



**HEALTH INFORMATICS AND INFORMATION MANAGEMENT (HIIM)
 ADVISORY COMMITTEE
 MEETING NOTES
 May 9, 2019**

<u>Community Members</u>	<u>Shoreline Representatives</u>
Dawn Cherney – Present Navos	Aparna Sen, Dean - Present
Carol Garsi - Present UW Medicine	Melanie Meyer, Director - Present
Sheila Green-Shook - Present UW Medicine	Gloria Anderson, HIIM Full-Time Faculty - Present
Lynette Colis – Present Kaiser Permanente	Lauren Hadley, Director of Employment Engagement - Present
Kim Glockner – Present UW Medicine	Beverly Hillinger, HIIM Associate Faculty – Present via Zoom
Amy Hertel - Present Seattle Children’s	Sally Zeibak, HIIM Associate Faculty – Present via Zoom
Joyce Kobayashi – Present Providence Health	Angie Carranza, Program Coordinator HIIM & MLT - Present
Peggy Ostergaard – Present PRO-scription	
Leticia Parks – Present VA Puget Sound Healthcare System	
Laura Pittsford – Present Evergreen Hospital	
Not Present: Lara Broussard Amanda Flahaven Kathleen Peterson Brenda Schwilke Jason Rosecrans	

TOPIC	DISCUSSION / ACTION ITEMS
A. Welcome & Introductions	Chair welcomed attendees to the meeting. Introductions were made.
B. Minutes Review – November 8, 2018	<ul style="list-style-type: none"> • Motion to approve minutes – Carol Garsi, Laura Pittsford • All in favor – Yes • Motion Approved
C. Coding Career Path Discussion (environmental scan) – Handout #1	<p>Lara Broussard was scheduled to lead the discussion but was not present. Key highlights from group discussion:</p> <ul style="list-style-type: none"> • Students often have lots of questions regarding career paths. The Coding Career Path Chart was drafted to help answer these questions. • The chart helps triangulate years of experience, education, and certifications with job level. • The chart also highlights long-term growth potential. • Important for students to have realistic expectations regarding coding career paths • Sheila asked if Career Path is similar to AHIMA’s Career Map – see: https://my.ahima.org/careermap. The AHIMA Career Map has similar positions ranked by level: entry, mid, advanced, master with linked sample job descriptions. • Common question asked by students: How do I get started? The Coding Career Path chart highlights typical entry level positions. • Carol mentioned that UW trains entry-level coders – at the coding trainee (associate) level. • Leticia noted that the VA website has career path steps. • Bev suggested including a CDM Analyst position. • Other positions to be added: Prof fee coder, Lead Coder, Coding Supervisor, Coding Consultant. • There was discussion regarding how coding positions can be found in a variety of departments, for example, HIM, Revenue Cycle, Quality, Compliance, etc. • Melanie mentioned that we plan to develop similar visualizations for other HIIM career paths.

<p>D. HIIM Program Mission Statement and Program Outcomes – Handout #2</p>	<p>Reviewed the HIIM program mission statement and program outcomes. HIIM program strategic goals were reviewed at last meeting.</p> <ul style="list-style-type: none"> • Under program outcomes for HIT AAAS degree: <ul style="list-style-type: none"> ○ Suggestion to delete the info regarding personal computer software programs as this is considered a prerequisite for taking online courses. ○ Sheila suggested adding more language HIPAA and confidentiality/privacy.
<p>E. Program Status & Evaluation - Handout #3</p> <ul style="list-style-type: none"> • Program Stats • RHIT Exam/Results/Trends • Winter PPE Results • Graduation Survey Results • Employer Survey Results • Evaluation Plan Status 	<p>Melanie Meyer highlighted key points:</p> <ul style="list-style-type: none"> • Annual accreditation report completed in March. • 23 HIT degree students are getting ready to graduate at end of quarter. • RHIT exam results: <ul style="list-style-type: none"> ○ Shoreline students performed better than the AHIMA national average. ○ All students seem to struggle with the Compliance domain. ○ RHIT exam prep is part of the PPE course in winter quarter. This helps get students ready for early certification testing in the spring. One student has already passed the RHIT exam. • Professional Practice Experience (PPE) report: <ul style="list-style-type: none"> ○ A BIG thank you to our PPE site managers for supporting Shoreline students. ○ Students reported outstanding experiences at sites – many positive quotes shared. ○ Managers were great role models for students. • Graduate survey results: <ul style="list-style-type: none"> ○ 80% of students are employed. ○ Graduates reported positive ratings (3.67-4.11 / 5) on skill development and preparation ○ Students asked for more coding and test prep experience. • Employee survey results: <ul style="list-style-type: none"> ○ 67% of employers satisfied with student performance. ○ Ratings on student performance and preparation measures were all “agree” or “strongly agree.” ○ Opportunities to improve student critical thinking skills, communication skills. ○ We will have a new PPE prep class in the fall to help prepare students for PPE.

	<ul style="list-style-type: none"> ○ Some employers wanted more PPE hours, some less. ● Program Evaluation Plan: Status shared, results on track.
<p>F. Coursework/Transcript Evaluation Policy – Handout #4</p>	<p>Reviewed current program prerequisites and acceptance timeframes.</p> <ul style="list-style-type: none"> ● Prereq for HIT degree will increase one level to Math& 146 Intro to Statistics in the fall ● MCRS certificate will no longer have a math prereq. ● If students do not meet the acceptance timeframes, they would need to retake the course. ● Medical Terminology, Pharmacology, and Human Disease courses must be taken in the last 10 years unless student has current healthcare experience. Discussed defining “current experience” as experience in the last two years.
<p>G. Curriculum Updates – Handout #5</p>	<p>Gloria Anderson provided an update on curriculum changes this spring.</p> <ul style="list-style-type: none"> ● For all courses, there is a master course outline (MCO) that includes the course description, outcomes, content, and other related items. ● The courses listed on the agenda have had their outcomes reviewed and course outlines expanded to show more detail. Some prerequisites have also been adjusted.
<p>H. Accreditation Update</p> <ul style="list-style-type: none"> ● Site Visit – October 15. Advisory Committee Zoom meeting from 3:30 – 4:30 pm. ● 2018 Standards – To be implemented by 2021. 	<p>Melanie Meyer provided an update on the accreditation site visit planned for fall:</p> <ul style="list-style-type: none"> ● Accreditation reviewers will meet with stakeholder groups (faculty, students, graduates, and Advisory Committee members) via Zoom. ● Site visits are generally every ten years. ● Melanie will send calendar invite to Advisory Committee members for the meeting on 10/15/19. <p>2018 Standards:</p> <ul style="list-style-type: none"> ● Work will start on curriculum mapping new standards next year. ● We will discuss at future meetings. ● HIT degree focus will be on data analytics and revenue cycle.

<p>I. Program Marketing/Recruiting</p> <ul style="list-style-type: none"> • Everett CC Articulation Agreement • Health Information Foundations Certificate NEW – Handout #6 	<p>Everett CC Articulation Agreement:</p> <ul style="list-style-type: none"> • Everett CC has a coding program and some students are interested in continuing their education to get an HIT degree. • An articulation agreement allows these students to easily transfer to Shoreline to continue their education. • The articulation agreement was completed last December – we are hoping to see more referrals based on this agreement in the future. <p>NEW Health Information Foundations Certificate (19 credits):</p> <ul style="list-style-type: none"> • Allows students to get prerequisites and foundational courses completed – a good first step for many students. Some of these students may opt to continue and earn the MCRS certificate and/or the HIT degree. • Available starting in the Fall 2019 • Certificate can be completed in three quarters. • Certificate helps prepare students for a variety of entry-level positions as listed on the planning guide. • Discussed an entry level HIIM position might be a “scanner.”
<p>J. Committee Schedule, Reminders</p> <ul style="list-style-type: none"> • Proposed next meeting: November 7 	<p>Discussion:</p> <ul style="list-style-type: none"> • Virtual vs. in-person meetings. • Joyce stated that she appreciates the Zoom option and likes having both options. Lynette and Bev agreed. • Lauren announced the fall kick-off meeting for prof-tech program advisory committees. • Carol is retiring at the end of June. We thank her for her many years of service on Shoreline’s Advisory Committee!
<p>K. Adjournment</p>	<p>3:50 PM</p>