

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

DATE: October 15, 2009

TIME: 5:30 p.m.

PLACE: Student Union, Room 209

PRESENT: Kevin Berthot
Charlie Boaz
Patricia Griffith
Clint Isaac
Mariam Mih
David Peter

Dr. Vicky R. Smith, President
Dr. Brian Inbody, VP for Student Learning
Ben Smith, VP for Administration
Brenda Krumm, Dean of Outreach and Workforce Development
Eric Tincher, Dean of Students
Sandi Solander, Business Manager/Board Treasurer
Nathan Stanley, Faculty Senate
David Smith, Faculty
Kent Pringle, Board Attorney
Terri Dale, Board Clerk

Mr. Peter called the meeting to order.

III. Public Comment

There were no speakers

IV. Approval of the Agenda

Mr. Peter asked to amend the agenda by adding Revised Job Description and Administrative Assistant for Bookstore Manager/Business Manager under new business. The agenda was approved as amended.

V. Consent Agenda

The following items were approved by consent.

- A. Minutes from September 10, 2009
- B. Claims for disbursement for September 2009
- C. Personnel
- D. Course Inventory Additions/Revisions

Consent Agenda Item V-C: Personnel

1. Resignation of GEAR-UP Director

It was the President's recommendation that the Board approve the resignation of Karen Bertels, Project Director of the GEAR UP grant. Ms. Bertels resignation is effective October 17, 2009, pending her approval of the Assistant Dean for Outreach and Workforce Development.

2. Resignation of Custodian

It was the President's recommendation that the Board accept the resignation of Stephen Marks, custodian

at the Chanute campus. Mr. Marks last day will be October 23, 2009.

3. Resignation of Grant Writer

It was the President's recommendation that the Board accept the resignation of Brenda Armstrong, grant writer, pending her approval as the Project Director for the GEAR UP grant. Her resignation is effective October 16, 2009.

4. Nursing Instructor-Chanute

It was the President's recommendation that the Board employ Jill Frazell to fill the vacant nursing instructor position at Chanute. Ms. Frazell graduated from Washburn University School of Nursing with a Bachelor of Science in Nursing degree. She is currently enrolled at Pittsburg State University in the MSN program.

Ms. Frazell worked at Neosho Memorial Regional Medical Center in the emergency room and in surgery for the last two years and as a PACU nurse at Stormont Val in Topeka prior to moving to Chanute.

Ms. Frazell will be placed at MS-4 (\$33,205) on the faculty salary schedule starting October 26, 2009.

5. Assistant Dean for Outreach/Workforce Development

It was the President's recommendation that the Board employ Karen Bertels as the Assistant Dean of Outreach and Workforce Development. Ms. Bertels received a Master of Science in Education degree from Pittsburg State University and a Bachelor of Science in Education from Emporia State University.

Currently, Ms. Bertels is the Program Director for the GEAR Up grant. Her work experience also includes Supervisor/Curriculum Specialist-Special Education at Dayton Public School, Supervisor of Student Teachers-Special Education at Miami University in Ohio, and State Praxis Evaluator for the Ohio Department of Education. She also was an instructor for children with multiple disabilities.

Ms. Bertels will be paid an annual salary of \$49,000 starting October 19, 2009.

6. GEAR UP Project Director

It was the President's recommendation that the Board approve the employment of Brenda Armstrong for the GEAR UP Project Director. Ms. Armstrong received a Master of Science in Technical Education and a Bachelor's degree in Business Administration from Pittsburg State University.

Ms. Armstrong is currently the grant writer for the College. Prior to working at the College, she was an Office Technology and Legal Office Professional instructor for KAW Area Technical School in Topeka from 1991-2006.

Ms. Armstrong will be paid \$36,054 annually starting October 19, 2009.

Consent Agenda Item V-D: Course Inventory Additions/Revisions

Before each semester begins, the Kansas Board of Regents asks coordinated institutions to submit a list of courses that the college is capable of teaching in that semester, but is not compelled to offer. This list of courses is referred to as the course inventory. Each change to the inventory must be approved by the academic department where it originated, the curriculum committee, the Chief Academic Officer, the President of the College and finally, the College Board of Trustees, as per NCCC policy.

Course Inventory Changes for Spring 2010 October Board Meeting

New Courses

ALHT 170	Electronic Health Records, 3 credit hours
ALHT 200	Health Information Technology Clinical Affiliation I, 3 credit hours
ALHT 221	Current Events in Health Information Technology, 3 credit hours
ALHT 225	Introduction to ICD-9-CM Coding, 3 credit hours
ALHT 256	Alternative Healthcare Systems in HIT, 3 credit hours

Name Change

ALHT 230 Ambulatory/Emergency Room coding to Introduction to CPT Coding,
3 credit hours

Name and Credit Hours Change

ALHT 255 Health Information Technology Clinical Affiliation, 4 credit hours, to
Health Information Technology Clinical Affiliation II, 3 credit hours

Course Syllabus

COURSE IDENTIFICATION

Course Prefix/Number:	ALHT 170
Course Title:	Electronic Health Records
Division:	Outreach and Workforce Development
Program:	Health Information Technology
Credit Hours:	3.0
Initiation/Revised:	Spring 2009
Assessment Goal per Outcome(s):	80%
Instructor:	Jennifer Williams, RHIT
Contact information:	jwilliams@neosho.edu , 620-431-2820 ext 214

CLASSIFICATION OF INSTRUCTION

Vocational

COURSE DESCRIPTION

This is an internet-based course designed to give the student a working knowledge of computerized information management systems utilized by health information management departments.

PREREQUISITES AND/OR COREQUISITES

Introduction to Health Information Technology, Legal Aspects of Health Information, Health Information Technology Clinical Affiliation I and Admission to program or department consent.

TEXT/WEBSITE/RESOURCES

Johns, Merida, PhD, RHIA, [Health Information Management Technology: An Applied Approach](#). Chicago: American Health Information Management Association, 2007.

Amatayakul, Margaret K., [Electronic Health Records: A Practical Guide for Professionals and Organizations](#). (4th edition). Chicago: American Health Information Management Association, 2009.

<https://ahima.demonservers.com> - AHIMA's Virtual Lab

<http://www.neosho.edu/library/index.asp> - NCCC library site

AHIMA Journal

<http://www.ahima.org> American Health Information Management Association

www.jcaho.org Joint Commission of Healthcare Organization (JCAHO)

www.aha.org American Hospital Association
American College of Surgeons web site

COURSE OUTCOMES/ COMPETENCIES (as Required)

Upon completion of this course the student should be able to:

1. Discuss the concept and evolution of the electronic health record (EHR) and evaluate and defend the current state of the EHR and technologies.
2. Describe and defend health care data sets purpose and the importance in the paper and electronic environment.
3. Differentiate between health information type, content, and forms of media.
4. Differentiate between health record data definitions, vocabularies, terminologies and dictionaries.
5. Assess computer concepts and analyze the major operating systems, languages and related components.
6. Classify communication and internet technologies including networks, intranet and other related tools.
7. Identify components of health information systems including EHR, PHR, lab and other related sources.
8. Adapt the paper-based health record to electronic by working through issues of archival, retrieval and imaging systems.
9. Recognize elements of system architecture and design.
10. Classify system acquisition and evaluation.
11. Discover concepts in data security.
12. Identify components of data integrity concepts.
13. Identify components of risk management implementation, contingency planning, and data recovery procedures
14. Recognize data recovery and risk management issues in relation to the electronic health record.

AHIMA DOMAINS

I. Domain: Healthcare Data Management

- A. Subdomain: Health Data Structure, Content and Standards
 1. Collect and maintain data sets and databases
 4. Contribute to the definitions for and apply clinical vocabularies and terminologies used in the organization's health information systems.

III. Domain: Health Services Organization and Delivery

- A. Subdomain: Healthcare Delivery Systems
 1. Apply information system policies and procedures required by national health information initiatives on the healthcare delivery system.
- B. Subdomain: Healthcare Privacy, Confidentiality, Legal and Ethical Issues.
 1. Participate in the implementation of legal and regulatory requirements related to health information infrastructure.
 4. Maintain user access logs/systems to track access to and disclosure of identifiable patient data.

IV Domain: Information Technology & Systems

- A Subdomain: Information and Communication Technologies
 4. Apply policies and procedures for the use of networks, including intranet and internet applications to facilitate the electronic health record (EHR), personal health record (PHR), public health, and other administrative applications.
- B. Subdomain: Data, Information, and File Structures
 1. Apply knowledge of data base architecture and design (such as data dictionary, data modeling, data warehousing, and so on) to meet departmental needs.
- C. Subdomain: Data Storage and Retrieval
 1. Use appropriate electronic or imaging technology for data/record storage.
 4. Maintain archival and retrieval systems for patient information stored in multiple formats.
- D. Subdomain: Data Security
 1. Apply confidentiality and security measures to protect electronic health information.
 2. Protect data integrity and validity using software or hardware technology.
 3. Apply departmental and organizational data and information system security policies.
 5. Contribute to the design and implementation of risk management, contingency planning, and

data recovery procedures.

E. Subdomain: Healthcare Information Management

1. Participate in the planning, design, selection, implementation, integration, testing, evaluation, and support for organization-wide information systems.

COURSE OUTLINE

I. The Electronic Health Record

- A. The Ideal Electronic Health Record System
- B. Evolution of the Electronic Health Record
- C. Initiatives and Framework for the Electronic Health Record
- D. Creation of Electronic Health Record Systems
- E. Challenges to Adoption of EHR
- F. Information Management in an Electronic Environment
- G. IT and System Infrastructure
- H. EHR Implementation and Ongoing Maintenance
- I. Future Directions in Information Technology

SCHEDULE

This class meets online for weekly learning units. The class materials for each unit will be available for a minimum of seven days, starting Monday and ending Sunday.

ek	Topic	Reading/ Exercises/Exam
1 /30/09)	Introduction & Misc items	*Complete Academic Honesty and cert roster tests. *Post your introduction on the discussion board (collaboration) *Complete the Student Objective/Occupational Intent Form only if you are changing your major. (Mail or email to NCCC HIT Program Coordinator.
50 pts		
2 /06/09)	The Electronic Health Record (Johns) Introduction to Electronic Health Records (Amatayakul)	*Submit information to instructor so you can be registered for AHIMA VLab. *Read Chapter 4 (Johns) to pg 130. * Do Application Exercises # 1 & #2 in work book . *Read Chapter 1 (Amatayakul) pg 1-21. *Describe the EHR migration path including, but limited to, clinical decision support systems, POC charting, CPOE and PHR. (Turn in answers via InsideNC). *Several Web sites offer free or moderately priced EHR vendor comparisons with a full range of EHR functionality available. Review the following sites and post your findings to the discussion board describing one product/vendor: · www.AdvanceforHIE.com provides an annual EHR System Review that can be launched free of charge from its home page · www.AdvanceforHIE.com also provides an annual Workflow Management summary and vendor list · www.acgroup.org provides an annual survey of EHR vendors · www.ehrselector.com for a modest fee provides access to an interactive EHR vendor list for physician offices.
00 pts		
3 /13/09)	The Electronic Health Record (Johns) Information Systems Theory and Life Cycle (Amatayakul)	*Read Chapter 4 (Johns) pg 130-end. *Read Real-World Case in workbook. *Do Discussion Questions #1-4 in the workbook *Do Application Exercise #3 (Turn in answers via InsideNC). *Do Emerging Technology assignment. *Do EMR research assignment *Read Chapter 2 (Amatayakul) pg 25-43. *Compare the Human Body Systems and the EHR. (Turn in answers via InsideNC).
00 pts		

4 (2/20/09) 00 pts	Fundamentals of Information Systems (Johns)	<ul style="list-style-type: none"> *Read Chapter 16 pg 741-791. * Visit www.cchit.org for the Certification Commission on Health Information Technology that provides both certification criteria for EHRs (initially for physician offices) as well as test scenarios. The HL7 web site, www.hl7.org/ehr provides the EHR System. Post your findings to the discussion board. *Read Real-World Case. *Do Discussion Questions #1-5 and Application Exercise 2d. in the workbook (Turn in answers via InsideNC). *Do Ch 16 test. *Do Chapter review
5 (2/27/09) 00 pts	Introduction to Healthcare Information Systems (Johns)	<ul style="list-style-type: none"> *Read Chapter 17 pg 793 to 806. *Do Application Exercises 1 & 2 in workbook. *As HIM director, you are helping to prepare your facility for implementation of a new healthcare information system. <ul style="list-style-type: none"> *Describe the typical milestones you would expect in the implementation process. (Turn in answers via InsideNC). *Search the online library resources for an article describing health information systems, or other issues related to the electronic health record. Summarize the article and relay what you learned or was interesting in the article, use proper grammar/spelling and cite your work. (Turn in via file exchange on InsideNC)
6 (3/04/09) 00 pts	Introduction to Healthcare Information Systems (Johns)	<ul style="list-style-type: none"> *Read Chapter 17 pg 807 to pg 824. *Do Application Exercises 3 & 4 in workbook. *Do Real-World Case and Matching assignment. *Do a compare and contrast paper from the information on page 817. Use your book and/or other sources. Include patient-specific information, aggregate information, expert knowledge-based information and comparative information. (Turn in answers via InsideNC). *Go to http://himcareers.ahima.org/ (located under bookmarks) and find job/career information that includes EHR – describe the position, pay scale if available and other interesting information, post to the discussion board.
7 (3/11/09) 00 pts	Challenges to EHR Adoption (Amatayakul)	<ul style="list-style-type: none"> *Read Chapter 3 pg 45-61 *Describe five barriers to EHR adoption. *Describe Health on the Net and its associated principles. (Turn in answers via InsideNC). *Go out to the e-HIM virtual lab and complete the assignment for ATHENS/Cerner electronic chart tracking to analyze the importance of timely chart tracking. *Take Chapter 3 Exam.
8 (3/18/09) 00 pts	Roles in EHR Design and Implementation (Amatayakul)	<ul style="list-style-type: none"> *Read Chapter 4 pg 65-94 *Explain the importance of medical staff ownership. *Develop a table showing the roles of the EHR steering committee and the purpose of each. *Describe the five critical skills for a project manager to possess. *Explain change management and describe four strategies associated with this. (Turn in answers via InsideNC). *Go to e-HIM virtual lab and complete the ATHENS/Cerner lab activity for patient diagnosis, vitals, reports types for the

		assigned patient and list the last three people on the audit trail.
Final due date)	MIDTERM PAPER	*Download and Read the Article "EHR Around the World." *Compose a 2-3 page paper summarizing the major points of the article and any insight or feelings you gathered after reading this. Complete details are under the midterm exam instructions in InsideNC. *Take the midterm exam over chapters from your Johns text.
50 pts		
9)/25/09)	EHR Goal Setting and Impact on Quality (Amatayakul)	*Read Chapter 5 pg 97-122. *Describe the benefits expectation setting values. *Describe the aspects of a benefits realization study.
00 pts	Strategic Planning for the EHR Migration Path (Amatayakul)	*Take Chapter 5 Exam. *Read Chapter 6 pg 125-149. *Briefly describe the Gartner generations. *Describe the five strategies for successful EHR planning. *Search library articles via college library, Medline or other library source for articles on strategic planning or goal setting. Explain how this article relates to the topic and can apply to electronic health record in a one page summary. *Take Chapter 6 Exam. (Turn in answers via InsideNC).
10 1/01/09)	Information Systems for Managerial and Clinical Support (Johns)	* Read Chapter 18 pg 827-845. * Search http://himcareers.ahima.org/ for an article relating to the EHR. Post your findings to the discussion board in a summary of the article, what you learned or your reaction to it in proper grammar/spelling and works cited. * Read Real World Case in workbook. *Do Discussion Questions #1-3. *Do Application Exercise 3 between two vendors and share your information with your classmates. (Submit answers via Collaboration (discussion board)). *Search the web & web research assignment *Structured vs unstructured decisions assignment. *Do chapter review in workbook.
00 pts		
Project 11 1/08/09)	Healthcare Process Assessment (Amatayakul)	* Read Chapter 7 pg 151-173. * Describe each of the process assessment techniques. *Analyze the role of HIM and IT professionals in Process Assessment.
00 pts	Functional Needs Assessment (Amatayakul)	*Read Chapter 8 pg 175-192. *You are in charge of putting together a presentation on your functional needs assessment at your facility. Your presentation should include identification of individual/institutional users, Health Level Seven, Certification Commission on Health Information Technology, as well other information in the chapter to give a comprehensive presentation. You may use a power-point presentation or other effective method. (Turn in answers via InsideNC).
12	Data Infrastructure	*Read Chapter 9 pg 195-219

1/15/09)	Assessment (Amatayakul)	*Explain each of the following: -controlled vocabulary -data architecture -data infrastructure -data mining -health plan employer data and information (HEDIS) -online analytical processing (OLAP) -online transaction processing (OLTP) -optical character recognition (OCR) -ORXX -syntax *Read Chapter 10 pg 223-254 *Describe primary and secondary storage devices with examples of each. *Describe four of the most typical private network configurations. *Compare and contrast the physical and logical topologies. *Describe HIPAA security threats. (Turn in answers via InsideNC). * Search the online library, Medline or AHIMA for articles regarding a breach of confidentiality, security, privacy or other errors that occurred with an electronic health record. Summarize the article breach and what could have been done to prevent the error.
00 pts	Information Technology and Systems Infrastructure Assessment (Amatayakul)	
13 1/22/09)	Return on Investment (Amatayakul)	*Read Chapter 11 pg 257-281 *Compose a table using the headings from Figure 11.1 in column 1, the name of the corresponding step in column 2 and a description in column 3. *Describe cost-benefit analysis. *Read Chapter 12 pg 283-304 *Describe the concept best of breed, best of fit and best of suite. *Explain due diligence and contract negotiation. (Turn in answers via InsideNC).
00 pts	EHR Selection and Contract Negotiation (Amatayakul)	
14 1/14/09)	EHR Project Management (Amatayakul)	*Read Chapter 13 pg 307-333 *Complete the EHR project manager checklist on page 312 and analyze why you would or would not be a good project manager. Explain your findings and one possible change you could make. *Reflect on a time when you were involved in a meeting where one of the 7 sins of deadly meetings occurred as listed in Figure 13.4. Describe the sin that occurred and a possible salvation you could use in the future. *Describe the role of risk management in EHR project management. *Read Chapter 14 pg 335-357 *Describe the advantages and disadvantages from two turnover and two conversation strategies. *Provide a description for one type of system test. (Turn in answers via InsideNC).
	EHR Selection and Contract Negotiation (Amatayakul)	
	EHR System Implementation and Ongoing Maintenance (Amatayakul)	
15 2/06/09)	EHR Bride Technologies (Amatayakul)	*Read Chapter 15 pg 359-372 *Describe three HIM operational functions impacted by the hybrid record. *Describe how the hybrid record impacts the quality of care and documentation. *Compose a memo to your facility administrator regarding documentation management
00 pts	Acute Care EHR Applications (Amatayakul)	

		<p>issues. Inform administration on version control, access controls/audit trails, work flow, automated forms, electronic signature and any other information necessary for you to provide a comprehensive memo.</p> <p>*Read Chapter 16 pg 375-400</p> <p>*Describe EHR components for hospitals.</p> <p>*Provide one example of why rules engines are useful in acute care EHR applications. (Turn in answers via InsideNC).</p>
16 2/13/09)	<p>Ambulatory Care EHR Applications (Amatayakul)</p> <p>00 pts</p> <p>Growing Momentum for Health Information Exchange (Amatayakul)</p>	<p>*Read Chapter 17 pg 402-425</p> <p>*Describe three EHR functions for ambulatory care.</p> <p>*Compare E-prescribing vs CPOE.</p> <p>*Read Chapter 18 pg 427-453</p> <p>*Describe Regional Health Information Organizations.</p> <p>*Do a web search on health information exchange. Summarize your findings in a minimum of two paragraphs with a minimum of one source cited.</p> <p>*Go out to e-HIM Virtual Lab and complete the assignment for tools for analysis of data integrity and resolving duplicate records in the electronic record via QuadraMed MPI suite. (Turn in answers via InsideNC).</p>
Final 2/17/09)	<p>FINAL EXAM - essay</p> <p>38 pts</p>	<p>*Complete the comprehensive final under InsideNC. Concepts covered include a random selection from:</p> <ol style="list-style-type: none"> 1. Concept and evolution of the electronic health record (EHR). 2. Health care data sets and purpose. 3. Differentiation between health information type, content, and forms of media. 4. Differentiation between health record data definitions, vocabularies, terminologies and dictionaries. 5. Computer concepts and major operating systems. 6. Communication and internet. 7. Components of health information. 8. Archival, retrieval and imaging systems. 9. Elements of system architecture and design. 10. System acquisition and evaluation. 11. Concepts in data security. 12. Concepts of data integrity. 13. Data recovery and risk management issues. <p>(Available via InsideNC).</p>

INSTRUCTIONAL METHODS/GRADING/STUDENT REQUIREMENTS

AND METHODS OF EVALUATION

The instructional methods used include internet lecture, CD activities, workbook completion, group assignments, and collaborative projects. Students will be required to complete reading assignments, chapter reviews, and case studies, participate in threaded discussions with other classmates on topics determined by instructor, complete assignments and examinations of knowledge, and demonstrate skill competency using a specific internet platform. Possible points for written reports, case studies, projects, and exams will vary and tracking of your total points for each assignment or exam will be available on the course Website. Class assignments will be evaluated for accuracy, content, form, knowledge of subject matter, application of knowledge and ability to communicate effectively.

Students must participate in all activities, as well as accurately complete assignments and examinations within the internet platform in a timely manner. Therefore it is imperative that students have a reliable internet provider, computer hardware, and email address to succeed in this course.

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Evaluation is directly related to the performance objectives.

Performance is measured by examination, assignments, and/or quizzes.

The letter grade is based on the percentage of the total points earned throughout the semester based on the following scale:

A = 90 to 100%
 B = 80 to 89%
 C = 70 to 79%
 D = 60 to 69%
 F = 59% and below

Assignments 75 %

Students will be required to complete weekly assignments. Each assignment will be worth a minimum of 50 and a maximum total of 100 points.

Midterm/Final Examination 25%

Students will take comprehensive midterm and final examinations. The examination will be worth 150 midterm and 238 final points.

550 pts. Questions/Assignments

338 pts. Exams

Total Points Possible: 1938

ATTENDANCE POLICY

Absences that occur due to students participating in official college activities are excused. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

Unless students are excused by the instructor, they are expected to attend class. Students who are absent for two consecutive weeks (prior to the final drop date) and fail to contact the instructor may be dropped from this class. If a student is inactive for one-eighth of the total course duration, the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified. It is the responsibility of the student to properly drop the course. Students, who are still enrolled in this class after the final drop date, but fail to participate in class, are at risk for a failing grade. Your grade will be based on the total points accumulated through the last date of participation.

ASSESSMENT OF STUDENT GAIN

Student gain will be determined by student improvement in each of the areas of student competencies.

NCCC EMAIL ACCOUNT

Students should set up their NCCC e-mail accounts (which is the only e-mail account NCCC uses for students). Below is the link to a detailed handout that shows how to set it up.

http://www.neosho.edu/forms/Student_Email_Procedure.pdf

ACADEMIC INTEGRITY

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

This online class allows you to work independently or with other students in the class. For your own benefit, you need to complete all assignments on your own unless otherwise indicated. Do not use the work of others and submit it as your own. You may refer to the textbook and resources when taking tests online, however the tests are timed and you may lose points if you exceed the time limit. The true test of what you learn in this class will be demonstrated when you take the AHIMA certification exam to become a Registered Health Information Technician. The expectation for this class is for you to be professional and ethical – do your own work.

DISCLAIMER:

This syllabus is a broad outline of subject matter intended to be covered. It does not mean that everything herein will be covered, nor does it limit the content of the class to the material described. Information and statements in this document are subject to change at the discretion of NCCC. Because Introduction to Health Information is basic to understanding many of the other courses in the Health Information Technology program, a grade of C or better is required to continue the program.

NOTE:

If you are a student with a disability who may need accommodation(s) under the Americans with Disabilities Act (ADA), please notify the *Director of Advising and Counseling, Chanute Campus, Sanders Hall, 620-431-2820 ext 280* or the *Assistant Dean, Ottawa Campus, 785-242-2607 ext 312*, as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

Note: Information and statements in this document are subject to change at the discretion of NCCC. Changes will be published in writing and made available to students.

Course Syllabus

COURSE IDENTIFICATION:

Course Prefix/Number	ALHT 200
Course title:	HIT Clinical Affiliation I
Division:	Outreach and Workforce Development
Program:	Health Information Technology
Credit Hours:	3
Initiation/Revised Date:	2009
Assessment Goal per Outcome(s)	80%
Instructor:	Kristie Royer, RHIA
Contact:	kroyer@neosho.edu

CATALOG COURSE DESCRIPTION:

This is a 135 clock hour, hands-on supervised learning experience at affiliated facilities designed to give students a clinical experience in assembly, analysis, filing of health records, master patient index, record storage and retrieval, birth certification, tracking systems, cancer registry, ambulatory, long term care, mental health records, legal aspects and medical staff/hospital committee functions.

COURSE PURPOSE:

To provide the student with hands-on supervised practice of specific health record activities in the clinical

setting.

TEXTBOOK AND OTHER INSTRUCTIONAL MATERIALS:

HIT Clinical Affiliation I Handbook.

COURSE OUTCOMES:

Overall

1. Develop and display a good working relationship with both coworkers and supervisors.
2. Demonstrate a positive attitude toward each learning experience and critique of work.
3. Demonstrate good communications skills, both oral and written.
4. Demonstrate professionalism by display of punctuality, flexibility, and confidentiality at each affiliated site.
5. Demonstrate understand and carry out all departmental policies.
6. Demonstrate initiative in carrying out assignments.

Assembly and Analysis

Accurately assemble at least five (5) discharged inpatient and ten (10) outpatient records following existing facility policies and procedures.

Accurately perform quantitative analysis on at least five (5) discharged inpatient and ten (10) outpatient records following existing facility policies and procedures.

Describe how the patient record and other patient data not yet a part of the record arrives in the department and in the patient's chart.

Follow existing procedures to ensure timely completion of health records.

Describe the facility's incomplete record system.

Assist in the preparation of a report of the number of physicians' incomplete records for designated medical and administrative staff.

Record Filing, Retrieval and Storage (manual vs electronic)

1. Accurately file at least fifteen (15) health records following existing facility procedures.
2. Accurately retrieve at least ten (10) health records following existing policies and procedures.
3. Describe the controls for accuracy in the file area.
4. Explain how your clinical site defines an inactive record and how it handles inactive records.
5. Describe the process of destruction and/or off-site storage of health records.
6. Describe the security/controls utilized in the file area. Who is allowed to access to the files? If electronic health record, how do they monitor security for the record?

Admissions/Master Patient Index

1. Describe the admission process as it pertains to the initiation of the flow of patient information.
2. Describe how the patient I.D. number is assigned.
3. Accurately determine whether patients have been admitted to the facility previously, and if patient records from former admissions are currently available.
4. Accurately update information in the master patient index; admit at least five (5) patients.

Birth Certificates

1. Accurately complete at least one birth certificate following existing facility procedures.

Automated Record Tracking

1. Identify the need for an automated chart tracking system.
2. Indicate advantages to health record location by automation.
3. Locate/track at least ten (10) patient's charts following the existing facility procedure.

Manual Record Tracking (Answer these questions about manual record tracking only if the facility does not use an automated system.)

1. Describe how this facility tracks records.
2. How are changes in record location monitored?
3. Who is responsible for updating location cards/out guides?

Ambulatory Records

1. Explain how health records are routed to and from the medical record department in a clinical facility.
2. Identify the filing method (terminal digit, middle digit, etc.) used in a facility's file area, and accurately file and retrieve charts following departmental procedures.
3. Explain the methods used to notify the medical record department of the need for charts at other locations in the facility.
4. Identify the chart order used in the facility.
5. Explain how forms are made part of the chart.
6. Assist in the filing of reports into the folders following departmental procedures.
7. Explain how responsibility is divided among the medical record department

employees.

8. Explain departmental measures for assuring the accuracy of filing both health records and reports into the records.

Long Term Care Records

1. List any logs or indexes kept by the medical record department.
2. Explain the filing system used by the medical record department.
3. Identify the use of tickler files by the facility's medical record practitioner.
4. List the contents of a long term care chart in the facility.
5. Gather all necessary forms to begin a chart for a new resident.
6. Identify the steps in chart analysis, and describe when chart analysis is performed.
7. Explain the methods used to obtain necessary signatures in the health records.
8. Describe any patient care evaluation studies in progress or completed.
9. Explain the procedures followed by the facility in dealing with excessively thick charts.
10. Explain the retention policies of the facility.
11. Explain the purpose for and procedures followed for utilization review.
12. Identify statistics kept by the medical record department.
13. Perform tabulation of census records at an entry level standard of proficiency as determined by the site supervisor.

Mental Health Records

1. Examine psychiatric health records and identify portions of the patient record that are unique to a mental health setting.
2. Analyze the health record for necessary signatures and identify deficiencies.
3. Explain how confidentiality is maintained in the facility.
4. Explain the use of the coding systems used by the facility.

Medical Staff and Hospital Committee Functions

This assignment will permit the student to determine which medical staff and hospital committees have

representation by health information department. Interview your clinical affiliation supervisor or designee to answer each item below. List at least 3 different committees.

Release of Medical Information

1. Become acquainted with various authorizations for release of information.
2. Apply and follow existing policies for the control, use, and release of medical information.
3. Observe and participate in the activities related to the release of medical information at the facility. Carry out and/or discuss established procedures for release of medical information in response to requests from: attorneys; commercial insurance companies (Blue Cross Blue Shield and others); court orders; drug and alcohol patients; federal agencies; hospitals currently treating the patient or receiving the patient in transfer from your facility; Medicare; the patient; the patient who is an adult, and was adopted as a child, requesting birth information; patient's employer; physicians, on the facility's medical staff and those not on the facility's medical staff; and subpoenas.
4. Follow procedures to ensure that the confidentiality of health information is maintained for both hardcopy and computerized information.
5. Process requests for release of medical information for at least three (3) patients:
 - a. determine the validity of the requests
 - b. determine the information to be released in response to the requests
 - c. respond to the requests

INSTRUCTIONAL METHODS/GRADING/STUDENT REQUIREMENTS

AND METHODS OF EVALUATION

See Clinical Affiliation I Handbook. It is imperative that students have a reliable internet provider, computer hardware, and email address to succeed in this course.

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

See Clinical Affiliation I Handbook.

The letter grade is based on the percentage of the total points earned throughout the semester based on the following scale:

- A = 90 to 100%
- B = 80 to 89%
- C = 70 to 79%
- D = 60 to 69%
- F = 59% and below

ATTENDANCE POLICY

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excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified. It is the responsibility of the student to properly drop the course. Students, who are still enrolled in this class after the final drop date, but fail to participate in class, are at risk for a failing grade. Your grade will be based on the total points accumulated through the last date of participation.

ASSESSMENT OF STUDENT GAIN

Student gain will be determined by student improvement in each of the areas of student competencies.

NCCC EMAIL ACCOUNT

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This online class allows you to work independently or with other students in the class. For your own benefit, you need to complete all assignments on your own unless otherwise indicated. Do not use the work of others and submit it as your own. You may refer to the textbook and resources when taking tests online, however the tests are timed and you may lose points if you exceed the time limit. The true test of what you learn in this class will be demonstrated when you take the AHIMA certification exam to become a Registered Health Information Technician. The expectation for this class is for you to be professional and ethical – do your own work.

DISCLAIMER:

This syllabus is a broad outline of subject matter intended to be covered. It does not mean that everything herein will be covered, nor does it limit the content of the class to the material described. Information and statements in this document are subject to change at the discretion of NCCC. Because HIT Clinical Affiliation I is required course in the Health Information Technology program, a grade of C or better is required to continue the program.

NOTE:

If you are a student with a disability who may need accommodation(s) under the Americans with Disabilities Act (ADA), please notify the *Director of Advising and Counseling, Chanute Campus, Sanders Hall, 620-431-2820 ext 280* or the *Assistant Dean, Ottawa Campus, 785-242-2607 ext 312*, as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

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Course Syllabus

COURSE IDENTIFICATION

Course Prefix/Number:	ALHT 221
Course Title:	Current Events in Health Information Technology
Division:	Outreach and Workforce Development
Program:	Health Information Technology
Credit Hours:	3.0

Initiation/Revised: Spring 2009
Assessment Goal per Outcome(s): 80%
Instructor:
Contact information:

CLASSIFICATION OF INSTRUCTION

Vocational

COURSE DESCRIPTION

Internet-based course that consists of review and discussion of current trends, regulations and best practices occurring that effect health information in today's healthcare. Such as: RAC's, MAC's, Red Flag Rule, PHR, Medical Identity Theft, ICD-10, HiTech Act and Transcription and Speech Recognition in Today's Patient Record to name a few. These topics will change as new areas of interest develop.

PREREQUISITES AND/OR COREQUISITES

ALHT 215 Quality Improvement, ALHT 220 Management & Supervision, ALHT 230 Introduction to CPT Coding and/or department consent.

TEXT/WEBSITE/RESOURCES

AHIMA Journals/Practice Briefs

<http://www.neosho.edu/library/index.asp> Chapman Library

<http://www.ahima.org> American Health Information Management Association

AHIMA Advantage E-alert [e-alert@ahima.org]

<http://www.ahima.org> American Health Information Management Association

<http://www.jointcommission.org> Joint Commission (JC)

<http://www.cms.hhs.gov> Center for Medicare and Medicaid

www.aha.org American Hospital Association

COURSE OUTCOMES/ COMPETENCIES (as Required)

Upon completion of this course the student should be able to:

1. Interpret through research emerging trends in the health information management field.
2. Develop sample policies based on specific regulations/best practices.
3. Compare and contrast past and present trends/regulations/best practices.

AHIMA DOMAINS

I. Domain: Healthcare Data Management

B. Subdomain: Healthcare Information Requirements and Standards

5. Assist in preparing the organization for accreditation, licensing, and/or certification surveys.

III. Domain: Health Services Organization and Delivery

A. Subdomain: Healthcare Delivery Systems

1. Apply information systems policies and procedures required by national health information initiatives on the healthcare delivery system
2. Apply current laws, accreditation, licensure, and certification standards related to health

information initiatives from national, state, local and facility levels.

3. Apply policies and procedures to comply with the changing regulations among various payment systems for healthcare services such as Medicare, Medicaid, managed care, and so forth.

COURSE OUTLINE

This will change to as new areas of interest develop:

1. Medical Identity Theft
2. RAC
3. MAC
4. Red Flag Rule
5. ICD-10
6. Transcription and Speech Recognition in Today's Patient Record

The cost of medical transcription is \$10 BILLION annually. Healthcare & increased documentation costs are constantly rising with no end in sight. Medical transcriptionists are scarce. How do you choose the right transcription service for your hospital? How can you use Speech Recognition, a viable and widely used technology to help you get ahead of the curve? How do you lower spending during a time when all hospitals are searching for ways to reduce the bottom line, and increase quality simultaneously? We will discuss and discover the answers to these questions and more during this session.

SCHEDULE

This class meets online for weekly learning units. The class materials for each unit will be available for a minimum of seven days, starting _____ and ending _____.

Week	Topic	Reading/ Exercises/Exam
1 (e date)	Introduction & Misc items Current trend such as RAC's	*Complete Housekeeping Items. *Share email address (notify instructor that you are able to get into NCCC website and can get into your class). *Complete the Student Objective /Occupational Intent Form if you are changing your intent. (Mail to NCCC Program Coordinator. *Research the online library and find articles about RAC's and report findings. *AHIMA journal CE articles used if applicable **Post outline of article for all students to review. Develop 3 questions with answer from outlines to instructor
2 (e date)	Current trend such as RAC's	*Paper due over RAC *Test Questions due *Each student must comment on discussion board topic
3 (e date)	Current trend such as ICD-10	Research the online library and find articles about RAC's and report findings. *AHIMA journal CE articles used if applicable **Post outline of article for all students to review. Develop 3 questions with answer from outlines to instructor
4	Current trend such as ICD-10	*Paper due over ICD-10

e date)		*Test Questions due *Each student must comment on discussion board topic
5 e date)	Current trend such as Red Flag Rule	Research the online library and find articles about RAC's and report findings. *AHIMA journal CE articles used if applicable **Post outline of article for all students to review. Develop 3 questions with answer from outlines to instructor
6 e date)	Current trend such as Red Flag Rule	*Paper due over Red Flag Rule *Test Questions due *Each student must comment on discussion board topic
7 e date)	Current trend such as Medical Identity Theft	Research the online library and find articles about RAC's and report findings. *AHIMA journal CE articles used if applicable **Post outline of article for all students to review. Develop 3 questions with answer from outlines to instructor
8 e date)	Current trend such as Medical Identity Theft	*Paper due over Medical Identity Theft *Test Questions due *Each student must comment on discussion board topic
9 e date)	Current trend such as Personal Health Record	Research the online library and find articles about RAC's and report findings. *AHIMA journal CE articles used if applicable **Post outline of article for all students to review. Develop 3 questions with answer from outlines to instructor
10 e date)	Current trend such as Personal Health Record	*Paper due over Personal Health Record *Test Questions due *Each student must comment on discussion board topic
11 e date)	Current trend such as Transcription and Speech Recognition	Research the online library and find articles about RAC's and report findings. *AHIMA journal CE articles used if applicable **Post outline of article for all students to review. Develop 3 questions with answer from outlines to instructor
12 e date)	Current trend such as Transcription and Speech Recognition	*Paper due over Transcription & Speech Recognition *Test Questions due *Each student must comment on discussion board topic
13 e date)	Current trend such as MAC's	Research the online library and find articles about RAC's and

		report findings. *AHIMA journal CE articles used if applicable **Post outline of article for all students to review. Develop 3 questions with answer from outlines to instructor
14 e date)	Current trend such as MAC's	*Paper due over MAC's *Test Questions due *Each student must comment on discussion board topic
15 e date)	Current trend such as ARRA	Research the online library and find articles about RAC's and report findings. *AHIMA journal CE articles used if applicable **Post outline of article for all students to review. Develop 3 questions with answer from outlines to instructor
16 e date)	Current trend such as ARRA	*Paper due over ARRA *Test Questions due *Each student must comment on discussion board topic

INSTRUCTIONAL METHODS/GRADING/STUDENT REQUIREMENTS

AND METHODS OF EVALUATION

The instructional methods used include use of: AHIMA Journals/Practice Briefs and websites. Students will be required to complete reading assignments, and case studies. Possible points for written reports, case studies, projects, and exams will vary and tracking of your total points for each assignment or exam will be available on the course Website. Class assignments will be evaluated for accuracy, content, form, knowledge of subject matter, application of knowledge and ability to communicate effectively.

Students must participate in all activities, as well as accurately complete assignments and examinations within the internet platform in a timely manner. Therefore it is imperative that students have a reliable internet provider, computer hardware, and email address to succeed in this course.

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Evaluation is directly related to the performance objectives.

Performance is measured by assignments, and/or quizzes.

The letter grade is based on the percentage of the total points earned throughout the semester based on the following scale:

- A = 90 to 100%
- B = 80 to 89%
- C = 70 to 79%
- D = 60 to 69%
- F = 59% and below

Students must demonstrate minimum levels of ability on all competencies in order to pass this course.

Paper 50%

Students will be required to complete a paper on each topic student. Each paper will be worth 100

points

Test Questions 25 %

Students will be required to complete test questions for each topic covered. Each assignment will be worth 50 points.

Discussion Board participation 25%

Students will be required to participate in discussions regarding each topic covered. Participation is worth 50 points per topic.

800 pts. Papers

400 pts. Test questions

400 pts Discussion board participation

Total Points Possible: 1600

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Course Syllabus

COURSE IDENTIFICATION

Course Prefix/Number:	ALHT 225
Course Title:	Introduction to ICD-9-CM Coding
Division:	Outreach and Workforce Development
Program:	Health Information Technology
Credit Hours:	3.0
Initiation/Revised:	Fall 2008, 2009
Assessment Goal per Outcome(s):	80%
Instructor:	Jeanne Janss, RHIA
Contact Information:	jjanss@neosho.edu

CLASSIFICATION OF INSTRUCTION

Vocational

COURSE DESCRIPTION

An internet-based course that provides the student the purpose and use of the ICD-9-CM classification system. Topics include coding conventions, coding principles, and CMS official coding guidelines (inpatient). Students will be required to assign ICD-9-CM codes to diagnosis/procedure statements, case abstracts, and patient records.

PREREQUISITES AND/OR COREQUISITES

BIOL 257 Human Anatomy & Physiology, BIOL 258 Human Anatomy & Physiology Lab, NURS 230 Pathophysiology, ALHE 105 Medical Terminology, ALHE 122 Introduction to Pharmacology.

TEXT/WEBSITE/RESOURCES

Schraffenberger, Lou Ann, MBA, RHIA, CCS, CCS-P. Basic ICD-9-CM Coding. Chicago, IL: American Health Information Management Association, 2009 edition.
ISBN# 978-1-58426-211-4

Schraffenberger, Lou Ann, MBA, RHIA, CCS, CCS-P. Basic ICD-9-CM Coding Exercises. Chicago, IL: American Health Information Management Association, 2nd edition.
ISBN# 978-1-58426-218-3

Channel Publishing, ICD-9-CM Educational Annotation for Hospital, Vol 1, 2, 3 softbound, Albany, NY: Channel Publishing, current edition.

Flashcode/AHIMA Virtual Lab-Quantim: Review Tabular List for fourth or fifth digits. Use Flashcode to verify correct code. Use Virtual Lab's Quantim Code to verify codes (can verify procedure codes with Quantim Code). Also use these systems to review the Tabular List for includes, excludes, and code also guides. These systems also provide references: Coding Clinics, medical dictionary, drug index, anatomy, clinical indicators, lab values, abbreviations, and ICD-9 guidelines.

COURSE OUTCOMES/ COMPETENCIES

1. Explain the importance of and appropriately use of the Coding Clinics as directed in the coding manual.
2. Determine discrepancies between coded data and supporting documentation.
3. Use specialized software in the completion of HIM processes (e.g., coding, grouping, and billing).
 - a. Use and maintain electronic applications and work processes to support clinical classification and coding (e.g., ICD-9-CM).
4. Determine the appropriate code for the medical record
 - a. Locate and differentiate between admitting diagnoses and final diagnoses.
 - b. Locate forms in the chart for refining of diagnoses, such as radiology and pathology report information.
 - c. Compare and contrast diagnostic information located on the face sheet, discharge summary, progress notes, pathology report, surgical reports, and radiology reports, and select the most appropriate, complete, or detailed diagnosis.
 - d. Identify and correct select the following in given diagnostic and procedural scenarios: principal diagnosis, other diagnosis, complication, comorbidity, symptom, uncertain diagnosis, principal procedure, significant procedure.
 - e. Formulate the appropriate sequence to code principal diagnosis and procedures
 - f. Using the ICD-9-CM coding manual to identify neoplasm coding rules, accurately code diagnoses and procedures to inpatient or outpatient charts.
 - g. Assign the appropriate V codes as needed.
 - h. Assign appropriately the morphology codes when indicated.
 - i. Using the ICD-9-CM coding manual, accurately code diagnoses and procedures to obstetrical and newborn charts.
 - j. Assign appropriately the outcome of delivery codes.
 - k. Explain the difference between antenatal, delivery, and postpartum conditions.

AHIMA DOMAINS

Domain I: Health Data Management

Subdomain A. Health Data Structure, Content and Standards

3. Apply clinical vocabularies and terminologies used in the organization's health information systems

Subdomain C. Clinical Classification Systems

1. Use and monitor applications and work processes to support clinical classification and coding
2. Apply diagnosis/procedure codes using ICD-9-CM
3. Adhere to current regulations and established guidelines in code assignment
4. Validate coding accuracy using clinical information found in the health record
5. Identify discrepancies between coded data and supporting documentation

Domain 2: Health Statistics, Biomedical Research and Quality Management

1. Abstract and maintain data for clinical indices/databases/registries

Domain 3: Health Services Organization and Delivery

Domain 4: Information Technology and Systems

Subdomain A. Information and Communication Technologies

2. Use specialized software in the completion of HIM processes (e.g., chart management; coding; release of information)

COURSE OUTLINE

- II. Characteristics of ICD-9-CM
- III. Procedures

- IV. Introduction to the Prospective Payment System and the Uniform Hospital Discharge Data Set
- V. Infectious and Parasitic Diseases
- VI. Neoplasms
- VII. Endocrine, Nutritional and Metabolic Diseases, and Immunity Disorders
- VIII. Diseases of the Blood and Blood-Forming Organs
- IX. Mental Disorders
- X. Diseases of the Nervous System and Sense Organs
- XI. Diseases of the Circulatory System
- XII. Diseases of the Respiratory System
- XIII. Diseases of the Digestive System
- XIV. Diseases of the Genitourinary System
- XV. Complications of Pregnancy, Childbirth, and the Puerperium
- XVI. Diseases of the Skin and Subcutaneous Tissue
- XVII. Diseases of the Musculoskeletal System and Connective Tissue
- XVIII. Congenital Anomalies and Certain Conditions Originating in the Perinatal Period
- XIX. Symptoms, Signs, and Ill-Defined Conditions
- XX. Injury and Poisoning I
- XXI. Injury and Poisoning II
- XXII. Supplementary Classifications – E Codes
- XXIII. Late Effects
- XXIV. Supplementary Classifications – V Codes

SCHEDULE

This class meets online for weekly learning units. The class materials for each unit will be available for a minimum of eight days, starting _____ and ending _____.

Week	Topic	Reading/ Exercises/Exam
8-24-09 to 8-29-09	Production introduction. Characteristics of ICD-9-CM	<p><u>*This course will make extensive use of the electronic systems: Flashcode and AHIMA's Virtual Lab-Quantim.</u></p> <p>*Notify instructor – able to get on NCCC website – mail student objective form to program coordinator if you have not done so before or if you have changed your major.</p> <p>* Read Chapter 1</p> <p>*Complete exercises associated with Chapter 1</p> <p>* Read Ethics information in Appendix G</p> <p>*Complete Ethics assignment</p>
8-30-09 to 9-5-09	Procedures & Infectious and Parasitic Diseases	<p>*Read Chapters 2 and 4.</p> <p>* Complete exercises associated with Chapter 2.</p> <p>*Chapter 1 Review quiz.</p> <p>*Coding scenarios for Chapters 2 and 4.</p> <p>*Application.</p>
9-6-09 to 9-12-09	Introduction to the Prospective Payment Systems & Uniform Hospital Data Sets	<p>* Read Chapter 3.</p> <p>* Coding Scenarios for Chapter 3.</p> <p>* Chapter 2 & 7 Review quiz.</p> <p>* Post opinion on Principal Diagnosis.</p>
9-13-09 to	Neoplasms	<p>* Read Chapter 5.</p> <p>* Complete exercises associated</p>

9-19-09		with Chapter 5. * Chapter 3 Review quiz. * Application.
9-20-09 to 9-26-09	Endocrine, Nutritional and Metabolic Disease & Immunity Disorders, Diseases of Blood & Blood-Forming Organs & Mental Disorders	*Read Chapters 6, 7 and 8. *Complete exercises associated with Chapter 8. *Coding Scenarios for Chapter 6,7, and 8. *Chapter 5 Review quiz. *Application.
9-27-09 to 10-3-09	Diseases of the Nervous System & Sense Organs & Diseases of the Respiratory Systems	*Read Chapter 9 and 11. *Complete exercises associated with Chapter 11. *Coding scenarios for Chapter 9 & 11. *Chapters 6,7 and 8 Review Quiz. *Application.
10-4-09 to 10-10-09	Diseases of the Circulatory System	*Read Chapter 10. *Complete exercises associated with Chapter 10. * Coding scenarios for Chapter 10. * Chapters 9 and 11 Review quiz. * Application.
10-11-09 to 10-17-09	Diseases of the Digestive System & Diseases of the Genitourinary System	*Read Chapters 12 & 13. *Coding scenarios for Chapters 12 & 13. *Complete exercise associated with Chapter 12. *Chapter 10 Review Quiz. *Application.
10-18-09 to 10-24-09	Mid-Term	*Mid-Term Exam. *Application.
10-25-09 to 10-31-09	Pregnancy & Childbirth	*Read Chapters 14 & 15. *Complete exercises associated with Chapter 14. * Coding scenarios for Chapters 14 & 15. * Chapter 12 & 13 Review quiz. *Essay – Antenatal, delivery and postpartum conditions.
11-1-09 to 11-7-09	Musculoskeletal	*Read Chapter 16, 17, & 18. *Complete exercise associated with Chapter 17. * Coding scenarios for Chapters 16, 17, and 18. *Chapters 14 & 15 Review quiz. *Application.
11-8-09 to 11-14-09	Injury/Poisoning	*Read Chapter 19 & 20. *Complete exercises associated with Chapters 19 & 20. *Chapters 16, 17 & 18 Review quiz. *Application.
11-15-09 to 11-21-09	Supplemental E-codes	*Read Chapter 21 & 22. *Complete exercises associated with Chapters 21 & 22. *Chapters 19 & 20 Review quiz.

11-29-09 to 12-5-09	Supplemental V-codes	*Application. *Read Chapter 23. *Complete exercises associated with Chapter 23. *Chapter 21 & 22 Review quiz. * Application.
12-6-09 to 12-12-09	Wrap-up	*Read Chapter 23 Review quiz. *Compare Encoders. *Determine coding/documentation discrepancies. *Application.
12-13-09 to 12-17-09	Final	*Final Exam.

INSTRUCTIONAL METHODS/GRADING/STUDENT REQUIREMENTS

AND METHODS OF EVALUATION

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STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Evaluation is directly related to the performance objectives.

Performance is measured by assignments, and/or quizzes.

Students must demonstrate minimum levels of ability on all competencies in order to pass this course.

Assignments	75 %
Quiz's/Midterm/Final Examination	25%

The letter grade is based on the percentage of the total points earned throughout the semester based on the following scale:

A = 90 to 100%
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ASSESSMENT OF STUDENT GAIN

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NOTE:

If you are a student with a disability who may need accommodation(s) under the Americans with Disabilities Act (ADA), please notify the *Director of Advising and Counseling, Chanute Campus, Sanders Hall, 620-431-2820 ext 280* or the *Assistant Dean, Ottawa Campus, 785-242-2607 ext 312*, as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

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Course Syllabus

COURSE IDENTIFICATION

Course Prefix/Number:	ALHT 256
Course Title:	Alternative Healthcare Systems in HIT
Division:	Outreach and Workforce Development
Program:	Health Information Technology
Credit Hours:	3.0
Initiation/Revised:	Fall 2009
Assessment Goal per Outcome(s):	80%
Instructor:	Jeanne Janss, RHIA
Contact Information:	jjanss@neosho.edu

CLASSIFICATION OF INSTRUCTION

Vocational

COURSE DESCRIPTION

An internet-based course that provides the student an introduction to alternative healthcare facilities to include record requirements, coding regulations, accreditation agencies, primary and specialty care physician practices, role of non-physician providers and reimbursement for these facilities. These facilities will include long term care, rehabilitation, hospice, home health, respite, psychiatric, skilled nursing, cancer data registry, specialty hospital (cancer, pediatric) and rural health clinics. Students will be required to assign ICD-9-CM codes to diagnosis/procedure statements, case abstracts, and patient records. Acute care reimbursement systems (MS-DRG's and APC's) as well as ICD-10 will also be covered. One class assignment will be devoted to Healthcare ethics. Writing assignments will be used to reinforce concepts.

PREREQUISITES AND/OR COREQUISITES

ALHT 215 Quality Improvement, ALHT 220 Management & Supervision, ALHT 221 Current Events in Health Information Technology, ALHT 230 Introduction to CPT coding, and/or department consent.

TEXT/WEBSITE/RESOURCES

Johns, Merida, PhD, RHIA, Health Information Management Technology: An Applied Approach. Chicago: American Health Information Management Association, 2007.

Scott, Karen S, MEd, RHIA, CCS-P, CPC, Coding & Reimbursement for Hospital Inpatient Services. Chicago: American Health Information Management Association, 2nd Edition. ISBN#: 978-1-58426-198-8.

Channel Publishing, ICD-9-CM Educational Annotation for Hospital, Vol 1, 2, 3 softbound, Albany, NY: Channel Publishing, current edition.

Flashcode/AHIMA Virtual Lab-Quantim: Review Tabular List for fourth or fifth digits. Use Flashcode to verify correct code. Use Virtual Lab's Quantim Code to verify codes (can verify procedure codes with Quantim Code). Also use these systems to review the Tabular List for includes, excludes, and code also guides. These systems also provide

references: Coding Clinics, medical dictionary, drug index, anatomy, clinical indicators, lab values, abbreviations, and ICD-9 guidelines. AHIMA's Virtual Lab:

<http://ahima.demoservers.com>

Chapman Library – Online Database, Magazine/Journals, ProQuest Nursing & Allied Health (see Campus Announcements on Home Page of Inside NC for instructions and access). <http://www.neosho.edu/library/index.asp>

Supplemental printed material

TEXT/WEBSITE/RESOURCES - Not required:

Conditions of Participation for Hospitals and Long-Term Care Facilities
Journal of the American Health Information Management Association
American College of Surgeons Cancer Program Manual
Diagnostic and Statistical Manual of Mental Disorders, American Psychiatric Association

COURSE OUTCOMES/ COMPETENCIES

1. Explain the importance of and appropriately use of the Coding Clinics as directed in the coding manual.
 - a. Apply policies and procedures for the use of clinical data required in reimbursement and prospective payment system (PPS) in healthcare delivery.
2. Assess specialized software in the completion of HIM processes (e.g., coding, grouping, and billing).
 - a. Use and maintain electronic applications and work processes to support clinical classification and coding (e.g., ICD-9-CM).
 - b. Understand the Systematized Nomenclature of Medicine – Clinical Terms (SNOMed CT), RUGs, IRF-PAI
3. Determine the appropriate code for the medical record
 - a. Identify and correctly select appropriate diagnostic and procedure codes for the following facility types:
 - . Long Term Acute Care Facilities
 - . Rehabilitation
 - . Home Health/Hospice/Respite
 - . Skilled Nursing Facility
 - . Specialty Hospitals (Pediatrics, Cancer, Psychiatric)
 - . Rural Health Clinics
 - b. Using the ICD-O Coding manual, accurately assign both site and morphology codes to cancer cases.
 - c. Using both the TNM and SEER staging systems as well as collaborative staging method, accurately assign stages to cancer cases.
4. Explain the purpose of the cancer registry
 - a. Case identification accession registers
 - b. Patient indexes
 - c. Follow-up
 - d. State and Regional registries
5. Demonstrate knowledge of UHDDS definitions of coding to accurately assign and sequence codes for MS-DRG calculation.
6. Demonstrate a basic understanding of ICD-10.
7. Identify and describe the record requirements for alternative healthcare such as: Long Term Acute Care Facilities, Rehabilitation, Home Health, Hospice, Respite, Skilled Nursing Facilities, Specialty Hospitals (Pediatrics, Cancer, Psychiatric) and Rural health clinics.
8. Compare and contrast accreditation requirements for alternative healthcare such as: Long Term Acute Care Facilities, Rehabilitation, Home Health, Hospice, Respite, Skilled Nursing Facilities, Specialty Hospitals (Pediatrics, Cancer, Psychiatric) and Rural health clinics.
9. Compare and contrast the difference between primary care and specialty care providers.

- 10. Define the role of non-physician providers (physician extenders) and compare and contrast their reimbursement requirements with those for the physician provider.
- 12. Differentiate between a rural and urban hospital.
- 13. List and discuss the bioethical and ethical issues the modern healthcare professional faces.
- 14. Summarize the ethical issues relating to healthcare today.

Domain I: Health Data Management

Subdomain A. Health Data Structure, Content and Standards

- 3. Apply clinical vocabularies and terminologies used in the organization’s health information systems

Subdomain C. Clinical Classification Systems

- 6. Use and monitor applications and work processes to support clinical classification and coding
- 7. Apply diagnosis/procedure codes using ICD-9-CM
- 8. Adhere to current regulations and established guidelines in code assignment
- 9. Validate coding accuracy using clinical information found in the health record
- 10. Identify discrepancies between coded data and supporting documentation

Domain 2: Health Statistics, Biomedical Research and Quality Management

- 3. Abstract and maintain data for clinical indices/databases/registries

Domain 3: Health Services Organization and Delivery

Domain 4: Information Technology and Systems

Subdomain A. Information and Communication Technologies

- 4. Use specialized software in the completion of HIM processes (e.g., chart management; coding; release of information)

COURSE OUTLINE

- XXV. Characteristics of ICD-10
- XXVI. Long Term Acute Care – health record, coding, accreditation
- XXVII. Hospice/Home Health/Respite - health record, coding, accreditation
- XXVIII. Rehabilitation - health record, coding, accreditation
- XXIX. Skilled Nursing Facility - health record, coding, accreditation
- XXX. Rural Health Clinics - health record, coding, accreditation
- XXXI. Specialty Hospitals (Pediatric/Cancer/Psychiatric) - health record, coding, accreditation
- XXXII. Primary and Specialty Providers - health record, coding
- XXXIII. Non-physician Providers - health record, coding
- XXXIV. Registries: Cancer Data, Trauma, Disease, Birth defects, diabetes, implant, transplant, & immunization.
- XXXV. Acute care reimbursement systems (MS-DRG’s and APC’s)
- XXXVI. Standard Nomenclature of Disease and Operations (SNDO), Systematized Nomenclature of Pathology (SNOP) and Systematized Nomenclature of Medicine (SNOMed)
- XXXVII. Correctional & Juvenile – health records
- XXXVIII. Ethical issues the modern healthcare

SCHEDULE

This class meets online for weekly learning units. The class materials for each unit will be available for a minimum of eight days, starting _____ and ending _____.

Week	Topic	Reading/ Exercises/Exam
1	Introduction & Misc items	<p><u>*This course will make extensive use of the electronic systems: Flashcode and AHIMA’s Virtual Lab-Quantim.</u></p> <p>*Notify instructor – able to get on NCCC website – mail student objective form to program coordinator.</p> <p>*Verify access to virtual lab</p>
2	Characteristics of ICD-10	*Compare and contrast ICD-9 & ICD-10 after

		reading scanned article. *Analyze the structure of an ICD-10 dx code
3	Long Term Acute Care – health record, coding, accreditation	*Read John's pgs 83-84 & 635-636 *Policy & Procedure assignment. *Prospective payment IP vs LTC *Virtual Lab coding assignment *Virtual lab analysis & tracking assignment *Determine topic for research paper and turn in to instructor.
4	Hospice/Home Health/Respite - health record, coding, accreditation	*Read John's pgs 84-86 & 634-636 *Record content comparison Assignment *Virtual lab – analysis & tracking assignment *Virtual lab – coding assignment
5	Rehabilitation - health record, coding, accreditation	*Read John's pgs 87-88 *Interview/paper assignment *IRF-PAI assignment-analyze composition of patient assessment categories for Rehab prospective pymt *Virtual lab – tracking and analysis assignment *Virtual lab coding principal & secondary dx assignment
6	Skilled Nursing Facility - health record, coding, accreditation	*Record content comparison Assignment *Virtual lab – analysis & tracking assignment *Virtual lab coding principal & secondary dx assignment *URL assignment – analyze the standard assessment tool (MDS) for SNF admissions
7	Rural Health Clinics - health record, coding, accreditation	*Record content comparison Assignment *Virtual lab – analysis & tracking assignment *Virtual lab coding assignment
8	Specialty Hospitals (Pediatric/Cancer/Psychiatric) - health record, coding, accreditation	*Compare & contract IP PPS and IP Psych PPS. *Virtual lab coding assignment for cancer chart – principal/secondary dx *Mid-Term covering everything up to and including Specialty Hospitals.
9	Primary and Specialty Providers - health record, coding	*Record content comparison Assignment *Virtual lab – analysis & tracking assignment
0	Non-physician Providers - health record, coding	*Record content, analysis & tracking assignment *Turn in rough draft of research paper
1	Registries: Cancer Data, Trauma, Disease, Birth defects, diabetes, implant, transplant, immunization	*Read John's pgs 400-411 * Comparison assignment *Cancer registry abstract assignment
2	Acute care reimbursement systems (MS-DRG's and APC's)	*Virtual lab calculation of appropriate MS-DRG assignment *Analyze difference in MS-DRG to different debridement patients *Compliance assignment – review different categories of dx and determine which dx to be identified in compliance plan, defending your choice(s)
3	Standard Nomenclature of Disease and Operations (SNDO), Systematized Nomenclature of Pathology (SNOP) and Systematized Nomenclature of Medicine (SNOMed)	*Research, comparing SNDO, SNOP & SNOMed nomenclatures

4	Mental Health Facility – health record, coding & accreditation	*Read John's pgs 86-87 *Record content comparison Assignment *Compare Mental health record to IP hospital record. *Create mental health record from what the Department of Mental Health governs *Compare US codes and Federal guidelines covering substance abuse *Virtual lab coding assignment(s)
5	Other alternative healthcare systems: Correctional & Juvenile	*Read John's pgs 88-89 *Interview assignment
6	Ethical issues in modern healthcare	*Discuss biophysical issues that are a part of end-of-life care decisions
7	Research paper due	Final Exam/Research paper due

INSTRUCTIONAL METHODS/GRADING/STUDENT REQUIREMENTS

AND METHODS OF EVALUATION

A cumulative point system is used. Your class assignments will include reading, review questions, written reports, case studies, Website research, projects, practice exercises, discussion questions, chapter quizzes and examinations. The chapter examinations will be a part of each learning unit and are completed after the unit assignments, and prior to starting the next unit. Possible points for written reports, case studies, projects, and exams will vary and tracking of your total points for each assignment or exam will be available on the course Website. Class assignments will be evaluated for accuracy, content, form, knowledge of subject matter, application of knowledge and ability to communicate effectively.

Students must participate in all activities, as well as accurately complete assignments and examinations within the internet platform in a timely manner. Therefore it is imperative that students have a reliable internet provider, computer hardware, and email address to succeed in this course.

A research paper of 8-10 pages is to be completed on any topic covered in this course work. The paper should have at least five (5) research of the topic coming from at least three (3) sources. See instructions for reports that follows for specific instructions. The paper is due _____. Written reports will be due one week before the final is given. Late papers will be "docked" one letter grade.

INSTRUCTIONS FOR ALL REPORTS

All reports must be typewritten. Written report evaluations will be based upon appearance of the report (conformance to format, absence of typographical errors and misspelled words), and readability (in complete sentences).

First page: Include a heading with your name, the name of the class, and the date of the report is handed in.

Second and subsequent pages: Research paper

Format: Double spaced, use "Arial" font, 12 pt. Part of the overall objective is to improve written skills. Elaborate on your points so that the reader knows exactly what you are attempting to communicate. Make sure to use footnotes/citations.

Last page: Attach all resources in correct MLA format.

Total points accumulated during the semester will be calculated into a percent and graded on the scale below.

GRADING SCALE

90-100% = A
 80-89% = B
 70-79% = C
 60-69% = D
 59% and below = F

Students must demonstrate minimum levels of ability on all competencies in order to pass this course.

Paper 15%

Students will be required to complete a paper on each topic student. Each paper
 Will be worth 100 points

Test Questions 10 %

Students will be required to complete test questions for each topic covered. Each assignment will be worth 50 points.

Discussion Board participation 10%

Students will be required to participate in discussions regarding each topic covered. Participation is worth 50 points per topic.

Final 15%

Students will have a comprehensive final

Research Paper 50%

1000 pts. Papers
 600 pts. Test questions/Final
 400 pts Discussion board participation

Total Points Possible: 2000

ATTENDANCE POLICY

Absences that occur due to students participating in official college activities are excused. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

Unless students are excused by the instructor, they are expected to attend class. Students who are absent for two consecutive weeks (prior to the final drop date) and fail to contact the instructor may be dropped from this class. If a student is inactive for one-eighth of the total course duration, the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified.

It is the responsibility of the student to properly drop the course. Students, who are still enrolled in this class after the final drop date, but fail to participate in class, are at risk for a failing grade. Your grade will be based on the total points accumulated through the last date of participation.

ASSESSMENT OF STUDENT GAIN

Student gain will be determined by student improvement in each of the areas of student competencies.

ACADEMIC INTEGRITY

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog,

Student Handbook, and/or Code of Student Conduct and Discipline.

This online class allows you to work independently or with other students in the class. For your own benefit, you need to complete all assignments on your own unless otherwise indicated. Do not use the work of others and submit it as your own. You may refer to the textbook and resources when taking tests online, however the tests are timed and you may lose points if you exceed the time limit. The true test of what you learn in this class will be demonstrated when you take the AHIMA certification exam to become a Registered Health Information Technician. The expectation for this class is for you to be professional and ethical – do your own work.

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Faculty Senate Report: Nathan Stanley representing the Faculty Senate reported that several faculty members attended the annual Core Outcomes Meeting, which was held at Wichita State University on October 2nd. The purpose of the Core Outcomes Meeting is to provide an opportunity for two-year college instructors across Kansas to get together and come to a consensus on matters related to their disciplines, such as arriving at similar course outcomes for a particular general education class, like College Algebra or English Composition I. The ultimate aim is to achieve a uniformity of standards among the various College Algebra, English Composition, Sociology classes, etc., that are taught at various colleges across the state. Mr. Stanley represented the math department at the meeting. Discussions included mandatory placement policies for the developmental math courses, College Algebra, and Calculus.

Rita Drybread, developmental math instructor, presented on the use of the Sympodium at the Kansas City Regional Mathematics Technology EXPO. The EXPO was held at UMKC. The Sympodium is a SmartTechnology product that acts as a touch-screen computer monitor and interacts with other classroom technology using SmartBoard software.

September 17th, Constitution Day, was a busy day for history instructor, Mindy Ayers. Twenty-nine new voters were registered. Students passing through the breezeway between Stoltz and Sanders were offered tea and cookies, and a pocket-sized edition of the U.S. Constitution. On Veteran's Day, Ms. Ayers will be taking students to the WWI Museum in Kansas City. Also in the works is a History Club trip to Boston during Spring Break.

The Construction Technology program is progressing on schedule with the building of the house at 1106 S. Henry Street. Bobbie Forrest, the construction technology instructor, and Bud Moore, the program coordinator, have completed the permit process with the city and have begun construction. Site layout and leveling of the property are finished. Footings for the house and the garage were dug by Mr. Forrest with a rented backhoe. With the help of Mr. Moore, he has completed the footings and is preparing to pour the garage floor slab. Once that's poured, they will be building the garage and preparing to pour the house slab.

In Ottawa nursing instructor, Linda Barrington, helped organize hearing, vision, and blood pressure screenings as part of a health fair with the local Lion's Club. Last week, over 400 flu shots were administered in one day by nursing students of Kristen Varner-Lee, an adjunct instructor in Ottawa.

Brad Wilkinson, art instructor, will be taking five art club members to a showing of "Van Gogh, A Brush with

Genius" and to an Andy Warhol exhibit at the Kansas City Union Station on Saturday, October 17th. Mr. Wilkerson will be offering a new Creative Art class, "Glass Art", which will begin on Oct. 22nd.

Vice President for Administration Report: Ben Smith, Vice President for Administration distributed the following written report and discussed items from each of the areas he supervises.

- **Facilities/Maintenance/Planning**

1. Energy Performance Contract – funded by ARRA stimulus money
 1. Rowland RTU compressor was replaced
 2. Rowland RTU control measures were added
 3. Rowland HVAC rebalanced
 4. Domestic hot water boiler replacement in progress
2. Electrical power failure — funded by ARRA stimulus money
 1. Lost power on 9/25/09 apparently due to 7200V feeder lines fusing
 2. City crews ran temporary line to get us back up
 3. City crews installed new lines and transformer last Saturday
 4. Total downtime 2 hours 45 minutes on Saturday
3. Added Snyder Chapel to the energy management system
4. Implemented suggested portions of the Facilities master planning (FMP) moves
 1. Technology services staff relocated to Rowland Hall
 2. Registrar relocated in Sanders Hall
 3. Admissions and counseling moved to Sanders Student Services office
 4. Dean of Student Development relocated to Student Union
 5. Health clinic relocated in Student Union
 6. KS Works relocated from NeoKan Hall to Student Union
 7. Coordinator of Residence and Student Life relocated to NeoKan Hall
5. Continued to implement Capital Improvement Plan ADA/accessibility issues –
 1. Installed automatic door openers on bookstore, Snyder Chapel and Kansas Works office
 2. Completed Snyder Chapel renovation and ADA sidewalk replacement
6. EMC Insurance facilities survey – only two items mentioned
 1. Sanders auditorium rear entrance sidewalk had settled and needs replaced
 2. Weeds in gutters on boiler room were cleaned out
7. Removed signage and repainted gymnasium – waiting on new signage to be installed
8. Currently painting Rowland Hall
9. Surplus property auction scheduled for November 7th.
10. Completed Student Union Room 213 repairs and facelift
11. Completed Student Union Room 206 conversion to Kansas Works Teleconferencing room
12. Lead Custodian Brandi Poydack has implemented standardized cleaning task lists and expected cleaning levels
13. Using approved cleaners for anti-viral (H1N1) and MRSA outbreaks
14. New tobacco policy signage currently being installed
15. Continue to work on Sustainable Energy building planning and design
16. Continue to work on Ottawa facility planning

- **Safety/Security**

1. Continue to implement Emergency Action Plan (EAP) with individual departments
2. Safety and Security Committee working on new CDC requirements for higher education institutions regarding H1N1 and influenza strains
3. Working with City pandemic team on H1N1 mitigation control and reporting
4. Working on table-top disaster exercise for February to test our EAP
5. Installation of additional security cameras is in progress at the Ottawa campus
6. Installation of additional security cameras in Chanute bookstore and other Chanute locations have been recommended by the Safety and Security Committee and will be implemented this fall and next spring
7. AED/CPR annual training continues for staff and faculty

- **Technology/Office Services/Institutional Research**

1. Relocated Technology Services offices to Rowland Hall –

1. Relocated all offices into the space that was formerly the electronics lab in the Rowland building
2. Provided more space for configuring new equipment and storage as well as enabled all staff to be housed in one space, enhancing productivity in the department
2. Access Control Project – implemented over the summer and still in progress
 1. Installed the client and server software yesterday
 2. Installed door hardware and controller already in Bideau hall
 3. Configuration to take place next week and the new access cards are on order
 4. Anticipate issuing access cards during the month of November
3. Perkins Computer Lab Replacements – Replaced 3 labs during the month of August
 1. In Chanute, lab 338 (25) replaced and in Ottawa lab 125 (21) replaced funded by Perkins grant.
 2. Old computers from Chanute lab 338 were reimaged and swapped out to Stoltz lab 2
4. EX Upgrade to V 3.0 – Upgraded EX from version 2.9 to the 3.0 version in May
 1. Major upgrade, but went smoothly
 2. Provided many updates and new functionality that allowed institution to move forward with the electronic purchasing process
 3. Future upgrade to version 3.5 in December which will include major enhancements to the advising, registration and admissions modules
5. Strategic Technology Plan (STP)– completed and approved this spring
 1. STP is a living document which will be formally reviewed every 2 years
 2. Provides direction and guidance for planning and budgeting of technology related expenditures
6. HD Polycom – NCCC partnered with Kansas Works on this grant-funded project
 1. Installed a state-of-the-art High Definition video conferencing system at the Chanute campus in room 206 in the student union
 2. Provides capability for a High Definition connection to other sites with HD equipment.
 3. NCCC will share this equipment with Kansas Works
7. Echo 360 –
 1. Outreach and Workforce Development recently received a grant to purchase a lecture capture solution for the Chanute campus
 2. Included the Echo 360 and a server to process and store the videos
 3. Device has been configured and tested and will be installed in room 327 in the Rowland building
8. JICS upgrade over Christmas – Learning Management System (LMS) InsideNC
 1. EX 3.5 upgrade will include an upgrade to InsideNC, our LMS
 2. Upgrade will provide many new features and enhancements to the grade book, advising, and coursework sections of the LMS
9. Web Page redesign –
 1. Steps underway for a complete redesign of the NCCC website
 2. Implementation will include database driven content server vs . static design currently in place
 3. New platform will enable much easier editing and administration of the site
 4. New platform will allow for very quick “facelifts” for the entire site or certain departments
 5. Mock ups of the new look are currently being developed and will be finalized this month with focus group testing to follow
 6. Hope to implement new site in January, 2010

- **Bookstore**

1. Evaluated vehicle scheduling and recommended improvements
 1. Evaluation resulted in moving vehicles to Kim Ensminger, AA to the VP for Admin and Dean of Student Development
2. Reviewed point-of-sale system requirements and implemented necessary changes for the system to be fully operational
 1. Currently working with Tech Services and the Business Office to finalize the accounts receivable and student financial aid interfaces to the EX system
3. Worked on improvements in daily operations including:
 1. daily deposits

2. sales tax reporting
 3. book ordering and
 4. book rental programs
 4. Completed inventories and updated in system
 5. Implement new bookstore web site by November 1, 2009 – on schedule
 1. Will allow patrons to buy anything in bookstore via the web
 2. Site is hosted by Missouri Bookstore Systems (MBS)
 6. Research and improve customer service to all constituents
 7. Complete a complete departmental review by December 31, 2009
 8. Create a standard operating procedure by June 30, 2009
- **Human Resources**
 1. Developed standard questions for H1N1 reporting for employees
 2. Completed automation of quarterly state reports in EX system
 3. Worked to cross train business office staff on payroll - Biweekly payroll should be processed by business office once per month by January 1, 2010
 4. Complete a complete departmental review by December 31, 2009
 5. Research and improve customer service to all constituents
 6. Complete automation of automatic encumbrance of sick leave before July 1, 2010
 7. Complete automatic payroll deduction for regular development/foundation gifts like JuCo club by July 1, 2010
 8. Complete automation of federal work study payroll by July 1, 2010
 9. Implement system to track of degrees/professional development on EX by July 1, 2010
 - **Business Office Update** *(provided by Sandi Solander as is, with formatting changes, comments in italics by Ben Smith)*
 - a. Electronic Requisitions: In order to reduce paper usage and expedite the purchasing process, several departments are currently piloting the Jenzabar EX purchasing module. This is an electronic means of requisition processing. Plans are being made to gradually allow additional departments to this system. Ottawa is the next department being brought online. *(Note: I have asked the business office to have the entire requisition/purchase order system to be automated prior to July 1, 2010.)*
 - b. Records Retention: In an effort to minimize the usage of physical storage space on campus, business office documents are being scanned utilizing Laser Fische imaging software. Paper documents such as requisitions, invoices, checks, reports and other supporting documentation will no longer be stored in the maintenance shop. This very time consuming task (one check may have attached many invoices and or receipts of varying shapes and sizes) will make information easily retrievable to multiple users, in addition to eliminating the need for the physical record storage space. The electronic information will also be saved to a back-up location and will be retrievable for continuity of operations for essential functions in the event of a natural disaster, such as fire or tornado.
 - c. Electronic Actively Managed Payment Plans: An actively managed payment plan agreement has recently been signed with Nelnet Business Solutions. Actively managed payment plans are automatic, prescheduled, recurring payments of student accounts. Payments are processed via automated clearing house (ACH) draft (eCheck) or credit/debit card. This is a Web Payment Portal which interfaces directly with the Jenzabar EX student information system to give students real time account information. Nelnet has a 99% rate of collecting their actively managed accounts.
 - d. Student Financial Aid Payments: During calendar year 2009 Patty Benton as receipted over one million dollars in financial aid to student accounts. The initial group of Fall 2009 financial aid payments were processed the week of October 5th. As classes continue to certify, more financial aid monies will be receipted to student accounts during the Fall 2009 academic semester.
 - e. Annual Financial Audit: The business office is currently finalizing all 2008-09 transactions gathering information in anticipation of the annual external financial audit which

is planned for the week of October 19th. The 2008-09 accounting year will be closed on Jenzabar EX once the audit is complete and the audit report is issued. Sandi Solander will be the audit point of contact.

- f. Jenzabar EX: During the mapping and planning phases of implementation, the Jenzabar BU module trainer assigned to NCCC appeared to lack module knowledge and experience and failed to provide NCCC staff sufficient guidance with the module implementation. Since the conversion from Jenzabar TE to Jenzabar EX software modules in July 2008, business office staff has been working diligently to become efficient with the day-to-day operation of the business office (BU) modules. Currently some processes that worked efficiently on Jenzabar TE are more tedious and cumbersome on Jenzabar EX. A Jenzabar consultant is scheduled to be on campus in February, 2010 to assist staff with improving their knowledge, skills and make the software provide desired results efficiently.

g. Professional Development: Mia Neely, a NCCC graduate, began employment at NCCC as Accounting Clerk in November, 2005. She assumed the position of Accounts Receivable Clerk in June, 2006. Aided by NCCC professional development opportunities, she enrolled in a Bachelor of Business Administration (BBA) degree program at Friends University, Wichita, Kansas, in the fall of 2006. She met all degree requirements in May, 2009 and received her degree.

h. State Community College Budget Form Revision: Sandi Solander is serving as a member of the Kansas Business Association of Community College Business Officers (KACCBO) State budget form revision committee. The committee met in late August and extensively reviewed the 2009 Kansas State Community College Budget forms. A list of items that are in need of revision, are no longer relevant or do not pertain to community colleges was developed by the committee. The complete list of recommendations will be presented at the October KACCBO meeting for review. The final recommendations will be forwarded to the Kansas Board of Regents, who prepares and distributes the forms annually to community colleges.

i. CPA License Renewal: Chief Financial Officer Sandi Solander renewed her Kansas Certified Public Accountant (CPA) license July 1, 2009 with the Kansas Board of Accountancy. Eighty hours of continuing professional education (CPE) were required to meet renewal requirements. She was notified in September that she had been selected for audit of the CPE hours claimed. Proof of attendance information was forwarded to the Kansas Board of Accountancy. Ms. Solander was notified in early October that the requested information was found to be in order and the claim substantiated. Her permit is valid for two years and will be renewable July 1, 2011.

j. Community Service: The Neosho County Community College Strategic Plan initiative encourages College employees to be active leaders in community groups/boards. Sandi Solander was appointed by the Neosho County Commissioners as a representative to the Southeast Kansas Mental Health Center (SEKMHC) board of directors in 2007. Since that time she has served as a member of the SEKMHC finance committee. At the September 2009 SEKMHC Board meeting she was elected to the position of treasurer and will take office at the annual board meeting in November. In this role, she will be a bank account signatory and will review monthly bank statements. The Center is a non-profit quasi-governmental organization with an annual operating budget of over seven million dollars. It provides services in Allen, Anderson, Bourbon, Linn, Neosho and Woodson counties. The central office is located in Iola, Kansas with other offices in Chanute, Fort Scott, Garnett, Humboldt, Pleasanton and a part time office in Yates Center.

The business office will be working on the following projects in the future:

1. *Evaluate accounts payable and recommend improvements*
2. *Complete a complete departmental review by December 31, 2009*
3. *Create a standard operating procedure by June 30, 2009*
4. *Research and improve customer service to all constituents*

Treasurer's Report: Sandi Solander distributed financial reports for the month of September and said that the cash balance is up about \$600,000 over last October.

ACCT Report: Board member Patricia Griffith and President Smith attended the Association of Community College Trustees annual conference in San Francisco, California last week. Ms. Griffith said that it was a good meeting and she will have information and a more detailed report at the November meeting. She also attended orientation for new trustees and said that it was much like the orientation provided by the KACCT.

President's Report: Dr. Smith gave the following report to the Board of Trustees.

Notification of Expense Without Bid: As per Board policy, the President notified the Board that she authorized an expenditure over \$10,000 without using the bid process. The policy allows the president, in an emergency, to allow such an expense. Dr. Smith said she considered it an emergency to repair damage to the transformers as a result of a storm took out two of the three power lines feeding into the campus transformer. The cost of replacing the transformer, the power lines and the labor to do the work came to \$25,083. The work was completed last Saturday.

Surplus Sale: Per Board policy, the President can authorize selling surplus items. On November 7th, the College will auction off the items on the Surplus List attached to this report.

State Budget Report: Linda Fund, executive director of KACCT, provided a report on the discussion by the Kansas House Appropriations Committee members held Monday. It appears that the revenue estimates for the state are over what is coming in. This means there may be another rescission of state aid, at least what was given back last year (4.25%) or maybe more. The email from Ms. Fund follows.

"Below is just a quick update from yesterday's House Appropriations Committee update from legislative Research regarding the budget and the status of the state general fund (sgf). To try to simplify a complex issue:

- The revised FY 2010 shows if there are no more losses of income to the general fund and no new spending it will still be over \$100M in the red. Losses would mean fewer taxes coming in, unrealized gaming money and/or unrealized tax collections under the amnesty program, etc.
- That could mean a rescission equal to or greater than last year. You will recall your rescission reduction was 4.25%. This could be done via allotment by the Governor or by legislative action after session begins in January.
- Total SGF receipts through September of 2010 are 14.4% below FY 2009 for the same period. In FY 2011, \$479M of federal stimulus money will disappear and leave behind a hole that has to be filled from somewhere or more cuts will need to be made.
- K-12 is already saying it may need \$54 M just to make it through this year because of increased enrollments and more free and reduced lunch students.

News provided yesterday to the committee was bleak.

Tom Burke and I were also at the House Appropriations Education Subcommittee where KBOR's requests were discussed. Quite telling was Representative Donohoe's question when told KBOR was requesting only \$16M next year: And where do you propose we get \$16M for you? (For those of you who may not know KBOR is asking \$16M for this year and \$50M for the next two years. The \$16M was proposed to take care of unfunded mandates for the universities and increased enrollments for us. The other two years were to get us back to where we were prior to the cuts and help us move forward.)"

Senior staff will start looking at the budget and preparing for a "give back" this year.

Turf for Baseball Field: Steve Murry, head baseball coach and Athletic Director, approached the President

with a recommendation to replace the infield of the baseball field with synthetic turf. The cost would be around \$250,000. Coach Murry said that he was not asking the College to pay for it, but to endorse the idea. A drainage system would be installed under the turf to alleviate the significant water retention that currently occurs when it rains. The systems drains 2" an hour, so that would mean games that are now postponed, would be able to be played.

The President endorsed the idea of replacing the baseball infield with artificial turf.

The Foundation will be the funding source, with Coach Murry raising the yearly loan payment amount through his fundraising activities. He currently fundraises over \$64,000 per year in donations. The loan payment over a ten year period will be around \$30-35,000. In addition, Coach Murry will take out a term life insurance policy (over the ten years) that will pay the Foundation upon his death, if he were to die during the ten year period. The beneficiary will be the Foundation and the death benefits would go to pay off the loan. The College would not be liable for any of the costs of installing the artificial turf.

Trustees did not have a problem with Coach Murry working with the College Foundation to be the funding source, but did raise questions about Mr. Murry leaving the college and what stipulations could be included on a new head baseball coaches contract. In the event that a new baseball coach was hired, the Board wanted assurance that fundraising to cover the cost of the loan payment would be included in the new coaches' contract.

Fall to Fall Retention of First Time, Full Time Students: The College is in the third year of our retention efforts. Results were tracked from fall to spring retention (which was shared with you last spring) and fall to fall retention. The results for fall 2008 to fall 2009 were release today. The College is up 9% over the fall 2007 to fall 2008 retention of first time, full-time students. From fall 2007 to fall 2008 we retained 47% and from fall 2008to fall 2009 we retained 56 %.

Kudos to Dr. Inbody, the faculty, and the staff, who all work very hard on ensuring that students are successful and persists to the attainment of their goals

Surplus Sale Items

1 Miller dial arc welder. Sticker says needs repair
2 Miller wire welders
1 Miller stick welder 275 amp
120V wire welder Miller
1 Miller dial arc in-operable on sticker
2 6ft metal work benches
4 hospital beds
1 bank of 7 lockers [dirty from welding shop use]
2 6 ft tables, cut down sides
3 8ft whiteboards
16 desk chairs
1 bedside table
1 Adwood plywood bander
1 panel saw
1 24"bolt cutter [USED HARD]
1 keyhole saw
1 saw set
2 pipe handles
1 duct stretcher
1 rubber sanding block
1 Life Fitness treadmill
8 art tables, adjustable top
1 5ft faculty desk
4 adjustable leg stools
2 electric heaters
1 9ft stainless steel table
2 roller computer stations
1 5ft wood table Formica top
2 AV carts
1 CNC router
1 spectrum monitor
5 misc file cabinets
2 7ft oak doors
1 6ft two door sheet metal cabinet
2 task chairs
1 microfiche reader
1 microwave oven
1 popcorn machine
1 nacho cabinet
1 20inch Sanyo TV
1 6ft executive desk
1 matching lateral file cabinet
5 18inch mini blinds
1 display hanger
1 wood top work bench
1 pizza oven
1 coffee maker
1 milk cooler
1 propane grill [small]
1 carver amp
1 2'x4' roller computer cart
1 typing stand
4 computer tables
1 wood book shelf
1 5ft projection screen
1 carrier 208/230 PTAC unit heat pump

Misc aluminum board rails
Misc software and books
4 Volleyball standards 2 nets and associated hardware
1 5Ft square wood shop work bench
1 30 x60 trestle type table
1986 Ford 15 (People Mover) Mileage – 37996, VIN # - 1FDKE3012GHA15482

Yamaha 200cc 4 wheeler – circa 1988

Mr. Peter called for a 10-minute break at 6:30 p.m. The meeting resumed at 6:40 p.m.

Amended Agenda Item VII-A: Chief Executive Succession Plan—second reading

The Board of Trustees, at their spring retreat, directed the President to develop plans/guidelines that would serve to assist them during circumstances in which the President/CEO were to either temporary be unable to discharge his(her) duties and or permanently unable to undertake his(her) duties. At the June Board meeting, the Board approved the Emergency Chief Executive Succession Plan that addressed how to ensure continuity in the chief executive office during a short-term absence of the President/CEO. The attached draft document was presented at the September Board meeting and addresses the steps the Board should take when there is a permanent change in the chief executive officer's position.

A permanent change in the chief executive of Neosho County Community College is one in which it is firmly determined that the current President will not be continuing in the position. The circumstances may be nonrenewal, resignation, retirement, or death.

The suggested minor changes in the language and the revisions are made in the final document which follows.

Resolution 2009-70

RESOLVED, that the Board of Trustees of Neosho County Community College approves the Chief Executive Succession Plan as presented.

It was moved and seconded that the above resolution be approved. Motion passed unanimously.

Agenda Item VII-B: Ottawa Community Center

The College has been participating with several not-for-profit entities to develop an Ottawa Community Center to bring quality of life services to Ottawa and Franklin County. As a partner in the effort, NCCC has committed time and energy to ensuring that the Center, which was to house 25,000 square feet of NCCC educational space, came to fruition. After four years of work, the time has come to decide if the current direction taken by the Ottawa Community Partnership, Inc. board is still in the best interests of the College.

The College was originally interested in being part of the Ottawa Community Center for a variety of reasons:

- The Center was to have a variety of tenants including the public library, the Ottawa Recreation Commission, the Area Agency on Aging, the Convention and Tourism Bureau, and the Greater Kansas City YMCA—all partners that the College felt we could create synergy with and provide better opportunities for the constituents of the area.
- The Center was to be built on donated land in a highly accessible (to I-35) and visible location.
- The community was going to raise funds to build the Center, thereby reducing the costs to the College of bearing the total cost themselves.
- The College, with access to the collections and materials of the Public Library, would solve one of the shortcomings of our Beech Street site.
- The center would relieve some of the space constraints of the Beech Street site.

In the last 2-3 months, significant decisions have been made by the OCPI that negates many of the above advantages the College first saw to being part of the Ottawa Community Center.

- The site was moved from donated land to leased land on Ottawa University's campus
- The site is not visible and is not easily accessible to I-35.
- The cost of the center has risen, and the fiscal aspects have worsened.
- All partners, except for the YMCA have fallen by the wayside—so the synergy and accessible to needed services have disappeared.
- The fund raised monies will mostly go to the YMCA and its debt service, meaning that NCCC will have to cover their debt service, plus the debt service of the common areas and the office areas.

Because of the directions the Ottawa Community Center is taking, the President recommended that the Board of Trustees inform the OCPI that Neosho County Community College wishes to no longer be a partner in the project and wishes them well.

Resolution 2009-71

That the Board of Trustees directs the President to inform the Ottawa Community Partnership, Inc. Board of Trustees that Neosho County Community College is withdrawing from participation in the Ottawa Community Center and in addition, the President is to wish them well in their endeavor."

It was moved and seconded that the above resolution be approved. Motion passed unanimously.

Agenda Item VII-C: Finalize Topics for Board Retreat

The Board will meet for their Fall Retreat on November 19, 2009. Mr. Peter asked for topics to discuss at

the retreat. Mr. Peter said he would like to discuss the Ottawa campus. Dr. Inbody asked the Board to consider reviewing the Mission and Purposes statements because the catalog will be reprinted this year. He indicated it was also criteria from the Higher Learning Commission.

Agenda Item VIII-A: New Position-Assistant Director of Development

With every change in employment or vacating of a position the administration examines that position to see if any relevant changes are needed to further the mission and purposes of the college. If the Board approves, the current grant writer will be taking another position at the college. The administration has taken this opportunity to reformulate the position of grant writer.

Grants and grant writing are becoming increasingly important to every community college in the country. The administration seeks to expand the role of grant writer to encompass assistance to all grants on campus by adding familiarity with federal regulations to the job description. If approved, grant managing will be added to the job description so that this position can go beyond writing the grants to running the day to day operation of the newly acquired grants if needed. Grant managing may involve supervision of employees within the grant, which requires that the position be increased in classification.

In recognition of these new duties, the administration recommends elevating this position from management support classification to administrator classification and increasing the minimum starting salary. Additionally, the position will be moved from directly under the President to under the Director of Development and changing the title to Assistant Director of Development- Grants. The proposed job description follows.

Resolution 2009-72

RESOLVED, that the Board of Trustees of Neosho County Community College approves the position of Assistant Director of Development as proposed.

Upon a motion and a second the above resolution was approved. Motion passed unanimously.

ASSISTANT DIRECTOR OF DEVELOPMENT

Reports to: Director of Development
 Classification: Administrative, 12 month
 Salary Range: \$43,000-\$48,000
 Revision Date: October, 2009

This position is responsible for researching grant programs, writing funding applications, coordinating and leading activities of select funded grant programs. This position will report to the Director of Development.

Essential Functions

1. Serves as the federal and state grants' compliance officer by ensuring compliance with applicable legal requirements.
2. Research grant programs and plans to identify grant possibilities that will further college objectives.
3. Research and write federal and state grant funding applications with assistance from appropriate and relevant departments.
4. Coordinate and lead the activities of select grant programs.
 5. Assist grant directors college-wide in any and all reporting, re-application processes, and federal compliance requirements.
6. Conduct interdepartmental meetings to identify and prioritize project needs, coordinate and research grant preparation assignments.
7. Write and submit competitive private/corporate foundation proposals.
8. Edit draft applications for accuracy, completeness and clarity and submittal of all applications in accordance with grant

requirements.

9. Provide timely advice and information on funding opportunities, requirements and procedures; collaborate in defining and implementing project funding strategies including grants, foundations and other sources of income.
10. Provide assistance in resolving issues and conflicts with funding agencies.
11. Prepare grant applications for submittal and prepare quarterly or annual reports as required by granting agencies.
12. Manage the procurement process for select grant programs.
13. Serve as the liaison between the College and outside funding agencies and groups as appropriate; participate in meetings and discussions in which decisions affecting the College are made.
14. Serve as a resource to the Director of Development and other departments of the funding programs; provide information, research, analysis, written reports and recommendations as needed.
15. Coordinate and plan select funding program activities, including the prioritization, planning and scheduling of activities to guide program efficiency and effectiveness.
16. Review revenues and expenditures, project status, to ensure proper expenditures are made for select state, federal and privately-funded grant projects.
17. Perform other duties as assigned by the Director of Development.

Required Knowledge, Skills and Abilities

- Knowledge of grant application process and writing of applications.
- Knowledge of various grant programs available to the College.
- Excellent organization skills, written and oral communication skills.
- Ability to work under pressure to meet deadlines for grant opportunities.
- Ability to take initiative and utilize innovative techniques and ingenuity in preparing grant applications.
- Excellent interpersonal skills. Ability to interact with various departments of the College.
- Ability to research grant opportunities available.
- Ability to work flexible hours for research.
- Computer skills required.

Education and Experience

- Bachelors Degree required, Masters Degree preferred.
- Four years of related experience, two years of which has been spent in grant funding or any equivalent combination of education and experience which provides the skills, knowledge and ability necessary to perform the tasks.

Experience in a college preferred

Agenda Item VIII-B: Assistant Director of Development

It was the President's recommendation that the Board approve the employment of Jamey Whitney for the new position of Assistant Director of Development. Mr. Whitney credentials include a M. S. W. from Augsburg College in Minnesota; B. A. degree in Social Work from the University of Northern Iowa; and an

A.A. degree from North Iowa Area Community College.

Mr. Whitney is a Senior Associate-Director of Planning and Project Development for the Southeast Kansas Community Action Program and an adjunct professor for Pittsburg State University. Previous employment includes Southeast Kansas Community Action Program, Iowa Department of Human Services, NICAO Head-Start (Iowa) and Social Service/Parent Involvement Coordinator.

Mr. Whitney will be paid \$48,000 (administrator level) annually starting November 16, 2009.

Resolution 2009-73

RESOLVED, that the Board of Trustees of Neosho County Community College approves the employment of Jamey Whitney as the Assistant Director of Development (administrator level) at an annual salary of \$48,000 beginning November 16, 2009.

Upon a motion and a second the above resolution was approved. Motion passed unanimously.

Amended Agenda Item VIII-C: Revised Job Description for Administrative Assistant for the Bookstore Manager and Business Manager

Last year, with the reclassification of the Dean of Finance position to Business Manager, the Bookstore Manager supervisor was changed from the Dean of Finance to report to the Vice President for Administration. This change resulted in splitting the supervision of the Administrative Assistant to the Business Manager and Bookstore Manager to both supervisors. In addition, modifications were made last year to the hourly classification system changing the minimum education requirement for Level 3 employees from "associates degree required" to "associates degree preferred". The proposed job description reflects both of these changes. The proposed job description with changes noted is attached.

Resolution 2009-74

RESOLVED, that the Board of Trustees of Neosho County Community College approves the revised position description for administrative assistant for the bookstore manager/business manager.

Upon a motion and a second the above resolution was approved. Motion passed unanimously.

Administrative Assistant for the Business Manager/Bookstore Manager

Reports to: Business Manager/**Bookstore Manager**
 Organizational Unit: Regular, non-exempt, hourly. Level III
 Benefits: Full-time fringe benefits
 Starting Salary range: \$9.70-10.70
 Date: ~~September~~ **October** 2009

Primary Purpose of the Position:

This position's primary function is to provide support to the Business Manager and Bookstore Manager. Duties include, but are not limited to:

Business Manager:

1. Handle routine matters relating to the operation of the business office, including opening and sorting mail for the business manager.
2. Prepare routine and complex correspondence, minutes and routine reports with minimum supervision for supervisor's signature.
3. Organize and maintain business office files and records as assigned.
4. Scan documents for the business manager.
5. Make appointments, travel arrangements, prepare requisitions and travel requests and schedule meetings for the business manager.
6. Record and distribute minutes of departmental meetings.

Bookstore Manager:

1. Assist the bookstore manager in the operations of the bookstore.
2. Unpack and display books, garments and other merchandise.
3. Return and re-stock books and verify inventory.
4. Assist in maintaining the bookstore point of sale database.
5. Assist in designing and maintaining bookstore display windows and choosing merchandise for sale.

Perform other duties as assigned by the business manager **and/or bookstore manager**, which may include clerical assistance to the director of Human Resources.

Required Knowledge, Skills and Qualifications:

1. Fluency, comfort, and familiarity with computers, and outstanding data entry skills.
2. Proficiency in Excel, PowerPoint, Word, and Outlook software programs and databases required, ~~proficiency in Access preferred.~~
3. Ability to work in a small and friendly office environment where each employee assumes multiple responsibilities.
4. Ability to work well under pressure and to reliably meet deadlines in a fast-paced environment.
5. Exceptional attention to detail and accuracy, and excellent organizational and writing skills.
6. Excellent customer service skills.
7. Confidentiality of information.

Education and Experience:

1. Associates ~~required~~ **preferred.**
2. 2-4 years of work experience required, preferably experience in basic office experience.
3. 2-4 years of work experience required, preferably retail merchandising experience.

Working Conditions:

1. The noise level in the work environment is moderately noisy.
4. While performing duties of this job, the employee is required to use hands to finger, handle, or operate objects, tools, or controls; and to reach with hands and arms.
5. The employee is required to walk, sit, stand, talk and hear.
6. Specific vision abilities required by this job include close vision and the ability to adjust focus.

7. Ability to lift and transport boxes weighing 50 pounds is required.
8. Ability to reach and work overhead is required.
9. Some overtime may be required, as well as some flexibility in occasional early or late hours.

Amended Agenda Item VIII-D: Administrative Assistant for Bookstore Manager and Business Manager

It was the President's recommendation that the Board approve the employment of Cynthia "Cindy" Fairchild as the administrative assistant for the Bookstore manager and the Business Manager. Ms. Fairchild's work experience includes administrative assistant for Fairchild's Cleaning and Restoration, Good2Go Café, Hallmark Marketing Corporation, and First National Bank. She is a graduate of NCCC and Kansas State University with a BS in Biology.

Ms. Fairchild will be paid \$9.70 per hour (level III) starting November 2, 2009.

Resolution 2009-75

RESOLVED, that the Board of Trustees approves the employment of Cynthia Fairchild as the administrative assistant for the bookstore manager and the business manager starting November 2, 2009 at a pay rate of \$9.70 per hour (level III).

Upon a motion and a second the above resolution was approved. Motion passed unanimously.

Amended Agenda Item VIII-E: Executive Session: Non Elected Personnel

Upon a motion and a second the Board recessed into executive session for ten minutes to discuss personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and to include the President, Vice President for Student Learning, Dean of Outreach and Workforce Development, and the college attorney. Motion passed. The Board entered executive session at 6:57 p.m.

The Board returned to open meeting at 7:07 p.m.

Resolution 2009-76

Based upon the recommendation of her supervisor and the Dean of Outreach and Workforce Development, the Board terminates the employment contract of Christina Stich, Upward Bound administrative assistant, effective October 30, 2009. Written Notice will be given to Ms. Stich on Friday, October 16, 2009 that she is suspended from her duties with pay until October 30, 2009 when her employment contract shall terminate.

Upon a motion and a second the above resolution was approved. Motion passed unanimously.

Amended Agenda Item VIII-F: Executive Session: Attorney-Client Privilege

Mr. Chairman:

Upon a motion and a second the Board recessed into executive session for 30 minutes to consult with our attorney about matters protected by Attorney-client privilege and to include the President, Vice President of Student Learning and Vice President for Administration. Motion passed. The Board entered executive session at 7:10 p.m.

The Board returned to open meeting at 7:40 p.m.

Upon a motion and a second the Board returned to executive session for 10 minutes to continue consultation with the college attorney regarding matters protected by Attorney-client privilege and to include the President, Vice President of Student Learning and Vice President for Administration. The Board returned to executive session at 7:41 p.m.

The Board returned to open meeting at 7:51 p.m.

Agenda Item IX: Adjournment

Upon a motion and a second the meeting adjourned at 7:52 p.m.