ITEM 1. Approval of previous minutes

Data/data source: handout (attached in email)

Action:
Approved – John Hamm, second Cheryl Phillips

ITEM 2. Health Information Programs

Discussion:
- Updated 2014/2015 annual report
- Make recommendations for new 2016/2017 plan
- Moving to Loxahatchee campus 1/2017

Data/data source: emailed- program annual report 2014/2015

Action/recommendations:
- John Hamm stated concern over student transportation to the new campus. Forwarding concern, that is concurred with by the faculty, to administration. Julia Steff explained that she had met with the college president in the previous week and discussed concerns over enrollment and support for Health Information program students through scholarships.
- Susan Denny / Linda Barbian – requested investigation into mentoring / partnering for coding interns. Julia Steff explained that this would be a function of continuing education and provided a model that is used by IOD coding and Himagine as training for graduates of our AHIMA approved PCAP program. Group also discussed the federal apprenticeship designation. The following are resources for further discussion:
  o http://www.dol.gov/general/topic/training/apprenticeship
- Susan Denny / Linda Barbian – proposed a revenue cycle and outpatient CDI training for continuing education.
- John Hamm – proposed investigating the possibility of an advanced billing training course.

ITEM 3. Curriculum
Discussion:
- State changes:
  - Change Medical Transcription name to Healthcare Documentation / Transcription Specialist
  - New MT curriculum:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BSC2085</td>
<td>Anatomy and Physiology 1 *</td>
<td>3</td>
</tr>
<tr>
<td>BSC2085L</td>
<td>Anatomy and Physiology 1 Lab *</td>
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<td>HSC2531</td>
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<td>HIM1000C</td>
<td>Introduction to Health Information Management</td>
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<tr>
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<td>HIM2652C</td>
<td>Advanced Keyboarding and Technology</td>
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<td>HIM2802</td>
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Total Program Credits: 33

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<td>Office Applications for Health Professionals</td>
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<td>Health Information Law, Ethics and Compliance</td>
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<tr>
<td>HIMXXXC</td>
<td>Healthcare Documentation Practicum Lecture 1: Internship 1</td>
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Total Program Credits: 33

Data/data source:

Action:

Discussion about program coverage of the EHR within the curriculum. Julia Steff explained that the EHR is covered in HIM10000C Introduction to Health Information Management and HIM1610C Office Applications for Health Professionals. Additionally, students cover 5 different EHR environments in the HIT AS program.

Approved: Motion Manny Diaz; second Joan Deseno

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:
Group requested a schedule of course offerings. Especially, CHPS.

**ITEM 5. Council activities**

Discussion:
- Chair

Data/data source: BPC council handbook

Action:
New council chair: John Hamm

**ITEM 6. Community**

Discussion:
- Professional activities
  - April 5th – Coding Carnival
  - November 2016 – FIRE day
- Recommendation for other activities

Data/data source: BPC council handbook

Action:
Group requested FIRE day to be held November 1, 2016. John Hamm stated that Lou Testa and Gilbert Dougherty would be interested in speaking.

**OTHER. Next meeting – October/November 2016**

**Attendance:**
Debra Braley, RHIA  
Regional Director, HIM Operations  
Parallon Business Performance Group

Linda Barbian, RHIA, CCS  
Director of Health Information  
Bethesda Health

Cheryl Philips, RHIA  
HIM Manager  
Jupiter Medical Center

Susan Denny, RHIA, CHTS-PW  
Director of Health Information, Case Management and Clinical Documentation Improvement  
Jupiter Medical Center

Manny Diaz, RHIA  
Health Information Services Manager  
Lakeside Medical Center

John Hamm  
Administrative Manager/ Operations  
Health Information Alliance, Inc
Joan Deseno, MBA, RHIA  
Director of Health Information Management  
Privacy Officer  
Wellington Regional Medical Center  

Robert L. Missroon, MBA  
VP-Finance, CFO  
DSS, Inc.  

Julia Steff, RHIA, CPHQ, CCS, CCS-P  
Assistant Professor, Department Chair  
Palm Beach State College  

Colette Chiacchiero, RHIT, CCS-P  
Assistant Professor  
Palm Beach State College  

Nancy Zinser  
Associate Dean of Health Science  
Palm Beach State College  

Submitted by:  
Julia Steff  
__________________________  
[name], Scribe  

C. Minutes Distribution List  
Council members  
Associate Dean Nancy Zinser