

Medical Data Specialist ADVISORY COMMITTEE

Agenda – April 26, 2019

1. Welcome & Introductions –
2. Approval of Minutes
3. Health Science Advisor Report – Javier, Sandra
4. Student Representative Reports
 - a.
5. Affiliation Reports
 - a. Amarillo Med – Melody Purdy
 - b. AOMS – Tonya Shafer/Conner Belyeu
 - c. Amarillo Heart – Sandra Henderson
 - d. Hereford Regional Med. Ctr. – Natalie Jimenez
 - e. CareXpress – Sarah Vallejo
 - f. Allergy ARTS – Geraldine Valdez
6. Academic Advisory Report – Javier Herrera/Sandra De La Rosa
7. Continuing Healthcare Education – Melissa Burns
8. Director's Report
 - a. Accreditation Report
 - i. Program Goals
 - ii. Medical Director
 - b. AC Strategic Plan – RSPT efforts
 - i. IDS
 - ii. Completion
 - iii. Degree Alignment
 - iv. Learning
 - v. Equity
 - vi. Financial
 - c. Program Data
 - d. Program fees
 - e. New equipment
9. Clinic Report –
10. Other Business
11. Adjournment

ADVISORY COMMITTEE MEMBERS

Program: Medical Data Specialist

Year: Spring 2019

Program Director: Judy Massie


Committee Chair:

Name	Title	Company	Phone	E-Mail
✗ Tonga Shafer	Billing	ADMS	806 268-0741	tshafer@amarillooralsurgery.com
✓ Connor Belyeu	Billing	ADMS	806 353 1055	cbelyeu@amarillooralsurgery.com
✓ Natalie Jimenez	Asst Clinic Admin.	HHC	806 344 7512	natalie.jimenez@dsehd.org
Jessica Hill	AC Med Asst.	AC		
Rogena Morawitz	Student Rep	AC	806-570- 1746	1059770@amarillocollege.com
Shawna Lopez	AC Instructor		3655	smlopez@actx.edu
Judy Massie	Program Director	AC		
✗ Melody Wyatt	Billor	AMS	806-335 6127	melody.wyatt@300global.net
Melissa Burns	Director	AC	3650	mburns@actx.edu
Sherrie Buss	Admin Asst	AC	467-3104	ssbuss@actx.edu
✗ Graciela Valdez	Business Mgr	Quincy Corp	353 7000	gvaldez@quincycorp.com
Sandra DeLaRosa	Advisor	AC	371-5456	Sndela rose@actx.edu
Jarin Hernandez	Advising	AC	806-354-6007	jfhernandez@actx.edu

Advisory Committee Minutes

PROGRAM COMMITTEE NAME:		Medical Data Specialist	
CHAIRPERSON:	Melody Wyatt		
MEETING DATE:	4-26-19	MEETING TIME:	12:00
RECORDER:	Janet Barton – Health Sciences	MEETING PLACE:	Allied Health Building Room 130
		PREVIOUS MEETING:	4-11-18
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
X Melody Wyatt		Amarillo Med	806-335-6127
X Tonya Shafer	Billing Specialist	AOMS	806-353-1055
Megan Hilary	Coding/Billing	Dr. Aubrey Smith	
X Natalie Jimenez	Asset Mgr.	Hereford Rag Med	806-240-4 72 3
X Conner Belle	Administrator	AOMS	806-353-1055
Blanca Herrera	Coding Supervisor	VA Hospital	806-351-7285
X Geraldine Valdez	Business Office Manager	Allergy A.R.T.S.	806-356-1122
EX-OFFICIO'S PRESENT			
X Judy Massie	Program Director	Amarillo College	354-6068
X Javier Herrera	Advisor	Amarillo College	806-354-6007
X Melissa Burns	Director of CCHCE	Amarillo College	806-354-3650
X Sandra De La Rosa	Advisor	Amarillo College	806-374-5456
X Jessica Hill	CMA Program Director	Amarillo College	806-467-3023
X Rogena Horowitz	Student	Amarillo College	
X Shawna Lopez	AC- Pharm	Amarillo College	
AGENDA ITEM		ACTION DISCUSSION INFORMATION	
Call to Order	Welcome and Introductions		RESPONSIBILITY
Approval of Minutes	By email		Committee
Health Science Advisor Report	Sandra – Working with freshmen and incoming students. Deadline for Health Science applications is May 31 st . Javier – Helping high school students with registration. Judy mentioned her application usually stays open until August 9 th .		Javier Herrera

Student Report	<p>Rogena – mentioned that a lot of students not knowledgeable of resources available. We need to do a better job of communicating. Post flyers. Judy stated she mentions in class. Rogena stated she is replacing a class with business management. First class she has taken that has a discussion board. Has been fun. Rogena stated she does not care for the 8 week class. Melody stated she has heard the same thing from other students. A lot of work in 8 weeks.</p>	Regina Horowitz
Director's Report	<p>Judy – Goal – increase enrollment and completion. Geraldine has one employee who is close to finishing but won't go. Javier mentioned retention system. Used to refer students to AC finishers. It was mentioned that scholarships are available if someone needs assistance with childcare. Students have to be fulltime to receive scholarships.</p> <p>Online courses available-Med Term, Human Disease, Pharmacology. A lot of work outside of class. Geraldine asked if there are night classes. Judy stated there is not enough enrollment. Geraldine has an employee who wants nights.</p> <p>Judy mentioned A&P is going online 8 and 16 weeks.</p> <p>Medical Terminology is being re-designed, 16 weeks to 8 weeks. More time spent on Medicare in the Medical Insurance class.</p> <p>Melody stated she has charts and graphs that might help if Judy needs them to teach Medicare.</p> <p>Judy talked about tutoring being available in building D, peer tutoring on Saturday. If a student scores below 70 mandatory tutoring. Communication and Management class going well. Good choice and available numerous 8 weeks.</p> <p>Judy would like a medical scribe course. Judy also wants have Mitch Parker talk to students, do mock interviews. Shawna mentioned Mitch will video interview and give feedback.</p> <p>Completion – 1 grad for May, 6 grads will complete in July. 2 students failed A&P, will have to retake course this summer or fall semester. If successful, there will be 9 grads total for 2019L. Most of students will get jobs when they graduate.</p> <p>Certification is not required for coding.</p> <p>FMC and TT requires certification. Some Drs. Will pay for classes.</p> <p>Equity – zero based budgeting. Trying to use blackboard to cut down on copying. Mentioned that Misty Arnold at Dr. Brad's office might be willing to take some students.</p>	Judy Massie
Affiliation Reports	<p>Melody – AMS – In need of coders. She can accept students; HR has to approve.</p> <p>Conner AOMS – Can take more students.</p> <p>Natalie Hereford Reg. Med. - Happy to take more students. Has hired 2 or 3</p> <p>Geraldine Allergy Arts – Allergy ARTS is Growing. Like to take students. Need a student now. Judy is going to call. Looking for an AR permanently in office. Coordinator position may be coming open.</p>	

Continuing Healthcare Education	Conferences for nursing, respiratory, radiography. Does MDS need CES? Yes, 36 hours every two years for graduates who certify in Medical Coding. Will ask Melissa Burns to check into cost for continuing healthcare CEUs. Auditor's course for Medicare is free.	
Adjournment	Melody called for meeting to be adjourned	Melody Wyatt
Date: 6-20-19	Executive Secretary Signature: 	Next Meeting: 2019-2020

Janet L. Barton

From: Conner Belyeu <cbelyeu@amarillooralsurgery.com>
Sent: Monday, June 17, 2019 4:50 PM
To: Janet L. Barton
Subject: RE: Approval of 2018 Medical Data Specialist Minutes

Approve



Conner Belyeu, Collections Specialist
Amarillo Oral & Maxillofacial Surgery
5051 S. Soncy, Amarillo, TX 79119
P: 806.353.1055
F: 806.353.1077
www.amarillooralsurgery.com
www.aomspediatricdentistry.com
cbelyeu@amarillooralsurgery.com

From: Geraldine Valdez <gvaldez@allergyarts.com>
Sent: Monday, June 17, 2019 4:43 PM
To: Janet L. Barton <jlbarton@actx.edu>; Melody Purdy <melody.purdy@amarillomed.com>;
billing@amarillooralsurgery.com; natalie.jimenez@dschd.org; Conner Belyeu <cbelyeu@amarillooralsurgery.com>
Cc: Judy E. Massie <judy.massie@actx.edu>; Kimberly A. Crowley <kacrowley@actx.edu>
Subject: RE: Approval of 2018 Medical Data Specialist Minutes

approve

From: Janet L. Barton [<mailto:jlbarton@actx.edu>]
Sent: Monday, June 17, 2019 10:19 AM
To: Melody Purdy <melody.purdy@amarillomed.com>; billing@amarillooralsurgery.com; natalie.jimenez@dschd.org;
cbelyeu@amarillooralsurgery.com; Geraldine Valdez <gvaldez@allergyarts.com>
Cc: Judy E. Massie <judy.massie@actx.edu>; Kimberly A. Crowley <kacrowley@actx.edu>
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Importance: High

Good morning,

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Cc: Judy E. Massie <judy.massie@actx.edu>; Kimberly A. Crowley <kacrowley@actx.edu>
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Good morning,

We were not able to approve the 2018 Minutes at the meeting on 4-26-19. I am requesting that each of you review the 2018 minutes and let me know by email if you approve. I appreciate your assistance with getting the minutes completed.

Respectfully,
Janet

*Janet Barton
Executive Secretary
Health Sciences
Amarillo College
806-354-6055*

Janet L. Barton

From: Melody Purdy <melody.wyatt@amarillomed.com>
Sent: Tuesday, June 18, 2019 11:56 AM
To: Janet L. Barton
Cc: Judy E. Massie
Subject: Re: Approval of 2018 Medical Data Specialist Minutes

Approve

On June 17, 2019 at 11:19 AM "Janet L. Barton" <jlbarton@actx.edu> wrote:

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