

**MINUTES
 ADVISORY COMMITTEE MEETING
 FRESNO CITY COLLEGE
 HEALTH INFORMATION TECHNOLOGY PROGRAM**

April 23, 2009
 HS-210

Members Present: Janet Chisholm, Melany Merryman, Ruth Chavez, Sarah Edwards, Carolyn Drake

Call to Order at 5:30 p.m.

Agenda Items	Discussion	Outcomes
Welcome and Introductions	.	
Minutes of May 1, 2008 Meeting	Minutes reviewed	
Review of Spring 2009 HIT Program Report	An update of program activities for the 2008-2009 academic year. See attached copy of report.	
Curriculum Review	Reviewed the Fall 2008 and Spring 2009 schedule of HIT courses. The HIT Curriculum Five-Year Review was revised in Fall 2008 and will be effective Fall 2009. Major changes include dropping the HIT Elective, a new course – HIT 14 HIM Technology and Systems, HIT 7 Directed Practice will now be one semester with 200 hours, HIT 11 – CPT Coding will increase to 3 units.	
Online/Distance Learning for the HIT Program	The following HIT courses are taught online: 1, 2, 3, 4, 5, 6, 8, 9,10, 11, and 12. Online sections for other HIT Program courses need to be identified toward developing a complete online program. Students may combine	

	online courses from other colleges with the FCC HIT Program in order to complete more courses online, however those courses must be equivalent in content and units.	
Accreditation	The Annual Program Assessment Report will be submitted to CAHIIM (AHIMA) in May 2009, a later date this year, meeting the annual accreditation reporting requirement. The APAR is submitted electronically each year as specified by CAHIIM.	
Professional Practice Activities and Arrangements	Five students are completing their directed clinical practice in the following facilities: Saint Agnes, Valley Children's, Fresno Community, Madera Community, and Fresno Heart and Surgical Hospital.	
Certificate of Achievement for Medical Coding	Through the HIT Program Occupational Program Review it was recommended that the HIT Program develop a certificate of achievement in coding. The certificate would allow the identification of students who complete the coding courses in the program but do not complete the HIT Program. Many students are interested in a career in coding and would use the courses to prepare for a coding position or to take a coding certification examination through AHIMA such as the Certified Coding Associate exam. AHIMA has curriculum guidelines for coding certificate programs. There are several other medical coding certificate programs in California community colleges that we can explore to see what courses are offered in the program.	The Advisory Committee supports the development of a medical coding certificate as a pathway for students seeking to become a medical coder. The coding certificate will be developed in the 2009/2010 academic year.
Advisory Input/Recommendations/ Discussions	HIT 7 – Directed Practice – The course has been revised to a one semester course with a core set of HIM Department assignments and flexibility of assignments outside the HIM Department depending on availability	New assignment handbooks with go out to sites when students are placed at that site.

	<p>and student desire for emphasis in those areas.</p> <p>HIT 10 – Medical Terminology – discussed the possibility of a summer session of medical terminology.</p>	<p>The recommendation will be discussed with the Dr. Drake when developing the HIT course schedule. The budget may not accommodate expansion of HIT courses.</p>
Adjourn	<p>The meeting was adjourned at 6:30 p.m. Ruth Chavez and Sarah Edwards attended the dinner.</p>	<p>The next meeting will be in spring 2010.</p>

Recorded by:

Sarah Edwards, RHIA

**ADVISORY COMMITTEE MEETING MINUTES
FRESNO CITY COLLEGE
HEALTH INFORMATION TECHNOLOGY PROGRAM
April 22, 2010
HS-210**

Members Present: Becky Clark, Melany Merryman, Ruth Chavez, Sarah Edwards
Call to Order at 4:30 p.m.

Agenda Items	Discussion	Outcomes
Welcome and Introductions	.	
Minutes of April 23, 2009 Meeting	Minutes reviewed	
Review of Spring 2010 HIT Program Report	An update of program activities for the 2009-2010 academic year. See attached copy of report.	
Accreditation	The Annual Program Assessment Report will be submitted to CAHIIM (AHIMA) in May 2010. The APAR is submitted electronically each year as specified by CAHIIM.	
Curriculum Review	Reviewed the Fall 2009 and Spring 2010 schedule of HIT courses. The HIT Curriculum Five-Year Review was revised in Fall 2008 and implemented in Fall 2009. Major changes include dropping the HIT Elective, a new course – HIT 14 HIM Technology and Systems, HIT 7 Directed Practice will now be one semester with 200 hours, HIT 11 – CPT Coding will increase to 3 units.	
Online/Distance Learning for the HIT Program	The following HIT courses are taught online: 1, 2, 3, 4, 5, 6, 8, 9,10, 11, and 12. Online sections for other HIT Program courses need to be identified toward developing a complete online program. Students may combine online courses from other colleges with the FCC HIT	

	Program in order to complete more courses online, however those courses must be equivalent in content and units.	
Professional Practice Activities and Arrangements	Six students are completing their directed clinical practice this spring in the following facilities: Saint Agnes, Children's Hospital, Kaiser PMC, VA Medical Center, and Fresno Heart and Surgical Hospital. Three students completed their directed practice assignments in the fall semester; one at Madera Community and two at Saint Agnes. Due to the curriculum change to a one semester requirement, a special studies HIT 7 was created to accommodate one student who was caught in the middle of the old two semester format.	
Certificate of Achievement for Medical Coding	This item was discussed at last year's AC meeting but tabled because the faculty was working on a grant project. Recap: through Program Review it was recommended that the HIT Program develop a certificate of achievement in coding. The certificate would allow the identification of students who complete the coding courses in the program but do not complete the HIT Program. Many students are interested in a career in coding and would use the courses to prepare for a coding position or to take a coding certification examination through AHIMA such as the Certified Coding Associate exam. Sarah shared the curriculum content from several other community college coding certificate programs. The committee suggested including a course to cover reimbursement, billing, and revenue cycle in greater depth or to add that content to HIT 5, 6, and 11. HIT 11 was just increased by 1 unit and the instructor is including more reimbursement billing content. HIT 5 and	The medical coding certificate program documentation will be submitted to the Curriculum Committee in the 2010/2011 academic year. Instructors will enhance the reimbursement content in HIT 5, 6, and 11.

	HIT 6 can also be enhanced and updated in the reimbursement content. The following courses were recommended by the committee for the coding certificate program: Biol 5, HIT 10, HIT 1, HIT 4, HIT 5, HIT 6, HIT 11, HIT 14, CIT 15, MA 2, and a directed practice course.	
ONC Grant for Health IT Workforce Training	Fresno City College is a sub-grantee under Los Rios Community College for the Health IT Workforce Training grant funded by the American Recovery and Reinvestment Act and administered under the HITECH Act. The college has formed a committee to develop the training program. Curriculum will be provided through another grant. The training will start by September 30, 2010. The short-term 6 month training will be for specific roles supporting the implementation of the EHR. The FCC training will be through the Training Institute and will be not for credit courses.	The committee expressed interest and support for the training. Several of the Advisory Committee members offered to teach the training courses.
Advisory Input/Recommendations/ Discussions	HIT 7 – Directed Practice – The course has been revised to a one semester course with a core set of HIM Department assignments and flexibility of assignments outside the HIM Department depending on availability and student desire for emphasis in those areas.	Feedback is positive on the new HIT 7 format. Fewer problems with assignment placement outside the HIM department.
Next Meeting	The next meeting will be held in fall 2010	
Adjourn	The meeting was adjourned at 5:40 p.m.	

Recorded by:
Sarah Edwards, MA, RHIA
April 22, 2010

MINUTES
ADVISORY COMMITTEE MEETING
FRESNO CITY COLLEGE
HEALTH INFORMATION TECHNOLOGY PROGRAM
December 2, 2011
Fresno Heart and Surgical Hospital Café

Members Present: Janet Chisholm, Phyllis Gregory, Becky Clark, Melany Merryman, Ruth Chavez, Sue Lashley, Anita Lahodny, Sarah Edwards
Call to Order at 3:00 p.m.

Agenda Items	Discussion	Outcomes
Welcome and Introductions	.	
Minutes of April 22, 2010 Meeting	Minutes reviewed	
Review of Fall HIT Program Report	Accreditation – Sarah reported the Annual Program Assessment Report was submitted to CAHIIM – spring 2010. Curriculum Review – the committee reviewed the courses offered in fall 2010. Enrollment – 79 students remained from spring 2011, 17 new students started HIT courses, 17 students are inactive, 3 students have stopped taking HIT classes, which leaves 76 students active in the program.	
Directed Practice Activities and Arrangements	Six students are completing their directed clinical practice this spring in the following facilities: Saint Agnes (2), Children’s Hospital (1), Kaiser PMC (1), Fresno Heart and Surgical Hospital (1), Fresno Community (1). Madera Community also assisted with one student to provide several unit assignments. The committee discusses site availability for spring 2011 and most	

	hospitals will be able to work with a student.	
Certificate of Achievement for Medical Coding	Sarah presented a proposed set of courses that would comprise the Medical Coding Certificate of Achievement. The committee discussed the curriculum and felt the reimbursement/billing content could be combined in the coding courses rather than creating a new course. It was agreed that a 1 unit directed practice is important for coding students and could be done at a site or virtually through the AHIMA Virtual Lab.	The Advisory Committee supports the addition of the certificate of achievement for medical coding. The medical coding certificate documentation will be sent through Curriculum Committee in spring 2011 and the certificate approval will be sent through the State Chancellor's Office.
ONC Grant for Health IT Workforce Training	Fresno City College is a sub-grantee under Los Rios Community College for the Health IT Workforce Training grant funded by the American Recovery and Reinvestment Act and administered under the HITECH Act. Training for the first cohort started September 30, 2010. The short-term 6 month training will be for the Practice Workflow Redesign and Information Management Specialist. The team is planning to start a second cohort in January 2011 for the Implementation Support Specialist.	The committee expressed interest and support for the training. Several of the Advisory Committee members are teaching the training courses.
Advisory Input/Recommendations/ Discussions	HIT 7 – Directed Practice – The course has been revised to a one semester course with a core set of HIM Department assignments and flexibility of assignments outside the HIM Department depending on availability and student desire for emphasis in those areas. The committee discussed the implementation of ICD-10 and the training needs for staff. Students are contacting	Feedback is positive on the new HIT 7 format. Fewer problems with assignment placement outside the HIM department.

	the program to see when ICD-10 will be offered. The HIT Program is following the AHIMA Academic timeline for implementing ICD-10, which includes a hybrid coding class by fall 2011, and complete transition to ICD-10 by spring 2012. Faculty, like the general HIM community, will need to be trained to teach ICD-10 in the next year.	
Next Meeting	The next meeting will be held in April 2011	
Adjourn	The meeting was adjourned at 4:04 p.m.	

Recorded by:
Sarah Edwards, MA, RHIA
December 2, 2011