WELCOME
All were welcomed to the meeting by Donna Wilde.

SELECTION OF CHAIR
Members of the committee selected Heather Lingbloom to continue serving as Chair of this committee for this academic year.

DENTAL BUSINESS OFFICE SPECIALIST
Gloria Anderson presented the curriculum for the new nine-month certificate program for the Dental Business Office Specialist (DBOS) which began this year. She reviewed the curriculum with the committee and indicated that the HCI 160 Dental Anatomy, Terminology and Diseases class was changed from one credit to two this winter at the request of the instructor, Ellen Braun, RDH, due to the volume of content needed for this course. There are 14 students enrolled in this class. The other new course being taught this quarter, HCI 162 Dental Records, Coding and Reimbursement, is a hybrid class. The lectures are online and a weekly two-hour lab is on campus Thursday evenings, in which students learn Dentrix software. There are 12 students in this class. This course is being taught this spring by Fran Hunter, who is the program director for the excellent DBOS program at Clover Park Technical College in Tacoma. This spring quarter Fran will be teaching HCI 163 Scheduling and Recall Management as a hybrid course, and another dental hygiene instructor, Carolyn Christensen, RDH, will be teaching HCI 161 Professional Seminar in the evenings. Next year, HCI 160 Dental Anatomy will be taught fall quarter instead of winter, as originally planned.

Other classes were discussed in the program including the currently-existing HCI 225 Computers in Health Care. Starting this spring quarter, more information about dental computer systems will be incorporated. Garrick Lo described technology available in his office for diagnosis and treatment and indicated that these were HIPAA-compliant. HCI 210 Legal Aspects of Health Care was also briefly described which includes training on release of information and HIPAA confidentiality regulations.

Garrick was able to get an article written by Donna into the Seattle-King County Dental Society Membership Quarterly. It can be accessed at http://sites.managerslogin.com/folder6384/listing/ SKCDS_V4_I6.pdf on page 25. Fran Hunter spoke at the Washington State Dental Society meeting and a summary of her presentation (and picture) along with the other members of a panel discussing dental insurance/reimbursement issues appeared in their magazine, WSDA News; Shoreline’s program was listed as a resource for training. Fran also submitted a brief article, which was printed in the Dental Assisting National Board newsletter DANB Briefs. It can be
The following were recommended for approval by the Advisory Committee:

- Change HCI 162 Dental Anatomy, Terminology and Diseases class from three credits (2 lecture 2 lab) to four credits (2 lecture 4 lab) and move it from winter to spring quarter at the request of the instructor.
- Change 163 Scheduling and Recall Management from two credits (1 lecture, 2 lab) to three credits (2 lecture 2 lab) and move it from spring to winter quarter at the request of the instructor.
- Change BusTc 165 Outlook from “required” to “strongly recommended”. This advice was given because currently this course is only offered Winter quarter which may hold up student completion of the program for several quarters for those who are part time or entering other than the traditional Fall quarter. We also have students who are coming to us already proficient in the use of Outlook. The committee recommended that the Shoreline advisors review the student’s background to determine their skill level. If they do not need additional training, this class would not need to be taken. Faculty will check with the Business Division regarding the possibility of a one-credit Outlook online course availability to be offered in other quarters. It may be that an online version would not be possible due to problems with software compatibility with the on-campus vs online Outlook versions for student projects. If a one-credit online version were available, the committee thought current employees in the field might be interested in taking it.
- Garrick indicated that he would be willing to look at the course syllabi of the four dental office classes and make any recommendations regarding change in content.

Gloria described the challenge exams that were available to determine skill levels for MS Word and MS Excel if students wish to waive taking those courses because they feel they have equivalent abilities.

Discussion took place regarding future methods to teach classes because of requests from outside the area for enrollments. These might include the use of WebEx software, interactive television, streaming video on computers, etc. An internship component will also be explored next year. A number of requests have been made from individuals in the community for training on a CE basis for Dentrix software. Garrick indicated that representatives from Dentrix might be contacted regarding this training.

The Dentrix Corporation has donated extra copies of the software so that these can be loaded separately on individual HCI student lab computers rather than having all the workstations networked into one database to make instruction more effective. This donation is approximately $900,000 worth of software. Garrick indicated that Dentrix is used by most dental practices. Even if a graduate works at a place that does not use that particular software, this person should be able to learn the other software easily after having trained on the more difficult Dentrix.

**HEALTH INFORMATION TECHNOLOGY**

Donna indicated that there are 21 second year Health Information Technology (HIT) students. There are 35 first year students - a mix of HIT and Medical Coding and Reimbursement Specialist (MCRS) majors. The MCRS curriculum is nearly equivalent to the first 12 months of the HIT program. The cultural diversity in the first year group of students is greater than has been experienced in the past – approximately 50% are of culturally diverse backgrounds or are ESL students.

All the major changes in the curriculum recommended by the Advisory Committee in the past have now been approved by the college’s Curriculum Committee and are now in place this year. A few minor additional changes will be brought to the Curriculum Committee for approval, but the major revisions have been done. Gloria described the new HCI 228 Medical Coding Practicum course she initiated. This was pilot tested two times and is now a required part of the curriculum starting with current first year HIT students (and recommended for the MCRS majors). Laura Koster, the HIT student representative to the HCI Advisory Committee took the course last summer and indicated that it was very helpful.
Donna provided a list of 37 clinical practice sites used this academic year. She described some of the issues this year as it related to a few sites canceling at the last minute, etc. but indicated that students were very pleased overall with their experiences. Bev Hillinger, Sheila Green-Shook, Jim Mazurk, Heather Lingbloom and Ed Reyes discussed student activities at their organizations this winter. Code Correct is an example of a non-traditional site. Bev and Laura (the student representative who spent time there on practicum) discussed the complex information provided, and how the material started to be understandable to the student after the second and third days. Sheila discussed the fact that two of her employees (main office downtown), who are currently in the Shoreline program, were doing their practicums at other hospitals and feels that this is an excellent way for them to learn new methods of performing HIM activities which are different from Group Health. Group Health also provided a practicum at their hospital campus for another student in the program. Jim described the activities done at Valley General in Monroe and how he adjusted the schedule for the second student based on student recommendations. Heather described the student activities at Stevens Hospital and how much the student seemed to enjoy ED coding. Ed discussed the student's practicum at Northwest (Sheila's employee) – and Sheila indicated that the employee enjoyed the experience. Laura listed the variety of places she visited this winter (Virginia Mason, the prison in Monroe, and Code Correct) and felt she learned a great deal. Students meet weekly to discuss their activities from the previous week, which are an important component in their learning, as they compare practices between facilities during their discussions. They also give a ten minute PowerPoint presentation to their seminar group on one of the sites they have visited.

The latest information received from AHIMA regarding the results of the credentialing examinations was reviewed with the committee. It has been somewhat difficult to work with the reports from the last two years to get a one-year composite because of the transition to a new testing agency. For 2005 two forms of the exam were given. On one set, six graduates took the exam and 100% passed. On the second exam six graduates took the exam but three did not pass. So, between the two exams Shoreline has a 75% pass rate. The three students who failed were those who graduated in earlier years, i.e., 2000, 2002, and 2003, who also struggled academically during their time at Shoreline. We are now receiving the names of graduates and their scores so this helps in analysis of the results. All students who graduated June 2004 and 2005 who have taken the exam have passed. There are a number who have not yet taken it.

The results of the Spring 2004 Graduate Survey (sent summer 2005) and the June 2005 Graduating Sophomore HIT Student Survey were reviewed. Overall the results were good. Students still indicated they wanted more coding as indicated in past surveys. These students were still under the old curriculum. As a result of these as well as prior surveys, Shoreline re-organized the curriculum recommended by the HCI faculty and the previous HCI Advisory Committee which included the addition of two credits to the Intermediate Coding class (and added CPT chart practice in this course in addition to ICD-9-CM), and added the new HCI 228 Medical Coding Practicum. We have now changed encoders which students find to be more user-friendly. Gloria has added additional time to HCI 226 Alternate Care Records to allow more training on long term care and cancer registry to address those concerns on the survey. We are shifting CDT coding instruction out of the HIT/MCRS curriculum to the DBOS program due to lack of time for sufficient coverage in the current courses. We will carefully review the June 2007 graduating class to see if their satisfaction level has increased.

The students also indicated that the hybrid course method (part online and part in class) is their preferred method of instruction (50%), totally in class instruction as the second most preferred method (31%), and totally online (17%). A totally online class involves a lot of time on the student's part including a large volume of reading and writing, e.g., posting to discussion boards, emailing instructors with questions, etc. They must be good at personal time management to juggle home, work and learning time, and some are not as good at it as others. Some also prefer to have their questions answered immediately, which they can in class on campus, but which is not possible online (sometimes the answers come 24-48 hours later). The advantage to total online classes for the student is that they can to the work from home at anytime during the day. For the ESL student, all instruction is in writing, which may make it easier for them. For the college, less rooms are needed for instruction and scheduling of classes is easier.
Donna requested some help to review possible revisions to the practicum employer evaluation form and will email Jill, Bev, Heather, Ed, Jim, and Sheila a draft of a possible revision for their review and suggestions. A final version will be provided at the spring meeting.

Marsha Steele, RHIA, who worked as HIT Program Director at Henry Ford Community College in Dearborn, Michigan has just moved back to the Seattle area. She will be teaching the HCI 224 Management class for Shoreline Spring quarter and has agreed to do projects for the HCI program or teach other classes as needed.

**MEDICAL CODING AND REIMBURSEMENT**

Gloria discussed the curriculum and that we now have combined the three separate certificates related to coding and reimbursement into one. The courses in this curriculum are also required in the HIT program except for the Acct 100 Accounting class. When asked, the Advisory Committee indicated we should continue to require this course in the MCRS program.

Discussion centered around AHIMA’s possible change that an internship will be required in Approved coding programs. Shoreline’s concern is that this would make the program five quarters in length rather than four. The committee discussed the advantages and disadvantages of this requirement and value of AHIMA Approval Status. The Committee recommended that if AHIMA requires the internship or on-campus practicum, that Shoreline withdraw from AHIMA approval status. We can always recommend that the MCRS students take HCI 228, but we should not require it.

**CANCER REGISTRY**

Discussion took place regarding a possible post-HIT certificate program for tumor registrars. We are trying to obtain grant money to obtain Marsha Steele as a consultant to research and prepare a recommendation whether or not we should move forward with this new certificate and if we should seek approval by the National Cancer Registry Association. If we move forward with this, we envision four or five online classes beyond what is already covered in an HIT program and open it to anyone around the country. For those who do not have an RHIT, list of prerequisite classes would be prepared (e.g., Medical Terminology, Anatomy and Physiology, Pharmacology, etc.). Jill strongly recommended that we move forward with this consultation and the committee agreed. Our intent is to have a consultation report to present to the HCI Advisory Committee for the June meeting.

**VIRTUAL HIM LAB PROJECT**

Donna described the AHIMA Virtual HIM Lab Project in which eight HIM software vendors are teaming up with the AHIMA executive office staff and ten HIM educators around the country to develop training/projects for students related to electronic health records and other computerized HIM activities. Once developed these would be accessed by students via the internet through a special portal. Gretchen Murphy and Donna are participating as educators, and Jill Burrinton-Brown is participating as one of the AHIMA staff members. The group is finalizing the first series of projects related to the Master Patient Index this winter, followed by coding/encoder and abstracting during spring. They are also working on physician incomplete record systems, transcription, document scanning and true EHR systems, gradually rolling out the projects this year and next year. The intent is that there would be an annual $2,500 subscription fee for each school in the country, with a reduction of $1,000 if the school provides a specified number of approved lab projects each year in order to build the library of projects.

**NEXT MEETING**

The next committee meeting is scheduled for Tuesday June 13, 2006, 3:00 – 4:30 p.m. in Room 2327.

**ADJOURNMENT**

The meeting was adjourned at 4:30 p.m.