

Advisory Committee Fall 2017 Annual Meeting Minutes Health Information Management Vernon College – Century City Center

CHAIRPERSON: Amy Criss		
VICE CHAIR: Virginia Solorio		
MEETING DATE: October 04, 2017	MEETING TIME: 12:00 PM	MEETING PLACE: Century City Center, Room 2308
RECORDER: Sandra Furlow		PREVIOUS MEETING: October 10, 2016

MEMBERS PRESENT:

MEMBER'S ABSENT:

OTHERS PRESENT:

Name, Title, Company	Name, Title, Company	Name, Title, Company
Amy Criss, Medical Records, Wilbarger, General Hospital	Tina Anderson, RHIT	Ruth Rascon, BS, RHIT, HIM Coordinator, Instructor, Vernon College
Ginny Chaddick, Medical Records, TCCC	Crystal Fetsch, Medical Records, Seymour Hospital	Shana Drury, Associate Dean of Instructional Services, Vernon College
Debbie Burlison, Director of Medical Records, Clinics of North Texas	Brenda Elliot, Medical Records Director, Seymour Hospital	Jean M. Castle-Wade, Administrative Assistant to the Associate Dean of Instructional Services, Vernon College
Carla Cherry, Business Office Compliance Officer, Clinics of North Texas	Vanessa Kincheloe, Assistant Executive Director, Taft Counseling	Karen McClure, Allied Health Faculty Assistant, Vernon College
Virginia Solorio, Medical Records, Promise Hospital of Wichita Falls	Mary McKinley, Licensed Professional Counselor, Taft Counseling Center	Holly Scheller, Coordinator of Marketing and Community Relations
Sandra Furlow, Medical Coding Specialist United Regional	Dale Owen, Director of Medical Records, Wilbarger General Hospital	
Miranda Jackson, HIM Coder, Promise Hospital of Wichita Falls		
Kristina Roberson, Medical Records Manager, United Regional		

AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Ruth Rascon
Purpose of Advisory Committee	Information	Shana Drury
Election of Officers	Action	Ruth Rascon
Approval of Previous Minutes	Action	Amy Criss

Old Business:	Information/Discussion	Amy Criss
Continuing Business:	Information/Discussion	Amy Criss
New Business:	Information/Discussion	Amy Criss
Review program outcomes, assessment methods, and results	Information	Amy Criss
Approve program outcomes and assessment methods	Action	Amy Criss /Members Present
Review program curriculum/courses/degree pans	Information/Discussion	Amy Criss
Approve program revisions	Action	Amy Criss / Members present
Review SCANS and Gen Ed outcomes matrices	Information/Discussion	Amy Criss
Approve SCANS and Gen Ed outcomes matrices	Action	Members Present
Review verification course/exam of workplace competencies	Information/Discussion	Amy Criss
Approval of course/exam of workplace competencies	Action	Members Present
Review student handbook	Information/Discussion	Amy Criss
Approve changes	Action	Members Present
Program statistics: Graduates, majors, enrollment	Information/Discussion	Amy Criss
Evaluation of facilities, equipment, and technology	Action	Members Present
Recommendations of selection and acquisition of new equipment and technology	Information/Discussion/Action	Members Present
External Learning experiences, employment and placement opportunities	Information	Amy Criss
Professional development of faculty and recommendations	Information/Discussion/Action	Amy Criss / Members Present
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Discussion/ Information	Amy Criss
Serving students from special population	Information	Amy Criss
Adjourn	Action	Chair/Members Present


MINUTES

Key Discussion Points	Action/Discussion/Information and Responsibility for Follow-up and Reporting
Welcome & Introductions	Ruth Rascon welcomed and thanked the advisory members for their willingness to serve and noted that the meeting was held in the HIM lab so that everyone could view the facility and equipment. Ruth explained that in addition to the Chair and Recorder position, a Vice Chair will be elected this year to replace the Chair next year. Everyone introduced themselves and stated their positions and the agency they represented. Note: Each committee member was given a packet which included all documents that would be reviewed and discussed.
Purpose of Advisory Committee	Shana explained the purpose and importance of an advisory committee and

	how their input guarantees that the college is maintaining the most current practices, direction and equipment. The committee ensures that the knowledge, skills and abilities taught are pertinent to the field to produce the graduates that employers would like to hire in the Health Information Management field.
Election of Chair, Vice Chair and Recorder	Virginia Solorio nominated Amy Criss for chair. Amy Criss was elected by acclamation. Amy Criss nominated Virginia Solorio for Vice Chair position. Virginia Solorio was elected by acclamation. Debbie Burlison nominated Sandra Furlow for recorder. Sandra Furlow was elected by acclamation. The committee agreed unanimously. Shana Drury explained that the committee needs to follow the Roberts Rule of Order and gave a brief description.
Approval of Minutes from the Last Meeting	Amy Criss asked the committee to review the previous minutes. One correction was noted: Under Program Outcomes, Assessment methods, and results, CFOs/CEOs should be changed to HIM directors. Carla Cherry made a motion to approve last meetings minutes with this change and Debbie Burlison seconded. The committee agreed unanimously.
Old Business:	There was no old business. No suggestions were made.
Continuing Business:	There was no continuing business. No suggestions were made.
New Business:	
Review program outcomes, assessment methods, and results	Amy Criss asked members to review the program outcomes, assessment methods, and results. The committee members reviewed and discussed them. Ruth informed the committee of the current practices and standards of the program. Ruth covered the RHIT test which will go through changes in data and information governance. Ruth covered testing and education projects for students.
Approve program outcomes	Amy Criss asked members to approve program outcomes as is. Debbie Burlison made a motion to approve the outcomes and assessment methods as is. Virginia Solorio seconded. The committee agreed unanimously.
Approve assessment methods	Amy Criss asked members to approve program assessment methods as is. Debbie Burlison made a motion to approve the outcomes and assessment methods as is. Virginia Solorio seconded. The committee agreed unanimously.
Approve program testing workplace competency certificate program (course or exam)	Discussion regarding the need for a verification of workplace competency for the certification program took place. Amy Criss asked members to approve HITT 2260, Clinical, as the certificate workplace competency course. The AAS workplace competency remains as the RHIT exam. Carla Cherry made a motion to approve the workplace competencies. Virginia Solorio seconded. The committee agreed unanimously.
Review program curriculum/courses/degree plans	Amy Criss asked the committee to review the program curriculum, courses, and degree plans. Members had a discussion. Ruth covered information/data governance in course HITT 1301. Ruth spoke on the blended online courses and how the student's needs are being met. Ruth stated online students are doing better on the certification testing at a higher rate than traditional students. Ruth stated enrollment has increased since implementing the online courses. The committee made no recommendation to change program outcomes at this time.
Approve program revisions	Amy Criss asked members to approve program revisions as is. Debbie Burlison made a motion to approve the program revisions as is. Carla Cherry seconded. The committee agreed unanimously.
Review SCANS and Gen Ed	Chair asked members to review and discussed each matrix. Ruth Rascon explained the purpose of the matrices and how to interpret them. Committee reviewed all three matrices. Kristina Roberson discussed the impact coding has on the clean claims and the billing cycle. Kristina Roberson discussed integrated software and how it relates to the whole clean claim cycle. Carla Cherry discussed the integration of the software programs. Kristina

	Roberson covered the need for more analytical minded training.
Review program outcomes matrix	There will be an electronic review and vote for approval of the program outcomes matrix.
Electronic approval for program outcomes matrix	Members voted via e-mail to approve the program outcomes matrix. Tina Anderson, Debbie Burlison, Brenda Elliott, Crystal Fetsch, Carla Cherry, Amy Criss, Dale Owen, Kristina Roberson, and Virginia Solorio approved.
Approve SCANS and Gen Ed matrices	Amy Criss asked members to approve the three matrices regarding SCANS and General Education as is. Kristina Roberson made a motion to approve the three matrices as they are written. Carla Cherry seconded. The committee agreed unanimously.
Program statistics: Graduates, majors, enrollment	Amy Criss expounded on the program statistics: Graduates 2016-2017: 16 Enrollment Summer 2017: 10 Majors Fall 2017-2018: 26 Enrollment Fall 2017: 32 Ruth stated this increase in numbers is due to the online services offered by the program.
Review Local Demand	Amy Criss asked members to discuss the need for the program and evaluate whether the program is useful to the local employers and job market. Ginny Chaddick stated she is in the nursing home area who is not currently hiring. Ginny stated the nursing home industry feels that the positions should be filled by licensed nurses. Debbie Burlison has hired in the past and will hire from the program in the future. Debbie stated the program produces a better quality of hire. Virginia Solorio stated she uses former students from the program because they require less on-the-job training. Amy Criss stated she has hired from the program in the past and would do so again. Kristina Roberson stated URHCS has hired in the past and the students are high performers who produce well. The degree/certificate is preferential in hiring. Kristina stated the program provides prospective hires with a broad perspective and overview of what is necessary in the field. Carla Cherry stated the program is relevant. All members stated there are technological advancements in the field which is being met by the program. Ruth Rascon requested all members speak to their respective HR department to work on a better hiring program/job descriptions for the certificate and degree program. Members discussed the legal limitations of the coder versus the clinician.
Evaluation of facilities, equipment, and technology	Amy Criss moved to Evaluation of facilities, equipment and technology. Ruth Rascon stated the reason for holding her meeting in her lab was so that the members could view the facility/lab. She then informed the committee on the condition and use of the lab/equipment/facility. Ruth expressed the desire to acquire a program that would reinforce and challenge student learning on medical coding. The members discussed different learning tools and recommended more learning software programs which reflect the current programs used by employers be considered.
Recommendations of selection and acquisition of new equipment and technology	Ruth Rascon asked committee for any recommendations lab/equipment/classroom/facility. The members recommended the software programs, 3M, Allscripts, PayerPack.
External Learning Experiences, employment and placement opportunities	Amy Criss moved to External Learning Experiences. Ruth Rascon updated the committee on External Learning Experiences, Employment and placement opportunities.
Professional development of faculty and recommendations	Amy Criss moved to Professional Development of faculty. Amy Criss stated: In June, Ruth Rascon attended TxHIMA conference in Frisco. In July, Ruth Rascon participated in the FDI/AOE in Los Angeles. Ruth Rascon updated the members on the new certification processes.
Promotion and publicity (recruiting) about the program to the community	Chair moved to promotion and publicity. Amy Criss stated: Vernon College hosts the Sophomore round-up

and to business and industry (gender equity)	Preview Day BOSS Ruth Rascon informed the committee of a new video for recruiting and covered the program presence in the community.
Serving students from special populations	The definition of "special populations" as outlined by Perkins: <ul style="list-style-type: none"> • In referencing "special populations" in the Local Plan and in any other applicable sections of the Application, the Applicant shall use the term to mean: • 1. individuals with disabilities; • 2. individuals from economically disadvantaged families, including foster children; • 3. individuals preparing for non-traditional fields; • 4. single parents, including single pregnant women; • 5. displaced homemakers; and • 6. individuals with limited English proficiency. Ruth mentioned that many of her students are from economically disadvantaged families, some of whom are non-traditional single parent males.
Review program specific accreditation information and requirements	Amy Criss asked Ruth Rascon to inform the members on the program's accreditation information and requirements. Ruth stated there is a test change in January. There will be an online vote to determine additional certificate. Carla Cherry stated there is a need for certification. Ruth stated there are more than three certifications available for addition. Shana Drury clarified there are more than three certifications. All members agreed there will be an electronic vote on the matter at a later date and time.
Electronic approval for specific accreditation information and requirements	Members voted via e-mail to implement the Certified Documentation Improvement Practitioner (CDIP). Debbie Burlison, Brenda Elliott, Amy Criss, Brenda Elliott, Miranda Jackson, Dale Owen, Kristina Roberson, and Virginia Solorio approved.
Adjourn	Amy Criss adjourned the meeting at 1317 hours (1:17 p.m.). The committee agreed unanimously.

RECORDER SIGNATURE: 	DATE: 10/17/17	NEXT MEETING: SPRING
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