

AGENDA/MEETING MINUTES
Advisory Board
Health Information Technology October 15, 2013
3:00PM
ETA 220 / conference call

ITEM 1. Approval of previous minutes

Data/data source: handout (attached in email)

Action:

Approval of previous minutes:

- Motion Noel Guillama
- Second Taralyn Vico
- Approved by vote

ITEM 2. HIT program overview

Discussion:

- Review annual report
 - statistics
- CAHIIM
- Review Program Evaluation Plan 2013/2014 results
- Make recommendations for new 2014/2015 plan
- Need to increase affiliate site contract numbers

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

Action:

Anne Mahalik – Employers desire writing and critical thinking skills in new graduates.

Advisory Board members were advised that they are welcome to provide input at any time by contacting program faculty by phone or email concerning any part of the annual report and/or annual plan as provided prior to our meeting.

ITEM 3 HIT course curriculum

Discussion:

- Curriculum mapping
- Open source content
- Online course content
- Overview of PPE
- CCE courses
- ATC tracks
- Lecture topics?

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

Action:

- Advisory Board does not recommend a 10 year limit on Statistics.
- Recommended a test out procedure for the Statistics proficiency assessment.

ITEM 4 HIT program Marketing

Discussion:

- Creating an employer outreach packet
- Suggested methods and actions.

Data/data source: AHIMA marketing material

Action:

- Per Linda Barbian
 - Add information about our HIM lab in information sessions and on our program webpages.
 - Video tour of our HIM lab
- Noel Guillama
 - Highlight the stability of the job market for HIM professionals and cite the increase in jobs over the last 25 years.
 - Emphasize the mobility in an HI career.
 - There is environmental value in the reduction of trees/paper.

ITEM 5 Continuing Education

Discussion:

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

Data/data source:

Action:

Hold back on ATC programs as they are not needed at this time for hiring purposes.

Advised to inquire at next meeting about viability of the ATC programs.

ITEM 6 Council activities

Discussion:

- Chair
- Work on scheduling Spring date

Data/data source: BPC council handbook

Action:

Dalyana Dacius is the 2015 Advisory Board Chair.

OTHER. Next meeting – February / March 2015

Attendance:

**Louise Miquel
Noel Guillama
Anne Mahalik
Manual Diaz
Nancy Zinser
Taralyn Vico
Dalyana Dacius
Linda Barbian
Joan Desano
Colette Chiacchiero**

Submitted by:

Julia Steff

[name], Scribe

c. Minutes Distribution List
Council members
Associate Dean Nancy Zinser