

Docket Item:

Community College Approval: Treasure Valley Community College, Certificate of Completion in Billing and Coding Specialist, within 51.0714, Medical Insurance Specialist/Medical Biller.

Summary:

Treasure Valley Community College proposes a new Certificate of Completion in Billing and Coding Specialist. Higher Education Coordinating Commission (HECC) staff completed a review of the proposed program. After analysis, HECC staff recommends approval of the degree as proposed.

Staff Recommendation:

The HECC recommends the adoption of the following resolution:
RESOLVED, that the Higher Education Coordinating Commission approve the following degree: CC1 in Billing and Coding Specialist.



Treasure Valley Community College seeks the Oregon Higher Education Coordinating Commission's approval to offer an instructional program leading to a Certificate of Completion in Billing and Coding Specialist

Program Summary

Clinic billing, coding, and front office

1. ***Describe the need for this program by providing clear evidence.***

The college has a demand, we receive a very high number of request for a billing and coding program from students. This billing and coding certificate will help students gain education into the coding world as well as connect them with potential employers with the NHA industry cert. The entry level certification can also be used to help student work towards a bachelors in coding degree.

2. ***Does the community college utilize systemic methods for meaningful and ongoing involvement of the appropriate constituencies?***

The TVCC MA program has a very involved Advisory Board. We used the MA advisory board to help assess the need of this program and if employers feel it would be beneficial for current staff. This committee has met to develop and give feedback on the billing and coding certification. The group is scheduled to meet twice a year to continue the systematic methods of meaningful and ongoing involvement.

3. ***Is the community college program aligned with appropriate education, workforce development, and economic development programs?***

TVCC has aligned the Billing and Coding program with National Health Career Association's (NHA) Certified Billing and Coding Certification standards. NHA is an allied health certifying entity that is recognized by all health care organizations in the area. Students will not only obtain a certificate from TVCC but they will also gain an industry certification that will make them more employable.

4. ***Does the community college program lead to student achievement of academic and technical knowledge, skills, and related proficiencies?***

TVCC has the content that allows a student to obtain one recognized industry certifications (CBCS) from NHA. The students will be assessed by their work within TVCC but also by the CBCS exam from NHA. Students could also use their knowledge from this program to transfer to a university and obtain a bachelors in coding.

5. *Does the community college identify and have the resources to develop, implement, and sustain the program?*

TVCC has had a Medical Office Specialist degree for a great number of years. The medical office degree will be enhanced by the industry cert offered by NHA. Due to the current running program for Medical Office, we have the physical space, infrastructure, instructional capability, equipment and expertise needed to launch and sustain the program.

Assurances

Treasure Valley Community College has met or will meet the four institutional assurances required for program application.

1. *Access.* The college and program will affirmatively provide access, accommodations, flexibility, and additional/supplemental services for special populations and protected classes of students.
2. *Continuous Improvement.* The college has assessment, evaluation, feedback, and continuous improvement processes or systems in place. For the proposed program, there will be opportunities for input from and concerning the instructor(s), students, employers, and other partners/stakeholders. Program need and labor market information will be periodically re-evaluated and changes will be requested as needed.
3. *Adverse impact and detrimental duplication.* The college will follow all current laws, rules, and procedures and has made good faith efforts to avoid or resolve adverse *intersegmental* and *intra-segmental* impact and detrimental duplication problems with other relevant programs or institutions.
4. *Program records maintenance and congruence.* The college acknowledges that the records concerning the program title, curriculum, CIP code, credit hours, etc. maintained by the Office are the official records and it is the college's responsibility to keep their records aligned with those of the Office. The college will not make changes to the program without informing and/or receiving approval from the Office.