

**Health Information Technology**  
**Advisory Board Meeting Minutes**  
**4-1-2016**

**1. Attendance at meeting**

1. Marcie Wright
2. Timothy Morgan
3. Amie Musk
4. Kathy Sturgeon
5. Nicole Carter
6. Dave Kietzmann
7. Angel Fellers
8. Catherine Koers
9. John Cody
10. William Hickey
11. Laura Williams
12. Jason Tipton
13. Lisa Bueter
14. Celeste Wildolff
15. Kathy Ferguson
16. Cindy Davis

**2. Approval of minutes from last meeting**

Provided for review; no objection or changes reported.

**3. Reports**

- a. Agenda
- b. 2014-15 Advisory Meeting Minutes
- c. AHIMA RHIT Summary Report from 7/1/2015 to 9/30/2015
- d. AHIMA RHIT Roster Report from 10/1/2014 to 9/30/2015
- e. Registered health Information Technician (RHIT) Certification Exam Information
- f. CAHIIM 2017 Learning Requirements and the Gap Analysis Results

**4. Welcome/members and instructors**

Kathy Sturgeon, Dean of Math, Science, & Health Professions; welcomed everyone and thanked all for attending and giving feedback. Marcie welcomed all as well and everyone introduced themselves.

**5. Review 2014-15 minutes**

There were changes made to the HIT curriculum based on the input from last year's advisory meeting.

- Credit hours were increased from 60 to 63.

- A new course was requested and approved by the Illinois Community College Board (ICCB) to cover the new learning domain requirements set by CAHIIM. HITT 275 Health Information, Analytics and Data Use will be a new graduation requirement for students starting the HIT program fall of 2016.
- The general education requirement for Psychology was replaced with Sociology due to some of the new learning domain requirements specifying diversity be added to the curriculum. The SOCY 100 course covers diversity.

## **6. Practicum/Clinical**

- Obtained 2 new clinical sites- Family Medical Center and Mills Institute.
- HIT lab is set up as an alternative clinical site using AHIMA's Virtual Lab applications and over 200 charts in the Electronic Health Record Lab for coding experience.

## **7. Feedback/ Recommendations from PPE Sites**

- Access (out by Walmart) was suggested as a clinical site. Celeste will get Marcie contact information.

## **8. RHIT School Score Report**

- RHIT School Score Report was reviewed. 300 is passing. Marcie stresses to the students that they need to test within 6 months after graduation. Those that wait too long to take the exam fail.
- Marcie is working with students that are having trouble paying for the exam (\$300).
- A suggestion of a 3 week capstone class was mentioned to help students prepare for exam. Could bundle the cost of the study guide and the exam by offering the bundle pack from AHIMA in the bookstore.
- John Cody (father of student Billy Hickey) asked about the national exam pass rate and if the accrediting organization had a minimum pass rate requirement to maintain accreditation. Marcie was not aware of such a requirement but will look to see if there is a policy for pass rate with accrediting body.
- The national pass rate for 2015 was 83%, Marcie pointed out that 100% of the current graduates passed the exam there was one failure but it was a student that had graduated 2 years prior.
- It was suggested if the program used a capstone to study for the exam that required the student to purchase a study guide along with the exam fee that it could alleviate the problem of students waiting too long to take the exam.

## **9. Community of Interest**

- Under Marcie's direction students were very active within smaller clinics in the community helping them to transition to ICD-10. Students helped trouble shoot application problems, created encounter forms with the most commonly used ICD-10 codes, helped providers run reports for Meaningful Use data, and performed training sessions in the clinics on the new coding nomenclature. The

clinics involved were Helping Hands, The Family Medical Center in Danville and Georgetown, and the Central Illinois Family Practice.

- Marcie asked for suggestions from advisory members for any other community education opportunities the program could provide. None were given but they were encouraged to contact the HIT program if any opportunities arose in the future.

#### **10. Electronic Health Care Record**

- Marcie demonstrated Neehr Perfect a web based electronic health record (EHR) that teaches the students how to manage an EHR.

#### **11. Implementing the New Curriculum Requirements**

- Reviewed Gap Analysis accomplishments and remaining gaps
- One remaining gap is a requirement to teach Computer Assisted Coding (CAC) software to students at a Blooms 5 level. It has proven very difficult to come up with activities at a Blooms 5 when the HIT program does not have access to that software.
  - Advisory members suggested to ask for demo software from CACT, 3M, and/or Quantim for student use.

#### **12. Closing**

- Marcie thanked all for attending and for their feedback.

**Minutes submitted by: Angel Fellers, Office Assistant, Health Care**