



**HEALTH INFORMATICS AND INFORMATION MANAGEMENT (HIIM)  
 ADVISORY COMMITTEE  
 MEETING MINUTES**

**November 8, 2018  
 2:30-4 PM**

**Location: PUB Room 9202**

<u>Community Members</u>	<u>Shoreline Representatives</u>
Dawn Cherne – <b>Present</b> NAVOS	Aparna Sen, Dean - <b>Present</b>
Carol Garsi - <b>Present</b> UW Medicine	Melanie Meyer, Director - <b>Present</b>
Sheila Green-Shook - <b>Present</b> UW Medicine	Gloria Anderson, HIIM Full-Time Faculty - <b>Present</b>
Lynette Colis – <b>Present</b> Kaiser Permanente	Lauren Hadley, Director of Employment Engagement - <b>Present</b>
Kim Glockner – <b>Present</b> Enterprise Records & Health UW	Beverly Hillinger, HIIM Associate Faculty – <b>Present via phone</b>
Peggy Ostergaard – <b>Present</b> PRO-scription	Sally Zeibak, HIIM Associate Faculty - <b>Present</b>
Kathleen Peterson – <b>Present</b> UW	Toni McKay, HIIM Associate Faculty - <b>Present</b>
Not Present: Lara Broussard Amanda Flahaven Joyce Kobayashi Brenda Schwilke Laura Pittsford Jason Rosecrans	Angie Carranza, Program Coordinator HIIM & MLT - <b>Present</b>

<b>TOPIC</b>	<b>DISCUSSION / ACTION ITEMS</b>
A. Welcome & Introductions	Chair welcomed attendees to the meeting. Introductions were made.
B. Minutes Review – June 14, 2018	<ul style="list-style-type: none"> <li>• Motion to approve minutes – Kathleen Peterson</li> <li>• All in favor – Yes</li> <li>• Motion Approved</li> </ul>

<p>C. Advisory Committee Purpose, Appointments, Administration, and Responsibilities</p>	<p>Lauren Hadley, Shoreline Director, Employer Engagement reviewed the new college advisory committee handbook with the committee. Key highlights:</p> <ul style="list-style-type: none"> <li>• Quorum = 50% +1</li> <li>• Term for committee members is three years – renewable one time</li> <li>• Consider electing a Vice Chair. Vice Chair serves as backup to the chair – can be considered a “chair in training”</li> <li>• Students are no longer on committee – maybe a conflict of interest if faculty have these students in their classes. <ul style="list-style-type: none"> <li>○ Noted: There are a number of former Shoreline graduates who are currently serving on the committee.</li> </ul> </li> <li>• Discussed having students or recent graduates visit a meeting to share their experiences.</li> </ul>
<p>D. HIIM Advisory Committee Charter (Handout #1)</p>	<p>Reviewed HIIM Advisory Committee Charter</p> <ul style="list-style-type: none"> <li>• Discussed differences between the advisory committee handbook and charter. Handbook is considered a recommendation.</li> <li>• State requires a minimum of two meetings per year; accreditation one meeting.</li> <li>• Item #3 on charter was clarified: Committee cannot advise on certain things, such as the admission process to the college, etc.</li> <li>• Sheila suggested having more industry discussion items on the agenda in the future</li> <li>• Item #6 – Gloria suggested changing to web conferencing (vs phone conferencing)</li> <li>• Noted the need to track terms of committee members so all committee members do not rotate off the committee at the same time. (This is tracked on the master committee roster).</li> <li>• Discussed having a mix of HIIM areas on the committee. Peggy noted the importance of having expertise in cancer tumor registry represented.</li> </ul>

<p>E. Program Status &amp; Evaluation</p> <ul style="list-style-type: none"> <li>• See page 3 below for status</li> <li>• Program Evaluation 2018-2019 (Handout #2)</li> </ul>	<p>Melanie reviewed the current program stats and program evaluation plan draft.</p> <ul style="list-style-type: none"> <li>• Program stats – shared current enrollment #s, #s of graduates, and current status of accreditation and certification reports. <ul style="list-style-type: none"> <li>○ Discussed differences between 1<sup>st</sup> year and 2<sup>nd</sup> year counts. Some students may only attend part time and therefore may take longer to complete the “year 1” courses of programs.</li> <li>○ Kim Glockner asked what the target enrollment is; Melanie said it may depend on how many PPE sites are available to support students. The program would like to increase enrollment; we are not currently turning away any students.</li> </ul> </li> <li>• Program Evaluation Plan (draft) <ul style="list-style-type: none"> <li>○ Working document</li> <li>○ Includes goals and targets for the year in the areas of curriculum, faculty professional development, students and graduates, communities of interest, and advisory committee</li> <li>○ Will have more discussion at future meetings</li> </ul> </li> </ul>
<p>F. Program Evaluation</p> <ul style="list-style-type: none"> <li>• New Opportunities – Hierarchical Condition Categories (HCCs) <ul style="list-style-type: none"> <li>○ How are HCCs being used?</li> <li>○ What are your recruiting needs?</li> </ul> </li> </ul>	<p>Gloria asked how HCCs are being used</p> <ul style="list-style-type: none"> <li>• Kim – her organization is focused on capturing three HCCs; providers are selecting</li> <li>• Carol – mentioned doing a retro review; also did some physician education</li> <li>• Raised question about how HCCs are being captured in the EHR; would be good to understand this</li> <li>• Kathleen noted that HCCs are tied to documentation, have specific rules</li> </ul> <p>Healthcare organizations who participate in Medicare Advantage as well as Kaiser, code HCCs</p> <p>Melanie: There were a number of presentations on HCCs at the AHIMA conference this fall. Interest seems to be growing in this area.</p>

<ul style="list-style-type: none"> <li>• Capstone HIIM 235 Review <ul style="list-style-type: none"> <li>○ Review master course outline (MCO) outcomes, assessment and course outline (Handout #3)</li> <li>○ Are any changes required?</li> </ul> </li> </ul>	<p>Capstone Review: Sally and Toni presented on this topic.</p> <p>Current course includes a quarter-long team project, where student teams research and present business plans for a new clinic HIM department. Examples of what the project includes:</p> <ul style="list-style-type: none"> <li>• Outline of department functions</li> <li>• Job descriptions</li> <li>• Determining staffing resources</li> <li>• Flow charts</li> <li>• Policies</li> <li>• Presentation</li> </ul> <p>Dawn: Discussed the importance of teaching soft skills – conflict resolution, communication</p> <p>Noted: Working as a successful team member is an important part of the course.</p> <p>Advisory Committee reviewed the current HIIM 235 master course outline (MCO) handout and discussed the following areas.</p> <ul style="list-style-type: none"> <li>• Other types of P&amp;Ps to include (e.g. tech use, social media) besides dress policy</li> <li>• Tie ins to meaningful use (MU), MIPS</li> </ul> <p>Tony asked about how best to incorporate EHR use in the class. Currently, EHR GO activities are incorporated into many classes in the Shoreline programs. The capstone should leverage and build on that experience.</p> <p>Committee discussed the fact that most companies have an EHR.</p> <p>Sheila suggested making sure the students understand the core functions of the EHR and the importance of both structured and unstructured data.</p> <p>Melanie mentioned that a possible related project to EHR use would be computer-assisted coding (CAC) – perhaps implementing CAC as part of the EHR workflow.</p>
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	<p>With regards to course presentations, there was discussion regarding using ZOOM for course presentations in the future.</p> <p>Toni also mentioned another approach would be to have students do a speakers' panel or a panel/forum career discussion.</p> <p>Kim asked for examples of Capstone projects.</p> <p><b>Action Item:</b> Distribute example projects to committee (Melanie/Toni/Sally)</p>
<ul style="list-style-type: none"> <li>• Professional Practice Experience (PPE) Review – Guidelines, Updated outcomes (Handout #4)</li> <li>• Any changes required?</li> </ul>	<p>Shared PPE guidelines and course outcomes tied to CAHIIM competencies with committee.</p>
<p>G. Environmental Scan</p> <ul style="list-style-type: none"> <li>• AHIMA Update</li> </ul>	<p>Discussed industry events and changes</p> <p>Sheila shared information from an email from the AHIMA board president and executive director announcing a change in strategic direction for AHIMA.</p> <p>Starting in 2019, AHIMA will no longer offer products in the areas of information governance, health informatics and data analytics. Data analytics may be addressed in different ways in the future.</p>
<p>H. Committee Schedule, Reminders</p>	<p>Discussed meeting frequency, format and times</p> <p>Sheila recommended continuing with two meetings for the year. Committee could possibly revisit having three meetings at the May meeting. Would need to understand the value of having an additional meeting.</p> <p>Kim Glockner suggested doing at least one virtual meeting</p> <p>Kathleen suggested calling impromptu quick meetings on certain topics, as needed</p> <p>Proposed Next Meeting Date – May 9, 2019, 2:30-4pm</p>
<p>I. Adjournment</p>	<p>4:05pm</p>