**EAST LOS ANGELES COLLEGE**

**HEALTH INFORMATION TECHNOLOGY PROGRAM**

**Advisory Committee Minutes**

**November 3, 2017**

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| **Agenda Items** | **Comments/Actions** |
| **Welcome** | The Program Director welcomes everyone. She presents the Minutes from the previous meeting as well as the informational packet for this meeting to the members. |
| **Approval of Previous Minutes (May 22, 2017 )** | Victoria Franklin motioned to accept the HIT Advisory Meeting Minutes for May 22, 2017. Cheryl Kemp seconded the motion. The motion to accept the HIT Advisory Meeting Minutes for May 22, 2017 was approved. |
| **Review CAHIIM HIT Advisory Committee Goal** | P.D. Thurston prefers that the HIT Advisory Committee meets twice a year over the recommended once a year meeting, where one meeting will take place once per semester. P.D. Thurston requests that the HIT Advisory Committee meeting and the HIT-Apprenticeship Advisory Committee meeting become one meeting. The committee agreed. |
| **Program Review and Evaluation** | **A. Pass Rate of RHIT Certification Exam:** The expected pass rate is 80%, we were at a 76% pass rate for the 2016-2017 year. Some students haven’t taken their RHIT exam and some are retaking.  **B. CAHIIM’s Annual Program Reports-** The reporting time frame for APAR 2017 report will be August 1, 2015-July 31, 2016. This report is due November 20, 2017.  **C. ELAC Annual Update Plan for the Allied Health Department-** We will be resequencing the Health Information Technology Courses in 2018**.** We will be adding English 028 (Intermediate Reading and Composition) as a pre-requisite. We will also be adding CAOT 82. Both classes will add on one more semester to a student’s education plan.  **D**. We will allow students to take HTHTEK 215 (Impatient Coding and Abstracting) before taking HTHTEK 110 (Ambulatory Care Coding) if they choose too.  **E**. We will advise students to take the Certified Professional Coder (CPC) exam after completing the course HTHTEK 202. By doing this a student will be able to get a job faster. The Committee is in support of this change. |
| **Follow-Up from Previous Agenda Items** | **A.** VLab was implemented in all the HIT Courses that were needed.  **B. DHS apprenticeship/grant-** M. Thurston reached out some hospital to participate. |
| **Creation of new Allied Health Programs** | **A. The Allied Health Department will be requesting to implement new programs/certificates through the Strong Workforce Funding. The approval will be based upon an application and a committee selection process. The classes from vii through xi will be Non-Credit courses.**  i. Phlebotomy.  ii. ECG Technician and Telemetry Technician  iii. Physical Therapy Assistant  iv. Medical Equipment Technician  v. Occupational Therapist Assistant  vi. Radiology  vii. Transporter / Lift  viii. Medical Scribe  ix. Healthcare Interpreter  x. Patient Navigator/Advocate (A suggestion from the committee.)  xi. Reading and Comprehension for the healthcare profession.  **The Committee recommends and supports the expansion of the Allied Health Department with the expansion of these new programs.** |
| **California Innovative (CAI) Grants and Other Activities** | 1. **Pre-Apprenticeship Grant-** The HIT program is applying for a Pre-Apprenticeship Grant. This pre-apprenticeship program will include the Health Information coding specialist program.The data is being collected. A clinical coding certificates with CPC will be added. 2. Francisco Bravo Medical Magnet High School will be developing a Partnership with the Health Occupation Program so the students can take the four health occupation courses while in high school.   **C. The HIT Apprenticeship Program-** The HIT Apprenticeship program started with 21 students. Of those 21 only 15 continued. Ten out of twelve students took the exam. A few students aren’t communicating back to us. We were unable to do a binding contract with the students because we were not officially registered with the students at the time we started. We were officially registered as an apprenticeship program with the state on October 12, 2017.  **D. New HIT Apprenticeship Cohort:** We started with 19 students in June. There were supposed to be DHS employees. The issues with these employees was that they were unable to meet the required score on the placement test for Math 125 and English 101. |
| **New Partnerships** | **A. San Diego Mesa College Bachelor of Science Degree in Health Information Management.** On November 13, 2017 we will be having a S.D. Mesa College site visit. |
| **Off Agenda Items** | **A. November 9, 2017:** M. Thurston and G. Coyne will be attending an apprenticeship workshop in Sacramento.  **B. November 13, 2017:** Dean Toledo, M. Thurston and Dr. Hendrix will be going to do a site visit at S.D Mesa College.  **C. November 13-19, 2017:** This is National Apprenticeship week.  **i. November 14, 2017:** We will be having an open house for students at the foyer.  **ii. November 15, 2017:** We will be having an employee luncheon at the foyer.  **iii. November 16, 2017:** There will be a Community College League Of California presentation selection in San Jose, California.  **D.** ELAC was mentioned in an article- “California Apprenticeship Initiative Newsletter” for the October 2017 edition. |
| **Next Meeting** | The meeting was adjourned at 1:45pm. Everyone will be contacted via e-mail about our next meeting. |