[](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=&url=https://commons.wikimedia.org/wiki/File:Gwc.png&psig=AOvVaw1uK1-ZSXA4jEDB7f_PlUZb&ust=1525299575211914)

**Advisory Board Committee Meeting**

**Minutes**

**May 1, 2018**

**6:00 pm – 9:00 pm**

**GWC Advisory Committee**

Kumar Braish, RHIA

Children’s Hospital of Orange County (CHOC Children’s)

HIM Director

Dorsie Brooks

Career Education

Dr. Dorothy M. Hendrix, RHIT

AHIMA-Approved ICD-10-CM/PCS Trainer

DH Consulting Services

Tina L. Johnson, RHIT, CCS

AHIMA-Approved ICD-10-CM/PCS Trainer

TL Johnson Consulting

David Andrew London

ACG-Training Management Consulting LLC

Kris Ludington, RHIT

Director, Health Information Management Fountain Valley Regional Hospital

Debra Martin, RHIT, CDIP, CCS

LAC-USC Medical Center

Professor Monica Thurston, MBA, RHIA  
East Los Angeles College  
Program Director, Health Information Technology

Christopher Whiteside

Dean, Career & Technical Education & Business

Meeting was called to order at 6:15pm by Dr. Dorothy Hendrix.

1. **Introductions** All Board Members

Each member on the call introduced themselves indicating their prospective jobs and credentials in the HIM field. One member was on call but unable to provide feedback through her phone due to a connection issue.

1. **LAOCRC Report** Dean Chris Whiteside

Dean Whiteside provided information to the group on the revised LAOCRC process for new developing programs.

1. **AHIMA Professional Certificate Approval Program** Dr. Dorothy M. Hendrix

Dr. Hendrix provided copies to members on the PCAP AHIMA process for coding programs seeking accreditation through AHIMA. To begin the application, the coding program has to have a cohort in place and ready to graduate. The application process fee is $2500 which must accompany the application and a $750 yearly renewal fee. The program application must include objectives related to how to assess a single student learning outcome in each domain covered in the PCAP Curricula Competencies document and how each student learning outcome is achieved for the entire set of curricula competencies. Curriculum and program resources are identified in the PCAP manual which will be reviewed by the Advisory Committee at the next meeting.

1. **Medical Coding Specialist Curriculum** Dr. Dorothy M. Hendrix

* Course Listings & Descriptions
* Three (3) MCS Certificates

Dr. Hendrix described the three medical coding certificate programs that will be developed: Outpatient Medical Coding Specialist (33 units); Inpatient Medical Coding Specialist (30 units); and Inpatient/Outpatient Medical Coding Specialist (36 units). The curriculum include foundational courses such as Computer Science and Anatomy & Physiology. There are a total of 10 coding courses:

* HIT099 Medical Terminology
* HIT 100 Health Data Content and Structure
* HIT 101 Human Diseases & Pharmacology
* HIT 102 Legal and Ethical Issues in Healthcare
* HIT 103 Diagnostic Inpatient/Outpatient Coding
* HIT 104 Inpatient Procedural Coding
* HIT 105 Medical Coding Lab
* HIT 106 CPT Coding (Lecture/Lab)
* HIT 107 Billing & Reimbursement
* HIT 108 Medical Coding Specialist Practicum (72 hrs.)

1. **Marketing Materials**

Dean Whiteside indicated funding has been identified to support any marketing materials needed for the programs. Flyers and website are being created by a team of individuals familiar with the profession.

1. **GWC Instructor Qualifications**

Faculty qualifications are identified in the “Faculty Handbook” for the Community Colleges 2017 noting minimum qualifications. In addition, the AHIMA accrediting body list specific qualifications including AHIMA certifications faculty must have to teach in the programs.

1. **Suggestions & Feedback** Board Members

The committee was apprised of the new online coding program that is developing through the Chancellors Office. Advisory members who are presently working in the field as HIM Directors adamantly opposed, along with current faculty, the individuals who have trained online are not as strong as those who have trained in the face-to-face learning environment.

After reviewing the program curriculum no suggestions were made to change content.

* All committee members strongly agrees that including hands-on lab and Virtual Lab component is essential to student’s success in the today’s technological healthcare working environment.
* Committee member Braisch suggests including both virtual lab and face-to-face practicum will provide students with a vast variety of abstracting experience and coding practice.
* Committee members feel as the profession grows, the need for more coders will grow as well. Committee member Thurston indicated the need for more remote coders as a vast number of healthcare facilities in the Midwest and East are seeking qualified coders.

**8. Questions -**

**Next meeting: Fall 2018**