



**Board of Regents Program Action Request**  
**University of Alaska**  
Proposal to Add, Change, or Discontinue a Program of Study

1a. UA University UAF	1b. School or College CTC	1c. Department or Program Allied Health																																								
2. Complete Program Title: Medical Scribe Specialist Certificate																																										
3. Type of Program <input checked="" type="checkbox"/> Undergraduate Certificate <input type="checkbox"/> Associate <input type="checkbox"/> Baccalaureate <input type="checkbox"/> Post-Baccalaureate Certificate <input type="checkbox"/> Master's <input type="checkbox"/> Graduate Certificate <input type="checkbox"/> Doctorate																																										
4. Type of Action <input checked="" type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Discontinue		5. Implementation date (semester, year) <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer    Year 2019																																								
6. Projected Revenue and Expenditure Summary (not required if the requested action is discontinuation). Provide information for the 5 <sup>th</sup> year after program change approval if a baccalaureate or doctoral degree program; for the 3 <sup>rd</sup> year after program approval if a master's or associate degree program; or for the 2 <sup>nd</sup> year after program approval if a graduate or undergraduate certificate. If information is provided for another year, specify (1st) and explain in the program summary attached. Note that revenues and expenditures are not always entirely new; some may be current (see 7d.)																																										
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Projected Annual Revenues in FY 21</th> <th colspan="2">Projected Annual Expenditures in FY 21</th> </tr> </thead> <tbody> <tr> <td colspan="2"><b>Unrestricted</b></td> <td>Salaries &amp; benefits (faculty and staff)</td> <td>\$6136</td> </tr> <tr> <td>General Fund</td> <td>\$</td> <td>Other (commodities, services, etc.)</td> <td>\$</td> </tr> <tr> <td>Student Tuition &amp; Fees</td> <td>\$13,140</td> <td><b>TOTAL EXPENDITURES</b></td> <td>\$6136</td> </tr> <tr> <td>Indirect Cost Recovery</td> <td>\$</td> <td colspan="2">One-time Expenditures to Initiate Program (if &gt;\$250,000)</td> </tr> <tr> <td>TVEP or Other (specify):</td> <td>\$</td> <td colspan="2">(These are costs in addition to the annual costs, above.)</td> </tr> <tr> <td colspan="2"><b>Restricted</b></td> <td>Year 1</td> <td>\$</td> </tr> <tr> <td>Federal Receipts</td> <td>\$</td> <td>Year 2</td> <td>\$650</td> </tr> <tr> <td>TVEP or Other (specify):</td> <td>\$</td> <td>Year 3</td> <td>\$</td> </tr> <tr> <td><b>TOTAL REVENUES</b></td> <td>\$13,140</td> <td>Year 4</td> <td>\$</td> </tr> </tbody> </table>		Projected Annual Revenues in FY 21		Projected Annual Expenditures in FY 21		<b>Unrestricted</b>		Salaries & benefits (faculty and staff)	\$6136	General Fund	\$	Other (commodities, services, etc.)	\$	Student Tuition & Fees	\$13,140	<b>TOTAL EXPENDITURES</b>	\$6136	Indirect Cost Recovery	\$	One-time Expenditures to Initiate Program (if >\$250,000)		TVEP or Other (specify):	\$	(These are costs in addition to the annual costs, above.)		<b>Restricted</b>		Year 1	\$	Federal Receipts	\$	Year 2	\$650	TVEP or Other (specify):	\$	Year 3	\$	<b>TOTAL REVENUES</b>	\$13,140	Year 4	\$	
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Page # of attached summary where the budget is discussed, including initial phase-in: page 5 prospectus																																										
7. Budget Status. Items a., b., and c. indicate the source(s) of the general fund revenue specified in item 6. If any grants or contracts will supply revenue needed by the program indicate amount anticipated and expiration date, if applicable.																																										
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8. Facilities. New or substantially (>\$25,000 cost) renovated facilities will be required. <input type="checkbox"/> Yes    X No If yes, discuss the extent, probable cost, and anticipated funding source(s), in addition to those listed in sections 6 and 7 above.																																										
9. Projected Enrollments (headcount of majors). If this is a program discontinuation request, project the teach-out enrollments.																																										
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Page number of attached summary where demand for this program is discussed: page four																																										

<sup>1</sup>Sometimes the courses required by a new degree or certificate program are already being taught by a UA university, e.g., as a minor requirement. Similarly, other program needs like equipment may already be owned. 100% of the value is indicated even though the course or other resource may be shared.

<p>10. Number<sup>2</sup> of new TA or faculty hires anticipated (or number of positions eliminated if a program discontinuation):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Graduate TA</td><td>NA</td></tr> <tr><td>Adjunct</td><td>1</td></tr> <tr><td>Term</td><td>NA</td></tr> <tr><td>Tenure track</td><td>NA</td></tr> </table>	Graduate TA	NA	Adjunct	1	Term	NA	Tenure track	NA	<p>11. Number<sup>2</sup> of TAs or faculty to be reassigned:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Graduate TA</td><td>NA</td></tr> <tr><td>Adjunct</td><td>NA</td></tr> <tr><td>Term</td><td>NA</td></tr> <tr><td>Tenure track</td><td>NA</td></tr> </table> <p>Former assignment of any reassigned faculty: NA For more information see page of the attached summary.</p>	Graduate TA	NA	Adjunct	NA	Term	NA	Tenure track	NA
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12. Other programs affected by the proposed action, including those at other campuses (please list):

Program Affected	Anticipated Effect
UAF Rural Campuses	Increase student enrollment
UAA and UAS	Increase student enrollment

Page number of attached summary where effects on other programs are discussed: page five and six

<p>13. Specialized accreditation or other external program certification needed or anticipated. List all that apply or 'none': Medical Scribe Education Review Board National Accreditation.</p>	<p>14. Aligns with University or campus mission, goals, core themes, and objectives (list): page one</p> <p>Page in attached summary where alignment is discussed: page one</p>
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15. Aligns with Shaping Alaska's Future themes: page one

Page in attached summary where alignment is discussed: page one

<p>16. State needs met by this program (list): page one</p> <p>Page in the attached summary where the state needs to be met are discussed: Page one and five</p>	<p>18. Program is initially planned to be: (check all that apply)</p> <p><input checked="" type="checkbox"/> Available to students attending classes at UAF CTC campus(es).</p> <p><input type="checkbox"/> Available to students via e-Learning</p> <p><input checked="" type="checkbox"/> Partially available to students via e-Learning</p> <p>Page # in attached summary where e-Learning is discussed: page five</p>
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17. Yes or No (circle one) If this program is an addition, would program be eligible for State's Eligible Training Provider List program?  
(Click here for more information)

Submitted by the (choose one).

<p>DocuSigned by: <i>Anupma Prakash</i> 7C84F2807C964A7...</p> <p>_____ May 23, 2019 _____ Date</p>	<p>DocuSigned by: <i>Daniel M. White</i> AE6BD8A19CA848C...</p> <p>_____ May 23, 2019 _____ Date</p>
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Consensus support of AC  Not supported by AC

Recommend approval by VPASA  
 Recommend disapproval by VPASA

  
 \_\_\_\_\_  
 UA Vice President for Academic & Student Affairs      Date: 7/8/19

<sup>2</sup>Net FTE (full-time equivalents). For example, if a faculty member will be reassigned from another program, but his/her original program will hire a replacement, there is one net new faculty member. Use fractions if appropriate. Graduate TAs are normally 0.5 FTE. The numbers should be consistent with the revenue/expenditure information provided.

Attachments:  Summary of Degree or Certificate Program Proposal  Other (optional)

Revised: 12/12/2017

The following motion passed at Faculty Senate meeting #240 on May 6, 2019:

**MOTION:**

The UAF Faculty Senate moves to approve the Medical Scribe Specialist Certificate.

**EFFECTIVE:** Fall 2019  
Upon Board of Regents approval

**RATIONALE:** The Medical Scribe Specialist Certificate program has been requested by industry partners for the past two years. The demand is real, industry wants trained and Nationally Certified Medical Scribes. They want them now. Health care is growing and we have been asked to increase numbers. This is an area of growth and would be the first program in UA system.

\*\*\*\*\*

DocuSigned by:  
*Syndonia Brit-Harte*  
C9791063AAE6410  
\_\_\_\_\_  
President, UAF Faculty Senate

The Chancellor:  Approves     Vetoes     Acknowledges

*DMW*

\_\_\_\_\_  
Daniel M. White, UAF Chancellor    Date: 5/14/19



**Please see CourseLeaf for supporting materials.**

**BRIEF PROGRAM STATEMENT:**

The certificate in Medical Scribe Specialist prepares students for employment as members of the healthcare team to provide data collection and input to maintain comprehensive and accurate electronic health records. Medical scribe specialists work in a variety of healthcare settings such as hospitals, ambulatory settings and in specialties (e.g., primary care, urgent care, internal medicine; ophthalmology, etc.). Students will be equipped with skills that maximize the efficiency and productivity of clinical care, enabling real-time clinical documentation and workflow efficiencies for their employers. They will be prepared to take the Medical Scribe Certification and Aptitude Test (MSCAT) to acquire the Certified Medical Scribe Specialist (CMSS), a certification recognized by the American College of Medical Scribe Specialists.

**Admission Requirements:**

High school graduation or GED; ALEKS Placement: HLTH F116; Accuplacer Placement: WRTG F110; or permission of instructor.

Documentation of the following immunizations: two varicella, two MMR, three Hep B, and two step PPD within previous 12 months or titers to prove immunity to above diseases. Be at least 18 years old by the first day of the semester in which admitted.

Complete the UAF application process.

Complete FAFSA for financial aid, if needed.

**PROGRAM GOALS:**

The Certificate in Medical Scribe Specialist will prepare and equip students to perform real-time clinical documentation and workflow efficiency to licensed clinicians in the healthcare system. The Medical Scribe collects information gathered at point-of-care under direction of a licensed healthcare provider, and inputs data to create and maintain comprehensive and accurate electronic healthcare records (EHR) for the benefit of clinicians, healthcare staff, and patients. Students are prepared for employment in a variety of healthcare settings (e.g., hospitals, clinics, primary and urgent care settings). They will be prepared for the American College of Medical Scribe Specialists certification exam.

**CATALOG LAYOUT:**

**Minimum Requirements for Certificate: 30 credits**

Students must earn a C- or better in each course.

Course List			
Code		Title	Credits
General University Requirements			
<u>Complete the general university requirements.</u>			
Certificate Requirements			

Complete the certificate requirements.**Program Requirements**

<u>WRTG F11X</u>	Writing Across Contexts	3
or <u>ABUS F271</u>	Business Communications	
<u>HLTH F106</u>	Human Behavior in Health Care	3
or other approved Human Relations Course	Course other approved Human Relations Course Not Found	
<u>ABUS F102A</u>	Keyboarding: Touch Typing	1
<u>ABUS F102B</u>	Keyboarding: Skill Building	1
<u>HLTH F100</u>	Medical Terminology	3
<u>HLTH F110</u>	Professional Skills for the Workplace	2
<u>HLTH F114</u>	Fundamentals of Anatomy and Physiology	4
<u>HLTH F116</u>	Mathematics in Health Care	3
<u>HLTH F118</u>	Medical Law and Ethics	2
<u>HLTH F122</u>	First Aid and CPR for the Healthcare Provider	0
<u>HLTH F124</u>	Introduction to Medical Scribe Specialist (Introduction to Medical Scribe)	2
<u>HLTH F126</u>	Administrative Procedures for the Healthcare Worker (Administrative Procedures for the Healthcare Worker)	3
<u>HLTH F130</u>	Medical Office Technology (preferred)	3
or <u>CIOS F150</u>	Computer Business Applications	
<u>HLTH F235</u>	Medical Coding	4
<u>HLTH F236</u>	Outpatient Health Care Reimbursement	3
<u>MA F247</u>	Introduction to Pharmacology	2
<u>HLTH F260</u>	Medical Scribe Specialist Practicum (Medical Scribe Practicum)	2
<b>Total Credits</b>		<b>41</b>

**Please see CourseLeaf for a Sample Course of Study and 3-Year Cycle of Course Offerings.**

**ENROLLMENT INFORMATION:**

There is demand for a skilled workforce in the medical community as the healthcare industry moves steadily forward with the advancements of electronic healthcare record-keeping. Initially an enrollment of 10-20 students or more is anticipated, with a growing trend in the future. Many of the course requirements are also taught for other Allied Health certificates

and associate degrees, and, as such, are not dependent upon enrollment in the Medical Scribe Specialist certificate program.

The Certificate Program is designed for completion in two years. Projections are based upon input from the Medical Assisting Advisory committee and input from medical community. Allied Health OE and certificate programs have demonstrated growth over the past five years and this trend is expected to continue if not increase. Currently, no other programs exist within the state to prepare students for this Certificate.

**RELATIONSHIP TO “PURPOSES OF THE UNIVERSITY”:**

**(From the UAF Mission) PREPARE: Alaska’s Career, Technical, and Professional Workforce**

The State of Alaska’s Dept. of Labor and Workforce Development report, the Alaska Occupational Forecast 2014 to 2024, indicates that healthcare support occupations will continue to be in high demand. Development of this new certificate is in direct response to workforce needs expressed by local clinics in the medical community.

**OCCUPATIONAL/OTHER COMPETENCIES TO BE ACHIEVED:**

Students completing the Certificate in Medical Scribe Specialist will be equipped with the necessary skills to succeed in the healthcare workplace. They will be prepared to take the American College of Medical Scribe Specialists national certification exam. They will have the skills and knowledge required to collect information, perform data entry, and maintain comprehensive and accurate Electronic Healthcare Records.

They will be qualified to function independently as a member of the Health Care team under the supervision of a licensed provider.

**RELATIONSHIP OF THE COURSES TO THE PROGRAM OBJECTIVES:**

Course requirements for the Certificate in Medical Scribe Specialist equip students with the skills and knowledge required for successful employment as a member of the healthcare team, preparing them to collect information, perform data entry and maintain comprehensive, accurate electronic healthcare records. Courses prepare students to take the national certification exam in this field of study.

**PERSONNEL DIRECTLY INVOLVED WITH THE PROGRAM:**

<b>Name</b>	<b>Staff classification</b>	<b>Duties</b>	<b>Qualifications</b>
Cathy Winfree	Faculty	Program implementation and course development.	Professor
Millie Castro	Faculty	Program implementation.	Assistant Professor
Jacqueline Mitchell	Faculty	Program implementation.	Assistant Professor

**NEED FOR PROGRAM:**

The Allied Health Program has been contacted by members of the Medical Assisting Advisory Committee with requests for specialized skills training in the emerging field of Medical Scribe. Locally and nationally, the healthcare industry is advancing steadily with electronic healthcare record-keeping (EHR), and there is a shortage of trained workers to fill the demand. The majority of the current workforce enters the field with a shortage of skills and formal training and employers must identify potential workers for on-the-job training to fill the gap.

**Now:** There is no formal training currently available within the state. The need and demand for a trained workforce in Medical Scribe has been expressed to the Allied Health Program by local healthcare industry partners. Those currently employed in the field would benefit from formal training and the potential it provides for national certification. The field of Electronic Healthcare Record-keeping (EHR) is steadily growing within all facets of the healthcare industry, thus the demand for a skilled workforce is growing. Development of this program responds to that growing need / demand.

**Two years from now:** See the attached PDF of the Alaska Occupational Forecast 2014-2024 from the State of Alaska Department of Labor and Workforce Development, stating the growing demand for skilled workers in Medical Records and Health Information Technicians.

**Five years from now:** See the attached PDF of the Alaska Occupational Forecast 2014-2024 from the State of Alaska Department of Labor and Workforce Development, stating the growing demand for skilled workers in Medical Records and Health Information Technicians.

**Ten years from now:** See the attached PDF of the Alaska Occupational Forecast 2014-2024 from the State of Alaska Department of Labor and Workforce Development, stating the growing demand for skilled workers in Medical Records and Health Information Technicians.

**RESOURCE IMPACT:**

Please see the attached AH RESOURCE COMMITMENT document.

**RELATIONS OF PROGRAM TO OTHER PROGRAMS WITHIN THE SYSTEM:**

A positive effect is expected as students find formal training in a high demand field, and are exposed to further learning opportunities available in the Allied Health programs.

This program does not duplicate/approximate programs anywhere in the system.

**IMPLEMENTATION/TERMINATION:**

**Plans for recruiting students:**

Industry Partners will be notified via email, phone calls, and flyers that program has been approved. The Medical Assisting Advisory Council members will help spread the word to their employers. Employers will then encourage and/or schedule employees to attend classes. Advertise throughout UAF CTC and CRCDC.

Announcements will be made at the UA Allied Health Alliance meeting.

**Plans for phasing out program if it proves unsuccessful:**

Current students in the program would be taught-out as required by the NWCCU. The majority of the courses would remain as they apply across the Allied Health programs.

**Assessment of the program:**

Student evaluations of each class are required. Graduate surveys upon completion of the program practicum are required by the national specialized accreditation for the Program. Employers of program graduates are surveyed.

**Please see CourseLeaf for the SLOA Plan document.**

**Please see CourseLeaf for the BOR Program Action Request pdf.**

**Please see CourseLeaf for the Prospectus document.**