

TERM OF THE AGREEMENT: 2013-2018

AGREEMENT

Between

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA (SBBC)
And
BROWARD COLLEGE (BC)

This agreement is entered into between BROWARD COLLEGE and THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA for the purpose of establishing a formal articulation between these two organizations with regard to students pursuing an **Associate of Science degree in Office Administration (Medical Office Specialization)** at Broward College. Students completing the 1000 clock hour **Medical Coder/Biller Postsecondary Applied Technology Diploma (H170528)** shall be awarded credit for the courses listed in this Agreement. *Both the guidelines provided by the Florida Department of Education for the Applied Technology Diploma (ATD) to AAS/AS Degree Articulation Statewide Agreement and a comprehensive review of each curriculum provide the framework for the agreement.*

Having undertaken and completed a comprehensive review and evaluation of each curriculum, instructional method, level of instruction, and available equipment and facilities, the BROWARD COLLEGE has concluded that the technical skills or competencies mastered by students completing the **Medical Coder/Biller Postsecondary Applied Technical Diploma (H170528)** with a grade of "C" or better in each course are equivalent to those acquired by BROWARD COLLEGE students completing selected courses in the **Office Administration (Medical Office Specialization) Associate in Science Degree Program.**

Therefore, as a result of this assessment, subject to the conditions set forth below, students who successfully complete their program with the required level of proficiency and who are accepted for admission shall be entitled to:

Reported as PSAV Program # H170528 Medical Coder/Biller	BC Course(s)	Credits	Assessment
	CGS 1060C Computer & Internet Literacy	3 Credits	Each course assessment should meet a minimum 70% of the BC course Pass course with a "C" grade or above. Exam administered by High School.
HIM0009 Introduction to Health Information Technology	OST 1100C Keyboarding & Document Processing I	3 Credits	Portfolio: <ul style="list-style-type: none"> • Medical Documents prepared in WORD • General Business Documents prepared in WORD • General Business Documents prepared in EXCEL • Timed Writing Analysis • Medical Terminology assessments
HIM0071 Medical Coder/Biller 1	OST 1257C Medical Terminology for the Administrative Assistant	3 Credits	
HIM0072 Medical Coder/Biller 2	OST 2455C Medical Billing & Coding I	3 Credits	
HIM0073 Medical Coder/Biller 3	OST 2456C Medical Billing & Coding II	3 Credits	

	OST 2464C Medical Computer Application	3 Credits	
	OST 2764C Information Word Process Applications	3 credits	Successful completion of MOS, MCAS WORD, or Certified Medical Administrative Assistant Certification
	OST 2501 Office Management	3 Credits	Office Management and Office Records Management final exams from Technical Centers
	OST 2335 Communications in the Workforce	3 Credits	Portfolio: APA or LMA formatted paper with PowerPoint presentation
	OST 2053 Successful Job Search	1 Credit	Portfolio: Resume and Cover letter
	Total number of credits	28 credits	

STUDENT REQUIREMENTS:

To be eligible for award of credits at BROWARD COLLEGE, students must:

- 1) Successfully complete the technical courses required by their chosen program area with a "C" or better in each course of the program.
- 2) Meet the admission requirements of BROWARD COLLEGE.
- 3) Begin classes at BROWARD COLLEGE within two (2) years of the date of graduation from the program unless the program manager waives the time limitation.
- 4) Contact the BC Program Manager for Office Administration (954-201-2043) to present official transcript, certificate of completion, industry certifications, and/or a portfolio.

THE SCHOOL BOARD OF BROWARD COUNTY shall agree to the following:

- 1) Program shall be taught by an instructor with the qualifications necessary to meet SACS criteria and/or program accreditation standards.
- 2) Notify the college of any major curriculum or program changes.

BROWARD COLLEGE and THE SCHOOL BOARD OF BROWARD COUNTY shall agree to the following:

- 1) Share the implementation and recruitment responsibilities for the program.
- 2) Provide program information at the high schools, technical centers and at each BC location.
- 3) Integrate the program into Career Pathways initiatives.

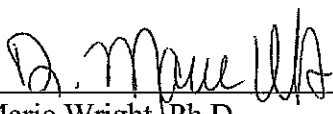
REVIEW PROCESS:

If curricular or programmatic modifications are made, the Articulation Agreement shall be updated; otherwise institutional approval shall be required every five (5) years.

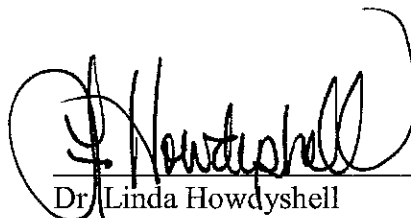
Once initially established and appropriate approvals are secured, the Articulation Agreement shall remain in effect until revised or revoked. A thirty (30) day, written notice must be given by either party to revoke an Articulation Agreement.

OFFICIAL APPROVALS

INSTITUTION:
THE SCHOOL BOARD OF BROWARD
COUNTY, FLORIDA


 Marie Wright, Ph.D. 2/12/13
 Executive Director Date
 Instruction and Interventions

INSTITUTION:
BROWARD COLLEGE


 Dr. Linda Howdyshell 1/24/13
 College Provost and Senior Vice President Date
 for Academic and Students Success