

**MEDICAL DATA SPECIALIST ADVISORY MEETING**  
**March 28, 2003**

**MEMBERS PRESENT:** Tanya Fraley-Chairperson, Kathy Garnett-Northwest Texas Hospital, Misty Harvey-Freelance Transcriptionist, Jan Bohachef-Director of the MLT Program, Virginia Gass-Director of the OTA Program, Tonya Dalrymple-Student Representative.

**EX-OFFICIO'S PRESENT:** Judy Massie – Program Director, Bill Crawford-Division Chairman of Allied Health, Jeff Doiron-Director of Continuing Health Care Education, Marianne Jones- Counselor for West Campus/Amarillo College.

1. Call to Order – The meeting was called to order by Ms. Fraley and welcomed everyone.
2. Introductions – Members introduced themselves and the sites they represent.
3. Minutes – The minutes of the April 23, 2002, meeting were approved as written with no corrections.
4. Counseling Center – Ms. Jones reported that the college would start Express Registration on April 17. This will allow students to meet with their advisors in their offices in lieu of arena registration. Counselors will be teaching students to use WEB Advisor on that day too.
5. Continuing Health Care Education – Mr. Doiron reported on the following workshops. HIPAA: Implemented, April 11; Professional Development Seminar Series, April 8; Germ Warfare: The New Reality, on April 25.
6. Student Representative Report – Tonya Dalrymple said she enjoys the program and plans to graduate in May. She would like to see the Coding Course extended because there is so much to learn. Ms. Massie stated that there is no place to extend the curriculum because of rules and regulations of THECB (Texas Higher Education Coordinating Board). If anymore hours are added the program majors would be TASP vulnerable. The question was asked, why not have students take TASP? Ms. Massie stated that if the students were to take TASP they would have to take a Math course and Math is not a required course in the curriculum and it could possibly deter students from coming into the program. Ms. Fraley added that she took the TASP test and failed the Math portion. However, Ms. Fraley had good grades but was not illegible to sign up for honors because MDS is a certificate program. Lengthy discussion on extending program hours and Ms. Massie will take it under advisement.

7. Old Business – Ms. Massie attended a HIPAA Workshop and is encouraging all her students to attend the second workshop will be offered April 11. Ms. Massie also attended the National Medical Assistant Convention in Portland, Oregon. Ms. Massie is working on writing a HIPAA statement for students to sign. Students will sign such a statement at their clinical sites too. Last year, two students violated confidentiality at their assigned clinical site and were promptly removed by Ms. Massie and placed in another facility. This year a clause will be added to the syllabi regarding “right to privacy” in a clinical setting and if a student is in violation they will not pass the practicum part of the curriculum and/or will be removed from the program altogether.

There will be 10 graduates this May. Seven students failed the Word Processing class, but will graduate in May also.

Ms. Massie is in the process of looking for affiliation sites for her students. It was suggested that she look at out-of-town affiliations.

8. New Business – Courtney Thomas was this years Outstanding Major for the MDS Program.

Ms. Massie would like to make a change in the AC catalog. As of now, it states that students must maintain a “C” or above in all MDS and Allied Health courses. The change would be, that students must make a grade of “C” in ALL courses. A motion was made by Jonel Bell, seconded by Misty Harvey, and all other members were in favor of this change.

Jonel Bell commended Ms. Massie for all her hard work and the outstanding job that she does!!

9. Other Business – Mr. Crawford reported that due to the legislative cuts in Texas, Amarillo College had to cut \$1.5 million dollars this year and will have to cut \$3.5 million next year.

10. Adjournment – Being no further business, the meeting was adjourned at 1:15 P.M.

Minutes were written and submitted by Kim Lacey on March 28, 2003.

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