Advisory Committee Meeting Minutes

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| **PROGRAM COMMITTEE NAME**:  | Medical Data Specialist |
| **CHAIRPERSON:** | Tanya Fraley  |
| **MEETING DATE:** | 10.26.11 | **MEETING TIME:**  | 12:00 p.m. | **MEETING PLACE:** | The Plaza Restaurant  |
| **RECORDER:** | Kim Lacey, Executive Secretary | **PREVIOUS MEETING:** | 11.10.10 |
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| **MEMBERS PRESENT** |
| **List all members of the committee, then place an X in the box left of name if present** |
|  | **NAME** | **TITLE** | **EMPLOYER INFO** | **PHONE** | **EMAIL** |
| X  | Jan Martin  | Program Director, Medical Lab. | Amarillo College  | 806-354-6059 | jmmartin@actx.edu |
| X | Shelley Berry  | EHR Analyst  | Baptist St. Anthony’s Hosp. | 806-212-3393 | shelley.berry@bsahs.org  |
| X | Frances Frost  | Billing Supervisor  | Amarillo Heart Group  | 806-626-2298 | ffrost@amarilloheartgroup.com  |
| X | Leesa Detten  | Transcription Supervisor  | Amarillo Heart Group  | 806-468-0287 | lollyd@suddenlink.net  |
| X | Tanya Fraley  | Regional Training Manager  | Texas Tech University  | 806-356-5959 | tanya.fraley@ttuhsc.edu  |
| X | Cheryl Aaron  | Billing Coordinator  | Dalhart Family Medicine | 806-244-5668 | caa@dhchd.org  |
| X | Lisa Rubsamen  | Regional HIM Director  | Encore Health/Plum Creek | 806-340-8040 | him@plumcreek.net  |
| X | Misty Harvey | Referral Coordinator  | Amarillo Children’s Clinic | 806-468-6277 | mharvey743@aol.com  |
| X | Misty Williams  | Business Office Manager  | J.O. Wyatt Clinic  | 806-351-7285 | mistywilliams@wyattclinic.com  |
| X | Ruby Norton  | Student Representative  | Amarillo College  | 806-236-5264 | ruby.norton@ahs.net  |
| X | Lonetta Ingram  | Office Manager  | Maverick Enterprise | 806-351-1560 | longram@arn.net  |
| X | Blanca Herrera | Assistant Manager | Hereford Health Clinic | 806-364-7512 | blanca.herrera@cohs.net  |
|  | Carolee Smith  | Coding Representative  | IMS, Inc. | 806-3717877  | N/A |
|  | M’air Hernandez | Coding Auditor  | VA Hospital  | 806-355-9703 | N/A |
|  | Jane Howk  | Counselor/Teacher  | Ascension Academy  | 806-342-0515 | N/A |
| **EX-OFFICIO’S PRESENT** |
| X | Judy Massie  | Program Director  | Amarillo College  | 806-354-6068 | jemassie@actx.edu  |
| X | Bill Crawford  | Dean, Health Sciences  | Amarillo College  | 806-354-6070 | wecrawford@actx.edu  |
| X | Cherie Clifton  | Advisor, Health Sciences  | Amarillo College  | 806-354-6007 | caclifton@actx.edu  |
| X | Dr. Lowery-Hart  | VP of Academic Affairs  | Amarillo College  | 806-371-5226  | rdloweryhart@actx.edu  |
| X | Becky Burton  | Director, Career Clusters  | Amarillo College  | 806-354-6099 | bkburton@actx.edu  |
| X | Heather Voran  | Instructional Design | Amarillo College  | 806-371-5150 | hlvoran@actx.edu  |
| **AGENDA ITEM** | **DISCUSSION INFORMATION** | **RESPONSIBILITY** |
| Appointment of Chairperson: | Tanya Farley |  |
| Minutes:  | The minutes of the 11/10/10 meeting were approved as written. | All voting members of the committee. |
| Health Science Advisor:  | Ms. Clifton is the health science advisor for all health science majors. She sees them first and then the student will be advised by the program director. Ms. Clifton is also in charge of the Adult Student Program and is able to help qualified students with books, gas, childcare, and sometimes tuition. Spring registration starts November 7.  | Cherie Clifton |
| Student Representative:  | Ms. Norton is a returning student to the MDS program. She is brushing up on Coding so that she can pass the Coding Certification test.  | Ruby Norton |
| Old Business:  | Continuing Education link courses and continuing education workshops to include ICD-10, Medical Terminology I & II, Human Diseases, Pathophysiology, Ambulatory Coding, Coding & Classification Systems, and Coding Reimbursement Methodologies.  | Judy Massie & Kim Crowley |
| New Business: | Career Clusters – All Health Sciences programs at Amarillo College will adopt Medical Terminology I and Anatomy & Physiology I as core courses. | Becky Burton  |
| Curriculum Decisions: | Add: A&P I to the curriculum and delete Anatomy & Physiology for Medical Assistants. | Judy Massie |
| Directors Report:  | Ms. Massie reported that the three option degree plan seems to be working well. There were 10 graduates last spring and 7 currently are employed. There are 35 majors this semester, due mainly because of the three option plan that is offered. Jane Howk, instructor for the Health Care Spanish course developed the course as hybrid, and it seems to be working very well. Milan and Vista College do not seem to be any competition. It seems that that tuition is every expensive does not teach near what the MDS program does. Several affiliations remarked that they have hired graduates from both schools and were not impressed with the quality of the students.  | Judy Massie |
| Addendum:  | The question was asked if high school students who took dual credit college courses, and dropped a course, would that count towards the drop rule? Dr. Lowery-Hart confirmed with TEA (Texas Education Agency) that those courses dropped DO NOT count for the drop rule: See TEC 51.907.Ms. Massie wanted to add that the program is normally female dominate, however, this year there are five male students. | Dr. Lowery-Hart |
| Affiliation Reports: | Some affiliations represented reported that the students are very professional, have good work ethics, and seem to be quick learners.  | Hereford Health Clinic, Amarillo Heart Group, J.O. Wyatt Clinic |
| Dean of Health Sciences : | Crawford thanked everyone for their support of the program and Amarillo College. Currently, Amarillo College has several new missions; ATD - Achieving The Dream is that everyone that comes to college has a dream and we as an institution do not want to disappoint them. Faculty will need to get off of their pedestals’ and get in the trenches with the students and give them the support that they need to succeed. No one is asking faculty to lower their standards – that is not what ATD is about. It is about helping students achieve their educational dream. Along with ATD, there are the “No Excuses” Goals. Faculty and staff have and will continue to attend workshops to achieve this status. Also, another mission is the FYE-First Year Experience which is an initiative to help students in their first year and with that, comes a student success course.Mr. Crawford asked the committee if they thought there was a need for an HIT program. Some affiliations said that there wasn’t a need, and one affiliation said that they won’t hire a person unless they have an HIT degree.  | Bill Crawford |
| Adjournment:  | Being no further business the meeting was adjourned at 1:20 p.m. | Tanya Farley |
| Next Meeting:  | The next meeting will be October 2012. | Judy Massie |
| **Chairperson: Tanya Farley**  | **Date:10/26/11** | **Tanya Farley** |