

**POLK STATE COLLEGE
AQC MINUTES**

Meeting: Academic Quality Council

Date/Time: February 15, 2016, 3:00 p.m.

Locations: Winter Haven Campus – WMS 124
Lakeland Campus – LAC 1243

Recorder: Sarah Plazak

Attending Members: Donald Painter, April Robinson, Sally Fitzgerald, Ben Gracy, Kaye Betz, Greg Toole, Natalie Whitcomb, Lisa Smelser, Ray Oberg, Sandra Ward, Susan Moerschbacher, Erin Duce, Maria Lehoczky, Byron Loyd

Attending Resource Members: Kenneth Ross, Sylvester Little, Kathy Bucklew, Larry Pakowski, Kevin Jones

Other Faculty/Staff: Annette Hutcherson, Susan Whatley, Carolina Barrios

Welcome

Orathai welcomed everyone. A quorum was reached at 3:00 p.m.

I. Approval of Minutes from January 21, 2016:

Sandra Ward noticed a pronoun discrepancy in the wording referring the Nursing (Transition Option), AS proposal. The minutes stated that English Composition I and II are requirements for pre-admission to the program, when in reality, only English Composition I is a requirements for pre-admission. Orathai acknowledged this and said that the appropriate edits will be made to the minutes.

Ray Oberg made a motion to approve the meeting minutes; Sally Fitzgerald seconded. No further discussion; motion passed unanimously.

II. Program Modification Proposal: Nursing (Generic Option), AS

Presenter: Annette Hutcherson

Annette Hutcherson said that the proposal brought to AQC last month applied to both the Generic and the Transition options. This proposed change increases the minimum TEAS score from sixty-five to seventy.

Kathy Bucklew asked if other schools have made this change, and Annette confirmed that other schools actually require higher scores than seventy.

Lisa Smelser asked what the current average score is of students offered program admission. Annette said that it is in the high seventies and above. Admission is based upon a point system formula that factors in the TEAS score and the student's GPA. Annette said that a new test goes into effect in August, so the exact score will not be used because that may be changed. A phrase stating "seventy or its equivalent" will be used.

Ray Oberg moved to approve; Greg Toole seconded. No further discussion; motion passed unanimously.

III. Program Modification: Medical Coding Specialist Certificate

Presenter: Susan Whatley

Susan Whatley proposed this change because the state has increased the program's curriculum framework from thirty-four to thirty-seven credit hours. A new course will be added to increase the program by three credit hours. The program has been operating for approximately one year, and in that time, it has been noticed that certain changes need to be made based on instructor, student, and advisory board feedback. This increase will allow for some of those changes.

Greg Toole moved to approve; Ray Oberg seconded. No further discussion; motion passed unanimously.

IV. Course Modifications: HIM 2810L *Coding Application Practicum*, HIM 2724 *ICD-10 Coding*, and HIM 1272 *Medical Insurance and Billing Fundamentals*

Presenter: Susan Whatley

Susan proposed an increase in practicum hours from one to three credits for HIM 2810L. The workload in that course is very heavy, and one credit hour does not represent what the students are doing. Students now have the opportunity to go on-site during the practicum, which will now be part of HIM 2810L.

Susan also proposed raising HIM 1272 from three to four credit hours due to the work load of this course. This change will align this course with the other two coding courses for ICD-10 and CPT, which are both four credits.

Susan proposed a prerequisite change for HIM 2724 that will remove HIM 1443 *Human Disease for Healthcare Documentation*. When HIM 1443 was originally introduced, it was thought that it would be beneficial to teach it alongside HIM 2724, but it has been found that some students need to complete HIM 2724 in order to be prepared for HIM 1443. Part of the coursework for HIM 1443 requires students to look at medical records and analyze the clinical data in them. It was found that some students were not able to pass HIM 2724 and HIM 1443 when they took them simultaneously. It is believed that this change will simplify the process and lead to better student outcomes.

Kaye Betz pointed out that the prerequisites for HIM 1272 are at the 2000 level (HIM 2724 and HIM 2721), which seemed odd. Susan stated that when the College created the HIM 1272, a different course number was used; however, when the Statewide Course Numbering System approved the course, it changed the number to the 1000 level.

Ben Gracy moved to approve; Sally Fitzgerald seconded. No further discussion; motion passed unanimously.

V. Course End Terms: HIM 2935 *Coding Specialist Preparatory Review* and HIM 1400 *Healthcare Delivery Systems*

Presenter: Susan Whatley

Susan proposed that HIM 2935 be end termed, saying it was a course that was specifically designed to prepare students to sit for the certification exam. This preparation will now be covered in the practicum course (HIM 2810L).

Lisa Smelser asked if instead of end terming HIM 2935, it could be considered an elective. She wondered how end terming the course would affect future pass rates and success rates. Susan said that while the review is being removed from the curriculum, the coding practicum is being increased from one credit hour to three to include exam preparation. It was felt that it would be better to have one course because the same students are taking both courses. Susan said that there have been some students in the program who had no intention of sitting for the state exam, but they wanted to have the information provided by the course. Some students who come through the program are already working in the field, but they need to show that they have the Polk State College certificate. These students often are not ready to sit for the credential. Rather than make a separate required course, students will be exposed to exam preparation during the practicum.

Susan also proposed ending HIM 1400 because its course content would be more appropriate for an AS degree in Health Information Management or Healthcare Administration. The two credit hours gained by ending this course have been used elsewhere in the program. The advisory board agreed that that content is more appropriate in AS degrees. In the event that Polk State ever has an AS degree related to coding, Susan said that she would work in collaboration with Maria Lehoczky in the Healthcare Administration track, and it would not be a course that would be part of the coding certificate.

Maria Lehoczky moved to approve; Erin Duce seconded. No further discussion; motion passed unanimously.

VI. New Course: HIM 2292 *Advanced Coding Applications*

Presenter: Susan Whatley

Susan stated that this proposed new course was presented to the advisory board last fall. When the coding industry changed to ICD-10, some major and complex changes were involved. Issues encountered by students in a hospital setting are even more complex and complicated than those experienced in a doctor's office or clinic. Within the context of the ICD-10 and CPT courses offered at Polk State, there is not enough time to properly cover these advanced concepts. This course will deal exclusively with those complex concepts. Course content will focus on how patients are grouped according to their diagnoses. The sicker the patient is, the higher the rate Medicare and Medicaid pay because they know those patients require more care. It is very complicated for hospitals to get maximum reimbursement. Also, the procedural coding for operations and surgeries totally changed with ICD-10, and it is now very complex. There is not adequate time to properly address this in the CPT or ICD-10 courses. The goal is for students to be ready to enter the workforce when they leave this program. This new course is needed to make the curriculum thorough.

Sandra Ward asked if current students will be lacking knowledge necessary to enter the workforce. She stated that students are normally held to a catalog year, so students who are currently in the program will not be required to take HIM 2292. Susan said that she has discussed this with program instructors, and it was decided that Susan will meet with each current group of coding students. Students will be made aware of the changes that are coming and given the option to change to the new catalog year. Susan said that when she reviewed the current groups, most of the students had not taken Healthcare Delivery Systems yet, so the credit hours can be easily manipulated so the students will have ample hours when they are ready to graduate; they will still have the option of this course.

Sally Fitzgerald moved to approve; Lisa Smelser seconded. No further discussion; motion passed unanimously.

Ray Oberg made a motion to adjourn the meeting; Sally Fitzgerald seconded. Meeting adjourned: 3:23 p.m.