



ADVISORY COMMITTEE MEETING

PROGRAM Health Informatics and Information Management (**HIIM**)
DATE November 30, 2011
PLACE Administration Board Room **TIME** 1430 hours

MEMBERS

*Kay Andersen, Jill Burrington-Brown, Tim Downie, *Carol Garsi, Nancy Gladish, *Sheila Green-Shook, Bev Hillinger, Jean Iverson, Laura Koster, *Jean Kreibeil, Susan Lingle, Sean Longosky, Jim Mazurk, *Toni McKay, Gretchen Murphy, Carol Quinsey, Nicole Tamrakar, *Steve Van Anda, *Donna Wilde, Shari Wilson

COLLEGE REPRESENTATIVES

*Ellen Cadwell, *Gloria Anderson, Gillian Lewis, * David Cunningham

STUDENT REPRESENTATIVE

*Marci Luke

UNION REPRESENTATIVE

Union representative seat open – no candidates available

*members present

1. WELCOME

The meeting was convened at 1430 hours.

Members were welcomed by Sheila Green-Shook, Chair

The Spring 2011 minutes were briefly reviewed. Several corrections made and the minutes will be changed.

2. PROGRAM STATUS

Ellen Cadwell provided the committee with a program overview.

a) Metrics: 2011-2012 Academic Year Fall Report

- 32 second year students – 28 Greater Seattle, 1 Washington State, 3 out of state
 - 0 Summer 2011 graduates
 - 2 Fall graduates
 - 2 2nd year students to receive MCRS Fall
 - 31 students to take Professional Practice Experience, Winter/Spring 2012
 - 1 HIT student dropped by end of Fall 2011

- 130 first year students (Full and Part-time)
 - 9 Fall MCRS graduates

- We have assisted 96 individuals interested in our program thus far for this academic year.

b) RHIT exam results

- AHIMA is currently producing reports for the RHIT exam results. A report was sent to the school for the first 6 months of 2011. Three students were listed. Two had passed the exam and one did not. After attempting to sort out the data it became apparent that the report contained duplicate headings and but different values. No analysis could be performed. Ellen has previously contacted AHIMA regarding this issue but no response. *(Late Note: In early December a report was received from AHIMA with the RHIT exam results for the first three quarters of 2011. The documentation issue seems to be corrected and the analysis will be reported at the Spring 2012 meeting.)*

c) Faculty

Full time faculty: Ellen Cadwell, RHIA and Gloria Anderson, **MEd**, RHIA, **CCS**

Part-time faculty includes:

- Ellen Braun, RDH; Human Diseases and Pharmacology.
- Kelly Johnson, RM, SM (MCASCP) a microbiologist; Medical Terminology
- Anita Ostrander, HT (ASCP), Q (IHC), a histotechnologist; Medical Terminology
- Toni McKay, RHIT, Performance Improvement Coordinator; Computers in Health Care, Hospital/Clinic Records and the HIT Capstone course
- Dawn Lui, RHIT: Basic ICD-10-CM and Intermediate Medical Coding
- Donna Wilde, MPA, RHIA; Medical Terminology
- Michelle Sims, RHIT; Alternative Care Record Systems and Reimbursement
- Sally Zeibak, RHIT; Hospital and Clinic Records and the HIT Capstone course

Staffing needs are currently being met.

d) Follow-up Program Prerequisite Changes

ENG 101 English Composition and BIOL 170 Human Biology will be prerequisites to the HIIM program. These are in addition to MATH 80 Beginning Algebra. These prerequisites will go into effect with the class beginning Fall 2012. All college catalog and planning sheets changes have been approved by the Curriculum Committee

e) Follow-up Proposed Course Changes

- HIIM 125 Hospital and Clinic Records will be a prerequisite to HIIM 170 Legal Aspects of Health Care.
- Move the HIIM 125 Hospital and Clinic Records course to fall quarter.
- The HIIM 172 CPT Coding course has been changed from 4 credits to 5.
- HIIM 171 Basic ICD-9 and ICD-10 Coding course title has been changed to HIIM 171Basic ICD-10. The language in the Master Course Outline (MCO) has been changed to reflect this.

All catalog and planning sheets changes have been approved by the Curriculum Committee.

f) Electronic Medical Record

The SCC HIIM program is currently investigating moving from the AHIMA Virtual Lab to another electronic medical record company. The NEEHR record is apparently much

more interactive. Encoders are supposed to go live on the system after the first of the year. Gloria and Ellen will re-evaluate after they encoders are in place.

3. MEDICAL CODING and REIMBURSEMENT

- a) Gloria will teach ICD-10-CM/PCS as the main focus in the HIIM 171 Basic ICD-10 and ICD-9 coding course this Winter 2012 quarter with an introduction to ICD-9-CM as students will need to be familiar with both coding systems. The shift to ICD-10-CM/PCS will also become standard in the remaining program coding courses.
- b) Gloria will be making a request to the various facilities for new medical records in December. She has also created a list of the forms she needs as she does not use the complete record.

As per earlier discussion sites may have PPE students perform the record redaction as part of their PPE. This will give the student exposure to the process as well medical necessity issues in release of information.

Kay Andersen said that North West Hospital was planning on destroying some medical records. She will check with the hospital to see if those records could be used by our coding students. Information would still need to be redacted and agreed that perhaps the PPE students could assist with that. She will follow-up with Gloria when she has more information.

- c) ICD-10 Plans
 - i. As noted above the main focus for coding courses in 2012 will be ICD-10.
 - ii. ICD-10 will require greater understanding of anatomy and physiology. Gloria and Ellen Braun (Human Diseases instructor) will begin coordinating their lessons to address the same body systems at the same time.
 - iii. Ellen Cadwell has begun working on a course proposal for the community. This course will be open to professionals already trained in ICD-9. More information as it becomes available.

Discussion: It was brought up that facilities are making an array of plans to get both their staff and systems ready for ICD-10. Many facilities are using the AHIMA's "Train the Trainer" method for this and other HIM projects. In this scenario, well-qualified professionals receive the training and then are expected to turn around and teach others. A skill that may be missing is how to actually train and communicate with others. Carol Quinsy suggested that perhaps Shoreline could investigate having this type of course. David Cunningham knows a contact in the state's Center for Excellence for Education and will send Ellen the contact information.

4. CLARK COLLEGE 1 + 1 ARTICULATION AGREEMENT

- a) John Clausen (Clark College), Gloria and Ellen met over the summer to discuss the final arrangements for SCC to admit Clark College students into the 2nd Year HIT program. It was agreed that for fall 2012 the HIT Program would guarantee 5 slots for Clark students. The application process will be in early spring and Ellen and John will coordinate.
- b) Gloria suggested that perhaps Bellingham Technical College would be another site to investigate for an articulation agreement. (*Late Note: The Medical Coding program has closed but the Medical Coding and Billing program for physician offices is still offered.*)

5. PROFESSIONAL PRACTICE EXPERIENCE (PPE)

Ellen reported that there will 31 second year students doing Professional Practice Experience (PPE) in 2012. These volumes are less than 2011 but are still much greater than before the HIT program increased its program size by almost 300 percent. Area facilities have been accepting more students and other site alternatives have been identified. For this upcoming year it appears that we will have adequate sites.

A Virtual PPE “site” has been in development. Because of the ever increasing trend of having HIM staff working remotely, physical sites will continue to become scarcer. AHIMA is very aware of this issue. Per Patt Peterson, Education Coordinator, AHIMA is recommending a minimum of 40 hours at a traditional physical location. A “bucket list” of ideas was created by AHIMA to give programs non-traditional ideas for student participation in the practicum. The SCC faculty have been working on their own list and will make that information available to students on an as needed. Other suggestions from the committee were investigating organizations such as Leapfrog and Health Grades.

A documentation improvement program has also been identified. It is from Chartwise. It is being made available to us at no charge. Gloria will be introducing it in the Quality Improvement class this winter. This will be considered a PPE activity and reported to CAHIIM as part of our accreditation report.

6. RHIT Models

AHIMA has proposed revisions to the core model of HIIM professional roles over the next decade to meet the changing needs of health information management. The core of this model is education as well as research, policy, and data research.

Bonnie Cassidy, et al, wrote *An Educational Response to the AHIMA Core Model*. One of the elements discussed was the restructure of the RHIT curricula to include areas of specialization. Year one would include core courses. This would be ½ of the RHIT examination. Year two would be specialization in such areas as Certified Tumor Registrar (CRT), CCS/CCS-P exam preparation, Privacy and Security and Electronic Health Record. Each program would have the flexibility to determine which tracks meet the needs of their community.

Ellen reported that she had been in conversation with a student from a baccalaureate degree program who wants to work with Shoreline during the summer and fall of 2012 on revisiting the need for a CRT training program in Seattle.

7. Follow-up Capstone Project Course

As per the recommendations of this committee, Toni has been looking at revamping the Capstone project to address the electronic record. Toni requested input from the committee on suggestions for what they would like to see in the course. She provided a listing of the various reports the students had been responsible for in the past. The committee recommended that the course should address the actual conversion of the medical record to an electronic format while still having to deal with a paper format. Shelving space and cost of paper records will need to be considered; logs or crosswalks as to where electronic and paper information will be located. What are you going to scan or index? What will these costs be? How to you move a Master Problem list between paper and electronic? Time studies on topics such as release of information, paper versus electronic. (Suggestion was made to approach the IOD Corporation to do training in ROI)

8. Other Discussion

The Seattle Health Information Management Association (SHIMA) has been working this past year to grow the image and membership over the past year. (Jeremy Doyle is the current president) Sheila suggested that perhaps a student in a marketing class could work with SHIMA on a marketing plan for the group. Ellen will pass this information on.

Another aspect is the desire to have more students participate in SHIMA. This is an excellent networking place for students and will also introduce them in working on professional committees and boards. Sheila suggested that if necessary SHIMA may be willing to drop the annual dues for students. Donna Wilde shared that Spokane CC included AHIMA student dues in their fees to students. This was briefly discussed but no action recommended for SCC.

9. Next Meeting

Although a specific date was not set for the next meeting the committee felt that the seating arrangements and comfort of the Administrative Conference Room was very conducive to conversation. Ellen will try to arrange the next meeting in that room.

10. Adjournment

There being no further business the meeting was adjourned at 1600 hours.

Respectfully submitted,

Ellen Cadwell