

**AGENDA/MEETING MINUTES**  
**Advisory Board**  
**Health Information Programs February 5, 2015**  
**3:00PM**  
**ETA 220 / conference call**

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**ITEM 1. Approval of previous minutes**

Data/data source: handout (attached in email)

Action:

Motion by Linda Barbian, second by Lou Testa - Approved

**ITEM 2. Health Information Programs**

Discussion:

- Updated 2013/2014 annual report
- CAHIIM
- Need to increase affiliate site contract numbers

Data/data source: emailed- program annual report 2013/2014

Action:

Recommendation from Lou Testa: Hold a Job Fair possibly in the evening and provide professional development presentations.

**ITEM 3. Curriculum**

Discussion:

- State changes:
  - Increase Medical Information Coder/Biller from 34 to 37 credits
    - Add Health Information Systems
    - Supports new PCAP competencies
  - Change Medical Transcription name to Medical Transcription/Documentation Specialist
    - Program marketing and promotion
  - Create a new course that includes both Medical and Surgical terminology
  - Increase Health Informatics Specialist from 18 credits to 24 credits
    - Approved by FA
    - Add two 3 credit courses
      - HIM1012C
    - Incorporate CAHIMS content – new course
    - 1 credit internship?

Data/data source: PCAP competencies, AHIMA model curriculum, and Florida state educational frameworks. Current curriculum (synopsis listed at the end of the agenda)

Action:

Motion to approve increasing the Medical Information Coder/Biller program from 34 to 37 credits by Linda Barbian, second Anne Malhalik – Approved

Motion to approve name change for Medical Transcription to Medical Transcription/Documentation Specialist by Taralyn Vico, second Lou Testa – Approved

Motion to create a new course that includes both Medical and Surgical Terminology by Lou Testa, second Linda Barbian - Approved

Motion to approve increasing the Health Informatics Specialist program from 18 credits to 24 credits by Anne Malhalik, second Lou Testa - Approved

Recommendations:

- Coverage of Computer Assisted Coding concepts is done, but hands-on is not possible with current software. Contact Robert Missroon concerning CAC
- Drop the work Transcription from Medical Transcription per Taralyn Vico, however we must adhere to state framework
- Increase coverage of registry software per Lou Testa. Lou Testa to present on registries at our March 28<sup>th</sup> Health Information Professionals Week Event.

#### **ITEM 4. Continuing Education**

Discussion:

- Exam prep for CDIP, CHDA, CPHQ and CHPS
- ICD-10
- Topics for future speakers and recommended speakers

Data/data source:

Action: Request to provide information about certification prep courses.

#### **ITEM 5. Council activities**

Discussion:

- Chair
- Work on scheduling Fall date

Data/data source: BPC council handbook

Action:

#### **ITEM 6. Community**

Discussion:

- Professional activities
- Recommendation for other activities

Data/data source: BPC council handbook

Action

#### **OTHER. Next meeting**

**Attendance:**

**Colette Chiacchiero, RHIT, CCS-P**

**Anne Mahalik, RHIA**

**Linda Barbian, RHIA**

**Taralyn Vico**

**Lou Testa**

**Robert Missroon**

**John Hamm**

**Jacqueline Rogers, EdD.**

**Julia Steff, RHIA, CPHQ, CCS, CCS-P**

Submitted by:

Julia Steff

[name], Scribe

c. Minutes Distribution List

Council members

Associate Dean Nancy Zinser

## Current Curriculum

| WEB    | Type | MICB<br>CCC | HIT<br>AS | HIS<br>CCC | MT<br>ATD | contact<br>hours | Statewide<br>Course<br>Number | Course Name   |
|--------|------|-------------|-----------|------------|-----------|------------------|-------------------------------|---|
|        |      | Credits     | Credits   | Credits    | Credits   |                  | Current                       | Current   |
|        | GEN  |             | 3         |            |           | 48               | ENC1101                       | College Composition 1                                     |
|        | GEN  |             | 3         | ?-3        |           | 48               | STA2023                       | Statistics  |
|        | GEN  | 3           | 3         |            | 3         | 48               | BSC2085                       | Anatomy/Physiology 1                                      |
|        | GEN  | 1           | 1         |            | 1         | 32               | BSC2085L                      | Anatomy/Physiology 1 Lab                                  |
|        | GEN  | 3?          | 3         | 3          |           | 48               | CGS1100                       | Microcomputer Applications                                |
| WP     |      |             |           |            | 2         | 48               | HIM2652C                      | Medical Transcription Advanced Keyboarding and Technology |
|        | GEN  | 3           | 3         |            | 3         | 48               | BSC2086                       | Anatomy/Physiology 2                                      |
|        | GEN  | 1           | 1         |            | 1         | 32               | BSC2086L                      | Anatomy/Physiology 2 Lab                                  |
|        | Core |             | 3         |            |           | 48               | MAN2021                       | Principles of Management                                  |
|        | GEN  |             | 3         |            |           | 48               | PSY2012                       | General Psychology  |
|        | GEN  |             | 3         |            |           | 48               | ****                          | Humanities course   |
|        | GEN  |             | 3         |            |           | 48               | SPC1016                       | Fundamentals of Speech Communication                      |
|        | Core | 3           | 3         | 3          | 3         | 48               | HSC2531                       | Medical Terminology                                       |
| WP     |      |             |           |            | 3         | 64               | HIM2045C                      | Foundation Skills for Medical Transcription               |
| WH     | Core | 3           | 3         | 3          | 3         | 64               | HIM1000C                      | Introduction to Health Information Management             |
| WP     | Core | 2           | 2         |            | 2         | 48               | HIM1433C                      | Pathophysiology for Health Information Management         |
| WP     | Core | 2           | 2         |            | 2         | 48               | HIM1442C                      | Pharmacology for Health Information Management            |
| WH     | Core | 3           | 3         |            |           | 64               | HIM1282C                      | Fundamentals of Medical Coding                            |
| WP     |      |             |           |            | 3         | 64               | HIM2020C                      | Medical Transcription by Body System                      |
| WC     | Core | 3?          | 3         | 3          |           | 64               | HIM1210C                      | Health Information Systems                                |
| WH     | Core | 3           | 3         |            |           | 64               | HIM2222C                      | Applied Inpatient Coding                                  |
| WP     |      |             |           |            | 3         | 64               | HIM2032C                      | Intermediate Medical Transcription                        |
| WC     | Core | 3           | 3         |            |           | 64               | HIM2272C                      | Medical reimbursement and revenue                         |
| WC     | Core |             | 3         | 3          |           | 64               | HIM2510C                      | Healthcare Data Analysis                                  |
| WC     | Core | 3           | 3         | ?          |           | 64               | HIM1012C                      | Health Information Law, Ethics, and Compliance            |
| WH     | Core | 3           | 3         |            |           | 64               | HIM2253C                      | Applied Outpatient Coding                                 |
| WP     |      |             |           |            | 3         | 64               | HIM2034C                      | Advanced Medical Transcription                            |
| WC     | Core |             | 3         | 3          |           | 64               | HIM2651C                      | Applied Health Informatics                                |
| WC     | Core |             | 3         |            |           | 64               | HIM2304C                      | Health Information Department Management                  |
| WC     | Core |             | 2         |            |           | 144              | HIM1800C                      | HIM Professional Practice Experience                      |
| WH     | Core | 1           |           |            |           | 128              | HIM2810L                      | Advanced Coding Practicum                                 |
|        |      |             | 1         |            | 1         | 128              | HIM2802                       | Externship for Medical Transcription                      |
| WC     | Core |             | 1         |            |           | 128              | HIM2826L                      | HIM Skills Lab  |
| Totals |      | 34          | 70        | 18         | 33        | 2112             | **Note:                       |   |
|        |      | 37          |           | 24         | 18        |                  |                               |   |