St. Petersburg College

Health Information & Informatics

Advisory Committee Meeting Minutes

Date: Friday, September 7th, 2012   **Time:** 11:00 a.m. – 12:00 p.m.
Location: SPC – EPI Center , 13805 58th Street North, Room 302 Pinellas Park, FL

Members Present: Vicki Ellis, Arnold Miller, Lucelly Miller, , Patricia Schnering, Amy Storozuk, Paige Tague, Tonia Thompson, Denisha Torres-Lich

St. Petersburg College Staff Present: Dr. Phil Nicotera, Dr. Eric Carver, Dr. Shirley Collar, Dr.Sheila Newberry, Liz Rickerman, Maggie Tymms

Members Absent: Sandra Cassity, Perry Ellie, Pam McFadden, Mary Roberts, Diane Schmidt, Karen Youmans

Topic/Discussion	
1. Welcome: • Introductions	**1. Discussion/Action**
2. Old Business ➢ ICD-10 Transition	**2. Discussion/Action** Since ICD-10 Transition deadline was set back, the discussion was made to wait for the ICD-10 Transition for next Fall Term (August 2013). Current ICD-9 has the last 3 or 4 weeks of ICD 10 integrated into the course. Also planning to offer the Coding courses in both Online and Face-to-Face format. CE Health is looking into having another ICD-10, 2-Day Boot camp possibly in January. Sheila will notify the committee of the dates.
➢ Grant Completion	Eric explained the purpose of the Grant, to update and enhance the HIM courses with standardized formatting and updated technology. The grant is now closed.
3. New Business ➢ Fall 2012 Schedule	**3. Discussion/Action** Sheila went over the current Fall Course Schedule. With the total of 49 courses and at 96% occupancy in the courses. Spring will have approximately the same number of courses and the Summer typically goes down to around 30 courses.

➤ CAHIIM Associate Degree Standards	Sheila pointed out the major changes on the CAHIIM Report ❖ Advisory Committee moved to requiring only an Annual Meeting from previous requiring a biannual. *Under SPC, the HIM Program will continue to meet biannually.* ❖ APAR Results Self Study will be reviewed and approved by the Advisory Committee. ❖ Every Program must have a Program Director plus 1 faculty. ❖ Must have a Face-To-Face Externship. Also student can now do a paid internship. ❖ Sites for externships must have a formal contract or agreement. *Under SPC, the HIM Department has formal contracts with all its sites.* ❖ There will be periodic site visits.
➤ HIM Entry Level Standards/ Domains & Subdomains	Sheila went over The HIM AS Degree Student Entry Level Outcomes. More sub domains were added than 3 years ago.
➤ Educational Outcomes Assessment Record – 2011-2012	Going over the Assessment Record for 2011-2012. The program exceeded in all the standards, but not in the first Subdomain. Sheila explained that she has already begun to make changes in this area. She adopted a new book in the Summer session that is a better fit for the beginning course to establish a good foundation.
➤ Proposed Curriculum Revisions/	Sheila went over the proposed Curriculum changes. This is still in the review stages. Under the proposed changes the HIM Program would meld the HIM AS and the Informatics AS Degree into one degree. It will keep the two certificate programs; Medical Coding Certificate and the Informatics Certificate. Also under the proposed changes several courses would go to the 8 week format. Dr. Nicotera started the discussion concerning the Human Anatomy course and suggested that it be changed to another course that would incorporate more Physiology. BSC 1084C-Essentials of Human Anatomy & Physiology. This could possibly be a better fit for the HIM Courses and with the changes in ICD-10 that is coming up. The course can be taught online or in a blended format.
4. Questions/Concerns	**4. Discussion/Action** Vicki asked when the Professional Practice Experience Course went down to one offsite course. In the past PPE I was an on campus Lab Course and PPE II & PPE III was offsite. Shirley explained that in 2002 the changes were made to have PPE I & II online with PPE II having an online lab component. Dr. Nicotera announced to the committee that they are looking to bring back to the campus a Lab for the PPE I, hopefully starting again in the Spring session. Still in the planning stages, discussion was to how to inventory the Lab and how to incorporate the out of the area online students. All members of the Advisory Committee were in total agreement and recommended having a lab on Campus.
5. Announcements	No announcements at this time.
6. Adjourn for Luncheon	**Meeting adjourned at 11:50 a.m.** **Respectfully submitted,** Liz Rickerman, Recorder