PROGRAM HEALTH CARE INFORMATION PROGRAMS

DATE December 12, 2006

PLACE Room 2327

TIME 2:00 p.m.

MEMBERS

COLLEGE REPRESENTATIVES
*Donna Wilde, *Gloria Anderson, *Gillian Lewis, Berta Lloyd

STUDENT REPRESENTATIVE
*Kresta House

*members present

WELCOME
All were welcomed to the meeting by Donna Wilde. Sheila Green-Shook was elected Chair by the members present.

PROGRAM OVERVIEW
Donna indicated that there are approximately 70+ full and part time students in the three HCI programs. The number of students in the second year of the HIT program are lower than in the past due to more first year students having academic or personal difficulties and could not advance. Some remain as first year students but are taking additional support classes to provide the academic assistance to help them succeed in the second year. The capacity for the second year is 20 and this year there are 12 full time and 1 part time students. At this time it appears that 25 of the first year students will be prepared to advance to the second year, and although this is more than the capacity, we will accept all of them who have met the prerequisites since there may be some drops prior to next fall.

The Dental Business Office Specialist (DBOS) program is now fully in place, but the number of enrollees is small and enrollments must increase in order for this program to survive. At the present time there appear to be ten students, and many of these are taking prerequisites so the numbers actually enrolled in the two DBOS classes for winter are very small. All the marketing efforts of this program done by Shoreline staff were described and Advisory Committee members were asked to let their staff know about the program. Dentrix software is now fully installed which incorporates an electronic dental health record, scheduling, coding and billing functions. Our instructor completed her Dentrix training this fall and is now a formal Dentrix-authorized trainer so she can teach students in the regular program as well as current dental office staff in CE classes that Shoreline plans to initiate.

Gloria and Donna completed the AHIMA required Gap Analysis last spring in which all competencies required of HIT academic programs are matched with courses in the curriculum to make sure all are adequately covered and at the right level. These were presented to members who were present at the Spring 2006 HCI Advisory Committee meeting. Gloria and Donna found the discussion with the members very helpful and incorporated all their suggestions into the courses this year.

The first CAHIIM/AHIMA Annual Program Assessment Report (APAR) was completed last fall and was used by CAHIIM as baseline data only. The new APAR report for the HIT program and the AHIMA Program Approval report for the Medical Coding and Reimbursement program are due early February 2007.

The HCI faculty have been moving forward with online and hybrid development of HCI courses.

Discussions took place with North Seattle Community College on their proposed new Healthcare Information Technology program. After a number of meetings between the administrators of the two colleges to clarify their intent compared to the HIT program at Shoreline, they agreed to change the name of their program to Information Technology in Health Care and to provide a different program code to
reflect an IT focus. ITT-Tech has just announced their new Health Information Technology program available online. Gretchen Murphy emphasized that their materials indicate that they are not CAHIIM accredited. Also discussed were DeVry’s online HIT programs that are being initiated all over the country. They have indicated that they plan to start one in the Seattle area as well.

Gloria implemented all the coding course revisions and additions last year that were approved by the Advisory Committee. National exam results are already showing excellence in ICD-9-CM coding instruction at Shoreline. Next year’s exam results will be reviewed to determine if the CPT curriculum changes will result in higher scores.

The HCI programs as well as all allied health and science programs at Shoreline are struggling with the instruction of ESL students and their difficulty in understanding oral instructions, reading complex texts or medical records, and speaking to be understood. These faculty are meeting with ESL faculty early next quarter to discuss the problems and to try to identify strategies to assist these students with their course work and to increase their communication abilities at the level needed for internships/clinical practice and employment.

HCI faculty continue to work with AHIMA on the Virtual HIM lab where students can access industry software and future EHR simulations via internet portal.

**RESULTS OF AHIMA RHIT EXAM**

The results of the RHIT Exam for October 2005 through September 2006 were presented. Percent of national mean is presented by content area. For example, the first area shows 102% which means that Shoreline RHIT exam scores were 2% above the national average. There were 21 first time candidates who took the exam during this period of time. 16 passed and 5 did not pass. Of those that did not pass, three graduated June 2005 and two graduated June 2006.

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<tr>
<td>First Time Candidates</td>
<td>Same test form</td>
<td>Average 2 forms of test</td>
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<tr>
<td>1a Data Structure, Content and Use</td>
<td>102%</td>
<td>98%</td>
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<tr>
<td>1b Clinical Classification Systems – ICD-9-CM Coding</td>
<td>122%</td>
<td>112%</td>
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<tr>
<td>1c Clinical Classification Systems – CPT Coding</td>
<td>98%</td>
<td>96%</td>
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<td>2 Health Information Analysis (databases, abstracting, QI, Statistics)</td>
<td>103%</td>
<td>97%</td>
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<tr>
<td>3a Healthcare Delivery Systems</td>
<td>97%</td>
<td>95%</td>
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<tr>
<td>3b Legal Issues</td>
<td>110%</td>
<td>109%</td>
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<tr>
<td>3c Healthcare Information Requirements and Standards</td>
<td>108%</td>
<td>108%</td>
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<tr>
<td>4a Information Technology</td>
<td>105%</td>
<td>102%</td>
</tr>
<tr>
<td>4b Health Information Systems</td>
<td>100%</td>
<td>95%</td>
</tr>
<tr>
<td>5 Organization and Supervision</td>
<td>115%</td>
<td>103%</td>
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<tr>
<td><strong>Total</strong></td>
<td>106%</td>
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**RESULTS OF GRADUATING STUDENT EVALUATIONS**

A written evaluation form was given to 21 graduating students June 2006. 60% or more of the students rated all courses as O.K. in terms of time spent on course content. 70% or more of the students indicated that instruction in the listed topic areas met or exceeded expectations. 84% of the students preferred hybrid method of instruction compared with totally online or totally in class. 73% indicated that while they do not prefer this style, it would be satisfactory to use it if others liked it. The highest factors influencing students to enter the HIT program at Shoreline were career growth (95%), cost (70%), and program
Regarding college services, facilities and equipment, all areas met or exceeded expectations. Students were satisfied with instructors and advising by HCI faculty. Analysis of high and low scores were presented at the meeting and discussion took place regarding the results.

**DISTANCE LEARNING**

The committee then undertook the discussion related to the proposal that all of the HCI programs move to a total online basis within 2-3 years. To start the discussion, Donna presented an overview of the work Gloria, Donna, and part-time faculty have done to move many courses in the program into a total online basis or hybrid (half on campus, half online). She presented the 3-year plan that she and Gloria had prepared to convert the remaining courses to this learning mode. The committee reviewed and discussed advantages and disadvantages to online learning. 6/23 HCI classes are totally online at this time, and 9 are hybrid. 65% of HCI courses are online or on a hybrid basis. This has reduced on campus classroom hours by 46%.

Gloria then presented her HCI 120 Survey of Health Care Delivery course to those present. She showed BlackBoard, which is the software platform/learning management system that Shoreline uses for its online classes. She identified resources that BlackBoard has for students to obtain instruction regarding how to do an online course, how she sets up announcements, lecture notes, discussion forums/group online pages, assignments, lecture and other documents. She then showed a typical “lecture” in which students were given a reading assignment, questions to answer either as assignments or to consider when studying for an exam based on the text reading, additional online links for them to move to other resources to read, as well as her own additional notes based on the topic.

The committee discussed the pros and cons of moving to a total online program. Sean Longosky discussed his experiences with online learning and techniques he found most helpful. He felt it was very important to make sure that the “deliverables” were up front – e.g. the schedule, what will be covered, what is due when, etc. He felt it was very important to have weekly assignments or it is too easy for students to put off doing their reading until the last minute before exams. Bev Hillinger indicated that more and more HIM related businesses are done in an online environment. For example Code Correct, where she is employed, has this mode of conducting businesses and their employees work primarily out of their homes. The committee also felt that since the HIM industry is moving toward a total digital environment with electronic health records, this would position the students for this type of work setting. The committee discussed ideas for group discussions, collaborative learning through Skype or other software, possible periodic on-campus sessions with other students, possible Saturday on-campus sessions for those living in the area for face-to-face meetings with an instructor as desired, use of videos or an employment/clinical practice supervisor to review/evaluate oral presentations, etc. Out of area internships/clinical practice experiences were discussed, with the need to work with the state Attorney General’s office regarding out of state contracts, use of local HIM association leaderships for assistance with internship site possibilities or mentoring or proctoring sessions, etc. Nancy Gladish pointed out that their hospital has only the UW’s HIA and Shoreline’s HIT students for their HIM clinical practice experiences. They do not accept students from outside the area due to their busy work environments and employee responsibilities. It would be difficult for them to take on additional work in relation to proctoring/assessing oral presentations, etc. These are factors we need to consider in designing this component to our online program.

At the conclusion of the discussion, the committee recommended that Shoreline move forward with the 2-3 year plan in converting to a total online environment for its HCI programs.

**CANCER REGISTRY**

Major progress took place last academic year related to the possibility of adding the cancer registry or disease registry program at Shoreline. This was done by Marsha Steele with the assistance of funds from a Perkins grant. Marsha presented the materials at a focus group of representatives from Fred Hutchison, Seattle Cancer Care Alliance, and tumor registrars from several facilities at a meeting last spring. All endorsed the idea and gave many recommendations. A follow-up meeting had been planned for this fall but was put on hold for several months and will now be re-initiated this January. Detailed information was provided at the spring HCI Advisory Committee and can be referenced in those meeting minutes. At the June 2006 meeting, the advisory committee recommended that we move forward with a disease registry program if approved by the college administration.
At today’s meeting, Marsha presented her curriculum design recommendations for this program to include post HIT/HIA course work, as well as a design for prerequisites and required classes for those who do not have HIA/HIT certification. She reviewed the current Shoreline college catalog to identify existing classes that should be included, identified existing HCI courses that could be redesigned for this program, and then listed new courses that would need to be developed. She then attached an opinion page in which HCI Advisory Committee members were asked to complete and return to her via email at marsteele@aol.com.

It is the intent of Shoreline to move forward with such a program pending grant funding for development, approvals by the college’s curriculum and other required committees, and approval by the state through the Notice of Intent process in which other colleges in the state have the opportunity to respond. This will be a major focus early winter quarter in order to have all approvals by the time the deadline date appears for the college catalog. It is planned to reconvene the Cancer Registry focus group one more time early Winter Quarter to refine the program prior to presentation to various approval groups.

Because of lack of time, the discussions on clinical practice will be moved to the spring meeting.

**ADJOURNMENT**

The meeting was adjourned at 3:45 p.m.