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Advisory Committee Minutes Fall 2019
Health Information Management
Vernon College – Century City Center Room 2308
October 23, 2019 Wednesday, 12:00pm

Crystal Fetsch– Chair
Amy Criss – Vice Chair
Whitney Magers – Recorder

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Members Present:
Tina Anderson –Community Health Systems
Sandra Frulow – United Regional
Whitney Magers – United Regional
Amy Criss – United Regional
Debbie Burlison – Clinics of N.TX
Kristi King – Clinics of N.TX
Donna Lewis - KPC Promise SNF
Miranda Jackson- KPC Promise SNF
Crystal Fetsch – United Regional

Facility and Staff Present:
Shana Drury
Ruth Rascon
Chelsey Henry
Marco Torres
Karen McClure
Mollie Williams

Members Absent:
Kim Bryant
Ginny Chaddick
Carla Cherry
Brenda Elliott
Kristina Roberson
Virginia Solorio

Crystal Fetsch 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)

Crystal Fetsch asked for a motion to approve program outcomes.
Tina Anderson made motion to approve program outcomes as presented.
Debbie Burlison seconded the motion.

The motion to approve program outcomes passed.

Assessment Methods:

Crystal Fetsch asked that assessment methods and results be discussed and asked Mrs. 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.
> o Assessment by supervisors of student on professional experiences (PPE)

Crystal Fetsch asked for a motion to approve assessment methods and results.
Amy Criss made motion to approve assessment methods and results as presented.
Sandra Furlow seconded the motion.

The motion to approve assessment methods and results passed.

Workplace Competency:

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

> American Health Information Management Association Registered Health Information Technician (RHIT) Summary Report From 09/01/2017 to 08/31/2018

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	3	National average 61%	1 student @ NA 2 student @ 61% 3 student @ 74%	Additional lab exercises relating to data types and sources

Collect, organize, abstract and analyze clinical data to identify trends that demonstrate quality, safety and effectiveness of health care	Coding		National average 67%	1 student @ NA 2 student @ 65% 3 student @ 90%	Additional classroom projects to emphasize coding ICD 10, HCPCS, CPT
Apply federal, state and accrediting agency standards for record content, reimbursement methodologies, and classification systems	Compliance		National average 60%	1 student @ NA 2 student @ 68% 3 student @ 64%	Additional activities involving standards to address a variety of aspects of health information and informatics. (ASTM) and Health Level Seven (HL7) target clinical data standards. Insurance and remittance standards are a focus of the Accredited Standards Committee (ASC) X12
Perform continual updates to policies and procedures and implement internal and external audits.	Information Technology		National average 64%	1 student @ NA 2 student @ 80% 3 student @ 73%	Additional projects to enforcement of policies and procedures and prompt response to compliance issues
Apply knowledge of policies and regulations relating to the	Quality		National average 58%	1 student @ NA 2 student @ 44% 3 student @ 75%	Additional labs focus on regulations of healthcare

organization of health care delivery to ensure compliance and protect confidentiality and privacy of patient data					privacy and security, (HITECH) Omnibus Rule, GINA and CoP
Use technology and information systems to meet health care organization needs	Legal		National average 66%	1 student @ NA 2 student @ 87% 3 student @ 67%	Additional activities to include the HITECH Act CMS Medicare and Medicaid Electronic Health Records Meaningful Use Incentive Program
Apply general management and personnel supervision to a health information department	Revenue Cycle		National average 69%	1 student @ NA 2 student @ 88% 3 student @ 50%	Additional labs to include MACRA delivering higher quality medical care while actually expending fewer resources to have Value-Based (VB), quality vs. quantity medicine

Crystal Fetsch asked for a motion to approve workplace competency.
Miranda Jackson made motion to approve workplace competency as presented.
Amy Criss second the motion.

The motion to approve workplace competency as presented passed.

Program Specific Accreditation Information and Requirements:

Supporting Body of Knowledge (Prerequisite or Evidence of Knowledge)
Pathophysiology and Pharmacology
Anatomy and Physiology

Medical Terminology	
Computer Concepts and Applications	
Math Statistics	

Domain I. Data Structure, Content, and Information Governance	
Competency	**Bloom's Level**
I.1. Describe health care organizations from the perspective of key stakeholders.	2
I.2. Apply policies, regulations, and standards to the management of information.	3
I.3. Identify policies and strategies to achieve data integrity.	3
I.4. Determine compliance of health record content within the health organization.	5
I.5. Explain the use of classification systems, clinical vocabularies, and nomenclatures.	2
I.6. Describe components of data dictionaries and data sets.	2
I.6. **DM** Evaluate data dictionaries and data sets for compliance with governance standards.	5

Domain II. Information Protection: Access, Use, Disclosure, Privacy, and Security	
Competency	**Bloom's Level**
II.1. Apply privacy strategies to health information.	3
II.2. Apply security strategies to health information.	3
II.3. Identify compliance requirements throughout the health information life cycle.	3

Domain III. Informatics, Analytics, and Data Use	
Competency	**Bloom's Level**
III.1. Apply health informatics concepts to the management of health information.	3
III.2. Utilize technologies for health information management.	3
III.3. Calculate statistics for health care operations.	3
III.4. Report health care data through graphical representations.	3
III.5. Describe research methodologies used in health care.	2
III.6. Describe the concepts of managing data.	3
III.7. Summarize standards for the exchange of health information.	2
III.6. **DM** Manage data within a database system.	5
III.7. **DM** Identify standards for exchange of health information.	3

Domain IV. Revenue Cycle Management	
Competency	**Bloom's Level**
IV.1. Validate assignment of diagnostic and procedural codes and groupings in accordance with official guidelines.	3
IV.2. Describe components of revenue cycle management and clinical documentation improvement.	2
IV.3. Summarize regulatory requirements and reimbursement methodologies.	2
IV.1. **RM** Determine diagnosis and procedure codes and groupings according to official guidelines.	5
IV.2. **RM** Evaluate revenue cycle processes.	5
IV.3. **RM** Evaluate compliance with regulatory requirements and reimbursement methodologies.	5

Domain V. Health Law & Compliance	
Competency	**Bloom's Level**

V.1. Apply legal processes impacting health information.	3
V.2. Demonstrate compliance with external forces.	3
V.3. Identify the components of risk management related to health information management.	3
V.4. Identify the impact of policy on health care.	3

Domain VI. Organizational Management & Leadership	
Competency	**Bloom's Level**
VI.1. Demonstrate fundamental leadership skills.	3
VI.2. Identify the impact of organizational change.	3
VI.3. Identify human resource strategies for organizational best practices.	3
VI.4. Utilize data-driven performance improvement techniques for decision making.	3
VI.5. Utilize financial management processes.	3
VI.6. Examine behaviors that embrace cultural diversity.	4
VI.7. Assess ethical standards of practice.	5
VI.8. Describe consumer engagement activities.	2
VI.9. Identify processes of workforce training for health care organizations.	3

AHIMA-Revised Bloom's Taxonomy

Taxonomy Level	Category	Definition	Verbs
1	Remember	Exhibit memory of previously learned material by recalling facts, terms, basic concepts, and answers	Choose, Define, Find
2	Understand	Demonstrate understanding of facts and ideas by organizing, comparing, translating, interpreting, giving descriptions, and stating main ideas.	Collect, Depict, Describe, Explain, Illustrate, Recognize, Summarize
3	Apply	Solve problems to new situations by applying acquired knowledge, facts, techniques and rules in a different way.	Adhere to, Apply, Calculate, Demonstrate, Discover, Educate, Identify, Implement, Interview, Model, Organize, Plan, Promote, Protect, Report, Utilize, Validate, Articulate
4	Analyze	Examine and break information into parts by identifying motives or causes. Make inferences and find evidence to support generalizations.	Analyze, Benchmark, Collaborate, Examine, Facilitate, Format, Map, Perform, Take part in, Verify

| 5 | Evaluate | Present and defend opinions by making judgments about information, validity of ideas, or quality of work based on a set of criteria. | Advocate, Appraise, Assess, Compare, Comply, Contrast, Determine, Differentiate, Engage, Ensure, Evaluate, Interpret, Justify, Leverage, Manage, Mitigate, Oversee, Recommend, Solve |
| 6 | Create | Compile information together in a different way by combining elements in a new pattern or proposing alternative solutions. | Build, Compile, Conduct, Construct, Create, Design, Develop, Forecast, Formulate, Govern, Integrate, Lead, Master, Propose, Present |

Review Program Curriculum:

Health Information Management, Level 1 Certificate

CIP 51.0707

Level 1 Certificate

HEALTH INFORMATION ANALYST

Instructional Location - Century City Center
CERTIFICATE OF COMPLETION (Probable Completion Time – 2 Semesters)

Related Requirements (3 SH)

COSC 1301	Introduction to Computing	3
	or	
BCIS 1305	Business Computer Applications	3

Major Requirements (13 SH)

HITT 1160	Clinical-Health Information/ Medical Records Technology/Technician	1
HITT 1301	Health Data Content and Structure	3
HITT 1305	Medical Terminology I (A)	3
HITT 1353	Legal and Ethical Aspects of Health Information	3
HITT 2343	Quality Assessment and Performance Improvement	3
	Total Credit Hours:	**16**

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

Verification of Workplace Competencies: Capstone Experience –

HITT 1160	Clinical-Health Information/ Medical Records Technology/Technician	1

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

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**

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 Tchnology/Technician	2

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.

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.

After discussion, Crystal Fetsch asked for a motion to approve program curriculum.
Debbie Burlison made motion to approve program curriculum as presented.
Tina Anderson second the motion.

The motion to approve workplace competency as presented passed.

Review of Matrices:
Crystal Fetsch 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 Rason 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										

IDENTIFIED COMPETENCIES **LIST OF ALL COURSES REQUIRED AND**

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 couse is taught in Certificate of Completion

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Program: Health Information Management							
Award: Health Information Management Associate in Applied Science (AAS) Degree/Certificate.						**Credential: Associate in Applied Science (AAS) Degree/Certificate of Completion**	
Cip: 51.0707							

IDENTIFIED CORE OBJECTIVES

LIST OF ALL COURSES REQUIRED AND

GENERAL EDUCATION CORE OBJECTIVES						Course Number	Course Title
1	2	3	4	5	6		
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 couse is taught in Certificate of Completion

Program: Health Information Management							
Award: Health Information Management Associate in Applied Science (AAS) Degree/Certificate						Credential: Associate in Applied Science (AAS) Degree/Certificate of Completion	
Cip: 51.0707							

IDENTIFIED CORE OUTCOMES

<div align="center">LIST OF ALL COURSES REQUIRED AND</div>

PROGRAM OUTCOMES						Course Number	Course Title
1	2	3	4	5	6		
						MDCA 1302*	Human Disease/Pathphysiology
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 couse 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).

Crystal Fetsch asked for a motion to approve matrices.

Tina Anderson made motion to approve matrices as presented.
Amy Criss seconded the motion.

The motion to approve matrices as presented passed.

Program Statistics:

Crystal Fetsch proceeded into discussing Program statistics

- Program Statistics:
  - Graduates 2018-2019: (12)
  - Enrollment Summer 2019: (5)
  - Majors Fall 2019-2020: (37*) 27 AAS, 10 Cert
  - Enrollment Fall 2019: (15)

Local Demand:

Amy Criss states the program is still very viable and at URPG they have one opening right now.
Possibly more future openings.
Sandra Furlow with URHC says she has a scheduled interview with a past Vernon College student.
Tina Anderson with Community Health Systems has 10 open coder positions right now. Two to three openings for coder 2-3.
Miranda Jackson with KPC Promise Hospital has no openings at this time.
Debbie Burlison with the Clinics of North Texas does not have any openings at this time.

Evaluation of facilities/equipment:

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

Using EHR Go previously Neehr Perfect will continue

External learning experiences:

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

*Due to Perkins transition this is the most recent report

Placement Rate of Program Completers by Reporting Year [1]			
	2013-2016 3-Year Average		
Program	**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, Texas June 2019
Century City Center - Health Information Management	One instructor will attend the AHIMA Annual Symposium in July 2019

Summer of 2020 TXHIMA in Dallas, AOE/FDI in Columbus, OHIO

Promotion of Program:

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

We currently have commercials, posters, graduates and word of mouth.
Preview Day April 5, 2019

Serving students from special populations:

Crystal would like to discuss serving students from special populations.

1. Special populations new definitions:
   a. Individuals with disabilities; 1
   b. Individuals from economically disadvantaged families, including low-income youth and adults;
   c. Individuals preparing for non-traditional fields; 2
   d. Single parents, including single pregnant women; 5
   e. Out-of-workforce individuals;
   f. English learners; 2
   g. Homeless individuals described in section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
   h. Youth who are in, or have aged out of, the foster care system; and
   i. Youth with a parent who—
      i. a. is a member of the armed forces (as such term is defined in section 101(a)(4) of title 10, United States Code);
      ii. b. is on active duty (as such term is defined in section 101(d)(1) of such title).

      Suggestion toward a food pantry/clothing closet
      Serving Supper/Dinner 3:15-5:15 all students eligible for a free meal. Adults can join for $3.80
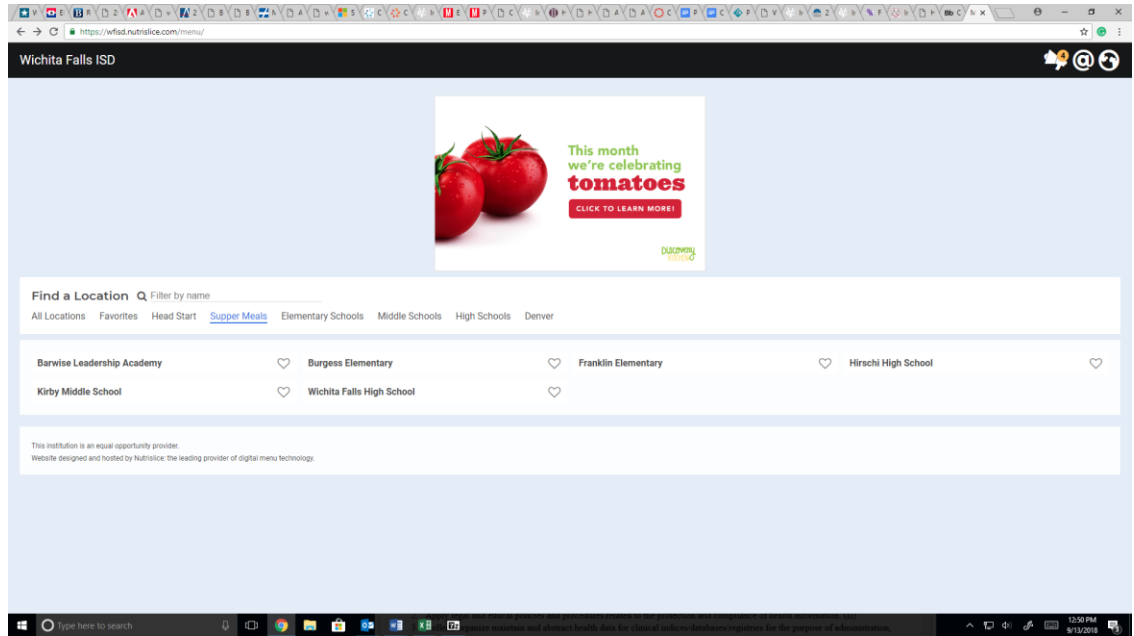
Adjourn: 1:11pm

Recorder Signature	Date	Next Meeting: Fall 2020
Whitney Magers	6/10/20	