



**HEALTH INFORMATICS AND INFORMATION MANAGEMENT  
MEETING Minutes  
December 10, 2015**

**MEMBERS \* = Present**

\*Kay Andersen, \*Carol Garsi, Nancy Gladish, \*Sheila Green-Shook, \*Bev Hillinger, \*Linda Kidder, Joyce Kobayashi, \*Jean Kreibeil, Toni McKay, Rhona Moses, \*Kathy Peterson (telephone), \*Laura Pittsfield \*Erin Rung (telephone), Shari Wilson

**COLLEGE REPRESENTATIVES**

\*Ellen Cadwell (telephone), \*Gloria Anderson, \*Cathy Otto \* Kim Cambern for Dan Fey

**STUDENT REPRESENTATIVE**

\*Francis Perdices

**VISITERS**

**None**

- a. Welcome – Sheila Green-Shook, Chair
- b. Approval November 2014 Minutes  
Approval June 4 Virtual Information Report
- c. Program Status – Ellen Cadwell
  - 1) Metrics: 2015-2016 Academic Year Fall Report
    - 33 second year students
      - 2 Fall graduates anticipated
      - 31 students to take Professional Practice Experience, Winter/Spring 2016
        - 18 Greater Seattle area
        - 9 Washington State
        - 4 Out of State
    - 71 first year students (Full and Part-time) Fall 2015

We assisted 256 individuals interested in our program during the 2014-2015 academic year. For the 2015-2016 academic year we have assisted 38 individuals.

- 2) Professional Practice Experience Update – Placement status for Winter/Spring 2016 – We have lost a couple of PPE sites for this upcoming PPE season. Hospitals are cutting back on the number of students they will accept. Swedish Edmonds also had to bow out for this year as both the Director and Assistant are both retiring this winter.

To help make up for some time at sites the PPE course will offer labs, discussion board and PowerPoint presentations. CAHIIM is still requiring students to do off site

PPE visits with a recommendation of at least 40 hours. Linda shared her experiences about working with Shoreline students. Almost everyone on the Committee have worked with the students

- 3) CAHIIM Health Information Technology Annual Program Assessment Report (APAR) update – Received notice October 2015 that the 2014 assessment. (APAR report accepted without conditions or recommendations except to have a statistics table on our website to share with potential students).
- 4) AHIMA Professional Certification Approval Program (PCAP) - Received notice in summer 2015 that annual attestation accepted without conditions or recommendations.. This was a very short form. Ellen and Gloria have been considering requiring students to have not only Statistic but also Anatomy and Physiology rather than Human Biology which does not have a lab component.
- 5) Faculty Fall Retreat
  - Revised AHIMA Competencies-
  - Discussion how to update 3 courses
    - Professional Practice Experience
    - Management for Health Information Supervisors
    - Capstone

All three of these courses need to be updated to meet the needs of our students and make them more successful in the workplace.

The faculty meeting also discussed the Dean's continued support of getting approval for either one full time faculty or Program Coordinator to help with all the student admissions, graduation, PPE, contracts etc.

- 6) A general discussion was opened. Facilities are having a difficult time finding experience staff members. It was recommended that we emphasize to our students the importance of volunteering to gain experience.

It was also suggested that potential students send a letter to contact directors outlining their qualifications and make an appointment.

Kim Cambern stating career navigator students from prof-tech, Work Force can work with the college to gain employment. Chris requested a list of facilities that we use to place our students.

Several of the committee members offered suggestions for gaining employment by using other life experiences such as church groups, volunteering, and other jobs. These can demonstrate organization skills, teamwork. There are many transferable skills such as being a stay at home mom. Students need to learn to write about themselves.

Students can also practice answering interview questions, especially behavioral questions.

Kim will be having a workshop for virtual interviewing.

d. Coding Program Update and Coding Discussions – Gloria Anderson

The Committee reported and discussed the various issues of the ICD-10/PCS implementations at their facilities. The classification system is having growing acceptance by physicians. Productivity is beginning to level out but hiring well trained ICD coders is an issue. Few facilities have full implementation and ICD-9 is still being used in certain areas. Gloria remarked that our graduates are very well trained in ICD-10/PCS but cannot get past the Human Resources department and again it was recommended that graduates contact the director directly to introduce themselves.

e. Other Business - Gloria opened a general discussion regarding some college/universities requiring students to take the HIT exam and pass the exam in order to pass the program. What does the committee feel about this? There was not a strong feeling one way or another but some members had heard of it happening. Kim reported that there may be funds to help students pay for the exam and Sheila reported that the Washington State Health Information Management Association (WSHIMA) does give assistance to several graduates that sit for the exam. (Information can be found at <http://www.wshima.org/members/certification-exam-reimbursement/>).

f. Adjournment – The meeting was adjourned at 4:00 PM