

**MEDICAL DATA SPECIALIST PROGRAM
ADVISORY COMMITTEE MEETING
MAY 7, 2004 @ 11:45 A.M.**

MEMBERS PRESENT: Tanya Fraley - Chairperson, Misty Harvey, Janet Martin, Marla Darnell, Janet Lewis.

EX-OFFICIO'S PRESENT: Judy Massie, Bill Crawford, Jeff Doiron, Marianne Jones, Kim Lacey.

SPECIAL GUEST – Debby Carey, Adult Students Programs.

1. Welcome – Ms. Fraley, Chairperson, welcomed everyone to the meeting following the luncheon.
2. Introductions – Introductions were made around the table.
3. Minutes – The minutes of the March 28, 2003, meeting were approved as written, with one correction: Members Present: add Janet Lewis.
4. Continuing Health Care Education – A few workshops will be coming up. The Facility Toolkit: Legal Issue Confronting Texas Hospitals; Immunology & Autoimmune Symposium.
5. Counseling Center – Registration is going on for mini-semester, summer and fall classes. Debby Carey gave information on her program and her role at Amarillo College.
6. Student Representative Report – Marla Darnell said the program is wonderful! However, there is so much to learn. She would change the coding program because it is a very intense program and would like to see the days split up which would help the students grasp everything that they need to know. Ms. Massie responded by saying that the instructor who teaches ICD-9 is currently employed full-time with another facility and the class really needs to be scheduled around the instructors time. Ms. Massie tried to split the CPT course and it did not work. Some students found that the transcription class was difficult and that the tapes drag because the machines are old. New machines were ordered and will be available for next spring as soon as the maintenance contract goes into affect. Ms. Massie announced that Ms. Darnell was chosen as the program's Outstanding Major Award.
7. Old Business – HIPAA is alive and well! Ms. Massie says that it is being taught heavily in the MDS program. Also, a new affiliation site was added: Allergy ARTS Clinic.
8. New Business- Ms. Massie would like to change the following in the AC catalog. Remove: *"The student must maintain a grade of "C" or above in all Medical Specialist and Allied Health Course.* Add: *"To continue in the program a student may repeat a General Education Requirement course only one time, and may repeat no more than two General Education courses while enrolled in the program. The term "repeat" shall be interpreted to mean re-enrollment following withdrawal, drop, or unsatisfactory grade. A grade of "C" or higher is required for satisfactory completion of all courses."* A motion was made by Ms. Martin to accept the changes as written and seconded by Harvey and unanimously approved by the rest

of the voting committee members. Starting in the fall semester students will have to undergo a criminal background check and will cost the student \$48.50. AC has partnered with UT Health Science Center in San Antonio to write a course on bio-terrorism. A stand alone course (pilot course) will start this fall and two current students or past graduates from each Allied Health program will take this course tuition fee, courtesy of TDH. When the student completes the course, their name will be place on the city/regional disaster volunteer roster.

9. Other Business – Nothing to report.
10. Adjournment – Being no further business the meeting was adjourned at 1:00 P.M.

Minutes were written and submitted by Kim Lacey, Administrative Assistant.
