September 4, 2016

Dear Advisory Committee Member:

I would like to take this opportunity to thank you for volunteering your time and expertise for the benefit of the San Bernardino Medical Coding and Billing Program. Your participation is critical if San Bernardino Valley College (SBVC) is to provide the state-of-the-art training that will enable students to be successful in a competitive workforce environment. The community colleges are the backbone of an effective workforce. Our success in this endeavor will be largely due to your advice and support.

Attached you will find the minutes of the Medical Coding and Billing Advisory Committee Meeting. The one-hour meeting was conducted via conference call starting at 6:30 PM on Wednesday, August 31, 2016. I will inform you via email as soon as the next meeting is scheduled. In the meantime, if you have any questions, comments or items you feel should be added to the next meeting's agenda, please feel free to contact me at 562-760-1162 or via email at wpage@sbccd.cc.ca.us.

Again, thank you for your dedication and commitment to the advisory committee. It is good to have you on board as part of the SBVC family, and I am confident that we will continue to work together with the goal of providing our students the best in education and professional opportunities. I look forward to hearing from you again at the next meeting.

Sincerely,

William E. Page, RHIA, CCS, MBA-HCM
Program Coordinator
San Bernardino Valley College
Medical Coding and Billing Certificate Program

WEP/sg

Attachment (1)
        Medical Coding and Billing Advisory Committee Meeting Minutes, August 31, 2016

MINUTES

Medical Coding and Billing Advisory Committee Meeting
San Bernardino Valley College

PROJECT COORDINATOR: William Page, RHIA, CCS, MBA-HCM		
MEETING DATE: Wednesday, August 31, 2016	**MEETING TIME:** 6:30 p.m. – 7:30 p.m.	**MEETING PLACE:** Via Conference Call
RECORDER: William Page, RHIA, CCS, MBA-HCM		**PREVIOUS MEETING:** N/A

ATTENDANCE

Members Present	Members Absent	Others Present
Leah Ainsworth, RHIT, CCS, CDIP Inpatient/Outpatient Coding Supervisor, Springhill Medical Center, Mobile, Alabama	Lilygold Bonjoc, CPC, COC, CPC-I, CCS, PCS, Clinical Documentation Specialist, Medical Necessity Auditor, City of Hope Medical Center, Duarte, California	N/A
Oscar Barbosa, CCS Outpatient Auditor/Coder, Keck Medicine, USC, Los Angeles, California	Carol Carr, CCS, Outpatient Coder, City of Hope Medical Center, Duarte California	
Jessie Camacho, CCS, CPC, MBA, Coding Auditor, Kaiser Permanente, Pasadena, California	Albert Hernandez, Graduate East Los Angeles Community College. CCS Eligible ROI Specialist at Cedars Sinai Medical Center, Beverly Hills, California	
Kevin Cenance, RHIT, CCS, Remote Inpatient Coding Compliance Auditor, Cerner HealthCare, Los Angeles, California	Cedric Leggette, H.I.M Supervisor, Presbyterian Hospital, Charlotte, North Carolina	
Henry Hua, Interim Vice President Office of Instruction, San Bernardino Valley College, San Bernardino, California	Odette McGuiness, Dean, Computer Information Technology Program, San Bernardino Valley College, San Bernardino California	
Arnold Hilvano, CCS Senior Inpatient Remote Coder, Optum-360/United Healthcare, St. Paul, Minnesota		
Ima Jean Morris, CCS, Inpatient/Outpatient Coder Auditor, Consultant, Los Angeles, California		

ATTENDANCE

Members Present	Members Absent	Others Present
William Page, RHIA, CCS, MBA-HCM, Clinical Documentation Specialist, City of Hope Medical Center, Duarte, California		
Laura Padilla, CPC Eligible, Graduate, NOCCCD, School of Continuing Education, Anaheim, California		
William E. Page, RHIT, CCS, Eligible, Student, Health Information Technology Program, Cypress College, Cypress California		
Beverly Simmons, CCS, Inpatient Coder, Providence Tarzana Medical Center, Tarzana California		
Mary Lou Vazquez, Professor, Computer Information Technology Program, San Bernardino Valley College, San Bernardino California		
Viola Williams, CCS, Inpatient Coder, Providence Tarzana Medical Center, Tarzana California		

AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome and Introductions	Action	William Page
Role and Function of the Advisory Committee	Information	William Page
Description of Program	Information	William Page in the absence of Odette McGuniess
Business/Industry Certification Standards	Discussion	Committee Members
Identify Needs and Set Priorities	Discussion	Committee Members
1st Read Proposal	Discussion	Committee Members
Course Matrix	Discussion	Committee Members
Motion to Approve Program	Action	William Page
Priorities for Next Meeting	Information	William Page
Next Meeting Date and Time	Information	William Page
Thanks and Appreciation	Discussion/Information	Henry Hua/William Page
Adjournment	Action	William Page

MINUTES

Key Discussion Points	Action, Discussion, Information and Responsibility for Follow-up and Reporting
Welcome and Opening Remarks	William Page opened the meeting by thanking the members of the advisory committee for their interest and support of the Medical Coding and Billing Program.
Introductions	All of the advisory committee members on the call introduced themselves and each gave a synopsis of their credentials, the position(s) they currently hold, and their years of experience in coding and health information management.
Role and Function of the Advisory Committee	William Page gave a short presentation highlighting the role and function of the Medical Coding and Billing Advisory Committee. In his presentation, he emphasized that the committee's purpose is to offer professional and practical advice based on industry standards and personal experience in the field. The committee exists to advise, assist, support, and advocate for career and technical education. It has no legislative, administrative or programmatic authority. It serves in an advisory capacity only. For those who have served on a committee in the past, the presentation was a refresher; and for those who have never served on an advisory committee, the information was appreciated.
Description of Program	Due to a scheduling conflict, Odette McGuiness was unable to be on the conference call. Therefore, William Page gave a synopsis on the purpose and goals of the Medical Coding and Billing Program. He described the various courses and modules that were developed in order to prepare students who complete the program to sit for the Certified Professional Coder (CPC) examination offered by the American Academy of Professional Coders (AAPC). This certification will give graduates a competitive edge and will increase their chances of becoming gainfully employed. The floor was opened for discussion on the topic, and the committee members shared their opinions on the Medical Coding and Billing field, and gave advice on what other actions might be taken to further enhance the program.
Business/Industry Certification Standards	William Page emphasized the origin and importance of the American Academy of Professional Coders (AAPC) certification exam. The AAPC was founded in 1988 to provide education and professional certification to physician-based medical coders and to elevate the standards of medical coding and billing by providing training, certification, networking, and job opportunities.
● Discussion: Does career technical education course/program content reflect the standards? ● Discussion: What changes are occurring in career technical education?	After the discussion of the program's content and certification standards, the committee members agreed that they reflect the standards as set forth by the American Academy of Professional Coders (AAPC). The committee members emphasized that the loss of employment in other sectors of the workforce since 2008 has caused a greater demand for technical education because this sector of the job market was not adversely affected, and the employment outlook for these jobs will steadily increase through 2024.

MINUTES

Key Discussion Points	Action, Discussion, Information and Responsibility for Follow-up and Reporting
1st Read Proposal	William Page asked the committee members to review the 1st Read Proposal which provides an overview of the Medical Coding and Billing Program goals as well as the expected employment outcome as noted in the Bureau of Labor Statistics.
Member Discussion/Recommendations	Committee members made several interesting points and recommendations during the discussion of the 1st Read Proposal: **(a) Jessie Camacho** - Jessie raised two great points: **(1)** The need to invite seasoned coding career individuals to speak and give a real-life worldview on the day-to-day operations and the expectations of coding and billing. **(2)** For a high certification exam success rate, emphasis should be placed on forming CPC study groups and creating exams which would mimic the actual exam. The committee agreed with Jessie's comments and suggestions. **(b) Oscar Barbosa** - Oscar felt that it was important for the program to provide an in-depth orientation for potential students contemplating entering this career so they will have a real-world view of what is required prior to committing to the program. The committee agreed with Oscar's recommendation. **(c) Beverly Simmons** – Beverly agreed with Oscar's recommendation regarding having an orientation for prospective new students. She emphasized that while there is a potential to make a great salary, those entering the field must have a compassion and dedication for coding. The members agreed with Beverly's comments. **(d) Viola Williams** - Henry Hua raised a question as to whether medical coding and medical transcriptionist programs have similar characteristics. Viola provided a detailed difference between the two career paths. William Page and Ima Jean Morris mentioned that the transcription profession is becoming obsolete because of Computerized Physician Order Entry (CPOE) systems. CPOE is the process of a medical professional entering medication orders or other physician instructions electronically instead of on paper charts. The primary benefit of CPOE is that it reduces errors related to the poor handwriting or the dialect of the person creating the entry. The downside, however, is that the demand for medical transcriptionists decreases as the implementation of CPOEs increases. **(e) Ima Jean Morris** - Ima Jean described the differences between billing and coding. A biller absolutely cannot be a coder because a biller is not clinically trained. A coder, however, could be cross-trained to be a biller. Coding is a specialized field, and since medicine is ever changing, ongoing continuing education is a mandate for coders. The members agreed with Ima Jean's comments. **(f) Ima Jean Morris** - Ima Jean wanted to confirm that the CPT and ICD-10 courses would be divided into beginning and advanced coding modules. William Page responded that beginning and advanced coding

MINUTES

Key Discussion Points	Action, Discussion, Information and Responsibility for Follow-up and Reporting
Member Discussion/Recommendations (Continued)	courses will be taught. This will assist the students in mastering the content required to successfully pass the outpatient CPC exam. **(g) Laura Padilla** – Laura stated that the program looks very promising and comprehensive. She also echoed the similar recommendations made by Jessie and Oscar. **(h) Mary Lou Vasquez** - During the discussion of the differences between a medical transcriptionist and a coder, Mary Lou wanted to know the title of a person who accompanies the physician and types the patient's encounter into the EHR (Electronic Health Record). William Page answered that these individuals are called medical scribes. He then explained the importance of this position and how it differs from a medical transcriptionist. **(i) Henry Hua** - Henry expounded on the need to have an externship program for students approaching graduation. He also wanted to know if becoming a transcriptionist could be a pathway to becoming a coder. The committee provided their comments and suggestions to Henry's question.
Course Matrix Member Discussion/Recommendations	The course matrix was reviewed to ensure that all courses being taught were specific to the successful completion of the AAPC certification exam. The following comments were made: **(a) Viola Williams** - Viola wanted to confirm that pharmacology will be taught. William Page indicated that this subject will be incorporated into the medical terminology and the CPT courses. **(b) Kevin Cenance** - Kevin raised points as it relates to auditing and the importance of medical necessity for outpatient CPT coding. He also wanted to confirm the breakdown of the surgical cases on the matrix.
Motion to Approve Program	Ima Jean Morris made a motion to approve and move forward with developing and offering the Medical Coding and Billing Certificate Program. The motion was seconded by Oscar Barbosa. William Page restated the motion and placed it before the committee for a vote. All committee members present voted in the affirmative. William Page announced that the motion has been approved, and a request will be made to have it included in the September 12, 2016 meeting agenda of the Regional Consortium.
Priorities for Next Meeting	William Page informed the committee that once the proposal has been reviewed by the Regional Consortium, there will be a follow-up meeting to discuss the next steps for the program's implementation.
Thanks and Appreciation	Henry Hua and William Page thanked the advisory committee for their suggestions and comments. The information and ideas presented by the committee members were outstanding and all suggestions were greatly appreciated.
Adjournment	The meeting was adjourned at 7:32 p.m.

CTE Goal: Advisory Committee information, dates and recommendations.

On August 16, 2010, faculty met with Mr. Herb Schultz, Regional Director for Health & Human Services in the Obama Administration, Mr. Eric Levine, IT Manager and Mr. David Young from Kaiser Permanente. It was noted that industry-wide migration to electronic medical records was incorporating medical billing and coding. Since at that time there was no overall standard, Mr. Levine recommended that we provide students with the basic building blocks and methodology that will allow them to learn the various systems used by businesses in the medical field. As a result of this meeting, we proposed to offer a Medical Records Coding and Billing course to our Advisory Committee. As a result of this recommendation, the department was able to create a new course and two new certificates. Our Advisory Committee meets annually, the most recent meeting being April, 29, 2011, where the committee approved the proposed certificates.

The members of our Advisory Committee are:

Cory Brady, Web Master for SBVC

Marche Haynes, Project Director for Project REACH

Mark Marcario, Mgr. Network Operations, Redlands Unified School District

Pamela Kempthorne, Coordinator, Career Development, SB City School District

Vicki Baylus, GIS/CISCO Student

Sam Yip, Information Systems Specialist, US Postal Service

Roger Tillman, Director of Technology

Timothy Diggs, Supervising Employment Services Specialist, TAD/ESP

Yvonne Pile, Account Manager, AT&T

Mollie Leonard, GIS/Cisco Student

Jeremy Powell, Assistant Mgr. Tech. Srvcs, County Superintendent of Schools

Lesley Dunn, Staffing Specialist, Kelly Services

Ron Hart, Senior Account Executive with Verizon Business

Linda Bray, Medical Administrative Assistant & Adjunct Instructor

Sally Clark, Medical Administrative. Office Manager, & Adjunct Instructor

Dr. Eugene Albright, Riverside Obstetrics & Gynecology

Dr. Haragewen Kinde, Dean, Mathematics, Computer Info Tech. & Computer Science

Roger Powell, Chair, Computer Science/Computer Information Technology

Maha Al-Husseini, Associate Professor, CIT

Mona Jackson, Associate Professor, CIT

Dr. Reginald Metu, Associate Professor, CIT

Mary Lou Vasquez, Associate Professor, CIT

A survey comprised of five statements was sent to committee members and collected at the April 24, 2011 meeting. The results were positive, and all agreed that this certificate is necessary. Three members, who were unable to attend the meeting, returned their responses via e-mail. In addition, one member asked that anyone with such certificate be sent to her for placement. In addition, our medical advisors stated that any medical office will hire an individual with such a certificate.

EMPLOYMENT SURVEY

Question 1:

How would you rate the employability of an individual with a Certificate in Medical Administrative Assistant (course listing attached). Would these skills make someone employable? Circle your choice.

Not Employable Maybe Employable Definitely Employable

Question 2:

How employable would you rate an individual who has completed a course in Medical Office Procedures and Medical Terminology? Circle your choice.

Not Employable Maybe Employable Definitely Employable

Question 3:

How would you rate the employability of an individual with a Certificate in Medical Coding and Billing? Would these skills make someone employable? Circle your choice.

Not Employable Maybe Employable Definitely Employable

Question 4:

How would you rate an individual with medical Insurance Billing and Coding proficiency? Circle your choice.

Not Employable Maybe Employable Definitely Employable

Question 5:

San Bernardino Valley College is proposing to offer two certificates, Medical Administrative Assistant and Medical Coding and Billing. Do you see a need for such certificates? Circle your choice.

Not Employable Maybe Employable Definitely Employable