


Advisory Committee Minutes

PROGRAM COMMITTEE NAME:		Medical Data Specialist			
CHAIRPERSON:	Judy Massie				
MEETING DATE:	5-15-2020	MEETING TIME:	1:30 PM	MEETING PLACE:	Virtual
RECORDER:	Janet Barton – Executive Secretary			PREVIOUS MEETING:	4-26-19
<p style="text-align: center;">MEMBERS PRESENT</p>					
List all members of the committee, then place an X in the box left of name if present					
NAME	TITLE	EMPLOYER INFO	PHONE	EMAIL	
Natalie Jimenez	Asst. Clinic Supervisor	Hereford Regional Medical	806.3647512	natalie.jimenez@dschd.org	
✓ Melody Wyatt	Biller/Coder	Amarillo Medical Specialists	806.350373	melody.wyatt@sbcglobal.net	
✓ Joanne Hall				jhall@vhamarillo.com	
Elizabeth Hickenbottom	Coder	Texas Tech	806.731.3540	hickenbottom5210@gmail.com	
✓ Sarah Vallejo	Coder	NWTH	806.231.5214	sarahvallejo86@gmail.com	
✓ Becky Mora	Administrator/COO	Texas Pain & Spine Institute	353.6100 Ext. 121	becky@acpsc.com	
✓ Julie Hearn	Coder	Allergy ARTS	806.353.7000 Ext 1346	jhearn@allergyarts.com	
✓ Blanca Herrera	Coding Supervisor	VA Hospital	806.236.7182	blanca.herrera_1976@yahoo.com	
Tonya Shafer	Billing Coordinator	AOMS/Full Smle Management	806.353.1055	tshafer@amarillooralsurgery.com	
✓ Lesa Rubsamen	Coder	NWTH	806.340.8040	lnrubsamem@hotmail.com	
✓ Geraldine Valdez	Coder	Physician Business Services	806.683.2100	itv3232@yahoo.com	

EX-OFFICIO'S PRESENT				
x	Javier Herrera	Advisor	Amarillo College	806-354-6007
x	Sandra De La Rosa	Advisor	Amarillo College	806-374-5456
x	Judy Massie	Program Director	Amarillo College	806-354-6068
x	Jessica Hill	MA Program Director	Amarillo College	806-4673023
x	Kim Boyd	Associate Dean	Amarillo College	806-354-6060
x	Melissa Burns	Director of CCHCE	Amarillo College	806-
x	Sherry Pulcini	Student		
x	Regina Horowitz	Student		
AGENDA ITEM		ACTION DISCUSSION INFORMATION		RESPONSIBILITY
Call to Order		Lesa Rubsamen Called the meeting to order and introductions were made.		
Approval of Minutes		Lesa called for approval of previous minutes.		1 st Becky Mora, 2 nd Melody Wyatt
Health Science Advisor Report		<p>Javier – Staying busy helping students make sure they have all of their documents to enroll. Getting ready for graduation. Will be virtual on May 21st. Health Sciences application closes on May 31st.</p> <p>Sandra – Keeping in touch with students while working at home. Reminding them about the resources that are available even though we are not on campus.</p>		Javier Herrera, Sandra
Student Report		<p>Regina Horowitz – Regina stated she withdrew from the class because she relocated to New Mexico. She really enjoyed the class. It was self-paced.</p> <p>Sherry Pulcini – Sherry stated she traveled from New Mexico to take the class until we started the remote learning. Sherry mentioned she really liked the class</p>		Regina Horowitz Sherry Pulcini
Director's Report		<p>Judy Massie- Judy mentioned one student this year did not complete practicum. Judy stated she would like to have more full time students...currently has more part time. Judy stated classes are virtual. Different atmosphere teaching virtual as opposed to in classroom. Judy stated she will have a lot of successes. Tutoring is available on-line. We have been working on budgets. Will know more about our budgets in August.</p>		Judy Massie

Affiliation Reports	<p>Becky Mora – TX Pain and Spine - Students are meeting Expectations</p> <p>Lesa Rubsamen - NWTSH – Can take 1 or 2 students. Lesa mentioned it is hard to get site to take students. Lesa stated Jamie (student) did a great job.</p> <p>Melody Wyatt – Amarillo Medical Spec. – Melody stated she is not able to take students at this time.</p> <p>Sara Vallejo – NWTSH -At FMC took a couple of students and hired one. Sara mentioned Judy has high standards so that is the way she trains the students. Sara stated Judy has done a great job.</p> <p>Julie Hearn – Allergy ARTS - Julie stated when they had a manager at Allergy ARTS they did take students. Currently do not have students at the facility.</p> <p>Blanca Herrera – VA – Blanca mentioned when she worked at HRMC she was able to take students and hired several. At the moment the VA is not taking any students.</p> <p>JoAnn Hall – Vibra – JoAnn stated it has been awhile since they took students. Don't have any currently.</p>	
Continuing Healthcare Education	Melissa Burns – Melissa mentioned that she works with Judy a lot on her program assessment. Things have slowed down a lot, classes are on hold at this time.	
Associate Dean of Health Sciences	Kim Boyd – Kim talked about AC's poverty directive, the food pantry. Kim also mentioned participating in a site visit a College in Virginia. The President and Dean had heard about AC and the great student initiatives we have. Kim also talked about our 70% completion, currently at about 50% but still working towards the 70%. Big improvement. Perkins funds for equipment, Virtual graduation, will have confetti Bombs, will air on local channels. College is paying for caps and gowns.	
Adjournment	Being no further business the meeting adjourned at 1:00 PM	Blanca 1 st , Becky 2nd
Date: 9-22-2020	Executive Secretary Signature: 	Next Meeting: 2020-2021

**MEDICAL DATA SPECIALIST
ADVISORY BOARD MEETING**

Agenda – May 15, 2020

1. Welcome & Introductions – Lesa Rubsamen
2. Approval of Minutes – Lesa Rubsamen
3. Health Science Advisor Report – Javier, Sandra
4. Student Representative Reports
 - a. Sherry Pulcini
 - b. Rogena Muchmore
5. Affiliation Reports
 - a. Texas Pain & Spine Institute – Becky Mora
 - b. Northwest Texas Hospital – Lesa Rubsamen
 - c. Amarillo Medical Specialists – Melody Wyatt
 - d. Northwest Texas Hospital – Sarah Vallejo
 - e. Texas Tech – Elizabeth Hickenbottom
 - f. Amarillo Oral Surgery – Tonya Shafer
 - g. Allergy Arts – Julie Hearn
 - h. Hereford Regional Medical – Natalie Jimenez
6. Continuing Healthcare Education – Melissa Burns
7. Associate Dean of Health Sciences – Kim Boyd
8. Dean of Health Sciences – Kim Crowley - AC Strategic Plan
9. VP of Academic Affairs Office – Tentative
10. Director's Report
 - i. IDS
 - ii. Completion
 - iii. Degree Alignment
 - iv. Learning
 - v. Equity
 - vi. Financial
11. Other Business
12. Adjournment