

Advisory Committee Minutes

PROGRAM:		Medical Data Specialist		
CHAIRPERSON:		Lesa Rubsamen		
MEETING DATE:		4.10.15	MEETING TIME:	11:30 a.m.
RECORDER:		Keri Shelburne, Executive Secretary kbschelburne@actx.edu		MEETING PLACE: West Campus "A" Bldg. Room 107 11.21.13
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	Becky Mora	Director of Business Operations	Allergy A.R.T.S.	806.353.7000 bmora@allergvarts.com
X	Casey Tuttle	Insurance Specialist	Amarillo Oral Surgery	806.672.6155 ctuttle@amarillooralsurgery.com
X	JoAnn Hall	HIM Manager	Vibra Health	806.467.7021 jhall@vhamarillo.com
X	Gaylia Wilshanetsky	Coding Supervisor	BSA Hospital	806.212.2289 gaylia.wilshanetsky@bsahs.org
X	Blanca Herrera	Medical Records Director	Hereford Regional Hosp.	806.364.7512 blanca.herrera.1976@yahoo.com
X	Natalie Jimenez	CPC	Hereford Regional Hosp.	806.364.7512 jimeneznatalie@hotmail.com
	Misty Harvey	Referral Specialist	Amarillo Children's Clinic	806.468.6277 mharvey743@aol.com
X	Cheryl Aaron	Refund Specialist	Panhandle Eye	806.467.0459 caaron@paneve.com
X	Leesa Detten	Transcription Supervisor	Amarillo Heart Group	806.468.0287 lollyd@suddenlink.net
X	Lesa Rubsamen	HIM Director	Plum Creek Speciality	806.340.8040 lrrubsamen@hotmail.com
	Misty Arnold	Business Office Manager	J.O. Wyatt Clinic	806.351.7285 misty.arnold@nwths.com
X	Patty Wilhite	Director of Billing	Family Medicine Center	806.683.1054 pattywilhite@fmcplp.com
	Rex Rucker	Coding Supervisor	NWTHS	806.354.1783
EX-OFFICIO'S PRESENT				
X	Judy Massie	MDS Program Director	Amarillo College	806.354.6068 jemassie@actx.edu
X	M'air Hernandez	Coder	VA Hospital	806.316.6955 mair71dani@sbcglobal.net
X	Mark Rowh	Dean of Health Sciences	Amarillo College	806.354.6070 merowh@actx.edu
X	Jan Martin	MLT Program Director	Amarillo College	806.354.6059 jmartin@actx.edu
X	LaRoyce McAdoo	Advisor	Amarillo College	806.354.6007 cecclifton@actx.edu
	Dr. Deborah Vess	VPAA	Amarillo College	806.371.5226 d0551113@actx.edu
X	Heather Voran	Instructional Designer	Amarillo College	806.236.6186 hlvoran@actx.edu
X	Tonya Shafer	Student Representative	Amarillo College	N/A tonyashafer5@yahoo.com
X	Kendra Hubbard	CMA Program Director	Amarillo College	806.354.6098 kdhubbard@actx.edu
X	Kerri Montgomery	Sonography Program Director	Amarillo College	806.356.3613 k0164121@actx.edu
AGENDA ITEM		ACTION DISCUSSION INFORMATION RESPONSIBILITY		
Call to Order		Rubsamen, Chairperson, called the meeting to order and introductions were made. Lesa Rubsamen		

Approval of Minutes	The minutes of the 11.21.13 meeting were approved with no corrections.	Committee
Health Science Advisor Report	McAdoo reported that they are working hard to increase enrollment. Spring Fling is April 20 th and they will be having a Career & Technical Showcase at East Campus on April 28 th .	LaRoyce McAdoo
Student Representative Report	Shafer reported that she is taking all three options and is enjoying it very much. Advice from student rep: Medical Law & Ethics is too much information in such a short amount of time. Human Diseases course might want to consider as an online course.	Tonya Shafer
Part-time Faculty Report	Hernandez reported on how important coding is to the program and to the medical facilities because it is all about reimbursement. Medical Terminology, A&P I and II and Human Disease Pathology will be courses that will help students excel at entry level skills. Hernandez will encourage students to become certified in coding.	M'air Hernandez
Affiliation Reports	The affiliations were very happy with their students and look forward to taking students again. BSA reported that they have moved medical records to the basement at BSA hospital.	Affiliations
Director Report	Massie discussed the program goals with the committee and provided a hand-out. Committee agreed that the goals looked good and they covered everything needed. Reported that they are looking at doing CE boot camps, to encourage students to get certified. Massie provided a hand-out of the program requirements, discussed looking at removing word processing and replacing with BCIS. Massie provided a hand-out with the course description of each these courses, committee agreed that this would be a great change to make. Massie is looking into placing human disease pathology online. Discussed an electronic health record course. Massie will look for quality publisher material.	Judy Massie
Dean of Health Sciences	Rowh thanked everyone for all of their support of the program.	Mark Rowh
Adjournment	Being no further business the meeting adjourned at 1:05 p.m.	Lesa Rubsamen
Date: 4/16/15	Executive Secretary Signature: 	Next Meeting: Fall 2015