

Indiana Commission for Higher Education
Indiana Board for Proprietary Education

Out-of-State Institutions and
In-State Proprietary Institutions Offering Instruction in Indiana with
a Physical Presence in the State

DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution

Brightwood College (location: Hammond, IN)

Program name and

Suggested CIP Code: Healthcare Reimbursement, 51.0713

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)

AS

Date the Form was Prepared

4-4-2016

Application Type

Initial X or Renewal

(Revise date after any revision)

Revised: 2016/05/23

Name of Person Preparing this Form

John Carreon

Telephone Number

312.638.5807; cell: 312.206.4717

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Associate of Science degree in Healthcare Reimbursement is designed to prepare students for positions in physician practices, medical offices, hospital business offices, insurance companies, healthcare consulting firms, and medical record departments. Students are provided with specialized training and instruction in Current Procedural Terminology (CPT-4), International Classification of Diseases (ICD-9-CM, ICD-10-CM, and ICD-10-PCS), and the Healthcare Common Procedure Coding System (HCPCS) coding conventions. In addition to classroom experience, this program also includes an externship where the student is required to demonstrate on-the-job application of skills. Students also prepare for a national certification examination.

Upon successful graduation from this program, graduates should be able to

- discuss and be familiar with all HIPAA Compliance Policies and the importance of confidentiality when dealing with medical records;
- demonstrate the ability to utilize coding and medical billing software programs to expedite the reimbursement process;
- classify various coding and billing information to avoid claims rejections;
- analyze coding and reimbursement-related financial data used in a healthcare environment; and

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, course number, and number of credit hours or clock hours for each course.

Name of Program: Healthcare Reimbursement

Total Course Hours: 96 Check one: Quarter Hours X
 Semester Hours
 Clock Hours

Tuition: \$388 per credit hour; \$37,248.00 total Length of Program: 96 weeks

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
AP125	Anatomy and Physiology: Body Structures with Medical Terminology	4
AP135	Anatomy and Physiology: Organs and Systems with Medical Terminology	4
BU177	Customer Service	4
MB110	Medical Coding: Current Procedural Terminology (Prerequisite: AP125 or AP135)	4
MB125	Medical Coding: ICD-9-CM and ICD-10-CM (Prerequisite: AP125)	4
MB138	Medical Coding: Outpatient Coding (Prerequisites: MB110 and MB125)	4
MB140	Advanced Coding (Prerequisite: MB138)	4
MB180	Medical Billing and Reimbursement	4
MB240	Computerized Billing Procedures (Prerequisite: MB180)	4
MB256	Medical Billing and Coding Certification Review (Prerequisite: Completion of All Previous Coursework and/or Program Director Approval)	2
MB260	Medical Billing and Coding Externship (Prerequisite: Completion of Area of Concentration Course Work, Successful Completion of the Pre-Externship Skills Checklist, and Program Director Approval (certification review course may be taken concurrently with externship experience)	6
MA114	Medical Law and Ethics	4
MA121	Pathophysiology (Prerequisite: AP125)	4

MA185	Medical Insurance Applications (Prerequisite: MB180)	4
MA210	Computerized Medical Records Systems	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CS120	Learning Framework (Foundation)	4
CS130	Career Exploration/Planning (Foundation)	4
CM105	English Composition I	4
CM110	English Composition II (Prerequisite: CM105)	4
CM125	Introduction to Computing	4
CM130	Introduction to Communications	4
EN251	Contemporary Literature	4
MM105	College Mathematics	4
SS130	Introduction to Sociology	4

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Brightwood Online Library is accessible 24 hours a day. There is reference assistance via toll free phone, e-mail and chat, real time and multimedia instructional materials, and research collaboration with online library staff.

2. Number of volumes of professional material:

Virginia College, LLC offers library services to students at Brightwood College through the Brightwood Online Library. The library offers access to 29 separate databases of content with 51,765 e-books, the Brightwood College onsite library catalog, and articles from over 17,000 professional, scholarly and trade journals. Services include book delivery and interlibrary loan services, reference assistance via toll free phone, e-mail and chat, real time and multimedia instructional materials, and research collaboration with online library staff.

Brightwood College subscribes to 92 commercial eResources that are available to students. These are listed fully in an attachment, Brightwood A-Z List.pdf.

3. Number of professional periodicals subscribed to:

CMA Today

4. Other library facilities in close geographical proximity for student access:

N/A

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
**** Include all required documentation pertaining to the qualifications of each instructor.**

	18		9		9
Total # of Faculty in the Program:		Full-time:		Part-time:	

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Bender, Kimberly	MS	0	7	5	X	
Book, Julie	MA	3	8	3	X	
Boyd, Kimberly	MA	0	<1	20		X
Bridges, Juli	MBA	6	14	0	X	
Browne, Kevin	MS	23	6	8	X	
Carter, Michelle	MBA	11	6	7		X
Dixon, Murrie	MA	4	7	0		X
Gater, Linda	MST	27	8	4	X	
Hoban, Carol	Ph.D.	15	6	12	X	
Hopkins, Barbara	MBA	16	4	5		X
Lovelace, Barbara	MA	15	8	11		X
McKeever, Todd	MS	20	8	0		X
Mishler, Shelye	MBA	33	4	10		X
Olmsted, Betty	JD	35	4	3	X	
Pittman, Rickey	MA	6	7	8	X	
Register, Wanda	MBA	6	4	13		X
Stockinger, Jeremey	Ph.D.	15	4	0		X
Taylor, Michael	MFA	5	12	10	X	

**Supplementary Information on
Licensure, Certification, and Accreditation**

Institution:
Degree Program:
Locations:

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? Brightwood College has conducted research and there are no Indiana or national professional requirements for this particular item.

If so, please identify
The specific license(s) needed:
The State agency issuing the license(s):

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Professional Certification

What are the professional certifications that exist for graduates of similar program(s)?

Will a graduate of this program be prepared to obtain national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? Yes

If so, please identify
Each specific professional certification: Qualified graduates may be eligible to sit for one or more of the following certifications: the AHIMA Certified Coding Associate (CCA), the National Healthcareer Association Certified Billing and Coding Specialist (CBCS), or the AAPC Certified Professional Coder (CPC). Students typically register for certification examinations during their certification review course.

The national organization issuing each certification: See above

Please explain the rationale for choosing each professional certification: The certification supports the skills that students learn throughout the program. It is not required by any means, but can be a way for students to differentiate themselves in the market. However, the job ads that we have seen have not required this certification.

Please identify the single course or a sequence of courses that lead to each professional certification? It relates to the entire program, not a single course.

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Professional Industry Standards/Best Practices

Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)? YES

If so, please identify

The specific professional industry standard(s) and/or best practice(s):

- Brightwood College and its sister institution Virginia College have Program Advisory Committees (PACs) across the country that meet semiannually to discuss the professional industry standards and best practices in the medical office administration field. The Healthcare Reimbursement Associate’s Degree incorporates feedback from these PAC meetings into its curriculum and program practices. The PAC feedback is in alignment with cognitive competencies and skills for entry level positions in the healthcare reimbursement field.
- Additionally, if there are any changes in certification or licensing in the healthcare reimbursement field, Brightwood College will make any changes, if necessary, to the curriculum.

The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate: National Program Advisory Committee

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Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? Brightwood College has conducted research and there are no Indiana or national professional requirements for this particular item.

If so, please identify the specialized accrediting agency:

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Transferability of Associate of Science Degrees

Since CHE/BPE policy reserves the Associate of Science designation for associate degrees whose credits apply toward meeting the requirements of a related baccalaureate degree, please answer the following questions:

Does a graduate of this A.S. degree program have the option to apply all or almost all of the credits to a related baccalaureate degree at your institution?

If so, please list the baccalaureate degree(s): The Associate of Science in Healthcare Reimbursement will articulate into the Virginia College Bachelor of Science in Health Services Management.

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Job Titles

List specific job titles and broad job categories that would be appropriate for a graduate of this program:

- Medical Biller
- Medical Coder
- Patient Access Representative
- Medical Records Specialist/Technician
- Health Information Specialist



Brightwood College Virtual Library

The following list represents an alphabetic list of the commercial eResources subscribed to by Brightwood College and available to students from the virtual library.

Pathway if offered by LIRN is in (brackets)

- | | | |
|--|---|--|
| 1. ABI/Inform Complete (LIRN – ProQuest) | 22. EbscoHost Teacher Reference Center- (LIRN-EbscoHost) | 41. Hoover’s Company Profiles (LIRN-ProQuest) |
| a. ABI/Inform Dateline | 23. Educator’s Reference Complete (LIRN-Gale Cengage) | 42. IBIS World: Industry Research Reports |
| b. ABI/INFORM Global | 24. Environmental Studies and Policy Collection (LIRN-Gale Cengage) | 43. Information Sciences and Library issues (LIRN-Gale Cengage) |
| c. ABI/INFORM Trade & Industry | 25. European Views of the Americas 1493-1750 (LIRN-EbscoHost) | 44. Informel Academico (LIRN-Gale Cengage) (with an English interface) |
| 2. Academic OneFile (LIRN-Gale Cengage) | 26. Expanded Academic ASAP (LIRN-Gale Cengage) | 45. InfoTrac Business Collection (LIRN-Gale Cengage) |
| 3. ACM Digital Library | 27. Facts & Comparisons® eAnswers | 46. InfoTrac Newstand (LIRN-Gale Cengage) |
| 4. Agriculture Collection (LIRN-Gale Cengage) | 28. Fine Arts and Music Collection (LIRN-Gale Cengage) | 47. Insurance and Liability Collection (LIRN-Gale Cengage) |
| 5. ASHP’s Interactive Handbook on Injectable Drugs | 29. Gale Ready Reference Shelf (LIRN-Gale Cengage) | 48. LegalTrac (LIRN-Gale Cengage) |
| 6. Books 24/7 (LIRN) | 30. Gale Virtual Reference Library (LIRN-Gale Cengage) | 49. Lexicomp Online <u>Coming Soon</u> |
| 7. Business and Economic Theory Collection (LIRN-Gale Cengage) | 31. Gardening, Landscape and Horticulture Collection (LIRN-Gale Cengage) | 50. LexisNexis Academic Library, Information Science & Technology Abstracts (LISTA) (LIRN-EBSCOhost) |
| 8. Business Insights: Global (LIRN-Gale Cengage) | 32. Gender Studies Collection (LIRN-Gale Cengage) | 51. Literature Resource Center (LIRN- Gale Cengage) |
| 9. Business Source Complete | 33. General OneFile (LIRN-Gale Cengage) | 52. Military and Intelligence Database (LIRN-Gale Cengage) |
| 10. Canadian Business & Current Affairs (LIRN-ProQuest) | 34. General Science Collection (LIRN-Gale Cengage) | 53. Nursing and Allied Health Collection (LIRN-Gale Cengage) |
| 11. Canadian NewsStand (LIRN-ProQuest) | 35. Green FILE (LIRN-EbscoHost) | 54. Nursing & Allied Health Source (LIRN-ProQuest) |
| 12. Cinahl Plus with Full Text (some campuses) | 36. Health and Medical Complete (LIRN-ProQuest) | 55. Opposing Viewpoints in Context (LIRN-Gale Cengage) |
| 13. Communications and Mass Media Collection (LIRN-Gale Cengage) | 37. Health & Wellness Resource Center and Alternative Health Module (LIRN-Gale Cengage) | 56. The Oxford Encyclopedia of Food and Drink in America, 2 nd edition |
| 14. Computer Database Collection (LIRN-Gale Cengage) | 38. Health Management (LIRN-ProQuest) | 57. OxResearch (LIRN-ProQuest) |
| 15. Computers and Applied Sciences Complete | 39. Health Reference Center Academic (LIRN-Gale Cengage) | 58. Pharmaceutical News Index (LIRN-ProQuest) |
| 16. Computer Science Collection (LIRN-ProQuest) | 40. Home Improvement Collection (LIRN-Gale Cengage) | 59. Physical Therapy and Sports Medicine Collection (LIRN-Gale Cengage) |
| 17. Criminal Justice Collection (LIRN-Gale Cengage) | | 60. Popular Collection (LIRN-Gale Cengage) |
| 18. Criminal Justice Periodicals (LIRN-ProQuest) | | 61. ProQuest Accounting & Tax (LIRN-ProQuest) |
| 19. Culinary Arts Collection (LIRN-Gale Cengage) | | |
| 20. Ebrary: Academic Complete | | |
| 21. EbscoHost eBook Collection | | |

63. ProQuest Advanced Technologies & Aerospace Collection (LIRN-ProQuest)
64. ProQuest Asian Business & Reference (LIRN – ProQuest)
65. ProQuest Banking Information Source (LIRN-ProQuest)
66. ProQuest Biological Science Collection (LIRN-ProQuest)
67. ProQuest Career & Technical Education (LIRN-ProQuest)
68. ProQuest Education Journals (LIRN-ProQuest)
69. ProQuest European Business (LIRN –ProQuest)
70. ProQuest Family Health (LIRN-ProQuest)
71. ProQuest Military (LIRN-ProQuest)
72. ProQuest NewsStand (LIRN-ProQuest)
73. ProQuest Political Science (LIRN-ProQuest)
74. ProQuest Religion (LIRN-ProQuest)
75. ProQuest Research Companion (LIRN-ProQuest)
76. ProQuest Research Library (LIRN-ProQuest)
 - a. ProQuest Research Library: Business (LIRN-ProQuest)
 - b. ProQuest Research Library: Health & Medicine (LIRN-ProQuest)
 - c. ProQuest Research Library: History (LIRN-ProQuest)
 - d. ProQuest Research Library: Literature & Language (LIRN-ProQuest)
 - e. ProQuest Research Library: Sciences & Technology (LIRN-ProQuest)
 - f. ProQuest Research Library: Social Sciences (LIRN-ProQuest)
 - g. ProQuest Research Library: The Arts (LIRN-ProQuest)
77. ProQuest Science Journals (LIRN-ProQuest)
78. ProQuest Sociology Journals (LIRN-ProQuest)
79. Psychology Collection (LIRN-Gale Cengage)
80. Psychology Journals (LIRN-ProQuest)
81. Red Book Online
82. Regional Business News
83. Religion and Philosophy Collection (LIRN-Gale Cengage)
84. Science in Context (LIRN-Gale Cengage)
85. Small Business Collection (LIRN-Gale Cengage)
86. Snapshot Series (LIRN-ProQuest)
87. Student Resources in Context (LIRN-Gale Cengage)
88. Testing and Education Reference Center with Career Module (LIRN-Gale Cengage)
89. Tourism, Hospitality and Leisure Collection ((LIRN-Gale Cengage)
90. Vocations & Careers Collection (LIRN-Gale Cengage)
91. War and Terrorism Collection (LIRN-Gale Cengage)
92. Westlaw for Paralegal