

## **2015-2016 Annual-End-of-Year Committee Report**

**Committee Name: Health Information Management**

**Chairperson: Ginny Chaddick, RHIT**

**List of members:**

Dale Owen, RHIT, Wilbarger General Hospital, Director of Medical Records

Kandis Givens, Manager, Medical Records/Transcription, U.R.H.C.S

Debbie Burlison, RHIT, Clinics of North Texas, Medical Records Director

Carla Cherry, CCS-P, AAHA Clinics of North Texas, Compliance Officer

Brenda Elliott, Seymour Hospital, Medical Records Director

Dr. Reda Rasco, Psy.D., LPC-S, Taft Counseling Center

Mary McKinley, LPC, Taft Counseling Center

Ginny Chaddick, Medical Records, TCCC

Amy Criss, RHIT, Medical Records Director, Promise Hospital

Sharon Walker, RHIT Medical Records, Promise Hospital

Roxanne Hill, RHIA

Ruth Rascon, RHIT, HIM Program Coordinator

Karen McClure, Secretary

**Dates of meetings: October 22, 2015**

**Accomplishments:**

- APAR scores for CAHIIM accreditation from 7/1/2015 to 9/30/2015 are 100%.
- 11 Students major coding certificate
- 28 Students major HIM associates
- Elected Officers, Ginny Chaddick, Chair; Amy Criss, Recorder
- Updated curriculum
- ICD-10 taught 100% as of October 1, 2015
- Working with Christina Feldman to offer Medical Terminology through CE
- Working with Roxie Hill for online courses
- New computers installed over Christmas break
- Attended TxHIMA in San Marcos and AHIMA in Austin
- CAHIIM program accreditation annual report filed prior to the deadline.
- Maintained continued curricula with updated, revisions, etc. as needed for student success.
- Transitioned to new coding reporting system ICD-10
- 29 HIM AAS program majors 13 HIM coding certificate majors (3 men)
- Utilized intrusive academic advising and intervention strategies requiring contact with students who otherwise might not seek advising
- Full time job offers to 8 graduates, with a reported 62% 5 of 8 accepting positions

- Selected for Faculty Roundtable at TxHIMA 2015 Annual Convention - Topic on Information Governance: The specification of decision rights and an accountability framework to ensure appropriate behavior in the valuation, creation, storage, use, archiving, and deletion of information / The processes, roles and policies, standards, and metrics that ensure the effective and efficient use of information in enabling an organization to achieve its goals
- Ensured retention of lessons by incorporating active and collaborative learning strategies including group participation, teamwork, and presentations.
- Maintained scheduled office hours and established several ways for effective communication with students - email, cell phone, and online office hours.
- Increased time spent advising students with program requirements and semester registrations
- Increased program recruiting efforts within the community and with Advisory Committee members.
- Assisted facilities and currently employed students in implementing Notice of Privacy Practice, HIPAA requirements and standards, and correct coding practices within their place of employment. This was done outside normal clinical hours.
- Revised program goals and outcomes to align with CAHIIM accreditation
- Updated AHIMA curricula mapping tool to ensure outcome are achieved
- Program Advisory Committee members actively engaged and provided advice on continued improvement of the program during VC hosted events
- Participated in Sports Day
- Participated GenTx
- Attended Honors/Who's Who event
- Counseled and advised other potential and current Allied Health students as well as CE students
- Updated equipment for lab at Century City with Perkins Grant funding.
- Contributed to fundraising activities
- Built textbook with only required materials needed
- Attended and participated in Division meetings throughout year
- Contributed to VC sponsored events
- Provided gifts, food for Kids Christmas
- Updated program web page
- Participate in Campus Carry Task Force

**Recommendations:**

- Ruth to pursue Master's degree
- Offer online HIM program

**Agendas, exhibits and minutes posted to Vernon College web site address:**

<http://www.vernoncollege.edu/CollegeEffectiveness/Committees.aspx>

**Submitted by: Ruth Rascon, RHIT**

**Date submitted: 4/13/16**