

Advisory Committee Fall 2018 Annual Meeting Minutes
Health Information Management
Vernon College – Wednesday September 26, 2018 12:00 – CCC

Sandra Furlow – Chair
Crystal Fetsch – Vice Chair
Amy Criss – Recorder

Members Present:

Debbie Burlison – Clinics of North Texas
Kristina Roberson – United Regional
Sandra Furlow – United Regional
Crystal Fetsch – United Regional
Amy Criss – United Regional
Tina Anderson – Wichita Falls Community Health
Care

Members Absent:

Ginny Chaddick – TCCC
Carla Cherry – Clinics of North Texas
Brenda Elliott – Seymour Hospital
Miranda Jackson – Promise Hospital of Wichita
Falls
Virgina Solorio – Promise Hospital of Wichita Falls

Facility and Staff Present

Ruth Rascon
Karen McClure
Lisa Crandall
Holly Scheller
Chelsey Henry
Marco Torres

Sandra Furlow discussed the old business.

- CDIP is not formatted towards the Associate level.
By January 1, 2019 additional certificate must be put in place.

Sandra Furlow discussed the new business:

Program Outcomes:

Discussion and review took place among committee members regarding the program outcomes listed below.

1. Demonstrate an understanding of the structure and content of health data records. (I)
2. Apply legal and ethical policies and procedures related to the protection and compliance of health information. (II)
3. Collect, organize maintain and abstract health data for clinical indices/databases/registries for the purpose of administration, fiscal support, performance improvement and quality management. (III)
4. Apply policies and procedures for the use of data required in health care reimbursement. (IV)
5. Analyze policies and procedures to ensure organizational compliance with regulations and standards. (V)
6. Describe health information related leadership roles. (VI)

*After discussion, Sandra Furlow asked for a motion to approve program outcomes.
Amy Criss made motion to approve program outcomes as presented.
Tina Anderson seconded the motion.*

The motion to approve program outcomes passed.

Assessment Methods:

Sandra Furlow asked that assessment methods and results be discussed and asked Ms. Rascon to elaborate.

We evaluate student-learning outcomes via a combination of annual RHIT exam score reports and mock exams taken by students at the end of the program. 2361 Clinical

- The national RHIT exams are divided into specified domains that relate directly to the courses taught in the program.
- The mock exams have a multi-purpose in that they are used for students to access their own areas of weakness so can better prepare for the national exam, and also to allow HIM instructors to identify areas needing improvement in course content.

*Sandra Furlow asked for a motion to approve assessment methods and results.
Debbie Burlison made motion to approve assessment methods and results as presented.
Kristina Roberson seconded the motion.*

The motion to approve assessment methods and results passed.

Workplace Competencies:

Workplace competencies were discussed in detail as the table reflects below.

After discussion, Sandra Furlow asked for a motion to approve workplace competency.

Program Outcome	Domains	Number of students	National Summary	Results per student	Use of results
RHIT Report					
Collect, analysis, verify data and data sources for patient care and management	Data Analysis and Management	4	National average 63%	1 student @ 74% 2 student @ 61% 3 student @ 74% 4 student @ 57% 2 nd test passed @ 61%	Additional lab exercises relating to

*Debbie Burlison made motion to approve workplace competency as presented.
Tina Anderson second the motion.*

The motion to approve workplace competency as presented passed.

Collect, organize, abstract and analyze clinical data to identify trends that demonstrate quality, safety and effectiveness of health care	Coding		National average 68%	1 student @ 80% 2 student @ 65% 3 student @ 90% 4 student @ 60% 2 nd test @ 60%	Additional classroom projects to emphasize
Apply federal, state and accrediting agency standards for record content, reimbursement methodologies, and classification systems	Compliance		National average 62%	1 student @ 72% 2 student @ 68% 3 student @ 64% 4 student @ 52% 2 nd test @ 64%	
Perform continual updates to policies and procedures and implement internal and external audits.	Information Technology		National average 65%	1 student @ 87% 2 student @ 80% 3 student @ 73% 4 student @ 40% 2 nd test @ 53%	
Apply knowledge of policies and regulations relating to the organization of health care delivery to ensure compliance and protect confidentiality and privacy of patient data	Quality		National average 56%	1 student @ 80% 2 student @ 44% 3 student @ 75% 4 student @ 63% 2 nd test @ 56%	
Use technology and information systems to meet health care organization needs	Legal		National average 69%	1 student @ 67% 2 student @ 87% 3 student @ 67% 4 student @ 67% 2 nd test @ 73%	
Apply general management and personnel supervision to a health information department	Revenue Cycle		National average 69%	1 student @ 56% 2 student @ 88% 3 student @ 50% 4 student @ 88% 2 nd test @ 56%	

Review program curriculum:

Sandra Furlow went on to discuss the current program curriculum/courses/degree plans with committee members.

Health Information Management, A.A.S.

CIP 51.0707

Instructional Location - Century City Center

ASSOCIATE IN APPLIED SCIENCE DEGREE (Probable Completion Time - 2 years)

General Education Requirements (15 SH)

ENGL 1301	Composition I	3
GOVT 2305	Federal Government (Federal Constitution and Topics)	3
MATH 1314	College Algebra	3
	or	
MATH 1332	Contemporary Mathematics	3
SPCH 1315	Public Speaking	3
SFF>	Language, Philosophy, and Culture or Creative Arts Elective	3

Related Requirements (11 SH)

BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4
MDCA 1302	Human Disease/Pathophysiology	3

Major Requirements (34 SH)

HITT 1211	Health Information Systems (A)	2
HITT 1301	Health Data Content and Structure	3
HITT 1305	Medical Terminology I (A)	3
HITT 1341	Coding and Classification Systems	3
HITT 1345	Health Care Delivery Systems	3
HITT 1353	Legal and Ethical Aspects of Health Information	3
HITT 2260	Clinical - Health Information/Medical Records Technology/Technician	2
HITT 2335	Coding and Reimbursement Methodologies	3
HITT 2339	Health Information Organization and Supervision	3

HITT 2340	Advanced Medical Billing and Reimbursement	3
HITT 2343	Quality Assessment and Performance Improvement	3
HITT 2361	Clinical - Health Information/Medical Records Technology/Technician	3
	Total Credit Hours:	60

> To be selected from the following: **ARTS 1301, DRAM 1310, DRAM 2366, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, HIST 2311, HIST 2312, MUSI 1306**
 Must successfully complete **BIOL 2401** prior to admission to the Health Information Management program
(A) Course included on the State's Advanced Technical Credit list. (See *Advanced Technical Credit.*)

Verification of Workplace Competencies:

Credentialing Exam - RHIT.

Health Information Management, Level 2 Certificate

CIP 51.0713

Level 2 Certificate

MEDICAL CODING

Instructional Location - Century City Center

CERTIFICATE OF COMPLETION (Probable Completion Time – 9 months or 32 weeks)

Pre-Requisite Requirements (4 SH)

BIOL 2401	Anatomy & Physiology I	4
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Related Requirements (7 SH)

BIOL 2402	Anatomy & Physiology II	4
MDCA 1302	Human Disease/Pathophysiology	3

Major Requirements (25 SH)

HITT 1211	Health Information Systems (A)	2
HITT 1301	Health Data Content and Structure	3
HITT 1305	Medical Terminology I (A)	3
HITT 1341	Coding and Classification Systems	3
HITT 1345	Health Care Delivery Systems	3
HITT 1353	Legal and Ethical Aspects of Health Information	3
HITT 2260	Clinical - Health Information/Medical Records Technology/Technician	2
HITT 2335	Coding and Reimbursement Methodologies	3
HITT 2340	Advanced Medical Billing and Reimbursement	3

	Total Credit Hours:	36
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BIOL 2401: Must successfully complete **BIOL 2401** prior to admission to the Health Information Management Program

(A) Course included on the State's Advanced Technical Credit list. (See **Advanced Technical Credit.**)

Verification of Workplace Competencies: Capstone Experience –

HITT 2260	Clinical - Health Information/Medical Records Technology/Technician	2
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HITT 1211 Health Information Systems

Introduction to health IT standards, health-related data structures, software applications, and enterprise architecture in health care and public health

Describe general functions, purposes and benefits of health information systems

Describe the evolution and adoption of health information systems

Compare health information systems in terms of their ability to support the requirements of a health care enterprise

Explain the impact of electronic health records on reporting outcomes

Explain strategies to minimize major barriers to the adoption of electronic health records

Explain the principles of health care data exchange and standards

Review workflow design and assessment, and their relationship to patient care, productivity and data analysis

Propose the hardware, software, operating system and networking considerations necessary for effective data storage and use in health care organizations

Utilize the tools and techniques for collecting, storing, securing, retrieving, and reporting health care data

HITT 1301 Health Data Content and Structure

Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens.

Analyze health record content; describe health information management department function and purpose; differentiate the various types of health care facilities and their records; and identify the various licensing and regulatory agencies in the healthcare industry.

HITT 1305 Medical Terminology I

Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

Identify, pronounce, and spell medical terms; use terms in context; utilize prefixes, suffixes, root words, and plurals to construct medical terms; analyze medical terms; translate abbreviations; and interpret symbols.

HITT 1341 Coding and Classification Systems

Fundamentals of coding rules, conventions, and guidelines using clinical classification systems.

Apply nomenclatures and classification systems and assign codes.

HITT 1345 Health Care Delivery Systems

Examination of delivery systems including organization, financing, accreditation, licensure, and regulatory agencies.

Identify components and functions of multiple health care delivery systems to include accreditation, licensure, regulations, payment, and reimbursement systems; describe routine institutional statistics; interpret health care data; prepare health care data for presentation purposes; and evaluate reliability and validity of health care data.

HITT 1353 Legal and Ethical Aspects of Health Information

Concepts of privacy, security, confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information.

Apply local, state, and federal standards and regulations for the control and use of health information; demonstrate appropriate health information disclosure practices; and identify and discuss ethical issues in health care.

HITT 2260 Clinical - Health Information/Medical Records Technology/Technician

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience.

Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry. Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

HITT 2335 Coding and Reimbursement Methodologies

Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement.

Sequence codes according to established guidelines and standards; and apply reimbursement methodologies.*

Apply diagnosis/procedure codes according to current guidelines

Evaluate the accuracy of diagnostic and procedural coding

Apply diagnosis/procedural grouping

Evaluate the accuracy of diagnostic/procedural grouping

Analyze current regulations and established guidelines in clinical classification systems

Determine the accuracy of computer assisted coding assignment and recommend corrective action.

HITT 2339 Health Information Organization and Supervision

Principles of organization and supervision of human, financial, and physical resources.

Coordinate the utilization of internal and external resources; apply problem solving, conflict resolution, leadership and decision-making skills, analyze budgets; evaluate contracts; develop team building techniques; and identify local state, and federal labor regulations.

HITT 2340 Advanced Medical Billing and Reimbursement

Skill development in coding to prepare reimbursement forms in various health care settings for submission to payors.

Coding of health records using various classification systems; execute reimbursement forms; and apply revenue cycle management procedures.

HITT 2343 Quality Assessment and Performance Improvement

Study of quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation and presentation of data in statistical formats, quality management and performance improvement functions, utilization management, risk management, and medical staff data quality issues. Approaches to assessing patient safety issues and implementation of quality management and reporting through electronic systems and approaches to assessing patient safety issues and implementation of quality management and reporting through electronic systems.

Monitor compliance with governmental and organizational regulations and accreditation standards; use tools to perform quality assessment and improvement; identify potential risk management issues; define utilization and resource management functions; and assist in medical staff quality improvement functions.

HITT 2361 Clinical – Health Information/Medical Records Technology/Technician

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

Program Revisions (if applicable):

Sandra Furlow opened discussion to regarding program revisions. As stated above, by Jan. 1, 2019 a new certificate must be added to the HIM offerings.

Suggested changes to the AAS:

Verification of Workplace Competencies

To replace RHIT credentialing exam from catalogue

2361 Clinical/RHIT Review

Remove Speech add Math 1342 Elementary Statistical Methods

Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology recommended.

Prerequisite; min grade of “C” or better on all HIM courses and BIOL 2401/2402.

New Certificate options: Analysis Certificate Level 1 (TSI not required)

The entry level health information analyst certificate leading to the Associate of Applied Science in Health Information will prepare the completer for an entry level clerical position in a medical record or health information department.

HITT 1305 Medical Terminology I

HITT 1301 Health Data Content and Structure

HITT 1353 Legal and Ethical Aspects of Health Information Management

HITT 2343 Quality Assessment and Performance Improvement

HITT 1160 Clinical – Health Information Management

COSC 1301 Intro to Computing

Overview of computer systems-hardware, operating systems, the internet, and application software including word processing, spreadsheets, presentation graphics, and databases. Current topics such as the effect of computers on society, and the history and use of computers in business, educational, and other interdisciplinary settings are also studied. This course is not intended to count toward a student’s major field of study in business or computer science.

Or

BCIS 1305 Business Computer Applications

Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. (This course is part of the Business Field of Study Curriculum)

Total Required Semester Credit Hours: 16

Certificate, Health Data Level 1 (TSI not required)

HITT 1305 Medical Terminology I
 HITT 1301 Health Data Content and Structure
 HITT 1211 Health Information Systems
 HITT 1345 Health Care Delivery Systems
 HITT 1353 Legal and Ethical Aspects of Health Information Management
 COSC 1301 Intro to Computing

Overview of computer systems-hardware, operating systems, the internet, and application software including word processing, spreadsheets, presentation graphics, and databases. Current topics such as the effect of computers on society, and the history and use of computers in business, educational, and other interdisciplinary settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science.

Or

BCIS 1305 Business Computer Applications

Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. (This course is part of the Business Field of Study Curriculum)

Total Required Semester Credit Hours: 17

After much discussion among committee members, Sandra Furlow asked for a motion to approve Analysis Certificate Level 1 (TSI not required).

Kristina Roberson made motion to approve program revisions.

Crystal Fetsch seconded the motion.

The motion to approve the program revisions to the Analysis Certificate Level 1 passed.

Review of Matrices:

Sandra Furlow led the discussion on Review Secretary's Commission on Achieving Necessary Skills (SCANS), General Education, Program Outcomes Matrices, and Institutional Outcomes Matrices and asks the faculty to expand on them.

Ruth Rascon explains the matrices below.

Program: Health Information Management								Credential: Associate in Applied Science (AAS) Degree/Certificate of Completion	
Award: Health Information Management Associate in Applied Science (AAS) Degree/Certificate									
Cip: 51.0707									
LIST OF ALL COURSES REQUIRED AND IDENTIFIED									
COMPETENCIES									
SCANS COMPETENCIES								Course Number	Course Title
1	2	3	4	5	6	7	8		
X	X	X	X	X	X	X	X	MDCA 1302*	Human Disease/Pathophysiology

X	X		X	X	X	X	X	HITT 1211*	Health Information Systems
X	X		X	X	X	X	X	HITT 1301*	Health Data Content and Structure
X	X		X	X	X	X	X	HITT 1305*	Medical Terminology
X	X		X	X	X	X	X	HITT 1341*	Coding and Classification Systems
X	X	X	X	X	X	X	X	HITT 1345*	Health Care Delivery Systems
X	X		X	X	X	X	X	HITT 1353*	Legal and Ethical Aspects of Health Information
X	X	X	X	X	X	X	X	HITT 2260*	Clinical - Health Information/Medical Records Technology/Technician
X	X		X	X	X	X	X	HITT 2335*	Coding and Reimbursement Methodologies
X	X	X	X	X	X	X	X	HITT 2339	Health Information Organization and Supervision
X	X	X	X	X	X	X	X	HITT 2340*	Advanced Medical Billing and Reimbursement
X	X	X	X	X	X	X	X	HITT 2343	Quality Assessment and Performance Improvement
X	X	X	X	X	X	X	X	HITT 2361	Clinical - Health Information/Medical Records Technology/Technician
PROGRAM COMPETENCIES (as determined by advisory committee)									
8. BASIC USE OF COMPUTERS									
7. WORKPLACE COMPETENCIES									
6. PERSONAL QUALITIES									
5. THINKING SKILLS									
4. SPEAKING AND LISTENING									
3. ARITHMETIC OR MATHEMATICS									
2. WRITING									
1. READING									
*Indicate course is taught in Certificate of Completion									

Program: Health Information Management							Credential: Associate in Applied Science (AAS) Degree/Certificate of Completion
Award: Health Information Management Associate in Applied Science (AAS) Degree/Certificate.							
Cip: 51.0707							
LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE							
OBJECTIVES							
GENERAL EDUCATION CORE OBJECTIVES						Course Number	Course Title
1	2	3	4	5	6		
X	X	X	X	X	X	ENGL 1301	Composition I
X	X	X	X	X	X	GOVT 2305	Federal Government (Federal Constitution and Topics)
X	X	X	X	X	X	MATH 1314 or MATH 1332	College Math/Contemporary Mathematics I
X	X	X	X	X	X	SPCH 1315	Public Speaking
							Language, Philosophy, and Culture or Creative Arts Elective

X	X	X	X	X	X	BIOL 2401*	Anatomy and Physiology I
X	X	X	X	X	X	BIOL 2402*	Anatomy and Physiology II
X	X	X	X	X	X	MDCA 1302*	Human Disease/Pathophysiology
X	X	X	X	X	X	HITT 1211*	Health Information Systems
X	X	X	X	X	X	HITT 1301*	Health Data Content and Structure
X	X		X	X	X	HITT 1305*	Medical Terminology
X	X	X	X	X	X	HITT 1341*	Coding and Classification Systems
X	X	X	X	X	X	HITT 1345*	Health Care Delivery Systems
X	X		X	X	X	HITT 1353*	Legal and Ethical Aspects of Health Information
X	X	X	X	X	X	HITT 2260*	Clinical - Health Information/Medical Records Technology/Technician
X	X	X	X	X	X	HITT 2335*	Coding and Reimbursement Methodologies
X	X		X	X	X	HITT 2339	Health Information Organization and Supervision
X	X	X	X	X	X	HITT 2340*	Advanced Medical Billing and Reimbursement
X	X	X	X	X	X	HITT 2343	Quality Assessment and Performance Improvement
X	X	X	X	X	X	HITT 2361	Clinical - Health Information/Medical Records Technology/Technician
						6. Personal Responsibility	
						5. Social Responsibility	
						4. Teamwork	
						3. Empirical and Quantitative Skills	
						2. Communication Skills	
						1. Critical Thinking Skills	
*Indicate course is taught in Certificate of Completion							

Program: Health Information Management						Credential: Associate in Applied Science (AAS) Degree/Certificate of Completion	
Award: Health Information Management Associate in Applied Science (AAS) Degree/Certificate							
Cip: 51.0707							
LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE							
OUTCOMES							
PROGRAM OUTCOMES						Course Number	Course Title
1	2	3	4	5	6		
						MDCA 1302*	Human Disease/Pathophysiology
X	X	X	X	X	X	HITT 1211*	Health Information Systems
X	X	X	X	X	X	HITT 1301*	Health Data Content and Structure
			X		X	HITT 1305*	Medical Terminology
X		X				HITT 1341*	Coding and Classification Systems
X	X	X	X	X	X	HITT 1345*	Health Care Delivery Systems
X	X	X	X	X	X	HITT 1353*	Legal and Ethical Aspects of Health Information
X	X	X	X	X	X	HITT 2260*	Clinical - Health Information/Medical Records Technology/Technician
X	X	X				HITT 2335*	Coding and Reimbursement Methodologies
X	X	X	X	X	X	HITT 2339	Health Information Organization and Supervision

X	X	X	X	X	X	HITT 2340*	Advanced Medical Billing and Reimbursement
X	X	X	X	X	X	HITT 2343	Quality Assessment and Performance Improvement
X	X	X	X	X	X	HITT 2361	Clinical - Health Information/Medical Records Technology/Technician
							1. Demonstrate an understanding of the structure and content of the health data records
							2. Apply legal and ethical policies and procedures related to the protection and compliance of health information
							3. Collect, organize, maintain and abstract health data for clinical indices/databases/registries for the purposes of administration, fiscal support, performance improvement and quality management
							4. Apply policies and procedures for the use of data required in healthcare reimbursement
							5. Analyze policies and procedures to ensure organizational compliance with regulations and standards
6. Describe health information leadership roles							
*Indicate course is taught in Certificate of Completion							

Program: Health Information Management						Credential: Associate in Applied Science (AAS) Degree/Certificate of Completion
Award: Health Information Management Associate in Applied Science (AAS) Degree/Certificate						
Cip: 51.0707						
LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE						
OUTCOMES						
PROGRAM OUTCOMES						General Education Outcomes
1	2	3	4	5	6	
x	x	x	x	x	x	Personal Responsibility
x	x	x	x	x	x	Social Responsibility
x	x	x	x	x	x	Teamwork
x	x	x	x	x	x	Empirical and Quantitative Skills
x	x	x	x	x	x	Communication Skills
x	x	x	x	x	x	Critical Thinking Skills
						1. Demonstrate an understanding of the structure and content of the health data records
						2. Apply legal and ethical policies and procedures related to the protection and compliance of health information
						3. Collect, organize, maintain and abstract health data for clinical indices/databases/registries for the purposes of administration, fiscal support, performance improvement and quality management
						4. Apply policies and procedures for the use of data required in healthcare reimbursement
						5. Analyze policies and procedures to ensure organizational compliance with regulations and standards
6. Describe health information leadership roles						

*** Empirical and Quantitative Skills (EQS):** are those skills necessary to frame a problem, analyze empirical information, draw conclusions from the analysis, and communicate the results to an audience. Often, EQ skills are synonymous with critical thinking skills, and they closely correspond to the Quantitative Literacy definition developed by AAC&U. Individuals with strong EQ skills possess the ability to reason and solve quantitative problems from a wide array of disciplines and real-life situations, and they can clearly communicate the process and results in a variety of formats (e.g., words, tables, graphs, mathematical equations).

*Sandra Furlow asked for a motion to approve matrices.
Amy Criss made motion to approve matrices as presented.
Kristina Roberson seconded the motion.*

The motion to approve matrices as presented passed.

Program statistics:

Sandra Furlow proceeded into discussing Program statistics

- Program Statistics:
 - Graduates 2017-2018: (0)
 - Enrollment Summer 2018: (5)
 - Majors Fall 2018-2019: (37*)
 - Enrollment Fall 2018: (15.)

Local Demand:

The Chair, Sandra Furlow, opened the floor to talk about the Local Demand for the program.

Discussion from committee members proceeded with what the demand is in their company for graduates in the program. Kristina believes there is still a demand for the program as a whole. Her department isn't currently hiring at United Regional due to employees staying at their position. The hospital is hiring for the analytic side.

Evaluation of facilities/equipment:

Sandra opened up discussion on evaluation of facilities, equipment, and technology. Recommendation for acquisition of new equipment and technology.

Committee members have viewed facility and labs.

Using EHR Go previously Neerh Perfect will continue

No new equipment and technology is needed at this time.

External learning experiences:

Sandra moved discussion to external learning experiences, employment, and placement opportunities

Placement Rate of Program Completers by Reporting Year [1]			
Program	2013-2016 3-Year Average		
	Plc	Cmp	%
51070000-Health and Medical Administrative Services	18	24	75.00%

Professional Development of faculty:

The Chair moves to professional development of faculty and recommendations:

Century City Center – Health Information Management	One instructor will attend the TXHIMA Annual meeting in Galveston Tx Jun 2019
Century City Cent– Health Information Management	One instructor will attend the AHIMA Annual Symposium in Jul 2019
HIM - One instructor will attend 3 online, on demand, webinars education session each lasting 8 weeks, provided by Arizona State via CAHIIM	

Promotion of program:

Sandra proceeds to promotion and publicity (recruiting) about the program to the community and to business and industry.

Faculty member shares recent emails and publicity with committee:

Hi Ruth,

Thanks for following up with this! I would be happy to send some more information through. Below you will find a campaign overview, which will give details on reach, deadlines, partners, distribution, etc.

In terms of how Vernon College can be involved in the campaign, there are two ways:

- **Branding:** Traditional Advertisement aligned directly with one of our editorial pieces
- **Sponsored Content:** An editorial piece on the topic of your team’s choice. The piece would be written by one of our journalists and highlight leadership from Vernon College, with two external sources of your choice to be quoted within the piece.

I’ll provide some pricing below and to keep it simple, these will all be branding packages. Keep in mind that we can explore storytelling options as well, or tailor/ adjust the packages you see below.

Let me know if you have questions about any of this information, or if you’d like to hop on the phone to hash out the details!

Future of Digital Health:

- **Publication Date:** September 25th, 2018
- **Creative Material Deadline:** September 4th, 2018

DISTRIBUTION:

- **Newspaper Distribution:**

- **USA Today Print Circulation:** 750,000 potential readers via 250,000 tabloid copies
- **Markets:** New York, LA, Chicago, Houston, Seattle, *one flex market available for partner's choice*
- **Additional Print Distribution:** Editorial partners distribute copies at conferences, meetings, and other events. Sponsors may also receive copies for their own events.
- **Industry & Event Distribution:** 1000+ copies per event, distributed at media tables and on showroom floors.
 - [EDGE 2018](#) – Austin | September 2018
 - [WEDI National Conference 2018](#) – Arlington | October 2018
 - [WHINN 2018](#) – Denmark | October 2018
 - [Rock Health Summit](#) – San Francisco | October 2018
 - [AdvaMed Cybersecurity Summit](#) – Washington DC | November 2018
 - [MedTech Impact](#) – Las Vegas | December 2018
 - [Digital Health CEO Summit](#) – San Francisco | March 2019
 - [ATA19](#) – New Orleans | April 2019
- **DIGITAL:**
 - **Digital Readership/Circulation:** [FutureOfBusinessAndTech.com](#) (infinite lifespan)
 - Distributed globally through web platforms, e-newsletters, blogs and social media platforms by Mediaplanet and partners.
 - All campaign partners and celebrities actively sharing on their social media channels
 - Full license of the digital campaign to utilize on your own networks

KEY PARTNERS:

- Association of American Medical Colleges
- American Medical Informatics Association
- American Health Information Management Association
- CAHIIM
- Vanderbilt University Medical Center
- Boston University Metropolitan College
- AdvaMed
- Rock Health
- UnitedHealth Group
- Samsung Health
- ePlus
- TransEnterix
- Proteus

KEY INFLUENCERS:

- **John Nosta**, Digital Health Expert
- **Dr. Don Rucker**, National Coordinator for Health Information Technology
- **Chris Holmes**, Program Director for Health at the Alan Turing Institute
- **Jillian Michaels**, Health and Lifestyle Coach
- **Christina Farr**, Digital Health CNBC Reporter

BRANDING SPONSORSHIP PACKAGES:

Space confirmation (one-line email stating which package you'd like to move forward with): Thursday, August 16th, 3pm EST

BRANDING Package A: Quad Page + Digital Brand Presence

Print: Quad Page (4.78 x 4.9 inches) full color tabloid

Print: 50 copies for promotional use (additional copies available upon request)

Digital: minimum 2,500 prequalified readers driven to article

Digital: Desktop banner
Digital: Medium rectangle
Digital: 140 character text ad
Digital: Mobile banner
Digital: 100% share of voice on article
Digital: Analytics upon campaign's conclusion

Print Only Rate: \$6,000 NET

Print & Digital Combination: \$10,600 NET

BRANDING Package B: Half Page Print + Digital Brand Presence

Print: Half Page (9.75 x 5 inches) full color tabloid
Print: 100 copies for promotional use (additional copies available upon request)

Digital: minimum 2,500 prequalified readers driven to article

Digital: Desktop banner
Digital: Medium rectangle
Digital: 140 character text ad
Digital: Mobile banner
Digital: 100% share of voice on article
Digital: Analytics upon campaign's conclusion

Print Only Rate: \$10,000 NET

Print & Digital Combination Rate: \$15,600 NET

BRANDING Package C: Full Page Print + Digital Brand Presence

Print: Full Page (9.75 x 10.25 inches) full color tabloid
Print: 100 copies for promotional use (additional copies available upon request)

Digital: minimum 2,500 prequalified readers driven to article

Digital: Desktop banner
Digital: Medium rectangle
Digital: 140 character text ad
Digital: Mobile banner
Digital: 100% share of voice on article
Digital: Analytics upon campaign's conclusion

Print Only Rate: \$15,000 NET

Print & Digital Combination Rate: \$19,600 NET

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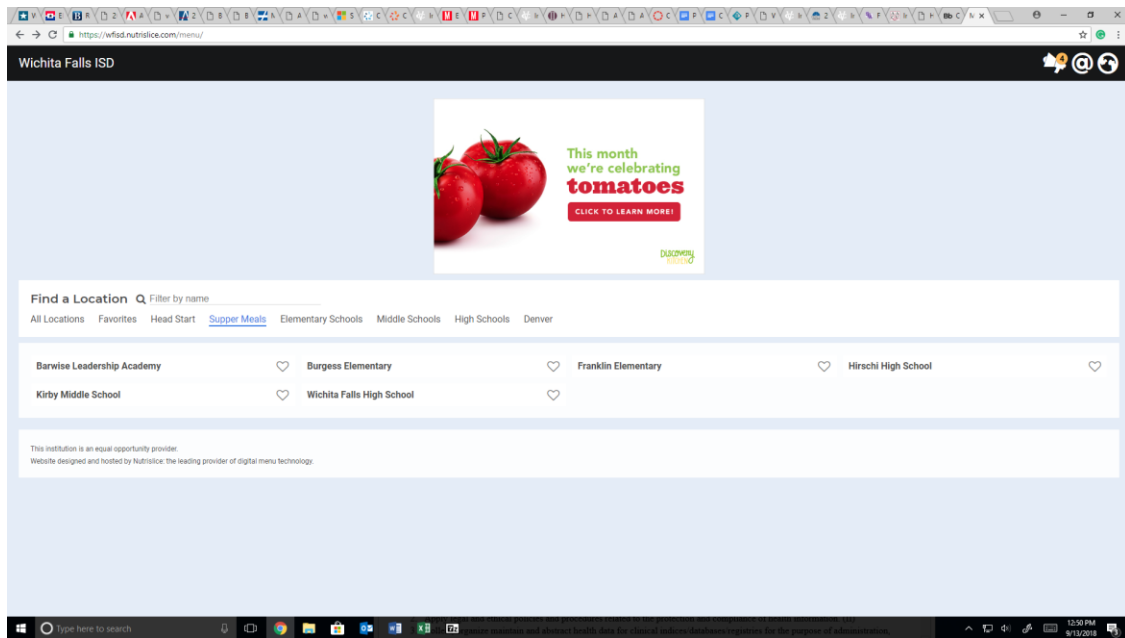
Committee members discussed the other publicity. Future student tours, sophomore roundup, preview day, T-Shirt sales, etc.

Serving students from Special Populations:

Sandra would like to discuss serving students from special populations.

1. individuals with disabilities;
2. individuals from economically disadvantaged families, including foster children;
3. individuals preparing for non-traditional fields; (3 males, 12 females)
4. single parents, including single pregnant women;
5. displaced homemakers; and
6. individuals with limited English proficiency (2)

Serving Supper/Dinner 3:15-5:15 all students eligible for a free meal. Adults can join for \$3.80



Accreditation information:

Sandra moves into discussing program Specific Accreditation Information and Requirements (if applicable)

http://www.cahiim.org/documents/2012_HIM_Assoc_Stdnds.pdf

<http://www.cahiim.org/him/curriculumrequirements.html>

The screenshot shows the CAHOM website interface. At the top, there is a navigation bar with the CAHOM logo and links for Home, Assessment Archive, and Resources. The main content area is titled "CURRENT REPORTING CYCLE" and contains a table with the following data:

Reporting Period	Report Entry Window	Reporting Status
8/1/2016 - 7/31/2017	6/15/2018 - 10/15/2018	Active

Below this, there are sections for "FILTERS", "DIRECTORY PROFILE", and "ASSESSMENTS". The "DIRECTORY PROFILE" section includes an "EXPORT (EXCEL | CSV)" link and a table with the following data:

Program	Institution	Program Level	Last Accredited	Next Review
Vernon College (638)	Vernon College	Associate	03/12/2005	2020 - 2021

The "ASSESSMENTS" section also includes an "EXPORT (EXCEL | CSV)" link and a table with the following data:

Program	Institution	Program Level	Reporting Period	Status
Vernon College (638)	Vernon College	Associate	8/1/2016 - 7/31/2017	Active

Committee members spoke about how many students, as well as their employee's struggle providing food for their families. Sandra committed on how United Regional chooses an at need employee to provide holiday meals for every year. Ruth asked how long the hospital has provided this service, Sandra replied she has worked there 30 years and has happened every year of her employment.

Adjourn

The meeting is adjourned at 12:52PM.

Recorder Signature: <i>Amy Ciz, R.H.T., CCS, CASC</i>	Date: <i>1-24-19</i>	Next Meeting: Fall 2019
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