



UNIVERSITY
of HAWAII®
WEST O'AHU



UNIVERSITY of HAWAII®
KAPI'OLANI
COMMUNITY COLLEGE

UNIVERSITY OF HAWAII ARTICULATION AGREEMENT

Kapi'olani Community College Associate in Science degree in Medical Assisting to the University of Hawai'i-West O'ahu Bachelor of Applied Science degree in Health Information Management

The purpose of this Agreement is to facilitate a smooth transition for students from the Kapi'olani Community College Associate in Science (AS) in Medical Assisting program to the University of Hawai'i-West O'ahu Bachelor of Applied Science (BAS) in Health Information Management program.

This recommended pathway is designed to produce multiple entry and exit points to flexibly serve student career and educational objectives. Students may use dual enrollment as a method of completing the required coursework outlined in the attachments to this agreement, contingent upon eligibility, deadlines, and established procedures.

Students must graduate from Kapi'olani Community College with the articulated AS degree in Medical Assisting to be eligible for the benefits of this Agreement. Completion of the articulated AS degree will enable students to follow the University of Hawai'i-West O'ahu core, concentration, general education, focus, and graduation requirements in place on the effective term of this agreement. Participation in the University of Hawai'i Automatic Admissions transfer process is possible for students planning to complete the AS in Medical Assisting provided that eligibility, deadlines and procedures established for the designated term of entry are met. Students who do not complete the AS in Medical Assisting degree at Kapi'olani Community College will be required to meet catalog requirements in place upon admission to the University of Hawai'i-West O'ahu. While this academic pathway represents the most efficient coursework progression from the AS program at Kapi'olani Community College through the BAS program at the University of Hawai'i-West O'ahu, individual course substitutions may be made on a case-by-case basis when recommended courses are not available; however, all core, concentration, general education, focus, and graduation requirements must still be met in those individual cases.

Requirements of the articulated Associate in Science (AS) in Medical Assisting and the Bachelor of Applied Science (BAS) in Health Information Management are provided as attachments and form the basis of this Agreement. Subsequent changes to the curricular requirements of these programs may require revisions to this Agreement.

Under the terms of this Agreement, the University of Hawai'i-West O'ahu agrees to:

1. Identify Success Advisors at the University of Hawai'i-West O'ahu who will partner with Kapi'olani Community College Counselors to ensure timely and accurate advising information on pre-admission, admission, degree requirements, and other related advising information.
2. Identify a University of Hawai'i-West O'ahu faculty member who will serve as the faculty advisor to students who are part of this articulation in the selected concentration.
3. Inform students that financial aid may be available through either institution as the student identifies his/her home campus each semester, and that students must follow the financial aid policies and procedures at that home school in order to be eligible for financial aid.
4. Meet with Kapi'olani Community College faculty and/or administration minimally every two years, or on an as-needed basis, to discuss potential and planned curricular changes.

Under the terms of this Agreement, Kapi'olani Community College agrees to:

1. Place a notation in the advisor notes in STAR which identifies AS in Medical Assisting students intending to transfer to the University of Hawai'i-West O'ahu who are in the process of completing the AS degree and are a part of this articulation.
2. Identify a Counselor at Kapi'olani Community College who will partner with the University of Hawai'i-West O'ahu advisors to ensure timely and accurate advising information on pre-admission, admission, degree requirements, and other relevant advising information.
3. Identify a Kapi'olani Community College faculty member who will serve as the faculty advisor to students who are part of the articulation.
4. Inform students that financial aid may be available through either institution as the student identifies his/her home campus each semester, and that students must follow the financial aid policies and procedures at that home school in order to be eligible for financial aid.
5. Meet with the University of Hawai'i-West O'ahu faculty and/or administration minimally every two years, or on an as needed basis, to discuss potential and planned curricular changes.

This Articulation Agreement is effective beginning Fall 2020 and is based on the General Education and Focus requirements in effect at the University of Hawai'i-West O'ahu for 2019-2020.

This Agreement will be subject to review in academic year 2025 and may be continued, revised or discontinued with the consent of both parties. Should both parties agree to terminate the Agreement, the University of Hawai'i-West O'ahu will honor the Agreement stipulations for identified students currently enrolled in this articulation option at the time of termination.

Attachment I

KAPI'OLANI COMMUNITY COLLEGE
 Associate in Science in Medical Assisting
 University of Hawai'i-West O'ahu Articulation Option Requirements
 Based on Catalog Year: 2020-2021

Required Program Courses

Credits	KAP CC Course	Course Title	UH West O'ahu Requirement
1	MEDA 101	Understanding the Ambulatory Care Patient	Elective
1	MEDA 102	Communications in the Medical Office	Elective
1	MEDA 103	Mathematical Applications for the Medical Assistant	Elective
1	MEDA 104	Basic Nutrition for the Medical Assistant	Elective
4	MEDA 111	Medical Assisting Science I	HLTH 242
1	MEDA 121	Clinical Medical Assisting I	Elective
1	MEDA 121L	Clinical Medical Assisting Lab I	Elective
3	MEDA 143	Administrative Medical Assisting I	Elective
1	MEDA 122	Clinical Medical Assisting II	Elective
1	MEDA 122L	Clinical Medical Assisting II Lab	Elective
4	MEDA 152	Medical Assisting Science II	HLTH 243
3	MEDA 163	Administrative Medical Assisting II	Elective
2	MEDA 201	Medical Law and Ethics	Elective
1	MEDA 175	Administration of Medications	Elective
2	MLT 100	Introduction to the Clinical Laboratory	Elective
1	MEDA 210	Medical Assisting Critique	Elective
5	MEDA 215	Externship	Elective
3	ENG 100	Composition I	FW
3	MATH 100 or higher level MATH	Survey of Mathematics or higher level Math <i>*(Recommend MATH 103, 115 or higher to fulfill UHWO's Lower Division Math Requirement)</i>	FQ & *Lower Division Math Req.
4	PHYL 141 and PHYL 141	Human Anatomy & Physiology I and Lab	DB and DY
3	MEDA 230	Advanced Clinical Healthcare Computer Technology and Information Systems	HIM 203
3	MEDA 260	Healthcare Information Requirements Standards	Elective
3	KCC AS/AH	Approved Humanities Elective <i>*(Possible DA, DH, DL, Recommend HWST 107 DH/HAP)</i>	*DA, DH, DL
3	HLTH 252	Pathophysiology	Elective
3	HDFS 230	Survey of Human Growth & Development (formerly FAMR 230)	DS

5	MEDA 271	Coding for the Physician's Office <i>(Note: MEDA 271 substitutes for HIM 304, but 45 credits of upper division 300-400 level coursework must still be completed)</i>	HIM 304
3	MEDA 281	Health Data Organization and Administration	Elective
3	MEDA 290	Healthcare Delivery Systems and Leadership <i>(Note: MEDA 290 substitutes for HIM 306, but 45 credits of upper division 300-400 level coursework must still be completed)</i>	HIM 306
3	MEDA 295	Healthcare Practice Management Externship <i>(Note: MEDA 295 substitutes for HIM 408, but 45 credits of upper division 300-400 level coursework must still be completed)</i>	HIM 408

Note: To receive General Education or Focus requirements at the University of Hawai'i-West O'ahu, the course needs to be designated at the time of completion from Kapi'olani Community College.

72 Total Credits

Attachment II

UNIVERSITY OF HAWAII-WEST O'AHU

Bachelor of Applied Science in Health Information Management
University of Hawai'i-West O'ahu Articulation Option Requirements
Based on Catalog Year: 2020-2021

General Education Requirements (31 credits)

Gen Ed / Focus	Credits	Requirement/Course Title
FW	3	Written Communication: ENG 100 Composition I
FS/FQ	3	Symbolic Reasoning: MATH 103 College Algebra, MATH 115 Statistics or higher-level Mathematics
FG	6	Global & Multi-cultural Perspectives: Complete 6 credits from two different groups (FGA, FGB or FGC)
DA, DH, DL	6	Diversification Arts, Humanities or Literature: Complete 6 credits from two different areas
DS	6	Diversification Social Sciences: Complete 6 credits from two different subject areas
DB, DP, DY	7	Diversification Natural Sciences: Complete 3 credits of Biological Science (DB), 3 credits of Physical Science (DP) and 1 credit of Lab (DY)

Writing Skills Requirement (3 credits)

ENG 200 Composition II or ENG 209 Business Writing

Lower Division Math Requirement (0-3 credits)

MATH 103 College Algebra, MATH 115 Statistics or higher-level Math

BAS Core Program Requirements (12 credits)

Gen Ed / Focus	Credits	Course	Course Title
	3	ICS 101	Digital Tools for the Information World
	3	BUSA 320	Statistics for Decision Making
	3	PUBA 308	Community Engaged Research Methods
ETH	3	PUBA 477	Ethics in Health Care Administration

HIM Concentration Requirements (49-53 credits)

Credits	Course	Course Title
3	PHYL 141	Human Anatomy and Physiology I
1	PHYL 141L	Human Anatomy and Physiology Lab I
3	PHYL 142	Human Anatomy and Physiology II
1	PHYL 142L	Human Anatomy and Physiology Lab II

3	HLTH 242	Medical Terminology
3	HLTH 243	Human Pathophysiology and Pharmacology
3	HIM 201	Health Information Management Theory and Practice
3	HIM 203	Health Informatics and Information Systems
3	HIM 304	Clinical Classification I: Basic Diagnosis
3	HIM 305	Clinical Classification II: Basic Procedure Coding
3	HIM 306	Operational Management of Health Information Services
3	HIM 309	Healthcare Statistics and Data Analytics
3	HIM 403	Healthcare Insurance, Reimbursement, and Economics
3	HIM 404	Clinical Classification III: Intermediate Coding
3	HIM 405	Clinical Classification IV: Advanced Coding
3	HIM 406	Strategic Management of Health Information Services
3	HIM 408	HIM Cooperative Education
3	PUBA 314	Community Epidemiology & Population Health
3	PUBA 351	Human Resources Administration

Capstone Requirement (7 credits)

Credits	Course	Course Title
4	HIM 490	HIM Practicum and RHIA Exam Prep
3	APSC 486H	Senior Project (WI)

Elective Requirement: Upper Division credits

Additional 300-400 level coursework needed to meet the University of Hawai'i-West O'ahu upper division 45 credit minimum. Students are encouraged to select upper division coursework that fulfill any outstanding General Education requirements upon transfer to the University of Hawai'i-West O'ahu.

Focus Requirements

Oral Communication (OC)

Contemporary Ethical Issues (ETH)

Hawaiian, Asian and Pacific Issues (HAP)

*Can be met in combination with other requirements

Writing Intensive Requirement

Complete 3 upper division (300 or higher) level Writing Intensive (WI) courses. A minimum of two classes must come from coursework outside of the Capstone Course (APSC 486H)
Whenever possible, WI sections of required core or concentration courses are highly recommended.

Note: A minimum of 120 total credits must be earned of which 45 credits must be upper division. A minimum of 30 credits must be earned "in residence" through courses taken at the University of Hawai'i-West O'ahu.

Bachelor of Applied Science in Health Information Management (Kapi'olani Community College AS in Medical Assisting Articulation Agreement)

The goal of academic advising is to further enhance the educational mission of the university, and create quality, accessible advising partnerships with all students in a positive environment that supports student success. This advising sheet is for tracking purposes toward degree completion and is subject to change. Students also may track their academic progress via STAR Degree Check through www.star.hawaii.edu. Academic Advising appointments may be scheduled by calling 808-689-2689 or toll-free from neighbor islands at 866-299-8656.

Graduation Requirements (see the current catalog for any additional graduation requirements):

- | | | |
|--|---|--|
| <input type="checkbox"/> 45 Upper Division Credits Minimum | <input type="checkbox"/> 3 Upper Division Writing Intensive Courses | <input type="checkbox"/> 2.0 UHWO GPA |
| <input type="checkbox"/> 120 Total Credits Minimum | <input type="checkbox"/> Focus Requirements (OC, HAP, ETH) | <input type="checkbox"/> 2.0 CONCENTRATION GPA |
| <input type="checkbox"/> 30 UHWO Credits | | |

General Education Requirements: 31 credits

Credits	Course Alpha / Number / Title
3	Foundation Written Communication (FW): / Kapi'olani CC: ENG 100 ENG 100 Composition I
3	Foundations Symbolic Reasoning (FS) OR Foundations of Quantitative Reasoning (FQ) MATH 103M/L, MATH 103, MATH 115, MATH 135 or higher *Will Satisfy Lower Division Math Requirement
6	Foundation Global and Multicultural Perspectives (FG): 6 credits from two different groups (A, B, C): *Group A: Primarily before 1500 CE *Group B: Primarily after 1500 CE *Group C: Pre-history to present
6	Diversification Arts, Humanities & Literature (DA, DH, DL): / Kapi'olani CC: Recommend HWST 107 (DH, HAP) 6 credits from two different subject areas (Recommend 300-400 level DA or DL)
3	Diversification Social Sciences (DS): / Kapi'olani CC: FAMR 230 6 credits from two different areas
3	Diversification Social Sciences (DS): Different area from above (Recommend 300-400 level DS from a different area than above)
3	Diversification Natural Sciences (DB, DP, DY): / Kapi'olani CC: PHYL 141 3 credits from the biological sciences (DB)
3	3 credits from the physical sciences (DP)
1	1 credit of laboratory (DY) / Kapi'olani CC: PHL 141L

Writing Skills Requirement: 3 credits

Credits	Course Alpha / Number / Title
3	ENG 200, ENG 209, ENG 210, or ENG 215

Lower Division Math Requirement: 0-3 credits

Credits	Course Alpha / Number / Title
0-3	MATH 103M/L, 103, 115, 135 or higher (Will Satisfy general education FQ above)

Kapi'olani CC AS in Medical Assisting: 56-63 credits

Credits	Course Alpha / Number / Title
1	MEDA 101 Understanding the Ambulatory Care Patient

Credits	Course Alpha / Number / Title
1	MEDA 102 Communications in the Medical Office
1	MEDA 103 Mathematical Applications for the Medical Assistant
1	MEDA 104 Basic Nutrition for the Medical Assistant
4	MEDA 111 Medical Assisting Science I
1	MEDA 121 Clinical Medical Assisting I
1	MEDA 121L Clinical Medical Assisting Lab I
3	MEDA 143 Administrative Medical Assisting I
1	MEDA 122 Clinical Medical Assisting II
1	MEDA 122L Clinical Medical Assisting II Lab
4	MEDA 152 Medical Assisting Science II
3	MEDA 163 Administrative Medical Assisting II
2	MEDA 201 Medical Law and Ethics
1	MEDA 175 Administration of Medications
2	MLT 100 Introduction to the Clinical Laboratory
1	MEDA 210 Medical Assisting Critique
5	MEDA 215 Externship
0-4	PHYL 141 and PHYL 141 Human Anatomy & Physiology I and Lab <i>(May also satisfy general education DB and DY above)</i>
3	MEDA 230 Advanced Clinical Healthcare Computer Technology and Information Systems
3	MEDA 260 Healthcare Information Requirements Standards
3	HLTH 252 Pathophysiology
0-3	FAMR 230 Survey of Human Growth & Development <i>(May also satisfy general education DS above)</i>
5	MEDA 271 Coding for the Physician's Office
3	MEDA 281 Health Data Organization and Administration
3	MEDA 290 Healthcare Delivery Systems and Leadership
3	MEDA 295 Healthcare Practice Management Externship

Applied Science Core Requirements: 12 credits

Credits	Course Alpha / Number / Title
3	ICS 101 Digital Tools for the Information World
3	BUSA 320 Statistics for Decision-Making <i>(pre: Completion of MATH 103, 115 or higher with a C- or higher)</i>
3	PUBA 308 Community Engaged Research Methods
3	PUBA 477 Ethics in Health Care Administration

HIM Concentration Requirements: 31-53 credits

Credits	Course Alpha / Number / Title
0-3	PHYL 141 Human Anatomy and Physiology I <i>(can satisfy DB in general education above)</i> / Kapi'olani CC PHYL 141
0-1	PHYL 141L Human Anatomy and Physiology Lab I <i>(can satisfy DY in general education above)</i> / Kapi'olani CC PHYL 141L
3	PHYL 142 Human Anatomy and Physiology II

Credits	Course Alpha / Number / Title
1	PHYL 142L Human Anatomy and Physiology Lab II
0-3	HLTH 242 Medical Terminology / Kapi'olani CC: MEDA 111
0-3	HLTH 243 Human Pathophysiology and Pharmacology / Kapi'olani CC: MEDA 152
3	HIM 201 Health Information Management Theory and Practice
0-3	HIM 203 Health Informatics and Information Systems / Kapi'olani CC: MEDA 230
0-3	HIM 304 Clinical Classification I: Basic Diagnosis Coding / Kapi'olani CC: MEDA 271
3	HIM 305 Clinical Classification II: Basic Procedure Coding
0-3	HIM 306 Operational Management of Health Information Services / Kapi'olani CC: MEDA 290
3	HIM 309 Healthcare Statistics and Data Analytics
3	HIM 403 Healthcare Insurance, Reimbursement, and Economics
3	HIM 404 Clinical Classification III: Intermediate Coding
3	HIM 405 Clinical Classification IV: Advanced Coding
3	HIM 406 Strategic Management of Health Information Services
0-3	HIM 408 HIM Cooperative Education / Kapi'olani CC: MEDA 295
3	PUBA 314 Community Epidemiology & Population Health
3	PUBA 351 Human Resources Administration

Capstone Requirements: 7 credits

Credits	Course Alpha / Number / Title
4	HIM 490 HIM Practicum and RHIA Exam Prep
3	APSC 486 (H) Senior Project (WI)

Elective Requirements: 0-5 Upper Division credits

*See your College Success Advisor to determine the number of electives needed

Credits	Course Alpha / Number / Title
3	Possible Upper Division Elective <i>(Need Upper Division Elective if you choose to take a lower division DA/DL in General Education Requirement)</i>
2	Possible Upper Division Elective <i>(Need Upper Division Elective if you choose to take a lower Division DS in General Education Requirement)</i>

Recommended Electives:

PUBA 302 Health Policy, Politics, and Law
PUBA 303 Financial Concepts in Health Management
PUBA 307 Community Health Analysis
PUBA 338 Cultural Competence in Health Care
PUBA 318 Managed Care
PUBA 319 Survey of Long-Term Care
PUBA 334 The Intersection of Community & Global Health
PUBA 346 Long-Term Care Management
PUBA 354 Program Planning & Evaluation in Health
PUBA 368 Foundations in Community Health and Health Behavior
PUBA 446 Contemporary Issues in Health Care
PUBA 476 Health Care Marketing

Note: Dr. Lynette Williamson is the faculty contact for this program. For additional information, Dr. Williamson may be reached at lwill3@hawaii.edu or by phone at (808) 689-2499.