

PALM BEACH STATE COLLEGE

AGENDA/MEETING MINUTES
Advisory Board
Health Information Technology February 15, 2013
2:00PM
ETA 101 / conference call

ITEM 1. Approval of previous minutes

Data/data source: handout (attached in email)

Action:

ITEM 2. HIT program overview

Discussion:

- Review annual report
 - statistics
- CAHIIM status
- Review Program Evaluation Plan 2011/2012 results
- Make recommendations for new 2012/2013 plan
- Need to increase affiliate site contract numbers
- TAA grant

Data/data source: emailed- program annual report 2011/2012 and 2012/2013 proposed Program Evaluation Plan

Action:

- Program annual report – approved.
- CAHIIM status – accredited with progress report as of 6/14/2012.
- Progress report submitted 1/9/2013 – status pending response from CAHIIM
- Reviewed Program Evaluation Plan 2011/2012 results approved.
- Recommendations for Program Evaluation Plan –
 - Revise goal outcome – Graduates will demonstrate entry level competency: need to track attrition with a more quantitative measure
 - Electronic graduate and employer surveys
 - Faculty online training is no longer a applicable measure
 - Revise community events outcome to reflect changes in AHIMA recognition weeks
 - Revise PPE related measures to reflect change in course curriculum and addition of skills lab
- Requested council members refer other community partners to participate in PPE student activities. Discussed the new PPE site award offered by FHIMA which requires mentorship from the sites also.
- Overview of DOL TAA grant – informational only

ITEM 3 HIT course curriculum

Discussion:

- Curriculum mapping
- Open source content
- Online course content
- Overview of PPE
- Skills lab

Data/data source: AHIMA model curriculum, and Florida state educational frameworks

Action:

- Requested council provide referral of professionals to assist in DOL curriculum development activities
- Requested de-identified paper records for use in student PPE and virtual labs. Program needs more non-traditional setting records – Rehab, LTC, SNF, Home Health, Hospice, etc. as these settings are not required to be on EHR at this time.
- Recommended skills – Microsoft office including strong Excel, Project, and Visio skills. Also communication skills are highly important – grammar, spelling. Most important is critical thinking and independent working skills such as time management. More employees are working in the virtual environment from home.

ITEM 4 HIT program Marketing

Discussion:

- Creating an employer outreach packet
- Revisions to program website
- Online information session update

Data/data source: AHIMA marketing material

Action:

- AHIMA and FHIMA are both working on information to provide employers through their advocacy initiatives
- Approved revision of website and flyers

ITEM 5 Continuing Education

Discussion:

- Exam prep for CDIP, CHDA, CPHQ and CHPS
- Topics for future speakers and recommended speakers
- Audioseminars? Webinars?

Data/data source:

Action:

- Recommend live and recording our own speakers because HcPro and other webinars may be beyond student comprehension.
- Council will refer potential speakers for classroom discussion and recording. Stacie Buck recommended online capabilities for speaking.

ITEM 6 Council activities

Discussion:

- Chair
- Work on having web meetings and/or conference calls

Data/data source: BPC council handbook

Action:

- Katie White will continue to serve as Council Chair – approved.
- Council approved continued web meetings and/or conference calls.

OTHER. Next meeting – January 2014. Email communication as needed in the interim.

Attendance:

Kathleen White, MHL, MBA, CCS-P, ACS-
PM

RoseAnne Webb, MNM, RHIA

Michael Baney

Stacie Buck, RHIA, LHRM, RCC

Louise Miquel, RN, CMT

Robert Simpson, RHIA, CCS, CDIP

Juila Steff, RHIA, CCS, CCS-P

Nancy Zinser

Submitted by:

Julia Steff

[name], Scribe

c. Minutes Distribution List

Council members

Associate Dean Nancy Zinser