

Advisory Committee Fall 2016 Annual Meeting Minutes
Health Information Management
Vernon College

CHAIRPERSON: Debbie Burlison		
VICE CHAIR: Crystal Fetsch		
MEETING DATE: October 10, 2016	MEETING TIME: 12:00 PM	MEETING PLACE: Century City Center, Room 2308
RECORDER: Carla Cherry		PREVIOUS MEETING: October 22, 2015

MEMBERS PRESENT:

MEMBER'S ABSENT:

OTHERS PRESENT:

Name, Title, Company	Name, Title, Company	Name, Title, Company
Dale Owen, Director of Medical Records, Wilbarger General Hospital	Tina Anderson, RHIT	Ruth Rascon, BS, RHIT, HIM Coordinator, Instructor, Vernon College
Amy Criss, Medical Records, Wilbarger, General Hospital	Shelia Cabell, Business Office Director, Clinics of North Texas	Shana Drury, Associate Dean of Instructional Services, Vernon College
Crystal Fetsch, Medical Records, Seymour Hospital	Ginny Chaddick, Medical Records, TCCC	Donna Egoavil, Administrative Assistant to the Associate Dean of Instructional Services, Vernon College
Brenda Elliot, Medical Records Director, Seymour Hospital	Vanessa Kincheloe, Assistant Executive Director, Taft Counseling	Melissa Moore, Early College Start Coordinator, Vernon College
Debbie Burlison, Director of Medical Records, Clinics of North Texas	Mary McKinley, Licensed Professional Counselor, Taft Counseling Center	Karen McClure, Allied Health Faculty Assistant, Vernon College
Carla Cherry, Business Office Compliance Officer, Clinics of North Texas	Reda Rasco, Director of Taft Counseling Center, Taft Counseling Center	
Virginia Solorio, Medical Records, Promise Hospital of Wichita Falls		
Lisa Ducioame-Buddemeyer, Medical Records, Promise Hospital of Wichita Falls		

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	Debbie Burlison
Old Business:	Information/Discussion	Debbie Burlison
Continuing Business:	Information/Discussion	Debbie Burlison
New Business:	Information/Discussion	Debbie Burlison
Review program outcomes, assessment methods, and results	Information	Debbie Burlison
Approve program outcomes and assessment methods	Action	Debbie Burlison /Members Present
Review program curriculum/courses/degree plans	Information/Discussion	Debbie Burlison
Approve program revisions	Action	Debbie Burlison/ Members present
Review SCANS and Gen Ed outcomes matrices	Information/Discussion	Debbie Burlison
Approve SCANS and Gen Ed outcomes matrices	Action	Members Present
Review verification course/exam of workplace competencies	Information/Discussion	Debbie Burlison
Approval of course/exam of workplace competencies	Action	Members Present
Review student handbook	Information/Discussion	Debbie Burlison
Approve changes	Action	Members Present
Program statistics: Graduates, majors, enrollment	Information/Discussion	Debbie Burlison
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	Debbie Burlison
Professional development of faculty and recommendations	Information/Discussion/Action	Debbie Burlison/ Members Present
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Discussion/ Information	Debbie Burlison
Serving students from special population	Information	Debbie Burlison
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	Dale Owen nominated Debbie Burlison for chair. Carla Cherry seconded. Brenda Elliot nominated Crystal Fetsch for Vice Chair position stating that as a new graduate, and under the tutelage of Debbie Burlison and Ruth Rascon, she would do well. Dale seconded. Debbie Burlison nominated Carla Cherry for recorder. Dale seconded. 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	Debbie Burlison asked the committee to review the previous minutes. Dale Owen made a motion to approve last meetings minutes and Amy Criss seconded. The committee agreed unanimously.
Old Business:	Debbie Burlison asked Ruth Rascon to give an update on the Old Business. Ruth stated that the CAHIIM standards for the HIM AAS degree were going to be new for August 2017. She expressed the need for discussion of an online class to achieve the required changes. Brenda Elliot asked if Vernon College was discussing the online possibilities. Dale stated that there were several employees at Wilbarger General interested in the program however they were unable to make that daily commute. Ruth responded yes; however, the problem is with the ability to monitor the vital lab portion to make sure students are completing the labs correctly. No suggestions were made.
Continuing Business:	Debbie Burlison asked Ruth Rascon to update the members on Continuing Business. Ruth explained how her students were flourishing with the ICD-10 compared to ICD-9. She gave a brief update on the training in the community and ICD-10. Brenda Elliot mentioned that she had difficulty with the transition to ICD 10 because she had been using the ICD 9 since the 80's. Brenda also noted that she is having difficulty with queries back to the position. She wondered if it was an instructional process in the program. Ruth responded that CAHIIM instructed her on how to clarify the information. Continuing with gender equity promotion in the program, Ruth shared that she presently had four men majoring in HIM and that she actively pursues the program goal. Ruth finished by announcing the CAHIIM accreditation site visit was still on hold until CAHIIM "catches up", they are presently 280 schools behind. Currently cohort colleges are receiving a 9 month notice from CAHIIM on site visit dates.
New Business:	
Review program outcomes, assessment methods, and results	Debbie Burlison asked members to review the program outcomes, assessment methods, and results. The committee members reviewed and discussed them. Dale Owen inquired about the depth of study of Revenue Management. Ruth informed the committee that RHIA standards included an in-depth study for a Bachelor's Degree, but not in an Associate's Degree. Dale Owen and Brenda Elliot both agreed that Ruth should expand the study in the area of the revenue and billing cycle for those working in smaller hospitals. Dale noted that CFO's/CEO's are looking more to medical coders to pull information/data. Crystal Fetsch confirmed. Dale stated that the content structure and standards was moving to the compliance side of IT. Dale suggested since the Information Protection was moving more to IT, add more study of Revenue Management, Informatics, Analytics and Data in its

	place. Carla Cherry expressed the importance of knowledge and skills of inside/outside audits. Dale included the importance of verification and accuracy of all billing for payment, specifically noting that lack of a signature was the number one reason for denial of payment. Dale ended with suggestion to tell students that the record director is responsible for the chart review and making sure the information is accurate.
Approve program outcomes and assessment methods	Debbie Burlison asked members to approve program outcomes and assessment methods as is. Carla Cherry made a motion to approve the outcomes and assessment methods as is. Brenda Elliot seconded. The committee agreed unanimously.
Review program curriculum/courses/degree plans	Debbie Burlison asked the committee to review the program curriculum, courses, and degree plans. Members had a discussion. Dale Owen expressed the importance of AP being a part of the program. The committee made no recommendation to change program outcomes at this time.
Approve program revisions	Debbie Burlison asked members to approve program revisions as is. Dale Owen made a motion to approve the program revisions as is. Amy Criss seconded. The committee agreed unanimously.
Review SCANS and Gen Ed outcomes matrices	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.
Approve SCANS and Gen Ed outcomes matrices	Debbie Burlison asked members to approve the three matrices as is. Brenda Elliot made a motion to approve the three matrices as they are written. Dale Owen seconded. The committee agreed unanimously.
Review verification course/exam of workplace competencies	Debbie Burlison asked Ruth to expound on verification course/exam of workplace competencies. Ruth explained that for the reporting period 14 th and 15 th , she had an 80% pass rate. That is up 10% from the national 70%. Dale Owen questioned the 30 days after graduation for students to sign up for the test. Ruth explained that students had 30 days to apply for the test and up to 90 days from graduation to sit for the test while the information was fresh ensuring a higher success rate.
Approval of course/exam of workplace competencies	Chair asked members to approve the course/exam of workplace competencies as is. Dale Owen made a motion to approve course/exam workplace competencies as is. Crystal Fetsch seconded. The committee agreed unanimously.
Review student handbook	Debbie Burlison asked the committee to review the student handbook. Ruth highlighted the changes from last year. The members reviewed and discussed the changes in the handbook. Debbie Burlison asked how the drug testing affected the program. Ruth explained that most of the students who inquired about the drug testing beforehand never sign up for the program.
Approve changes	Chair asked members to approve the student handbook as is. Brenda Elliot made a motion to approve the student handbook as is. Virginia Solorio seconded. The committee agreed unanimously.
Program statistics: Graduates, majors, enrollment	Debbie Burlison asked Ruth Rascon to expound on the program statistics. Ruth stated that for 2015-2016 year she had 3 graduate in fall 15, 5 in spring 16, and 1 in summer 16. Ruth added that for Fall 16 she has 28 majors, 4 of which are Medical Coding. Ruth explained that the numbers are less than she would like, but the quality of students is higher because of a combination of the pre-drug testing and classes moving to days instead of nights.
Evaluation of facilities, equipment, and technology	Debbie Burlison 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. Brenda Elliot noted that they are all

	different and most have a fee. The members discussed different learning tools, but had no recommendations.
Recommendations of selection and acquisition of new equipment and technology	Ruth Rascon asked committee for any recommendations lab/equipment/classroom/facility. No recommendations were made at the time.
External Learning Experiences, employment and placement opportunities	Debbie Burlison moved to External Learning Experiences. Ruth Rascon updated the committee on External Learning Experiences, Employment and placement opportunities. She informed the committee that she acquired Promise Hospital and Dr. Konappa Murthy's office as clinical sites. She added that Dale Owen hired one of her students at Wilbarger General. Brenda Elliot noted that Seymour Hospital remains under construction and is unable to offer services at this time.
Professional development of faculty and recommendations	Debbie Burlison moved to Professional Development of faculty. Ruth Rascon updated the members on the professional development opportunities she has taken advantage of including attending the TxHIMA Annual Meeting in Galveston in June. She attended the AHIMA Faculty Development Institute & Assembly on Education Symposium in Denver as well. Ruth stated that the main focus was the overhaul of the Associate Degree.
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Chair moved to promotion and publicity. Ruth Rascon informed the committee that her program was chosen to create a one minute video. Shana expounded that Perkins Grant provided funding to create a gender equity video. Ruth noted that each member will be provided with a HIM t-shirt. She added that she participated in Sophomore Roundup. Shana Drury added that in the spring, Vernon College hosts the Fall Preview event. Donna Egoavil mentioned the KFDX ad spot as a possibility.
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, many of whom are non-traditional single parent males.
Adjourn	Debbie Burlison asked for a motion to adjourn to be made. Dale Owen made a motion to adjourn at 1:15 PM. Crystal Fetsch seconded. The committee agreed unanimously.

RECORDER SIGNATURE: 	DATE: 12/13/2016	NEXT MEETING: FALL 2017
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