

ITEM 122-1007-R0104

PROGRAM DESCRIPTION

- 1. Briefly describe the proposed new program. Please indicate if it is an expansion of an existing program; a new program; a cooperative effort with another institution, business, or industry; or an on-campus or off-campus program. Attach any formal agreements established for cooperative efforts.**

The purpose of the proposed conversion of the Associates of Applied Science Degree in Medical Office Technology Medical Assisting Option in the Department of Business Technology to an Associates of Applied Science Degree in Medical Assisting in the Department of Health Professions is to allow for program growth through a greater degree of association and collaboration with the other allied health professional programs housed in the Department of Health Professions at the College of Technology thus providing students, faculty, and the community at large with more comprehensive allied healthcare education.

- 2. Summarize a needs assessment conducted to justify the proposal. Please include how the assessment plan was developed or executed and the data derived from this effort.**

The Medical Office Technology Medical Assisting Option is a program presently existing under the Department of Business Technology. The number of admitted students will remain between 20-25 each semester. By moving to the Department of Health Professions at the College of Technology, the program will better reflect the number of the health professions students enrolled annually.

- 3. Explain how the program relates to the Role and Scope of the institution as established by the Board of Regents.**

Institutional Mission: The University of Montana-Missoula dedicates itself and its resources to the search for truth and new knowledge, the responsibility to disseminate knowledge, and the obligation to provide service to the people of the state, nation, and world. The University strives for excellence in all its endeavors, including creating and sharing new knowledge and serving the public, and seeks to assist the people of Montana to achieve their fullest cultural, professional, and personal potential.

The University offers a wide array of programs from the certificate through the doctoral level. Programmatic offerings distinctively reflect the human, natural, and social environments and culture of the Rocky Mountain region. Extraordinary faculty-student interaction provides exceptional opportunities for undergraduate and graduate students to learn the techniques and skills essential to cope with an increasingly complex, challenging, and technological society.

The University community accords the highest priority to the rights and opinions of all. As a free marketplace of ideas, the campus brings together the diverse

cultures and view of the people of the state, nation, and world. The University does not condone limits upon freedom of expression or opinion but expects people to respect the rights of others. Through these commitments the University strives to provide students significant scholarly, leadership, and extracurricular enrichment. This education nurtures in students the capability to think critically, to communicate effectively, and to understand the world as they mature intellectually and emotionally.

The proposed conversion of the Associates of Applied Science Degree in Medical Office Technology Medical Assisting Option in the Department of Business Technology to an Associates of Applied Science Degree in Medical Assisting in the Department of Health Professions fits well with the above stated mission of The University of Montana-Missoula. This change will promote closer association and greater collaboration of the allied health programs at the University, and thereby produce Medical Assisting Program graduates who will be able to think critically, communicate effectively and become proficient allied health professionals in the rapidly changing environment of healthcare.

- 4. Please state what effect, if any, the proposed program will have on the administrative structure of the institution. Also indicate the potential involvement of other departments, divisions, colleges, or schools.**

The Medical Assisting Program would be identified in the Department of Health Professions in the College of Technology. The budgetary support would be provided within that structure.

Faculty for the Medical Assisting Program consists of the Program Director, currently a 1.0 FTE adjunct position. As well, faculty from the Departments of Business Technology, Health Professions, and Applied Arts and Sciences (all faculty lines currently exist) are included.

- 5. Describe the extent to which similar programs are offered in Montana, the Pacific Northwest, and states bordering Montana. How similar are these programs to the one herein proposed?**

Medical Assisting Programs that currently exist in Montana are located at Montana State University-Great Falls College of Technology and Flathead Valley Community College; the program at MSU-GF is identified in the Allied Health Professions Department. The Medical Assisting Program at Idaho State University is housed in the Health Occupations Department and based in the Health Care Technology Department at Eastern Idaho Technical College. All four institutions award an Associates of Applied Science degree in Medical Assisting.

- 6. Please name any accrediting agency(ies) or learned society(ies) that would be concerned with the particular program herein proposed. How has this program been developed in accordance with the criteria developed by said accrediting body(ies) or learned society(ies)?**

Presently, accreditation is being pursued through the Commission on Accreditation for Allied Health Professions (CAAHEP) via the American Association of Medical Assistants (AAMA). A target date of August 1, 2003 has been established for submission of the self-study report to the AAMA with on-site program evaluation approximately four months later.

7. Prepare an outline of the proposed curriculum showing course titles and credits. Please include any plans for expansion of the program during its first three years.

Students in the Medical Assisting Program are trained in front office administrative skills and back office clinical skills to assist healthcare practitioners in administering to the needs of patients. Students are trained to assist with medical examinations and treatment and to work as a team member in the medical office environment. Students learn to take medical histories and obtain vital signs, give medications and injections (under supervision), draw blood, perform diagnostic tests and office laboratory procedures, sterilize instruments and maintain equipment. Additionally, medical assisting students are introduced to the principles of medical ethics and medical legal issues facing healthcare providers.

Students successfully completing the program are awarded the Associate of Applied Science degree. Students may enter autumn semester (or spring semester with consent of the Program Director).

Students must pass all courses with a "C" or better in order to continue in the program. A course may be attempted a maximum of two times. Students take the Registered Medical Assistant (RMA) national certification exam administered by the American Medical Technologists upon completion of program. Students are responsible for filing required forms, associated fees, and grade transcripts.

Prior to entering the internship portion of this option, students must be tested for tuberculosis with the PPD (Purified Protein Derivative) or chest x-ray. If the test is positive, a health care provider's statement will be required stating the care being received. Students are required to receive the Hepatitis B Vaccine (HBV) prior to the second year internship experiences. Since there is a series of three vaccines, students should begin the series in the first year of the program. CPR (adult and pediatric) and First Aid training must be completed prior to beginning the second year internships.

First Year	A	S
ACC 131T Essentials of Accounting	--	4
COM 115 Technical Writing	3	--
COM 160A Oral Communications	--	3
CRT 101 Introduction to Computers	2	--
MAT 100T Basic Algebra	3	--
SCN 119N Anatomy and Physiology	--	6

MED 154T Beginning Medical Terminology	2	--
MED 161T Medical Administrative Procedures	4	--
MED 270T Medical Terminology	<u>--</u>	<u>2</u>
Total	14	15

Second Year	A	S
COM 150S Interpersonal Communications	3	--
COM 210E Critical Thinking, Analysis & Problem Solving	--	3
MED 201T Medical Assisting Clinical Procedures I	4	--
MED 202T Medical Assisting Internship I	1	--
MED 203T Medical Assisting Clinical Procedures II	--	3
MED 204T Medical Assisting Internship II	--	3
PHA 154T Basic Pharmacology I	2	--
PHA 164T Basic Pharmacology II	--	2
PSYC 100S Intro to Psychology	3	--
PSY 185 Human Development	--	3
MED 216T Medical Terminology	2	--
MED 153T Insurance Processing	3	--
MED 155T Medical Software Applications	<u>--</u>	<u>1</u>
Total	18	15

FACULTY AND STAFF REQUIREMENTS

- Please indicate, by name and rank, current faculty who will be involved with the program proposed herein.**

Names of current faculty to be involved are:

Jacqueline Elam, B.A., RMA, Medical Assisting Program Director
 Tim Olson, CPA, MBA, Business Technology Faculty
 Tom Stanton, J.D., Business Technology Faculty
 Carol Hinricher, M.S., Business Technology Faculty
 Rhonda Tabish, Certificate, Business Technology Faculty
 Cheryl Galipeau, M.Ed., Business Technology Faculty
 Cathy Corr, M.Ed., Applied Arts and Sciences Faculty
 Joe Crepeau, M.S., Applied Arts and Sciences Faculty
 Colin Henderson, Ph.D., Applied Arts and Sciences Faculty
 Linda Eaglehart-Thomas, Ph.D., Applied Arts and Sciences Faculty
 Lisa Wrobel, Pharmacy Doctorate, Health Professions Faculty
 Kimberly Reiser, M.A., Applied Arts and Sciences Faculty
 Ed Moore, M.E., Applied Arts and Sciences Faculty

The current duties of these faculty include teaching Medical Assisting and Medical Assisting related courses and providing community and professional service.

- Please project the need for new faculty over the first five-year program. Include special qualifications or training. If present faculty are to conduct**

the new program, please explain how they will be relieved from present duties.

The Associates of Applied Science Degree in Medical Office Technology Medical Assisting Option in the Department of Business Technology at The University of Montana-Missoula was implemented in 1996. Thus, the above faculty course loads include those courses designed for the Medical Assisting curriculum.

3. Please explain the need and cost for support personnel or other required personnel expenditures.

Budget for personnel support will be provided by the Health Professions Office Manager and with student employees hired by the Health Professions Department at no additional cost.

FISCAL IMPACT AND BUDGET INFORMATION

On this form, indicate the planned FTE enrollment, estimated expenditures, and projected revenues for the first three years of the program. Include both the reallocation of existing resources and anticipated or requested new resources. Second and third year estimates should be in constant dollars.

	FY 2004 FIRST YEAR FTE HEADCOUNT	FY 2005 SECOND YEAR FTE HEADCOUNT	FY 2006 THIRD YEAR FTE HEADCOUNT
I. PLANNED STUDENT ENROLLMENT			
A. New Enrollment	NA 25	25	25
B. Shifting Enrollment	25	25	25
GRAND TOTAL PLANNED STUDENT ENROLLMENT	NA		
	<u>FIRST YEAR FTE COST</u>	<u>SECOND YEAR FTE COST</u>	<u>THIRD YEAR FTE COST</u>
II. EXPENDITURES			
A. Personnel Cost			
1. Faculty	\$32,158.00	\$35,000.00	\$38,000.00
2. Administrators	-0-	-0-	-0-
3. Adjunct Faculty	-0-	6,000.00	6,000.00
4. Graduate/Instruc Assistants	-0-		
5. Research Personnel	-0-		
6. Support Personnel	-0-	-0-	-0-
7. Fringe Benefits	10,548.00	11,045.00	11,570.00
8. Other ()			
Total Personnel FTE/Cost	\$42,706.00	\$52,045.00	\$55,570.00

		<u>FIRST YEAR FTE COST</u>	<u>SECOND YEAR FTE COST</u>	<u>THIRD YEAR FTE COST</u>
B. Operating Expenditures				
1.	Travel	\$1,000.00	\$1,000.00	\$1,000.00
2.	Professional Services	300.00	300.00	300.00
3.	Other Services			
4.	Communications	750.00	750.00	750.00
5.	Utilities	-0-	-0-	-0-
6.	Materials & Supplies	1,100.00	1,100.00	1,100.00
7.	Rentals			
8.	Repairs & Maintenance	300.00	300.00	300.00
9.	Materials & Goods for Manufacturing & Resale	-0-	-0-	-0-
10.	Miscellaneous			
	Total Operating Expenditures	\$3,450.00	\$3,450.00	\$3,450.00
C. Capital Outlay				
1.	Library Resources	600.00	600.00	600.00
2.	Equipment	2,000.00	2,000.00	2,000.00
	Total Capital Outlay			
D. Physical Facilities				
	Construction or Major Renovation	n/a	n/a	n/a
	E. Indirect Costs (Overhead)	n/a	n/a	n/a
	GRAND TOTAL EXPENDITURES	\$6,050.00	\$6,050.00	\$6,050.00

		<u>FIRST YEAR FTE COST</u>	<u>SECOND YEAR FTE COST</u>	<u>THIRD YEAR FTE COST</u>
III. REVENUES				
A. Source of Funds				
1.	Appropriated Funds- Reallocation	\$6,050.00	\$6,050.00	\$6,050.00
2.	Appropriated Funds- New			
3.	Federal Funds			
4.	Other Grants			
5.	Fees – course fees	1,250.00	1,250.00	1,250.00
6.	Other (_____)			
	Total Source of Funds			
B. Nature of Funds				
1.	Recurring			
2.	Non-Recurring			
	GRAND TOTAL REVENUES	\$7,300.00	\$7,300.00	\$7,300.00