



## **ACADEMIC ARTICULATION AGREEMENT**

*A.S in Medical Coding and Billing Specialist-MCBS at Springfield Technical Community College, Springfield, MA and B.A. in Healthcare Management Program Elms College, Chicopee, MA*

The above institutions hereby enter into an agreement for the transfer of Springfield Technical Community College graduates from the *A.S in Medical Coding and Billing Specialist* degree program into the Elms College Healthcare Management (HCM) programs in Chicopee and Holyoke, MA.

### **Objectives of this Agreement:**

1. To attract qualified students from Springfield Technical Community College to full-time, part-time, on campus, off campus, and online Healthcare Management program options offered by Elms College.
2. To promote a seamless transition for students from Springfield Technical Community College's Associate's degree in *Medical Coding and Billing Specialist* to part-time or full-time status in Elms College Healthcare Management programs with sites in Chicopee and Holyoke, MA: Main Campus (Chicopee), Online and, Holyoke Community College (Holyoke).
3. To promote a seamless transition for any Associate's degree graduate from Springfield Technical Community College who meets the entry requirements and chooses to enroll in an Elms College Bachelor's degree program in Healthcare Management.
4. To provide informational materials and guidelines to Springfield Technical Community College students considering enrollment in Elms College Healthcare Management programs.

### **Stipulations of this Agreement:**

1. This articulation agreement will be in effect for five years and will be renewable for another five years by consent of Springfield Technical Community College and Elms College. This articulation agreement can be reviewed within 90 days after written notice by either party.
2. Elms College provides the opportunity for students to complete their chosen Healthcare Management Bachelor's degree program within two years from the date of enrollment.
3. This articulation agreement will be in force, and should be considered the entire agreement, until superseded by a formal contract between Elms College and Springfield Technical Community College that explicitly replaces this agreement.

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4. This agreement will apply to Springfield Technical Community College transfer students who have completed an Associate's degree. At the time of application, students must have a minimum grade point average of 2.25.
5. This agreement guarantees that students who earn an Associate's degree in *Medical Coding and Billing Specialist* at Springfield Technical Community College will enter the Elms B.A. in Healthcare Management Program with at least 60 transfer credits. All additional courses taken to satisfy major requirements must meet the standards set by the Business Division at Elms College.
6. Transfer students previously designated will hold third year status in the Elms College Bachelor's degree completion programs in Healthcare Management in Chicopee, online, and at the Holyoke Community College campus based on the number of credits accepted in transfer.
7. Transfer students to the Elms College main campus on-site Healthcare Management program may transfer up to a maximum of 75 credits from Springfield Technical Community College towards a Bachelor's degree.
8. Transfer students to the Elms College off campus and online Healthcare Management programs may transfer up to a maximum of 78 credits from Springfield Technical Community College towards a Bachelor's degree.
9. Springfield Technical Community College students will be given transfer credit for satisfactorily completing Elms College core requirements, general education requirements, and any acceptable equivalent Healthcare Management program requirements, up to the maximum allowed for transfer or necessary to satisfy graduation requirements, at time of admission.

### **Review and Revision Procedures:**

1. Review of this agreement shall take place at least every two years or as needed from the date of the signed agreement. Mark Chustz, Assistant Professor of Healthcare Management at Elms College and Tracey McKethan, Professor/Department Chair/HIIM Program Director - Health Information Technology at STCC will be responsible for the review.
2. At the request of either party, a review of the contents or implementation of this agreement will be conducted by the programs.
3. Mark Chustz and Tracey McKethan may make changes in the attached course sequence and list of courses accepted for Elms transfer credit without renegotiating the entire agreement.

**Assistance Provisions:**

1. Springfield Technical Community College and Elms College will list this articulation agreement on their websites and in appropriate print documents at their respective institutions.
2. Springfield Technical Community College and Elms College will collaborate in encouraging qualified students to participate in the Healthcare Management programs in Chicopee, online, and on the Holyoke Community campus by providing the necessary assistance and supports to assure a seamless transition between the two institutions.

**Mutual Responsibilities:**

1. Tracey McKethan, Professor/Department Chair/HIIM Program Director, Health Information Technology at STCC will advise students enrolled in the A.S. degree in *Medical Coding and Billing Specialist*. The attached program sequence and list of courses accepted for Elms College transfer credit assure maximum transfer of credits that meet the core requirements of Elms College and Healthcare Management program requirements.
2. Tracey McKethan and the Transfer Counselor at STCC along with the Associate Director of Admissions or his/her designee at Elms College and Wanda Banks Assistant Director of Off-Campus Programs at Elms or her designee will advise and assist transfer applicants in compiling the required credentials for transfer to Elms College Healthcare Management programs.
3. Transfer applicants from Springfield Technical Community College applying under this agreement shall be eligible for Elms College financial aid and housing consideration as appropriate to the selected Healthcare Management program option based on full time or part time status, on the main campus (Chicopee), off campus (HCC) or online.
4. The final acceptance of off- campus, part time, and online applicants comes from Elizabeth Hukowicz Dean of the School of Graduate and Professional Studies at Elms College. The final acceptance of full time applicants to Traditional Day program comes from Joseph Wagner, Director of Admissions at Elms College.



<b>ASSOCIATE IN SCIENCE IN MEDICAL CODING AND BILLING SPECIALIST YEAR ONE, SEMESTER ONE</b>			
<b>Course Title and Number</b>	<b>Course Description</b>	<b>Credits</b>	<b>Equivalent at Elms</b>
ENG 101	English Composition 1	3	Satisfies Rhetoric Requirement
BIO 104	Human Biology 1	3	Satisfies Science Core Requirement
BIO 104 L	Lab: Human Biology	1	
HIT 122	Introduction to Procedural Coding	3	Elective Credit
HIT 110	Health Office Basics	3	Elective Credit
MGT 101	Principles of Management	3	BUS 242 Principles of Management
		16 Credits	
<b>ASSOCIATE IN SCIENCE IN MEDICAL CODING AND BILLING SPECIALIST YEAR ONE, SEMESTER TWO</b>			
<b>Course Title and Number</b>	<b>Course Description</b>	<b>Credits</b>	<b>Equivalent at Elms</b>
ENG 102	English Composition 2: Introduction to Literature	3	Satisfies Literature Core Requirement
BIO 105	Human Biology 2	4	Elective Credit
HIT 120	Introduction to	4	Elective Credit

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	Diagnostic Coding		
HIT 111	Health Office Advanced	3	Elective Credit
BUS 101	Office Accounting	3	Elective Credit
		17 Credits	
<b>ASSOCIATE IN SCIENCE IN MEDICAL CODING AND BILLING SPECIALIST YEAR TWO, SEMESTER ONE</b>			
<b>Course Title and Number</b>	<b>Course Description</b>	<b>Credits</b>	<b>Equivalent at Elms</b>
HIT 125	Health Information Management	3	Elective Credit
HIT 130	Electronic Health Records	2	Elective Credit
HIT 260	Facility/Hospital Billing and Reimbursement	3	Elective Credit
HIT 265	Advanced Medical Coding	3	Elective Credit
CMP 106	Computer Basics: Concepts & Applications	3	BUS 221 Computer Applications
EL-GED	General Education Elective: Suggested History or Fine/Performing Arts course.	3	<i>Suggested:</i> Any History Course- Satisfies Core History Requirement  <b>OR</b> Any Fine/Performing Arts Course –

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			Satisfies Core Fine/Performing Arts Requirement
		17 Credits	
<b>ASSOCIATE IN SCIENCE IN MEDICAL CODING AND BILLING SPECIALIST YEAR TWO, SEMESTER TWO</b>			
<b>Course Title and Number</b>	<b>Course Description</b>	<b>Credits</b>	<b>Equivalent at Elms</b>
HIT 155	Health Claims and Insurance	2	Elective Credit
HIT 206	Preparation for the CCA Exam	1	Elective Credit
EL-HSM	Humanities, Social Science or Math Elective	3	<p><i>Suggested:</i> Any History Course- Satisfies Core History Requirement</p> <p><b>OR</b></p> <p>Any Fine/Performing Arts Course – Satisfies Core Fine/Performing Arts Requirement</p> <p><b>OR</b></p> <p>Social Science Course</p> <ul style="list-style-type: none"> <li>• ENC I or II</li> <li>• PSY 101</li> </ul>
EL-GED	General Education Elective	3	

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<p>HIT 266 <b>OR</b> EL-BUSN</p>	<p>Field Study Internship MCBS  Business Department Elective</p>	<p>3</p>	
<p>PSY 101 <b>OR</b> SOC 101</p>	<p>General Psychology  Introduction to Sociology</p>	<p>3</p>	<p>Satisfies Social Science Core Requirement</p>
		<p><b>TOTAL 15 Credits</b></p>	<p><b>PROGRAM TOTAL</b>  <b>61 CREDITS</b></p>



## **ELMS OPTION ONE: ACCELERATED 8-WEEK**

**Bachelor of Arts Degree  
Completion Program at HCC**

*in Healthcare Management\**

**2016-2018**





**ELMS COLLEGE**  
**HEALTHCARE MANAGEMENT BACHELOR OF ARTS PROGRAM**  
**(66 credits for last two years)**  
**OFF CAMPUS (Holyoke Community College) - OPTION # 1**

(Minimum of **42** Elms Credits and Minimum of **120** Credits to Graduate with a Baccalaureate Degree)

<b>3<sup>RD</sup> YEAR [30 Credits]</b>						
<b>Session 1</b> <b>Fall 1 (6 Credits)</b> (1 <sup>ST</sup> ½ Semester)	<b>Session 2</b> <b>Fall 2 (6 Credits)</b> (2 <sup>ND</sup> ½ Semester)	<b>Session 3</b> <b>Spring 1</b> <b>(6 Credits)</b> (1 <sup>ST</sup> ½ Semester)	<b>Session 4</b> <b>Spring 2</b> <b>(6 Credits)</b> (2 <sup>ND</sup> ½ Semester)	<b>Session 5</b> <b>Summer 1</b> <b>(6 Credits)</b> (1 <sup>ST</sup> ½ Semester)		
HTH 200 Introduction to Healthcare (3 credits)	ACC 201 Accounting 1 (3 credits)	ACC 202 Accounting 2 (3 credits)	BUS 481 Career Preparation (3 credits)	Fine Arts Course (3 credits)		
*BUS 221 Computer Applications (3 credits)	History Course (3 credits)	BUS 248 Global Business (3 credits)	*BUS 252 Principles of Marketing (3 credits)	** BUS 342: Managerial Communications (3 credits)		
<b>4<sup>TH</sup> YEAR [36 Credits]</b>						
<b>Session 6</b> <b>Summer 2</b> <b>(6 Credits)</b> (2 <sup>ND</sup> ½ Semester)	<b>Session 7</b> <b>Fall 1</b> <b>(6 Credits)</b> (1 <sup>ST</sup> ½ Semester)	<b>Session 8</b> <b>Fall 2 (6 Credits)</b> (2 <sup>ND</sup> ½ semester)	<b>Session 9</b> <b>Spring 1</b> <b>(6 Credits)</b> (1 <sup>ST</sup> ½ semester)	<b>Session 10</b> <b>Spring 2</b> <b>(6 Credits)</b> (2 <sup>ND</sup> ½ Semester)	<b>Session 11</b> <b>Summer 1</b> <b>(6 Credits)</b> (1 <sup>ST</sup> ½ Semester)	
HTH 250Operations in Healthcare (3 credits)	BUS 345 Human Resource Management (3 credits)	HTH 350 Critical Issues in the Administration of Healthcare (3 credits)	SOC 214 Sociology of Healthcare (3 credits)	LEG 311 Health Law (3 credits)	REL 340 Spirituality and Values in Healthcare (3 credits)	
*ECN 211 Economics 1 (3 credits)	ECN 212 Economics 2 (3 credits)	*PHI 248 Healthcare Ethics (3 credits)	*BUS 311 Principles of Financial Management (3 credits)	HTH 410 Capstone - Research and Leadership in Healthcare Portfolio (3 credits)	BUS 480 Business Strategy (3 credits)	

**\*BUS 342: Managerial Communications in the Elms College Healthcare Management Degree Completion Program will NOT be waived. BUS 342 is a Communication Intensive course at Elms College with specific writing guidelines set by the college.**

\*Courses with an asterisk (shaded in Light Green) are offered at the reduced rate.

- **15 hours of community service are required for this program.**

**STCC CLASS ELIGIBILITY LIST for GENERAL EDUCATION & ELMS REQUIREMENTS:**

**FINE ARTS REQUIREMENT:** Any 100 Level Art (ART), Music (MUS) or Theatre (THE) course.

**HISTORY REQUIREMENT:** Any 100 Level History (HIS) course.

**HEALTHCARE MANAGEMENT TRANSFER CREDIT ELIGIBLE EQUIVALENT COURSES**

**SPRINGFIELD TECHNICAL COMMUNITY COLLEGE**

**ELMS COLLEGE**

ACC 101: Accounting I (4 credits)	ACC 201: Accounting I (3 credits)
ACC 102: Accounting II (4 credits)	ACC 202: Accounting II (3 credits)
CMP 106: Computer Applications (3 credits)	BUS 221: Computer Applications (3 credits)
ECN 101: Economics I (3 credits)	ECN 211: Macroeconomics (3 credits)
ECN 102: Economics II (3 credits)	ECN 212: Microeconomics (3 credits)
HIT 125 Health Information Management (3 credits)	HTH 200 Introduction to Healthcare (3 credits)
HIT 255 Law and Ethics in Healthcare (3 credits)	BUS 260: Legal Environment of Business (3 credits)
MGT 101: Principles of Management (3 credits)	BUS 242: Principles of Management (3 credits)
MKT 101: Principles of Marketing (3 credits)	BUS 252: Principles of Marketing (3 credits)

\*Students can have a maximum total of 5 (3 Credit) classes [15 Credits Total] transferred from this acceptable Transfer List from STCC to Elms for the Off Campus (Holyoke) or Online completion Options. Up to a total of 17 Credits max may be accepted in general by Elms, if other courses are approved for Transfer credit.

\*Students can have a maximum total of 4 (3 Credit) classes [12 Credits Total] transferred from this acceptable Transfer List from HCC to Elms for the Main Campus (Chicopee) Completion Option. Up to a total of 14 Credits max may be accepted in general by Elms, if other courses are approved for Transfer credit.