



HEALTH INFORMATICS AND INFORMATION MANAGEMENT MEETING MINUTES

Thursday, December 7, 2017
2:30 – 4:00pm
Central Conference Room, Building 1000

Lara Broussard	Laura Pittsford	<i>School Representatives</i>
Carol Garsi	Jean Krehbiel	Gloria Anderson
Sheila Green-Shook	Toni McKay	Ellen Cadwell
Joyce Kobayaski	Kathleen Peterson (phone)	Guy Hamilton
		Lisa Malik
		Aaron Richards Student

Present: Lisa Malik; Gloria Anderson; Ellen Cadwell; Guy Hamilton; Sally Zeiback; Lara Broussard; Carol Garsi; Sheila Green-Shook; Toni McKay; Aaron Richards, Student; Angie Carranza, Recorder

- a. Welcome – Sheila Green-Shook, Chair
- b. Introductions – Aaron Richards, Student Member
 - Second-year student, local
- c. Review May 18, 2017 Minutes
 - Minutes reviewed
 - Motion made to approve by Sheila Green-Shook
 - Lisa Malik seconded the motion
 - Minutes approved
- d. Proposed Committee Charter Update
 - Ellen Cadwell sent the amended Charter to Guy Hamilton
 - Motion to approve Charter as written
 - Carol Garsi seconded the motion
 - Motion approved
- e. Program Status – Ellen Cadwell
 - 1) Program Enrollment
 - 36 Second Year Students
 - 68 First Year Students
 - 2) Accreditation Updates
 - CAHIIM Health Information Technology Self Study 2017 submitted May 1, 2017. Amended report submitted the week of 12/1/2017
 - Annual CAHIIM Health Information Technology HIT Attestation submitted November, 2017
 - Annual AHIMA Medical Coding and Reimbursement Specialist (MCRS) Attestation submitted November 2017

- Five-year Accreditation for program submitted in May to CAHIIM, re-sent last week
- Due for site visit; may take up to 7 months
- Ellen due to retire
- Need to wait one year after new Director
- May need to issue new report with new Director
- Visit discussed; 1 full day and ½ day the second day
- Facility (Shoreline Community College) will need to pay expenses for site visit: hotels, cars, etc.
- Visitors from CAHIIM need access to classes online
- Directors in other states do not teach

f. Advisory Committee Membership

- Committee membership is dwindling
- Looking for diversity in members, including program graduates
- Looking for volunteers
- Committee members will reach out to extended care facilities and psych hospital
- Ellen will ask Atsuko to reach out to members who have stopped attending

g. Program Evaluation

- Review of revised HIIM Program Evaluation Plan
- Graduate and Employer Survey Results 2015-2016
- Pre-Graduate Survey 2017 Comments available
- AHIMA Registered Health Information Technology (RHIT) Exam Results 2015-2016
- Communities of Interest
- Professional Development must be documented at least once a year in June
- Grad surveys may go from being done 6 months after graduation to 1 year after graduation

h. Other Business

- Committee asked what can be done to give back to the community/educational events
- Example: Tacoma CC does the Leadership Conference

i. Set Spring meeting date

- Date of meeting to be determined in a month

j. Adjournment