each.
29. Describe numbering and filing systems and record storage and circulation methods.
30. Explain indexes, registers, and health data collection.
31. Introduce legal aspects of health information management.
32. Provide an overview of coding and reimbursement issues.
33. Apply policies and procedures for the use of clinical data required in reimbursement and prospective payment systems (PPS) in healthcare delivery.
34. Apply policies and procedures to comply with the changing regulations among various payment systems for healthcare services such as Medicare, Medicaid, managed care, and so forth.
35. Support accurate billing through coding, chargemaster, claims management, and bill reconciliation processes.
36. Use established guidelines to comply with reimbursement and reporting requirements such as the National Correct Coding Initiative.
37. Compile patient data and perform data quality reviews to validate code assignment and compliance with reporting requirements such as outpatient prospective payment systems.
38. Ensure accuracy of diagnostic/procedural groupings such as DRG, APC, and so on.
39. Apply current laws, accreditation, licensure, and certification standards related to health information initiatives from the national, state, and facility levels.
40. Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs.
41. Adhere to the legal and regulatory requirements related to the health information infrastructure.
42. Apply policies and procedures for access and disclosure of personal health information.
43. Release patient-specific data to authorized users.
44. Maintain user access logs/systems to track access to and disclosure of identifiable patient data.
45. Apply and promote ethical standards of practice.