

**HEALTH INFORMATION MANAGEMENT - ADVISORY COMMITTEE MINUTES**

**Wednesday, January 13th, 2021**

**Time: 5:30-7:00pm \* Zoom Online**

**Members Present**: Jacob Salzer CPC (Committee Chair), Legacy Health; Merryl Blatnik (Vice Chair), Columbia River Mental Health Services; Manuel Galaviz MD, PeaceHealth SW Medical Center; Lori Lucente CTR, Providence Portland Medical Center; Julie McKim, Kaiser Permanente NW;

**Members Absent**: April Andrews, Columbia River Mental Health Services; Sean Moore, WorkSource Vancouver; Virdie Schrei RHIT, Providence Health & Services;

**Clark College**: Olga Lyubar, Instructor; Renee Schiffhauer, Advising; Brenda Walstead, Dean – Business and HEOC; Andreana DiGiorgie, BTEC and Medical Assisting; SueAnn McWatters, Program Specialist – Advisory Committees

Jacob Salzer called the meeting to order at 5:35pm and introductions were made.

**MINUTES OF PREVIOUS MEETING**

The minutes for *February 27th, 2020* were presented for approval. Jacob Salzer motioned to approve. Dr. Manuel Galivez seconded and was unanimously approved.

Potentially might meet with MA’s Allied Health.

**DATE OF NEXT MEETING**

The committee selected their next meeting date for **Wednesday, May 12th, 2021 at 5:30pm.**

**OFFICE OF INSTRUCTION ANNOUNCEMENTS**

Brenda Walstead made the following announcements:

Dr. Karin Edwards has started her role as the new President. The state of college address will occur on Thursday, January 28th, 2021.

All courses at the college are still online and scheduled to stay online for next quarter. There will be a few special programs that have clinics that need to meet face to face. Jacob Salzar asked about partners from previous years/terms somehow being able to coordinate a directive practice? Olga Lyubar explained that spring 2020 was by far the most difficult to find directive practices as it was hard to adjust to such a quick change going fully online. Many facilities were not equipped or ready. Many of the billing and coding internships immediately had to move to the summer. One of the positives was that one of the sites allowed students to do directive practice from home. Lifeline Connection had a few projects for students. The students only came into the facility a couple times to pick up equipment like a computer or sign off on specific documentation on confidentiality. The program also had to adjust and create a capstone for a couple students because of certain considerations. All of the students were able to be placed; it just might have taken a bit more time.

PeaceHealth SW has been a great partnership with going into the vaccination clinics. The business asked for volunteers from students, however with the outbreak, it was a safety issue. But, staff and other faculty, including Brenda Walstead were able to volunteer. They would clean behind patients, help with the flow, etc. It’s been a wonderful experience. If HIM students volunteer for this, would their hours go towards their practicum? Would this be a good opportunity for these types of students? Dr. Manuel Galaviz was not able to answer that question, but would help look into it.

**Action Item:**

* **Brenda Walstead will work with Kevin Kelly? Sean Edwards? to see if students from the HIM program can earn hours for their practicum and get experience.**

Julie McKim spoke on behalf of Kaiser Permanente as they are close to opening a few vaccine clinics. They would love to have students volunteer and help. The Oregon Convention Center is a possibility for a location so this could be a significant opportunity. They are opening their first vaccine clinic this Saturday, January 16th.

**Action Item:**

* **Julie McKim will provide a contact for Olga Lyubar and Brenda Walstead to start communication about student volunteers for vaccine clinics.**

Jacob Salzer also volunteered at Legacy. They are currently not taking volunteers outside of the system, but in the future, there might be potential for student volunteers. Only three people have had side effects so far.

**HIM DEPARTMENT UPDATES**

The program moved to completely online starting in spring of 2020. During the summer, they sent out surveys to the students asking them how they felt about their online experience and got back mainly positive reviews. Even after COVID has lifted, the program will continue to stay online. AS this is the fourth term of being online, many of the faculty and instructors have gotten a lot more comfortable with building the new shells with the new HIM program outcomes.

All of the instructors and courses do have a zoom time for specific lectures or question/answer time. If students are not able to attend at the specific time, the zoom can be recorded and be posted into the Canvas shell to watch it.

*Website Update*

A few updates that have occurred are:

* Added the information session area; twice a month on Wednesdays at Noon and 6:00pm.
  + Make it more clear that there is a zoom link for those sessions
* HIM application
  + It’s not a competitive application but it does help track the students, track the program they decide to go into (certificate or HIM), help with advising, and make sure they enter the same time as a cohort.
* Degrees and certificate that is available for students to actually see their program map.

1. What is your first impression of the webpage that you see right now?
   1. A lot of information
   2. Make the left section a darker color to break it up
   3. Use a picture more relevant to medical coding/billing, not someone in scrubs (seems more like MA or Nursing)
   4. Expand more on “Career Opportunities”
      1. Seems limited, there are a wide variety of directions students can go
   5. Use a term other than “Program Maps” so that people will understand
      1. Allows students to know what courses they need to take, what order, and what term the course would be offered
      2. AH (Allied Health), English, and math can be offered almost every term
      3. HIM courses are program courses and are offered in specific terms
      4. They also mention career opportunities for students
2. What kind of feeling does our webpage create to you? Is someone excited when they see the page?
   1. Seems very bare bones – super white but the information is thorough
   2. Bold lettering – positive
   3. Not very colorful – branding for the college
   4. More hands on photos, something that will make it more engaging
   5. Right side empty space
      1. Quotes from alumni
      2. Application link
      3. Info session information (potentially move to the top)

The committee looked at photos of other programs to compare what should be used for HIM. Some suggestions for a good photo included a nice suit, a nice dress, business casual, someone at a computer, etc. Scrubs is an avenue you can take through HIM, but it is not one of the main ones for attire. Another thought was to instead of having an image, a video that introduces the HIM field.

1. What would you like to see?
   1. Quick links
   2. Cancer Registry
   3. Pictures of men in this field
   4. Slideshow
   5. More photos in general
2. What is one item that you do like about the page?
   1. Font style – easy to read
   2. Program mappings are easy to find
   3. The links themselves are much easier to find than previous years
   4. Potentially have careers listed and information about those careers and what they actually do
      1. CareerMap – might need to be approved by AHEMA
   5. Bureau of Labor Statistics – includes great information on job trends, pay, and general overview

Olga Lyubar showed the committee what other college’s HIM program web pages look like. We have an articulation with Portland Community College. They are accredited and is fully online as well. Their director has worked previously for Clark College and is still an adjunct.

AHEMA career map might be linked somewhere on the page. If you click on the “medical biller,” it will describe what the job is, salaries, etc.

AAPC also has the same thing: <https://www.aapc.com/resources/research/medical-coding-salary-calculator.aspx>. Merryl Blatnik explained that you can click in specifics like entry level, how many years on the job, what specific job, and what state, which will then populate the general salary.

**ACCREDITATION START**

AHIMA accreditation will start in September.

**HIRING FULL-TIME INSTRUCTOR**

With the accreditation, the program is required to hire another full-time before the application process starts. The current staff are adjuncts. They will begin in the fall. That’s when we can initiate the application component. From there, the timeline is about a year or two.

**COMPLETING CANCER REGISTRY CERTIFICATION**

Olga Lyubar will finish her required classes for the cancer registry. She will need to finish hours in the summer and then take the national exam. She can then start up this program. AHEMA has one that she is completing online.

Are cancer registrars able to work from home like coders? Julie McKim stated that they can absolutely work at home. There is currently a national shortage.

Each registry reports to each state. There are some that report back to Washington DC and the national report database.

**INDUSTRY UPDATES**

Jacob Salzer stated that they have done more meetings via Microsoft Teams. They do like emails, but it has been an adjustment and growth opportunity. It’s very user friendly and has a lot of different tools.

Julie McKim agreed that they too do team meetings about once a month. However, their upcoming national conference will be completely virtual.

Olga Lyubar explained that Microsoft Teams has not been required to learn, however there is a requirement for students to learn a computer applications essentials. With COVID and moving forward, the use of Zoom and different kinds of video/teleconferencing will be essential. It will not be going away any time soon.

Merryl Blatnik stated that many of the temporary remote positions will actually become permanent remote positions.

Olga Lyubar spoke on applying mental health to directive practices. Being remote and combining the work/life balance has been difficult for many.

Dr. Manuel Galaviz stated that assistance/support is very important, especially being remote. He is currently using three monitors in order to help with all of the projects.

The meeting adjourned at 7:10pm.

Prepared by SueAnn McWatters