

Advisory Committee Minutes

PROGRAM: Medical Data Specialist			
CHAIRPERSON:	Lesa Rubsamen		
MEETING DATE:	11.20.15	MEETING TIME:	12:00 p.m.
RECORDER:	Keri Shelburne, Executive Secretary kshelburne@actx.edu	MEETING PLACE:	West Campus Allied Health, 139 4.10.15
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	Allergy A.R.T.S.
X	JoAnn Hall	HIM Director	Vibra Hospital
	Gaylia Wilshanetsky	Coding Supervisor	BSA Hospital
	Blanca Herrera	Medical Records Director	Hereford Regional Hosp.
	Natalie Jimenez	CPC	Hereford Regional Hosp.
	Misty Harvey	Referral Specialist	Amarillo Children's Clinic
	Cheryl Aaron	Refund Specialist	Panhandle Eye
	Leesa Detten	Transcription Supervisor	Amarillo Heart Group
X	Lesa Rubsamen	Regional HIM Director	Concord Healthcare Group
	Misty Arnold	Business Office Manager	J.O. Wyatt Clinic
	Patty Wilhite	Director of Billing	Family Medicine Center
X	Tonya Shafer	Billing Specialist	AOMS
EX-OFFICIO'S PRESENT			
X	Judy Massie	MDS Program Director	Amarillo College
	M'air Hernandez	Coder	VA Hospital
X	Mark Rowh	Dean of Health Sciences	Amarillo College
X	Jan Martin	MLT Program Director	Amarillo College
	Debby Carey	Advisor	Amarillo College
X	Dr. Deborah Vess/Susie Wheeler	VPAA	Amarillo College
	Kim Crowley	Associate Dean	Amarillo College
X	Heather Voran	Instructional Designer	Amarillo College
X	Bethany McLaren	Student Representative	Amarillo College
AGENDA ITEM		ACTION DISCUSSION INFORMATION	
Call to Order		Rubsamen, Chairperson, called the meeting to order and introductions were made.	
Approval of Minutes		The minutes of the 4.10.15 meeting were approved with no corrections.	

Health Science Advisor Report	ABSENT	Debby Carey
Student Representative Report	McLaren reported that she is taking coding curriculum. Her favorite classes are human disease pathology and medical insurance. McLaren stated that she thinks that the human disease pathology class would be good if offered online.	Bethany McLaren
Part-time Faculty Report	ABSENT	M'air Hernandez
Affiliation Reports	Affiliations discussed ICD-10, coding errors and knowing the coding guidelines. Stated that they look forward to students coming into the job market from Amarillo College.	Affiliations
Director Report	Massie reported that they are working with CCHcE to provide CE boot camps, to encourage students to get certified. Massie is still looking into placing human disease pathology online. Massie reported that they have not moved from word processing to BCIS yet, but will be taking this to curriculum committee to get this changed. Massie asked the committee about adding a pharmacy course to the curriculum. Committee all agreed this would be good for the program. Massie contacted committee members that were absent and they all also agreed. Massie would like to get this approved through curriculum committee to begin in Fall 2016. Massie stated she has 35 declared majors currently. Healthcare Spanish is currently being offered as a hybrid course- would like to move to an online course to possibly be available Spring 2017. Committee had a lengthy discussion on coding and transcribing. Massie asked committee about going back to just one certificate being offered. Committee agreed this would be great. Massie will look into what other programs are offering. Massie reported she will continue to look at additional online courses for program growth. Committee discussed having both seated and online options for courses in the program.	Judy Massie
Dean of Health Sciences	Rowh provided a No Excuses in Action handout to the committee.	Mark Rowh
Adjournment	Being no further business the meeting adjourned at 1:35 p.m.	Lesa Rubsamen
Date: 11-21-15	Executive Secretary Signature: 	Next Meeting: Fall 2015