

GRANTHAM UNIVERSITY
2019-2020
UNIVERSITY CATALOG ADDENDUM

PUBLISHED FEBRUARY 14, 2020

This addendum is an integral part of the 2019-2020 University Catalog, which was published July 1, 2019. All changes are effective February 14, 2020, unless otherwise noted. The amendments listed below take precedence over information contained in the 2019-2020 University Catalog.

PAGE 7 OF THE SEPTEMBER ADDENDUM, MEDICAL CODING AND BILLING CERTIFICATE

The following is a revision to this program

Effective for the February 12, 2020 start, the Medical Coding and Billing certificate program is approved for Federal Student Aid (Title IV) educational benefits.

Students will be withdrawn from any current course once a failure/ withdrawal of a past course becomes known. If the course is failed, a second attempt requires an appeal. No other course may be taken until an approved appeal for a second attempt is granted, the course is repeated, and passed. Two fails for the same course will result in removal from the program. There are NO third attempt appeals allowed. **All students must sign up for, drive to, and sit for (complete) the NHA certification exam. The Certification exam must be taken to successfully complete the last course in the certificate program. Passing the exam is not required, however, attempting the exam is. Failure to attempt the certification exam will result in failure of the final course and inability to graduate with the certificate.**

MEDICAL CODING AND BILLING CERTIFICATE		CREDIT HOURS
REQUIRED COURSES		
AH111b	Health Care Delivery Systems	3
AH114b	Medical Terminology	3
AH212b	Basic Diagnosis Coding Systems	3
AH213b	Basic Procedure Coding Systems	3
AH214b	Reimbursement Methodologies	3
AH216b	Medical Coding & Billing Cert Prep	3
TOTAL DEGREE CREDIT HOURS		18

PAGE 41, RN TO BSN COMPLETION

The following are revisions to Section 1.37 RN to BSN Completion

*Courses with an asterisk may not be transferred in and must be taken in the order prescribed. There may be a gap between terms. Non-matriculating student holding a current and unencumbered RN license may take an individual nursing course.

A variety of required direct care clinical experiences exist in courses as the student moves through the curriculum. Instructions for the clinical experiences are identified within the course syllabus and in specific course assignments.

PAGE 42, MEDICAL ADMINISTRATIVE ASSISTANT CERTIFICATE

The following are revisions to Section 1.38 Medical Administrative Assistant

Students will be withdrawn from any current course once a failure/ withdrawal of a past course becomes known. If the course is failed, a second attempt requires an appeal. No other course may be taken until an approved appeal for a second attempt is granted, the course is repeated, and passed. Two fails for the same course will result in removal from the program. There are NO third attempt appeals allowed. **All students must sign up for, drive to, and sit for (complete) the NHA certification exam. The Certification exam must be taken to successfully complete the last course in the certificate program. Passing the exam is not required, however, attempting the exam is. Failure to attempt the certification exam will result in failure of the final course and inability to graduate with the certificate.**

MEDICAL ADMINISTRATIVE ASSISTANT CERTIFICATE		CREDIT HOURS
REQUIRED COURSES		
CS205c	Computer Software Application in Healthcare	3
AH111c	Healthcare Delivery Systems	3
AH114c	Medical Terminology	3
AH212c	Basic Diagnosis Coding Systems	3
AH215c	Medical Assisting	3
AH235c	Medical Administrative Assistant Certification Prep (Completion of Certificate Requirements)	3
TOTAL DEGREE CREDIT HOURS		18

PAGE 43, MEDICAL CODING AND BILLING ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

The following is a addition to this program

- Courses are to be taken in the order specified by your University Representative. Changes in course order must be approved by the Allied Health administrative team. Any course in which an F/W is earned must be immediately repeated and taken alone. Student should discuss potential consequences with the Financial Aid Office. Courses enrolled in at the time the F/W becomes known must be dropped. Any student who earns an F/W in a course the second time may not be further enrolled unless a third attempt appeal* is approved. This appeal must occur immediately and prior to another course being attempted.
- If the repeated course is passed with a C or better the student may return to full time the next term as long as they are in good standing. If a D is earned, the student may progress, but must remain part time. There are no 4th attempt appeals. Any student in SAP Warning status must move to part time and participate in the SAP Assistance Program (Section 2.25) as well as other student success interventions as required by the Allied Health administrative team.
*Third attempt appeals evaluate the entirety of the student record and may require a variety of student success interventions such as part time, remediation work/courses, tutoring assistance, etc.

PAGE 44, HEALTH INFORMATION MANAGEMENT BACHELOR OF SCIENCE DEGREE PROGRAM

The following is are revisions to Section 1.40 Health Information Management

- Courses are to be taken in the order specified by your University Representative. Changes in course order must be approved by the Allied Health administrative team. Any course in which an F/W is earned must be immediately repeated and taken alone. Students should discuss potential consequences with the financial aid office. Courses enrolled in at the time the F/W becomes known must be dropped. Any student who earns an F/W in a course the second time may not be further enrolled unless a third attempt appeal* is approved. This appeal must occur immediately and prior to another course being attempted.
- If the repeated course is passed with a C or better the student may return to full time the next term as long as they are in good standing. If a D is earned, the student may progress, but must remain part time. There are no 4th attempt appeals. Any student in SAP Warning status must move to part time and participate in the SAP Assistance Program (Section 2.25) as well as other student success interventions as required by the Allied Health administrative team.
*Third attempt appeals evaluate the entirety of the student record and may require a variety of student success interventions such as part time, remediation work/courses, tutoring assistance, etc.

PAGE 53, MASTER OF SCIENCE IN NURSING

The following is an addition to Section 2.9 Master of Science in Nursing

A variety of required direct care clinical experiences exist in courses as the student moves through the curriculum. Instructions for the clinical experiences are identified within the course syllabus and in specific course assignments.

PAGE 53, SCHOOL OF NURSING

*There may be a gap between terms.

PAGE 53–54, MASTER OF SCIENCE IN NURSING – EDUCATION AND CASE MANAGEMENT SPECIALIZATIONS

The following is a revision to this program:

HSN521 Modern Organizations and Healthcare is being replaced with HSN548 Concepts of Healthcare Informatics.

PAGE 55, MASTER OF SCIENCE IN NURSING – MANAGEMENT AND ORGANIZATIONAL LEADERSHIP SPECIALIZATION

The following is a revision to this program:

HSN521 Modern Organizations and Healthcare is being replaced with NUR550 Executive Leadership for the 21st Century.

PAGE 56, 2.10 HEALTH SYSTEMS MANAGEMENT

The following are revisions to Section 2.10 Health Systems Management

- Courses are to be taken in the order specified by your University Representative. Changes in course order must be approved by the Allied Health administrative team.
- Courses enrolled in at the time the F/W becomes known must be dropped
- Any course in which an F/W is earned must be immediately repeated.
- The repeated F/W course must be taken alone

PAGE 56, 2.11 HEALTHCARE ADMINISTRATION

The following are revisions to Section 2.11 Healthcare Administration

- Courses are to be taken in the order specified by your University Representative. Changes in course order must be approved by the Allied Health administrative team.
- Courses enrolled in at the time the F/W becomes known must be dropped
- Any course in which an F/W is earned must be immediately repeated.
- The repeated F/W course must be taken alone

COURSE DESCRIPTIONS

The following are revisions to the course description section:

AH111B HEALTHCARE DELIVERY SYSTEMS 3 CREDITS

PREREQUISITES: NONE

This course introduces students to different types of healthcare delivery systems and how to analyze the organization, financing, regulatory issues and delivery of different healthcare services. Topics covered include the “continuum of care” concept and methods and theories in healthcare delivery systems and computer applications in healthcare. Focus is placed on evolution and trends in managed healthcare, including research, statistics, quality management and integrating information technologies into medical office practices. Other processes such as staffing, productivity and improving quality are also discussed.

AH114B MEDICAL TERMINOLOGY 3 CREDITS

PREREQUISITES: NONE

This course teaches the foundation of the language of healthcare. Students will learn how to pronounce medical terms and communicate medical information to both health professionals and patients. Students will also learn the principles of word-building needed for the extensive medical vocabulary used in healthcare. Students will utilize interactive technology to assist with learning, pronunciation and application in Anatomy and Physiology.

AH114C MEDICAL TERMINOLOGY 3 CREDITS

PREREQUISITES: NONE

This course teaches the foundation of the language of healthcare. Students will learn how to pronounce medical terms and communicate medical information to both health professionals and patients. Students will also learn the principles of word-building needed for the extensive medical vocabulary used in healthcare. Students will utilize interactive technology to assist with learning, pronunciation and application in Anatomy and Physiology.

AH235C MEDICAL ADMINISTRATIVE ASSISTANT CERTIFICATION PREP 4 CREDITS

PREREQUISITES: COMPLETION OF ALL OTHER CERTIFICATE COURSES

In this Capstone course students will continue to prepare for the role of medical administrative assistant. By completing this course, you will validate your ability to perform routine administrative tasks in a physician’s office or clinic and complete the Certified Medical Administrative Assistant (CMAA) national certification exam offered by the National Healthcare Association (NHA). MindTap and the NHA Portal utilize simulated activities, including three preparatory exams designed to evaluate your knowledge of necessary administrative assistant responsibilities. This program culminates in the identification of a testing site, registration for sitting for the exam, and completion of the exam. You will also finalize your ePortfolio which will showcase to potential employers your achievement of the Medical Administrative Certificate program and earning your CMAA Certification.

CS205C COMPUTER SOFTWARE APPLICATIONS IN HEALTHCARE 3 CREDITS

PREREQUISITES: NONE

This course provides an overview of commonly available software tools used in healthcare, including an introduction to encoding tools and computer-assisted coding software used in healthcare data processing. Focus is placed specifically on healthcare software and its many uses, functions and applications in the medical office. Other processes such as medical office billing and information technology are also discussed.

EN261 FUNDAMENTALS OF TECHNICAL WRITING 3 CREDITS

PREREQUISITES: NONE

This course introduces students to terms, concepts, and documents related to Technical Writing (writing in the work environment). The concepts and skills presented in the course are intended to be a foundation for effective writing that combines content and format with knowledge of the target audience. Technical writing covers many document types; the course will provide an overview of documents used in the work place such as visual elements, instructions, reports, and presentations. Students will create a portfolio of technical writing documents including: a proposal, progress reports, feasibility and recommendation reports, visual elements, and descriptions of a mechanism and a process.

IS351 INFORMATION SYSTEMS PROJECT MANAGEMENT 3 CREDITS

PREREQUISITES: NONE

This course covers the technical and managerial aspects of project management as identified by the Project Management Institute's *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*. Emphasis is placed on defining project management and its relationship to other business disciplines and the development of information systems. PMBOK is a registered mark of the Project Management Institute.

IS649 INFORMATION TECHNOLOGY PROJECT MANAGEMENT 3 CREDITS

PREREQUISITES: PRJ515

In today's fast-paced and dynamic environment innovative information technology and system development projects are critical to many companies' success. The emphasis on such projects creates greater demand from senior management to deliver quality information technology projects on time within budget and which add functionality and value to their customers and clients. IT Project Management will teach the project manager how to integrate sound project management principles in the information technology project's development profile in order to assure every aspect of the project is under control and delivers the technical objectives. This course will also cover the IT project's life cycle from initiation through closeout and address all the components of project management as they relate to IT projects based on *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)* as defined by the Project Management Institute (PMI). PMBOK is a registered mark of the Project Management Institute.

PRJ515 PROJECT MANAGEMENT ESSENTIALS 3 CREDITS

PREREQUISITES: NONE

This course completes the topics presented in the Project Management Institute's *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)* and includes project cost quality procurement and risk management. Students are provided with opportunities to apply these concepts using real-life exercises examples and software tools. PMBOK is a registered mark of the Project Management Institute.

PRJ636 PROJECT MANAGEMENT ORGANIZATION FRAMEWORK AND RISK 3 CREDITS

PREREQUISITES: PRJ515

This course furthers the fundamental concepts of scope time management and human resource planning and project communications as presented in the Project Management Institute's *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*. Emphasizing both theory and practical application students are provided with an opportunity to apply these concepts using real-life exercises examples and software tools. PMBOK is a registered mark of the Project Management Institute.

PRJ695 PROJECT MANAGEMENT CAPSTONE 3 CREDITS

PREREQUISITES: COMPLETION OF DEGREE REQUIREMENTS

This capstone course requires students to demonstrate an understanding and application of material explored during the Project Management programs in both the Mark Skousen School of Business and College of Engineering and Computer Science. Additionally, this course will prepare students for the Project Management Institute's Project Management Professional (PMP)® certification examination. Preparation includes utilization of study guides and practice exams. PMP is a registered mark of the Project Management Institute.