

**HEALTH INFORMATION MANAGEMENT - ADVISORY COMMITTEE MINUTES**

**Thursday, February 27th, 2020**

**Time: 5:30 pm – 7.00pm \* PUB 258C**

**Members Present**: Merryl Blatnik, Columbia River Mental Health Services; Manuel Galaviz MD, PeaceHealth SW Medical Center; Lori Lucente CTR, Providence Portland Medical Center; Sean Moore, WorkSource Vancouver; Jacob Salzer CPC, Legacy Health; Virdie Schrei RHIT, Providence Health & Services;

**Members Absent**: April Andrews, Columbia River Mental Health Services; Julie McKim, Kaiser Permanente NW; Darlene Terry, Washington State Division of Vocational Rehabilitation

**Clark College**: Olga Lyubar, Instructor; Carmen Lilly, Advising; Sarah Kuzera, Director of Medical Assisting; SueAnn McWatters, Program Specialist – Advisory Committees

Jacob Salzer called the meeting to order at 5:40pm and introductions were made.

**MINUTES OF PREVIOUS MEETING**

The minutes for *April 11th, 2019* were presented for approval. Virdie motioned to approve. Sean seconded and was unanimously approved.

Potentially to meet with MA’s Allied Health

**DATE OF NEXT MEETING**

The committee selected their next meeting date for **Thursday, February 6th, 2019 at 5:30pm.**

**OFFICE OF INSTRUCTION ANNOUNCEMENTS**

Brenda Walstead made the following announcements:

ctcLink/PeopleSoft will be implemented this month. The whole college is going to be transitioning into this new system. This will affect all of the college business.

The college is still moving along with Guided Pathways. Olga Lyubar is working hard on combining Billing & Coding into HIM so that it’s all seamless into one pathway.

The college got an interim President named Sarah Fowler-Hill.

The Healthy Penguin Walkabout will happen again this year at the beginning of June. Programs come together and issue different types of exercises or providing education to the public.

**Action Item:**

* Agenda item for the Walkabout for marketing and getting it out to the public.

**DIRECTOR OF HIM**

Olga Lyubar, RHIA is the new Director of HIM.

Olga spoke on pursuing an accreditation. She asked the committee to look at the newly proposed Certificate of Proficiency which would lead into the Associate’s degree path. The first year will be focused on revenue management. The second year will be focused more on database management. The Cancer Certificate of Proficiency has to have an Associate’s and have to have a certain amount of college courses as well as 160 hours of clinical, then a student could sit in for the exam. Another way is to have 1,900 hours in the clinic and also have a minimal of an Associate’s. Sean Moore asked if there is enough demand for these candidates. Lori Lucente answered by saying that it’s more about finding qualified candidates, but there is definitely demand. The problem comes from many working from home.

**CP COURSE MAPPING REVIEW**

Sean Moore spoke on a potential assessment for the students to figure out what it is they are interested in. Olga explained that the program does do a career focus assessment.

Soft skills is very important to teach these students. Sarah Kuzera spoke on the soft skills piece and making sure that the students are working on that. Sean Moore suggested having an HR employee from a business come in and speak on the importance of skills. The faculty agreed that AH 104 would be a great course to include, with the potential of including it in the practicum as well. Dr. Manuel Galaviz talked about his past history in screening for future doctors and how having the bedside manners and soft skills put them ahead of others. Brenda Walstead stated that this is an issue throughout all of the advisory committees. It is a key importance for many businesses in hiring. The committee discussed that it is not on the instructor as it is their curriculum. However, Sarah Kuzera explained that they do need to prepare them for getting hired.

Sarah Kuzera asked the committee how would you remediate and still hire that student. Merryl Blatnik stated that they always ask their hires if they are okay with receiving constructive feedback.

Jacob Salzer spoke on his experience at Clark and developing his softs skills a lot from the group projects. It might not be a specific course, but inside the curriculum. He suggested working with the career center. With the practicum, he had a resume assignment. Brenda Walstead suggested a peer assessment.

The committee continued discussing communication courses that students could take to get better at their soft skills.

Olga Lyubar stated that there will be two AMPs (anatomy and physiology) in order to match with the medical terminology. This will help reinforcement and align the courses better. The desire for guided pathways is that these will be locked in two and students will have to take them in a specific order. There is a possibility to create an application or an essay for a component for the program to choose students into the program.

Some other changes in the curriculum:

* Pharmacology in the CP so that students can sit in for the AHIMA exam for the CCS (Certified Coding Specialist – combines the hospital specialties)
* Introduction to Pathophysiology will help with the Medical Coding II
* BMED 116 – Office Specialist will have a few changes. They currently use SIM Chart with the Medical Assistants. They will separate and HIM will look into a different program that is more comprehensive
* Legal Aspects will be 2 credits. This will be specific to EPIC that includes revenue management and the legal aspects of that. The second year data management will focus on privacy in regards to security of computers and IT informatics.
* Medical Reimbursement will change into Medical Revenue. It used to have coding, but it has been taken out to be a 4 credit course.
* There are three coding classes: I, II, and III.
  + Coding I is specific to the CPT and HCPCS
  + Coding II includes ICD 10
  + Coding III is a two class combination where students will prep for the exam as well as combining all the coding they’ve learned prior
* There has been debate on the practicum on whether to have it or not

Sean Moore asked if the program had looked at PCC’s program. Olga explained that she has looked into it and it is mostly done online. It would be difficult to apply everything into the current curriculum.

Olga Lyubar explained that many student’s first line of job is usually patient services. If they do a good job, then they will move into other departments.

The committee discussed the likelihood of placing graduates of the program into jobs. Sean Moore spoke on working together in order to make sure that there is demand for these students. Olga stated that with her experience, it seems that the billing side seems to be easier for hire rather than the coding side. The coding side requires at least two years of experience outside of college.

**DIRECTED PRACTICE – REPORTING ON PLACEMENTS**

Brenda Walstead asked the committee on who else should be at these meetings in order to help with providing the students the proper skill set to be able to get jobs out of the program.

* PeaceHealth
* Kaiser
* The Vancouver Clinic
* Providence
* Smaller clinics
* Banfield
* Staffing companies (Aerotek, Robert Half, etc.)

The committee spoke on where all the jobs are in the industry. Dr. Galaviz explained that there is turnover in any career. In his experience, it’s been a lot of clinical training and being able to interpret situations. It’s not necessarily a general application.

Olga spoke on the difficulty of finding the managers that are wanting to take on these internships to help the students. It’s more hands on than many think.

**HIRING QUALIFIED INSTRUCTORS**

Olga Lyubar spoke on needing to hire a qualified instructor. Interviews are starting next week. If any of the industry members know of someone in their department that might be interested, please let them/us know.

Brenda Walstead explained that they are trying to keep a tenure position for the Billing & Coding program.

The meeting adjourned at 7:10pm.

Prepared by SueAnn McWatters