

Advisory Committee Semi-annual Fall Meeting Minutes
Health Information Technology
Vernon College

CHAIRPERSON: Dale Owen	MEETING DATE: Wednesday October 15, 2012	MEETING PLACE: VC Century City Campus
RECORDER: Sandra Herron	MEETING TIME: 12:00 PM	PREVIOUS MEETING: Monday Wednesday March 7, 2012

MEMBERS PRESENT: Name, Title, Company	MEMBERS ABSENT: Name, Title, Company	OTHERS PRESENT: Name, Title, Company
Dale Owen, RHIT, Wilbarger General Hospital, Assistant Director of Medical Records	Debbie Burlison Clinics of North Texas; Medical Records Director	Shana Munson, Associate Dean of Career and Technical Education
Tina Anderson, CCS, U.R.H.C.S.; Medical Records Coder	Brenda Elliott, Seymour Hospital; Medical Records Director	Sharon Winn, Associate Dean of Instructional Services
Sandra Herron, Chang Neurosurgery & Spine Care, Medical Records Director	Gary Don Harkey, Dean of Instructional Services	Roxanne Hill, RHIA, HIT Program Coordinator
	Trenda Franks, Kell West Regional Hospital, Medical Record/Transcription Manager	Ruth Rascon, RHIT, HIT Instructor
	Cindy Majewski, U.R.H.C.S.; Medical Records Director	Karen McClure, Secretary
	Christi Bragg, Community Healthcare Center, Client Services Manager	
	Eugenia Winchell, Texas State Hospital, Medical Records, Supervisor	
	Beth Majewski, Community Healthcare Center, Medical Records Supervisor	
	Judy Fasco, Wilbarger General Hospital, Director of Medical Records	
	Kandis Givens, U.R.H.C.S. Transcription, Medical Records Director	

AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome and Introductions	Action	Ruth Rascon

Agenda Item	Action, Discussion, or Information	Responsibility
Reading of Previous Minutes	Action	Chair
Old Business:	Discussion	Chair/Ruth Rascon
Continuing Business:	Discussion	Chair/Ruth Rascon
New Business:		Chair/Ruth Rascon
Election of Officers	Action	Ruth Rascon
Review of courses and outcomes	Discussion	Ruth Rascon
Program statistics: Graduates, majors, enrollment	Information	Ruth Rascon
External learning experiences, employment, and placement opportunities	Discussion	Ruth Rascon
Professional development of faculty	Information	Ruth Rascon
Promotion and publicity about the program to the community and to business and industry	Discussion	Ruth Rascon
Recruitment and retention of the underrepresented gender in gender-biased programs	Discussion	Ruth Rascon
Needs of students from special populations and gender equity	Discussion	Ruth Rascon
Adjourn	Action	Chair

MINUTES

Key Discussion Points	Action/Discussion/Information and Responsibility for Follow-up and Reporting
Welcome and Introductions	Advisory members introduced to committee
Elected Officers	Dale Owen, Chair Sandra Herron, recorder
Reading/Approval of Previous Minutes	Sandra made a motion to approve the minutes of the previous meeting. Tina seconded the motion.
Old Business:	VC opted not to sign up for AHIMA tracks or specialty blocks that are in pilot programs. Right now VC is sticking with the global degree. Summer AHIMA meeting did not mention blocks on the agenda.
Continuing Business:	ICD-9 to ICD-10 is a 50/50 presentation in the classroom.
New Business:	APAR scores for CAHIM accreditation from Oct, 2011 to Jan 30, 2012 are 100%. VC implemented a change to the program requirements that stated in the 2012-2013 handbook that VC will only pay for testing if taken within 60 days. All agreed the sooner the students take the test the more information they retain.
Review of courses and outcomes	Question concerning classes 1341 and 2335 being left as prerequisite. All agreed they need to left as prerequisite. It defiantly benefits the students. See about changing degree from AAS HIT to AAS HIM.
Program statistics: Graduates, majors, enrollment	Five students projected to graduate in December. There are currently 15 students enrolled in HIT 1301. VC currently has 24 students with their major declared as HIT Associate, and 3 students with certificate.
External learning experiences, employment, and placement opportunities	Checking with Region 9 on available resources. Ruth has been gathering information on dual credit. New clinical sites at Hillcrest, Dr. Fox, veterinarian, in Vernon and Back to Basic. Sandra suggested

Key Discussion Points	Action/Discussion/Information and Responsibility for Follow-up and Reporting
	appealsolutions.com great online resource tool.
Professional development of faculty	Ruth renewed her ICD-10 coding in July. Continuing at Texas State to obtain bachelors of HIM.
Promotion and publicity about the program to the community and to business and industry	Working well with current clinical sites. Ruth spent numerous hours in local Dr. offices this summer advocating the program. Tina with United Regional has been an invaluable asset in promoting and supporting VC's program.
Recruitment and retention of the underrepresented gender in gender-biased programs.	VC had an excellent turn out for the Guys night out promotion. Ruth had 8 males in her class and lab for the entire evening.
Needs of students from special populations	Ruth is in office from 9:00am to 9:00pm and does all of her own tutoring. Special Services office works individually with students and instructors to overcome obstacles. Able to provide special accommodations in classroom, testing, child care. Students are still required to meet all requirements and standards for program.
Adjourn	Meeting adjourned by mutual consent at 1:40 PM
RECORDER SIGNATURE: <i>Sandra Herron</i>	DATE: <i>1/8/13</i>