

Advisory Committee Minutes

PROGRAM:		Medical Data Specialist			
CHAIRPERSON:	Lesa Rubsamen				
MEETING DATE:	1.27.17	MEETING TIME:	12:23 p.m.	MEETING PLACE:	West Campus "A" Bldg. Room 107
RECORDER:	Deborah Brown, Executive Secretary dobrown@actx.edu			PREVIOUS MEETING:	11.20.15
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 Tonya Shafer	Billing Specialist	AOMS	806.268.6741	billing@amarillooralsurgery.com	
X Courtney Schneider	Administrator	AOMS	806.206.5369	court.schneider@gmail.com	
X Susie Spring	Director	Friona Rual Health Clinic	806.250.2781	susiefehe@wtat.net	
X Jan R. Werner	Owner	Urology	806.674.5702	jan.wernerjr@yahoo.com	
X Blanca Herrera	HIM Director	HRME	806.364.2141	blanca.herrera@dschd.org	
X Natalie Jimenez	CPC	Hereford Regional Hosp.	806.364.7512	jimeneznatalie@hotmail.com	
X Dara Kidd	HR Director	Panhandle Eye Group	806.350.1162	Dara.kidd@paneye.com	
X Ashley Box	Billr Leader	Thane Morgan, M.D.	806.440.2489		
X Megan Hilleary	Billing Coder	Aubrey Smith, M.D.	806.440.2489		
X Cheryl Aaron	Business Office Supervisor	Panhandle Eye Group	806.477.2005	CherylA619@gmail.com	
X Lesa Rubsamen	HIM Director	Plum Creek Specialty	806.340.8040	lnrubsamen@hotmail.com	
EX-OFFICIO'S PRESENT					
X Judy Massie	MDS Program Director	Amarillo College	806.354.6068	jemassie@actx.edu	
X Javier Herrera	Advising Associate	Amarillo College	806.354.6007	jfherrera@actx.edu	
X Mark Rowh	Dean of Health Sciences	Amarillo College	806.354.6070	merowh@actx.edu	
X Kim Crowley	Associate Dean	Amarillo College	806.341.2253	kacrowley@actx.edu	
X Melissa Burns	Educ. Coordinator	Amarillo College	806.356.3650	mdburns@actx.edu	
X Shawna Lopez	Pharmacy Technology	Amarillo College	806.354.3655	smlopez@actx.edu	
X Susie Wheeler	Grant's Coordinator	Amarillo College	806.371.5352	lswhoeeler@actx.edu	
X Deborah Brown	HS Executive Secretary	Amarillo College	806.354.6055	dobrown@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 11.20.15 meeting were approved with corrections. Shawna Lopez request that a change to minutes of 11.20.15 stating "pharmacology course" instead of pharmacy course.		Committee	

Health Science Advisor Report	Herrera reported that the student enrollment is up. New students are still enrolling and applications can be submitted until May 31 st .	Javier Herrera
Student Representative Report	Jameson reported that she is taking two classes. It took her along time to decide what she wanted to do and she doesn't like online courses. Ferrell reported that A&P I is her favorite class. She tutors Medical Terminology for Judy Massie.	Amanda Jameson Sandy Ferrell
Director Report	Massie showed a Power Point. She discussed the three program options: Administrative, Coding and Medical Transcription and asked the committee if all three program should stay together. Dr. Werner stated how Transcription is important but don't know how Dragon Speak is taking over. Massie discussed Curriculum Changes, Courses in Program, the current enrollment and completers. AC Strategic Plan – Goal completion – 70% by 2020. Right now we are 20-29%. Rowh stated that the state wants a three year window to complete.	Judy Massie
Affiliation Reports	The affiliations were very happy with their students and look forward to taking students again. It was stated that having a practicum site close to home is nice. Some of the practicum sites supervisors have been through the program it is a help when working with the students.	Affiliations
Continuing Healthcare Education	Continuing Healthcare Education offer Professional Continuing Education. Burns stated if a CE is needed Amarillo College provide them for you.	Melissa Burns
Vice President	Wheeler reported for Dr. Clunis. Wheeler stated there is a Federal Grant program and asked if the Medical Data Specialist program has a limit to enrollment. Massie stated the limit is 24, but there has never been a need to have a limit.	Susie Wheeler
Kim Crowley	Stated that she felt there is a need for a Continuing Education coding for employees already employed by physicians and / or medical facilities. Massie will work on putting a list together of possible facilities who might be interested in a Continuing Education coding course so Continuing Education can send out a letter of interest.	
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 1:52 p.m.	Lesia Rubsamen
Date: 2-20-17	Executive Secretary Signature: Deborah Blawn	Next Meeting: 2017-2018