

ARTICULATION AGREEMENT

between

Renton Technical College
Medical Assistant AAS-T Degree

and

Bellevue College

This Memorandum of Understanding ("MOU") is subscribed to by **Bellevue College** (here after referred to as "**BC**") and **Renton Technical College** (here after referred to as "**RTC**") for the purpose of establishing a credit transfer protocol for students completing an Associate in Applied Science Transfer degree at **RTC** through the Medical Assistant program, who also desire to complete the Bachelor of Applied Science (B.A.S) degree in Healthcare Technology & Management with an emphasis in Health Information Technology at **BC**.

BC and **RTC** hereby establish this articulation agreement to provide a path to the Bellevue College Bachelor of Applied Science in Health Technology & Management with an emphasis in Health Information Technology.

I. INTRODUCTION

This agreement establishes a path to a B.A.S. degree at **BC** in Healthcare Technology & Management for **RTC** students who successfully complete the Medical Assistant AAS-T degree. **BC** course agreements (outlined below) ensure the **RTC** transfer student will matriculate at junior standing.

RTC			BC		
Course #	Title	Cr	Course #	Title	Cr
ENGL& 101	English Composition	5	ENGL& 101	English Composition I	5
ENGL& 102/235	Writing from Research OR Technical Writing	5	ENGL 201/ ENGL& 235	The Research Paper OR Technical Writing	5
MATH& 146	Introduction to Statistics		MATH 130	Introduction to Statistics	5
CMST& 101	Speech Communication	5	CMST& 101	Introduction to Communication	5
PSYC& 100	General Psychology	5	PSYC& 100	General Psychology	5
MEDA 103	Anatomy and Physiology	5	Natural Science Requirement (must include at least one lab course and one life science)		10
<i>Natural Science distribution with lab component</i>		5			
MEDA 101	Office Emergencies and Workplace Safety	2	Equivalent credits in IT-related or healthcare-related field		55
MEDA 102	Healthcare Provider CPR / AED / Blood Pathogens	2			
MEDA 105	Intro to Health Information Technology	2			

MEDA 107	Disease of the Human Body	3
MEDA 111	Pharmacology I	4
MEDA 112	Pharmacology II	4
MEDA 114	Medical Terminology	3
MEDA 120	Administrative Office Procedures	2
MEDA 121	Health Insurance	4
MEDA 122	Intro to Medical Office Management	5
MEDA 123	Health Information Technology Applications	5
MEDA 126	Clinical Procedures I	6
MEDA 127	Clinical Procedures II	6
MEDA 128	Clinical Procedures III	6
MEDA 132	Professional Development	5
MEDA 150	Medical Law and Ethics	3
MEDA 170	Communications in Healthcare	3
MEDA 180	Human Relations	3
MEDA 191	Practicum	7
AMATH 163G	Math for Medical Assistants	3
Total Transfer Credits = 90		

This agreement allows the **RTC** student who has obtained an Associate in Applied Science Transfer degree through the Medical Assistant Program at **RTC** to apply up to **90 credits** towards the BAS in Health IT at **BC**.

Articulation Criteria

1. Participation of **RTC** students under the articulation protocol established in this MOU will be permitted in compliance with applicable federal, state, and local nondiscrimination laws and regulations.
Any **RTC** student will be admitted to **BC**'s BAS in Health IT subject to the following terms and conditions:
 - a) The **RTC** student must fulfill all of the requirements prescribed herein related to completing an Associate in Applied Science Transfer degree in the Medical Assistant Program.
 - b) The **RTC** student must have completed his/her work at **RTC** in good academic, behavioral and financial standing.
 - c) Only courses in which the **RTC** student earned a grade of "C" or higher, or which were completed with a "P" on an approved pass/fail system, and which were applicable toward the BAS in Health IT at **BC** will be accepted. The courses must also have been completed within the last 5 years. If they were completed prior to that time, please consult the **BC** Healthcare Technology & Management department.
 - d) **BC** reserves the right to deny admission to any applicant who poses an undue risk of harm to others or the property of **BC** or others, who submits false or misleading credentials or

application materials, who is not competent to profit from the program, or whose presence or conduct would create a disruptive atmosphere within the college that is not consistent with the college's purposes.

- e) **BC** reserves the right to deny the granting of credit for courses completed, continued matriculation, and to rescind certificates, credits or degrees already earned with respect to any person found in violation of **BC's** student conduct code and/or provisions of the **BC** Health IT program handbook, or otherwise determined to be ineligible for participation in the **BC** Health IT program of study.

II. ADMISSIONS

1. **BC** agrees to reserve 2 seats during each application period specifically for **RTC** students who complete the articulated program at **RTC** with a grade point average greater than 2.0. These seats will be awarded in the order that eligible applications are received and will be held until the application deadline at which time any remaining seats will be released to other qualified applicants. Additional **RTC** students who are eligible may be granted acceptance on a space available basis until the application deadline.
2. **RTC** students must complete a minimum of 95 credits in residence at **BC** in order to be granted the BAS degree in Healthcare IT. (See attached addendum for list of required **BC** courses).

Student Rights and Responsibilities

1. Each admitted **RTC** student will be afforded all of the rights and privileges offered to all accepted students at **BC** as established in the official policies and procedures of **BC** as they may be amended from time to time, including without limitation, participation in the financial aid programs, student counseling and advising and other student services.
2. Except with respect to the articulation protocol established in the MOU, **RTC** students must comply with and will be bound by the standards and regulations of **BC** in effect at the time of their application for admission to **BC**.
3. This MOU is not intended to and shall not be so construed as to create any independent rights in any students of **RTC** nor include **RTC** students as parties hereto.

III. PROVISIONS

Since **RTC** and **BC** are both accredited institutions of higher education and generally accept for transfer purposes credits earned by students at the other institution and desire to establish a designated protocol to facilitate the transfer of students into the BAS in Health IT at **BC**, the parties jointly subscribe to the following provisions:

RTC AGREES TO:

1. Promote the opportunity for **RTC** students to transfer to **BC** to students who express an interest in Health IT and to students who were initially referred to **RTC** by **BC**.
2. Provide each student enrolled in its degree programs with advisors, counselors or coaches who will advise them of the articulation protocol established under this MOU.
3. Provide **BC** with contact information released by the student so that **BC** may actively recruit those students.

BC AGREES TO:

1. Authorize **RTC** to identify **BC** as an institutional partner on the **RTC** website and in print publications. **BC** also authorizes **RTC** to use its logo on the **RTC** website and in print publications.
2. Provide written material to **RTC** for ongoing dissemination of information to students who express interest in transfer to the BAS in Health IT at **BC**.
3. To the extent permissible under federal and state law, including the Family Education Rights and Privacy Act of 1974 (FERPA), establish a mechanism to provide information on the academic progress of the **RTC** student enrolled as a result of this agreement, including but not limited to statistical data compiled from non-specific student information.

BOTH COLLEGES AGREE TO:

1. Designate an individual to serve as liaison for the purposes of implementing this MOU. Such person shall have the authority to administer the interests of the party she/he represents in pursuit of the terms and provisions hereof. Both institutions will encourage and maintain a high degree of cooperation between their staff members in the implementation of the terms and provisions of this MOU.
2. Meet regularly to revise or discuss the articulation agreement.
3. Review and revise the agreement biennially or when related curriculum changes are made at either institution or at the request of either party as deemed appropriate for the improvement of the transfer process and student articulation.
4. Reserve the right to request and review in advance any information disseminated to the public or students about the articulation protocols established herein or that identifies the relationship between the parties hereunder.
5. Communicate the conditions of this MOU to their respective stakeholders - external and internal.
6. Maintain their respective individual accreditation with the understanding that this MOU shall be binding only so long as accreditation is maintained by both parties.
7. Recognize that they are bound to comply with FERPA, as it may be amended from time to time, in the handling of educational records of students enrolled in their institutions.

TERM

Implementation and interpretation of this MOU will be consistent with applicable and mandatory policies and procedures established by the appropriate accreditation bodies, the United States Department of Education, and other agencies that have jurisdiction over the operation of either institution. To the extent any provision of this MOU is inconsistent with Washington law, or applicable rules or regulations, including rules or regulations from the U.S. Department of Education or the Washington Student Achievement Council this MOU will be considered null and void.

This Agreement may be amended by mutual agreement of the Parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the Parties. When there is a substantial change in statutes or regulations that interfere with the Parties' ability to comply with this Agreement, the Parties will negotiate in good faith an amendment to this Agreement.

This MOU shall be effective upon execution by both parties and shall continue until either party gives the other party a two quarter advance written notice of withdrawal from the agreement. However, in the event that this MOU is terminated, **BC** commits that **RTC** students who are at any stage of their Degree studies and who have been pre-admitted to **BC** shall be entitled to pursue completion of the BAS in Health IT at **BC** under the articulation protocols established herein unless prohibited by applicable law, rules, or regulations.

IN WITNESS THEREOF, the parties hereto have executed or approved this AGREEMENT on the date entered below

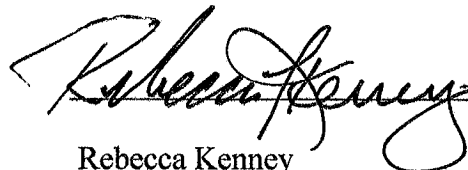
Entered into this 27th day of September, 2013.
(date) (month)



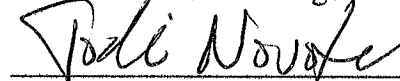
Tom Nielsen
Vice-President of Instruction
Bellevue College



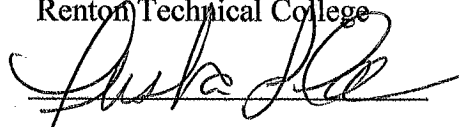
Kevin McCarthy
Interim Dean, HSEWI
Dean of Health Sciences, Education & Wellness Institute
Bellevue College



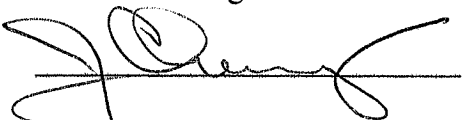
Rebecca Kenney
Vice-President of Instruction
Renton Technical College



Jodi Novotny
Interim Dean of Allied Health
Renton Technical College



Trisha Foreman
Program Director of
Medical Assistant Program
Renton Technical College



Pamela Charney
Chair of Healthcare Technology & Mgmt
Bellevue College

ADDENDUM

- A. The following **RTC** course(s) have been approved for course equivalency with the BAS in Health IT at **BC** as listed below:

Renton Technical College Medical Assistant AAS-T Degree	
Course Number	Name
ENGL& 101	English Composition
ENGL& 102 OR 235	Writing from Research OR Technical Writing
MATH& 146	Introduction to Statistics
CMST& 101	Speech Communication
PSYC& 100	General Psychology
MEDA 103	Anatomy and Physiology
<i>Natural Science Elective with lab component</i>	Course must fulfill the requirements for a Natural Science designation at Renton Technical College.
MEDA 101	Office Emergencies and Workplace Safety
MEDA 102	Healthcare Provider CPR / AED / Blood Pathogens
MEDA 105	Intro to Health Information Technology
MEDA 107	Disease of the Human Body
MEDA 111	Pharmacology I
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MEDA 123	Health Information Technology Applications
MEDA 126	Clinical Procedures I
MEDA 127	Clinical Procedures II
MEDA 128	Clinical Procedures III
MEDA 132	Professional Development
MEDA 150	Medical Law and Ethics
MEDA 170	Communications in Healthcare
MEDA 180	Human Relations
MEDA 191	Practicum
AMATH 163G	Math for Medical Assistants

- B. This agreement also requires that **RTC** students who transfer to BC complete a minimum of **95 credits** worth of core curriculum in residence at **BC** in order to meet the minimum degree requirements for the Bachelor of Applied Science in Healthcare Technology and Management – Healthcare Information Technology. Following is the list of courses for the BAS in Health IT that **RTC** students complete:

Bellevue College Program of Study- Healthcare IT		
Course Number	Title	Credits
IT 103	Networking Basics	5
BTS 168	Business Data Management Tools	5
BUSIT 103	SQL Fundamentals	5
BUS 370	Intermediate Project Management	5
ECON 315	Economics of Healthcare	5
HCTM 310	Into to Health IT Environment	5
HCTM 320	Health IT Data Standards	5
HCTM 410	HIT Systems Analysis and Process Optimization	5
HCTM 420	HIT Systems Integration and Interoperability	5
HCTM 430	HIT Systems Implementation	5
HCTM 440	HIT Systems Operation and Administration	5
HCTM 450	Healthcare Analytics and Quality	5
HCTM 460	Healthcare and IT Change Management	5
HCTM 475	Field Studies	5
HCTM 485	Capstone	5
HCTM-Approved Elective	HIT Special Topics	5
PHIL 365	Biomedical Ethics: Theory and Practice	5
RAIM 320	Finance and Accounting for Healthcare Managers	5
RAIM 325	Organizational Theory and Behavior in Healthcare	5
		Total BAS Credits = 95