



HEALTH INFORMATICS AND INFORMATION MANAGEMENT

Meeting Minutes

Thursday, May 18, 2017

2:45-4:15pm

Central Conference Room (1020M), Building 1000

Members Presented*

Lara Broussard*	Jean Krehbiel	School Representatives
Carol Garsi	Toni McKay*	Gloria Anderson*
Sheila Green-Shook *	Rhona Moses	Ellen Cadwell
Bev Hillinger*	Kathleen Peterson*	Guy Hamilton
Linda Kidder	Laura Pittsford*	Lisa Malik*
Joyce Kobayaski*	Erin Rung	Sally Zeibak*
		Kim Glockner, Student*

- a. Welcome Sheila Green-Shook, Chair
- b. Introductions – Gloria noted Ellen Cadwell would not be attending the meeting; she would preside instead.

Welcomes were given to both Lara Broussard, HIM Coding and Abstracting Manager, Swedish Health System and Lisa Malik, Acting Dean Health Occupations/Physical Education/Business.

- c. Minutes of the December 16, 2016 meeting were reviewed and approved.
- d. Program Status – Gloria Anderson
 - 1. Enrollment Status – 40 enrolled so far. Limited applicants from out-of-state. Competition with other online programs and, perhaps, with Tacoma Community College (TCC) might be the cause. TCC opened a 2-year, transition, Bachelor’s program in Health Information Administration (HIA); students must have their RHIT to attend the program. Gloria and Ellen will investigate advertising and other steps that can be taken to improve enrollment especially if trend continues. Lisa Malik noted forming working relations with other colleges/universities which we have done so in the past. Gloria noted this can be difficult with limited colleges/universities offering RHIA programs in which to attend locally.

Strong first year group – about 60 students going into second year. There are usually 120 students at various stages within the program at any given time.

2. Accreditation updates: Recommended for Ellen to write up a short summary of what has transpired with various accreditation reports.

CAHIIM Health Information Technology Self Study 2017, submitted May 1, 2017. Gloria noted the intensity of the report and the amount of time spent by Ellen to complete. We expect to hear a response within a designated time frame and perhaps a site visit. Gloria noted that she has been at SCC (Shoreline Community College) for 17-years and the program has not undergone a site visit during her time there. The committee wanted to know why the delay or is this common. Kathleen Peterson noted that CAHIM is behind in site visits but, if there were any concerns, the program would have been flagged for review.

CAHIIM 2014 Competencies and Master Course Outline and Syllabi Review – this item was not discussed.

AHIMA Professional Certificate Approval Program (PCAP) Study notification of approval without recommendation – Gloria noted the Coding program underwent this review and obtained approval.

HIIM 174 – Pharmacology. Gloria noted the Fall quarter class was dropped due to low enrollment. It continues to be offered in Winter quarter along with Human Diseases, taught by the same instructor who recently retired. A new hire has been found.

Gloria noted the program has been without a program support person since the end of December, 2016. Lisa Malik noted they are getting closer to filling the position.

- e. Proposed Committee Charter: Members reviewed and recommendations noted:

II. HIIM Program Strategic

- a. Meet target enrollment to maintain – add “program viability”.
- b. Add a statement: Monitoring and anticipate changes in the career path within the HIIM industry.
- c. Add a statement: Good stewards with advisement as the needs change in the industry.
- d. Add a statement: With regards to critical thinking and soft skills.

III. Purposes: Comments/suggestions – No

IV. Membership: Comments/suggestions - No

V. Organization: Comments/suggestions – No

VI. Procedures: Comments/suggestions – No

VII. Benefits: Comments/suggestions – Review section C, sentence structure.

The RCW's /WAC's will be reviewed for any conflict. It is recommended that the charter be reviewed by Dean of Workforce. The charter will be updated and sent out prior to the next Advisory Committee for review and approval.

Farewells were given to Bev Hillinger who is moving out-of-state. If possible, Bev was welcomed to stay on the Advisory Committee virtually.

Committee discussed trends in the HIM industry. MultiCare outsourced coding and transcription offshore. Polyclinic outsourced Business Office to a company back East. Members discussed practices in the own facilities and the challenges many face. It was discussed the necessity for students (new hires) to have soft skills, critical thinking capabilities, etc. to actively work in new and changing HIM roles and functions.

- f. Immunizations for PPE Students: Ellen is working on the Immunizations requirements and asked to report on this next meeting. Sheila brought up the volunteer programs within the healthcare facilities may be an option for a low cost/no cost immunization options.
- g. Other Business: No
- h. Fall Advisory Meeting Date set: November 2, 2017 2:30 -4:00pm
- i. Meeting Adjourned: 3:57p.m.