**Saddleback College**

**28000 Marguerite Parkway**

**Mission Viejo, CA 92692**

**Health Sciences and Human Services, HS 235**

**Health Information and Technology (HIT) Program Advisory Committee Meeting**

**November 30, 2022**

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| **Facilitator:** | Safiah Mamoon, Health Information Technology Program Chair, Saddleback College |
| **Recorder:** | Laura Rutman, Project Specialist, Health Information Technology Program, Saddleback College |

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|  | **Attendee** | **Job Title** | **Affiliation** |
| **Administrators,****Faculty, & Site Affiliates:** | Sherrie LoewenCynthia GanleyAnne Lawson Alan Foote Elizabeth Weiss Karima Feldhus Israel Dominguez Susan White Tom DeDonnoCarol SandersKathleen Witte Venus Alejandrino Andrew Dowgiert James Hoover Diane Premeau Kamar Braish Lara Turnball Jody Carasi Kris Ludington Paula Hodge Daniel Walker Maria Castillo Stephanie Kidwell | Dean, Health Sciences & Human ServicesProject Specialist, Health Sciences & Human Srv.Assistant Dean, Health Sciences & Human Srv.Faculty, Computer Information Management Health Information Technology Counselor, Counseling Executive Dean of Extended Learning, Director of Economic and Workforce Devel.Medical Assistant Program ChairFaculty, Computer Information ManagementFaculty, Health Science & Human ServicesSr. Manager, Health Information Management System Administrator Faculty, Health Information TechnologyHealth Informatician, Algorithm Developer, Prof.Director, Health Information ServicesDirector, Health Information Management Division Manager, Dept. of Public Health Director of Medical RecordsAdministrative DirectorWorkforce DevelopmentEpidemiology & Evaluation SupervisorDirector, Health Information ManagementManager, Health Information Management | Saddleback CollegeSaddleback CollegeSaddleback CollegeSaddleback CollegeSaddleback CollegeSaddleback CollegeSaddleback CollegeSaddleback CollegeSaddleback CollegeSaddleback CollegeProvidence St. Joseph’s HospitalChildren’s Hospital of OCShasta CollegeEverpeak Capital, EntrepreneurSan Francisco Dept Public HealthChildren’s Hospital of OCCity of Long BeachThe Village Health Care CenterPIH HealthCollege of the CanyonsShasta Co. Health & Human Srv.Redlands Community HospitalSaddleback Memorial Med Cntr. |

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| **AGENDA** | **DISCUSSION** |
| 1. **Welcome and Introductions**
 | **Meeting commenced at 9:30 AM with round table introductions.** |
| 1. **Public Health Informatics & Technology (PHIT) 5-course Certificate Proposed**
 | * 1. **Proposed. Effective Spring 24, although 3 of 5 courses currently offered at Saddleback College. Updates:**

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| --- | --- | --- | --- | --- |
|  | **Course Prefix & Number** | **Course Title** | **Units** | **Sequence** |
| **Required Core****# of Units**14 units |  HIT 100 |  Health Information Science | 2 | Term 1 |
|  MATH 10\* **Or** PSYC 44\* **Or** BUS 10\* |  Introduction To Statistics   Or   Statistics For Behavioral Sciences  Or   Business Statistics  | 3**Or**3**Or**3 | Term 1 |
|  HIT 230 |  Introduction to Public Health Informatics and Technology | 3 | Term 1 |
|  HIT 240 |  Public Health Data Reporting Techniques(Excel) | 3 | Term 2 |
|  HIT 111\* |  Introduction to Informatics | 3 | Term 2 |
|  | Red font indicates new course |  |  |

Safiah Mamoon has presented the PHIT certificate several times in prior meetings. Regarding the PHIT certificate, a 5-course certificate that is going to be offered in the Spring. there are updates to course prefixes and title: * Minor changes pertain to the prefixes on HIT vs. PHIT. The Curriculum Office wants the prefixes to reflect exactly what will be presented to the State which will be HIT rather than PHIT. The course name for HIT 111, Healthcare Information Technologies was changed to HIT 111, Introduction to Informatics. Safiah ssked the members to review the course/program table. There were no objections or comments concerning this change and everyone agreed.

**HIT 230: Introduction to Public Health Informatics And Technology****Motion: Recommendation to create a new Introduction to Public Health Informatics and Technology course at Saddleback College** Motion: Lara TurnbullSecond: Kathleen WitteVotes: Yes: 8 No or abstain: 0 **PASS****HIT 240: Public Health Data Reporting Techniques****Motion: : Recommendation to create a new Public Health Data Reporting Techniques course at Saddleback College** Motion: Lara TurnbullSecond: Kathleen WitteVotes: Yes: 8 No or abstain: 0 **PASS****Motion: Recommendation to create a new Public Health Informatics & Technology Certificate of Achievement at Saddleback College**Motion: Paula HodgeSecond: Maria CastilloVotes: Yes: 8 No or abstain: 0 **PASS** |
| 1. **New Programs(s) for Fall 2024**
 | * 1. **PUBLIC HEALTH AS-TRANSFER DEGREE -Proposed. Effective Fall 2024**

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| --- | --- |
| **TRANSFER MODEL CURRICULUM** |  |
| **Required Core Courses** | **Units** |  |
| Personal Health and Wellness | 3 |  |
| Introduction to Public Health | 3 |  |
| Introduction to Statistics | 3 |  |
| Introduction to Biology **OR** Introduction to Biology w/Lab | 3 4 |  |
| Introduction to Chemistry **OR** General Chemistry for Science Majors I w/Lab | 4 5 |  |
| Introduction to Psychology | 3 |  |
| Human Anatomy w/Lab **AND** | 4 |  |
| Human Physiology w/Lab | 4 |  |
|  **OR** |   |  |
| Human Anatomy and Physiology w/Lab | 8 |  |
| **Required Core Units** | **27-29** |  |
| **LIST A: Select One** |   |   |
| Principles of Microeconomics | 3 |   |
| Principles of Macroeconomics | 3 |   |
| Introduction to Nutrition Science | 3 |   |
| Introduction to Human Sexuality | 3 |   |
| Health and Social Justice | 3 |   |
| Drugs, Health, and Society | 3 |   |
| Introduction to Sociology | 3 |   |
| Any course articulated as lower division preparation in the Public Health Science, Health Science, Health Science with Health Education option, Health Science with Public Health option, Health Science with Health Promotion & Disease Prevention, Health Education, Public Health, Public Health Promotion, Kinesiology with Health Education, Kinesiology with Health Science option, Kinesiology with Health and Wellness Promotion, Kinesiology with Health Promotion and Disease Prevention and Collaborative Health and Human Services with Community Health option major at a CSU. |   |   |
| **Total Units for the Major** | **30-32** |  |
|   |   |   |
| **Total Degree Units** | **60-62** |  |
|  |  |  |

Safiah Mamoon explained that for now the college would offer an Public Health (PH) Associates of Science (AS), a transfer degree that does not need to be developed from scratch as there is already a state approved model used by several other colleges. Saddleback already offers most of the courses including nutrition, human behavior, and health education. The PH AS transfer degree is already approved by the state, so we only need to adopt it and develop one new course to match the common descriptor. The course is Introduction to Public Health, and that will complete the degree. The PHIT Certificate will be related to the Public Health transfer degree. Safiah Mamoon asked if there were any questions or concerns related to the transfer degree. She explained that Public Health is a need and an emerging field, and there is already formal curriculum used by other colleges that the program will draw from. Kathleen Witte informed the group that she has a person who comes in annually to audit medical records. She stated that the criteria outlined in the PHIT Transfer Degree (research, data collection and analytics) would be a good fit for such a person. Kathleen will contact said person to get her education and training and will report back to Safiah.Kathleen Witte asked what the courses listed or needed for the AS degree.Safiah Mamoon stated that there was a model template (TMC) for the degree that other colleges use (for example, Irvine Valley College and Long Beach City College) that indicate the standard classes shared by all the colleges such as intro to public health, health education, personal health and wellness, macro & microeconomics, chemistry, nutrition, human sexuality. Safiah to attach a copy of the TMC to the minutes of this meeting.Sherrie Loewen suggested looking the template up under assist.org.Kathleen Witte asked about biostatistics and survey of disease courses.Safiah Mamoon said she would follow up regarding those two classes, and that that she is following what standards the State has already approved. She would send the template of courses in the program to the PAC.Safiah Mamoon explained that the certificate would go into effect Spring 24 and the PH ADT degree paperwork is filed and set to go into effect Fall 2024.  |
| 1. **Other Possible New Programs**
 | Safiah Mamoon is asking for input on additional, potential new programs. Here are some that need input on demand/job positions.* + - * 1. **HEALTHCARE INFORMATICS (AMIA Certification): Will Need Industry Input**

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| --- | --- | --- | --- | --- |
|  | Course Prefix & Number | Course Title | Units | Term |
|  | HIT 111 | Introduction to Informatics | 3 | 1-FA |
|  | CIM 8 | Introduction to Data Science (Python/Statistics) | 3 | 1-FA |
|  | HIT | Electronic Health Record (simulation) | 3 | 1-SP |
|  | HIT 240 | Public Health Data Reporting Techniques(Excel) Launched | 3 | 2-SP |

Total: 12 unitsRed font indicates new courseProgram Advisory Committee (PAC) to provide input. With the help of Andrew Dowgiert and others, it was determined that the new certificates should be six courses or less, especially if they can be attached to a degree or something in common with other programs such as Nursing, Medical Assisting, MLT, EMT, Paramedic. Across all clinic fields, industry professionals feel that students need more hands-on experience, more IT and informatics skills. Safiah Mamoon presented the PAC a Healthcare Informatics certificate that aligns loosely with AMIA certification competencies. The table above indicated current courses at Saddleback College in black and new courses to be developed in red. This will be for people in existing clinical programs and/or in the new Public Health AST degree. One existing course, HIT 111, Healthcare Information Technologies changes to its title to Introduction to Informatics with a textbook that covers informatics including telehealth, patient portals, HIEs and related topics. Yet another new course, HIT 2XX (no number yet), EHR that is a simulation course for hands-on experience that covers in-patient, out-patient, registration, discharges, billing, coding, ER. Other department chairs report that in their programs, students do not understand EHR and the workflows. Kathleen Witte agreed that it would be good to have an EHR course, and Paula Hodge agreed, noting it is important to know where the data comes from.HIT 240 Public Health Data Reporting Techniques (Excel Nalin) is in the PHIT Certificate, is the public health reporting and data using Excel.CIM 8 Introduction to Data Science is still in development for Fall 24. Alan Foote explained it uses Python programming combined with statistics to produce powerful analytics with data science. This course replaces statistics but goes further using Python. Safiah Mamoon said they have not decided on the certificate and new programs offered and asked for committee input.Kamar Braise asked if HIT 240 would be entry level or advanced. Andrew Dowgiert deferred to Alan Foote because he will be the expert for the associate degree. Andrew states that the course could be basic entry level or higher, depending on the skills of the students. Alan Foote explained that the course covers many concepts covered in a statistics course, but this course will be using Excel. This course will involve analysis using variance and regression using public health data to work with that kind of analysis. Excel brings in the graphing and charting elements. The course is an Excel course in comparison to the CIM 8 that uses Python, which is a different sort of programming environment than Excel. CIM 8 will be using the tool, Jupiter Notebooks, for the analysis with Python. The class will cover all the extensive data analysis that can be done in Excel will be involved in the course, including pivot tables. * 1. **PHIT AS DEGREE : Will Need Industry Input**

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| --- | --- | --- | --- | --- |
|  | Course Prefix & Number | Course Title | Units | Term |
| 1 | HSC 106 | Legal and Ethical Aspects in Healthcare | 3 | Y1-FA |
| 2 | PH 101 | Introduction to Public Health | 3 | Y1-FA |
| 3 | CIM 1 **or** CIM 10 | Computer Information Systems **or**Introduction to Information Systems | 4 or3 | Y1-FA |
| 4 | HIT 111 | Introduction to informatics (textbook Hoyt) | 3 | Y1-SP |
| 5 | HIT/PH | Epidemiology | 3 | Y1-SP |
| 6 | CIM 8 | Introduction to Data Science  | 3 | Y1-SP |
| 7 | CIMW 105 | Web Development and DB- Intro SQL and MYSQL | 3 | Y2-FA |
| 8 | HIT | Electronic Health Record | 3 | Y2-FA |
| 9 | HIT | Public Health Quality Appraisal | 3 | Y2-FA |
| 10 | HIT 240 | Public Health Data Reporting Techniques (Excel) | 3 | Y2-SP |
| 11 | CIMS 130 | Intro to Information Systems Security: CompTIA Security | 3 | Y2-SP |
| 12 | HIT | Research in Public Health | 3 | Y2-SP |
|  |  | Total core/major = 36-37 unitsPlus, general education = 22 unitsTotal = 58-59 units |  |  |

Red font indicates new courseSafiah Mamoon stated that another option for replacing the HIT program was an AS degree in Public Health Informatics and Technology, which was going to be a 12-course degree, under 60 units. The courses are listed above. It shared common courses with HIT program such as the legal aspects, HIT 111, CIM 8, EHR course. It also brings in elements from public health and IT, which are the CIM courses, and the HIT and informatics piece. This can only be proposed based on input from the industry professions from prior PAC meetings. The new degree faces challenges because it is an emerging field, there is no data for the state Chancellor. When items are submitted to curriculum and the state, it goes through various levels of approval that are data driven. The taxonomy of programs has to MAP with established coding systems, but because it is emerging field, it is unknown what top code to use. It could use the HIT code, but that does not purely the public health or HIT or IT. We want to offer this as an associate degree but lacking the data about if students with this degree can get jobs. So, we may need to wait on this degree until the next curriculum cycle. There are curriculum cycles twice a year, one submission in January and one in August. It takes 1 ½ years to implement once submitted. The discussion can continue if committee members want more time to discuss the program. Safiah Mamoon commented that the program seemed like a great combination set of courses based on conversations between Safiah Mamoon, Andrew Dowgiert, and Alan Foote. The legal aspects will remain but will have a title change since it will cover Health information as well as Healthcare that include the ethics of the clinical aspects. The degree would include the Introduction to Public Health course (also in the transfer degree) and several existing courses, but will also bring in epidemiology, data science, EHR courses, and it will be heavy on CIM, database reporting and information systems and security. She will let the IT people discuss those details. Safiah Mamoon asked for the members to share their thoughts about the degree and general ed requirements. Without labor market information, the only thing that the state has to go on is the recommendation of the advisory members and if they see this as something that is in demand.Paula Hodge asked if the state would accept a job analysis from employers to help establish need.Safiah Mamoon replied that the curriculum and state would accept the job analysis in place of the data, but it would require more time. It can go into the Fall curriculum cycle and then would not go into effect until Spring 25. The Public Health transfer degree is not an HIT degree and does not have much of the IT and data analytics, so the PHIT degree tries to preserve the informatics and the IT components along with public health side. Safiah asked members to share their thoughts to gain a better understanding of the needs of employers. Andrew Dowgiert shared the perspective of looking at courses from the eyes of an employer, approached by a graduate with this associate degree and trained in three different fields. This student would understand the premise of public health, understands the use of computer systems in healthcare, and can understand how to analyze data and prepare analytical reports in healthcare. The three components will have overlap with the HIT degree, but the purpose if the degree is to give the workforce someone who understands the premises of technology, data analysis, and how to implement these in the area of public health. This may help in to determine what jobs may be suitable for the graduates.Safiah Mamoon addressed Susan White’s question about dropping the unit count on HSC 106 from 3 units to 2 units. Safiah stated that the units were not going to drop units unless she needed it to. She explained that if they were going to adopt this particular degree that the name would change to add “in Healthcare” to make it more universal to all the programs. Israel Dominguez asked if there was a search done of other community colleges to find a similar program to match the top code. Safiah Mamoon explained that the top code will probably have to go with HIT top code, but that no such program that exits that combines Informatics, HIM, IT, and Public Health. This program would be the first in our college system. She explained that Andrew has done considerable research on emerging fields and with the federal government, with other colleges and universities with this emerging field, but our system such a program is not offered. The only codes available in our system are HIT, public health, IT, and CIM. LMI is not clean cut to fit this program. This is true for the Centers of Excellence as well. There is no standard at this point in time. in the absence of existing data, we have to pick a top code.Sherrie Loewen explained that when she was with the Center of Excellence looking at the LMI data, the SOC, crosswalks, and top codes, nothing fit. Israel Dominguez pulled data on medical informatics and says he usually sees that at a bachelor’s level degree. Safiah Mamoon shared that the articulation officer needed more time to develop an articulation of this associate degree for going into higher education otherwise curriculum it categorized as CTE, so it must show that it can lead to a job.Sherrie Loewen shared that UCI has a similar certificate but, in their IT department and was not a program itself.Safiah Mamoon further explained that UCI had an informatics department that is separate from the health sciences department, so articulation will not work presently.Sherrie Loewen suggested members submit an email vote on if they support moving forward with this degree.**c**. **COMMUNITY HEALTH WORKER (CHW) NON-CREDIT CERTIFICATE**

| **Required Courses** | **Units** |
| --- | --- |
| Contemporary Health Problems | 3 |
| Introduction to Public Health | 3 |
| Community First Aid and CPR | 3 |
| Community Worker in Health and Promotion | 3 |
| Health Systems and Perspectives | 3 |
| Occupation Work Experience in Community Health Worker  | 1 |
| Elementary Statistics | 4 |
|   Total | 20 |
| **Recommended Courses:** **Semester 1 or 2** | **Units** |
| Stress Management | 3 |
| Women, Their Bodies and Health | 3 |
| Introduction to Health and Society | 3 |
| Nutrition for Health, Fitness and Physical Activity | 3 |
| Medical Terminology | 3 |

**Total=20-23 Units**Safiah Mamoon discussed that this CHW certificate would be tied into the Public Health AS transfer degree. She asked that members send emails or chat comments about their thoughts on this certificate.**d. CLINICAL DOCUMENTATION IMPROVEMENT SPECIALIST CERTIFICATE. Non-credit. For Incumbent workers. Aligns with CDIP Certification. Will Need Industry Input.**

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| --- | --- | --- | --- |
| Course Prefix & Number | Course Title | Units | Term |
| HIT 400 | Health Record Documentation | 1 | 1-FA |
| HIT 409 | ICD Diagnostic Coding | 3 | 1-FA |
| HIT 410 | ICD Procedural Coding | 2 | 1-FA |
| HIT 415/MA | CPT Coding | 3 | 1-SP |
| HIT 422 | Revenue Cycle Management | 2 | 2-SP |

Total: 11 unitsSafiah Mamoon presented the Clinical Documentation Improvement as a not-for-credit, or non-credit program as a way to preserve the coding. This would provide courses for clinical people such as medical assisting or nursing students to take coding courses or medical documentation courses to get the skills needed to do CDI and coding. Currently the Nursing Program incorporates only nursing documentation into their nursing courses, but it does not provide them with the documentation needed for CDI and coding jobs. This would be a 3-5 course certificate to obtain extra skills. Coding is becoming automated with AI and outsourcing is affecting this area, so more research is needed. Employers prefer to hire incumbent workers such as nurses trained in CDI and coding to fill these positions. |
| 1. **Externship Placement**
 | * 1. **# of Slots/Modality**

Safiah Mamoon explained there are two cohorts for placement under the teach-out plant and wants to know how many slots they have available for students, and what modality will students be working.* 1. **Vaccines vs. Titers**

Safiah Mamoon asked the employers if HIT students need titers for their health clearance, or if the vaccination record will suffice to meet the health clearance requirement for their facility. Kathleen Wittestated that Providence does not require the titers, but students must be fully vaccinated for COVID, have a TB test, a seasonal flu vaccination, students must wear masks on site. Kathleen states she prefers a hybrid format for students. She reports she can take one student at a time and can take 1-3 students.Maria Castillo states that Redlands Community Hospital has the same requirements as Providence. Also, she prefers a hybrid format for students.Safiah Mamoon to send email for responses. |
| 1. **Action Item for New Programs**
 | **Proposals Due December 2022**Safiah Mamoon summarized the immediate action items:* PHIT Certificate been proposed and hopefully will be offered in Spring 2024.
* Public Health hopefully will be offered for Fall 2024.
* She will send the tables with the other potential new programs for the PAC to review and provide input.
* She will open discussion and Q/A.
 |
| **7. Open Discussion** | * 1. **Industry trends/What employers are looking for**

Safiah Mamoon restated the two programs that are in the pipeline, although others are under consideration:* PHIT certificate, which had minor prefix changes.
* Public Health transfer degree.

Kathleen Witte commented that she has an upcoming CDC visitor coming to audit their medical records and shared that the criteria outlined for the public health degree would be ideal for such a position as it pertains to research, data collection, and data analysis. The CDC auditor visits hospitals once a year to review records and collect data. The CDC uses the census employees to gather the data. Kathleen will ask her what her education and training she has to prepare her for the position.Sherrie Loewen shared the articulation agreement from Irvine Valley College to UCI, specifically looking at the cross-walked courses that Saddleback would mirror chemistry and biology; public health; genetics, molecular biology, biochemistry; mathematics; anthropology; econ; poly sci; psychology; sociology.Safiah Mamoon will share this agreement with the committee.Safiah Mamoon shared that the PHIT degree courses and stated it is too large to be a certificate. The coursework could be broken down to be smaller certificates and asked if employers would like to see smaller certificates, or the degree, or both.* 1. **Q & A’s**

Jody Carasi asked if revenue cycle management would be tied to the CDI certificate. Safiah Mamoon asked for HIM professionals to address to this. She explained that input from prior advisory meetings indicated that coding is for those with experience, is being outsourced, is being replaced by computerization and AI. Additionally, many employers want to hire existing clinical workers to be coding. Jody Carasi clarified her question regarding the Clinical Document Improvement certificate asking if revenue cycle management will be taught and included in the CDI certificate. Safiah Mamoon responded by deferring to the HIM managers expertise that relates the need for clinical professionals who know the ICD and PCS and can also ensure the clinical documentation from the doctors are in compliance. She asked what type of certificate valuable, and what type of competencies would be useful. Safiah Mamoon referenced the national exam by AHIMA that leads to CDIP that lists competencies, but she wants to know what employers see as important.Jody Carasi also questioned if information governance would be included in the program. Safiah Mamoon commented that that is not part of the CDI. She wants the certificate to be driven by what employers want and demand. Professionals have shared that they prefer incumbent workers and nurses. She asked if a 3 course, not-for-credit/non-credit certificate would be beneficial for those workers, and if jobs are available for those who complete the certificate.In reference to the CDI certificate, Kathleen Witte states they still require all the coding training, and coders must know and understand revenue cycle, Medicare/Medicaid billing, and what is required for proper documentation, so they must know the CMS. The nurses are very clinical, but they absolutely need the coding course to properly code from clinical documentation. Safiah Mamoon clarified the need to know if there is a demand for the programs and available jobs, or is the field saturated? Kathleen Witte stated there is still a demand. Andrew Dowgiert agreed and stated those in the clinical field lack knowledge in coding, and those in HIT lack knowledge in clinical documentation. CDI is for both experienced coders and those in clinical to gain the documentation training. So, it would be best to offer it to incumbent workers. Safiah Mamoon asked about the Community Health Worker as a degree. Sherrie Loewen asked to look at programs and coursework from other colleges including City College of San Francisco and Cerritos City College Community Health Certificate. Sherrie stated if the program goes non-credit then it does not need to go to the consortium. Karima Feldhus shared that funds are available to develop a non-credit program. Sherrie Loewen commented about the courses that would work for crosswalk, thus we may not need to develop many new courses for the certificates and make them non-credit. Susan White asked about the CPR class and shared that her classes may work for some courses. |
| **8. Closing** | Safiah thanked everyone for their continued of the students and programs. **Meeting concluded at 10:44 AM** |