

INSTITUTIONAL ASSESSMENT REPORT

HEALTH INFORMATION TECHNOLOGY / 2012

Department's Relationship to the College Mission and Strategic Plan

(completed Spring semester or on accreditation cycle)

In a paragraph or two, discuss how the department's work carries out the Mission and Strategic Plan.

The Health Information Technology (HIT) Program strives to convey the College Mission through our well-rounded curriculum and credentialed instructors.

The HIT Program's main purpose is to make it possible for health care providers to better manage patient care through secure use and sharing of health information. Health IT includes the use of electronic health records (EHRs) instead of paper medical records to maintain people's health information. Technicians organize and manage health information data by ensuring its quality, accuracy, accessibility, and security. This field is in high demand and a 20% employment growth rate is expected up through 2018.

The HIT Program is offered exclusively at the Arnold Campus. This campus provides an excellent location for our students between Jefferson and St. Louis counties. Our students are also able to utilize top of the line computer equipment and take part in simulated environments with our course work.

Summary of Departmental Activities, Assessment and Use of Results

(Completed Spring semester or on accreditation cycle)

(May include process flowchart)

Provide a brief overview of major accomplishments since the last review and how assessment results have been used to improve services/learning outcomes.

The HIT Program began in August 2012. We are offering day and evening courses and will begin the process towards national certification this fall. When accreditation is obtained, our graduates will be eligible to sit for the Registered Health Information Technician Exam (RHIT). The accreditation process will take approximately 18-24 months to complete. Employers in the field are requesting this credential when interviewing/ hiring potential workers.

The HIT Program had its first advisory meeting June 2011. Another meeting is planned for fall 2012 to discuss the upcoming accreditation process.

Full-time Faculty Member- Niki E. Vogelsang
Bachelor of Health Information Management- Saint Louis University
Masters of Business Administration- Missouri Baptist University
Registered Health Information Administrator Credential- RHIA

Employed- May 2011- present

Professional organizations/ associations:

American Health Information Management Association (AHIMA)
Missouri Health Information Management Association (MOHIMA)
Eastern Missouri Health Information Management Association (EMHIMA) - currently serving as President- Elect. The President role will begin on 11/8/12.

Continuing Education:

Attended Program Development Seminar- December 2011
Attended CAHIIM Initial Program Accreditation Seminar- November 2011
Attended MOHIMA State Meeting- April 2012
Attended Missouri HIM Educator Forum- July 2012

College Committees/ organizations:

Curriculum Committee- 2012
JC National Education Association (JCNEA) - 2012
Missouri Community College Association (MCCA) - 2012

<p style="text-align: center;">Internal and External Data Collection and Analysis <i>(Completed by fall semester or on accreditation cycle)</i></p>
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The HIT Program has not had any students graduate yet. The goal is for our first class to graduate in 2014-2015. We currently have 16 students.

National Demand

The U.S. Bureau of Labor Statistics states that there will be a shortage of 51,000 qualified Health Information Technology (HIT) workers over the next 5 years. American Health Information Management Association (AHIMA) estimated that 6,000 jobs need to be filled within the industry on a yearly basis. They conducted a survey that stated 83% of employers favored credentials, 70% said employees with credentials help reduce fraud and abuse concerns, and 68%

said credentials improve the delivery of quality health care and decrease the time spent training employees.

The AHIMA Vision 2016 proposes that the coding requirement be raised to requiring an associate degree. A survey AHIMA conducted showed only 51% of current coders in the industry possess that educational background. AHIMA stated HIT associate degree programs address multiple concepts of the profession including legal and regulatory standards, privacy and monitoring of paper and electronic health records. Previously President Bush stated that Americans should have access to their health information via an electronic format by 2014. This demand has increased the need for qualified professionals to compile, maintain and analyze patient information.

The Occupational Outlook Handbook 2010-2011 Edition states that Medical Records and Health Information Technicians employments is expected to increase by 20% by 2018, much faster than the average for all occupations. It states there were 172,500 jobs in 2008 and that they predict 207,600 in 2018. Based on those numbers job prospects should be very good, particularly for technicians with strong computer software skills. Technicians can specialize in many aspects of health information including: analysis, coding, transcription, tumor registry, release of information, etc.

State, Regional and Local

Governor Nixon has stated goals of creating jobs and transforming Missouri's economy. He stated that we are fighting for every worker who needs a new skill to compete and for the student who dreams of college and a career. Community Colleges must be part of the resolution of the ongoing shortage of qualified professionals for the local healthcare organizations.

Missouri's Hot Jobs 2006-2016 states a need for associate degree prepared health information technicians and predicts 2000 openings for the role in a 10 year time frame. Missouri's long term goal for Health Information Technicians employment is over 5,500 positions in Medical Records and Health Information Technology with average annual openings over 200. Places of employment include hospitals, physicians' offices, legal services, insurance companies and long-term facilities.

Currently, there are only 4 associate level programs in the state of Missouri that are accredited thru the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Jefferson College will be seeking accreditation through this accrediting body beginning in Fall 2012. Jefferson College will also strive to meet the demands of students by offering as many on-line classes as possible after the initial 2 years of the program.

In Jefferson and St. Genevieve Counties there are no associate level programs for this profession. While there are programs in the St. Louis area this is not time or cost effective for the individuals further south. We have had individuals inquire about this type of program and have received a demand from local employers via an advisory board meeting held a few months back. This type of program appeals to career change students along with individuals currently in the field wanting to increase their skills. Both two and four year HIT/ HIM programs are responding to

the continual growth in the healthcare field and striving to provide qualified professionals for the technician roles.

Societal Need

There is a continual need for professionals qualified to work in the health care field. The HIT program at Jefferson College will be part of the resolution to this ongoing problem. Comments made by our advisory board mentioned the difficulty finding qualified and credentialed individuals to work in their offices. By not having these professionals readily available they are forced to outsource services at a much higher rate. The current workforce is also aging and there is a continued need for new qualified professionals to train as future replacements. Health information technicians provide support to the healthcare professionals that deliver the patient care to our community.

The implementation of the Health Information Technology for Economic and Clinical Health (HITECH) Act, adoption of ICD-10CM/PCS by October 2013, AHIMA's Vision 2016 and continued demand for Electronic Health Records by 2014 all support the increased need for an associate level program in our area.

The HITECH Act is aiming for everyone to benefit from an electronic health record and an interoperable health care system. Activities included in the achievement of this act include coordination between states, establishing unity to the public health community in case of emergency, ensuring the workforce is trained to utilize electronic health records and to work together to provide necessary technical support to providers.

ICD-10-CM will contain 68,000 diagnosis codes compared to 13,000 in ICD-9-CM. ICD-10-PCS will also have 87,000 procedure codes. Both systems for ICD-10 will allow coders to specify more accurately and help reduce coding errors. This will also help reduce costs and improve the quality of health care. The downside will be with the addition of so many new codes medical coder's productivity will decrease. This decrease will present a new demand for our AAS in HIT to help produce qualified health information technicians that specialize in coding.

AHIMA's Vision 2016 proposes that coders will require an associate level degree and that will also increase the demand for associate level programs to supply qualified health information technicians. As stated above, healthcare demands are expected to continue to increase so the need for coders will be needed in different areas including hospitals, physician offices, legal systems, insurance companies, etc.

The hope of having all patient documentation in an electronic version by 2014 will be difficult to obtain, however all organizations will have at least a plan of action to reach that point. Health information technicians are the professionals that will have the knowledge and skills to assist these organizations through this transition period and in the future.

Missouri is continuing to grow and healthcare workers are at a constant demand. The U.S. Department of Health and Human Services, Administration of Aging states that one in every

Americans is age 65 or older. The area of Missouri that Jefferson College serves has continued growth in the aging population. This stresses the importance of building a strong health care community, including long-term care facilities which will be potential employers for our graduates. It was stressed in our advisory board meeting that new qualified professionals are needed to maintain confidentiality, security, integrity and availability of patient information for all health care providers currently and in the future.

Sources include:

- Occupational Outlook Handbook
- American Health Information Management Association
- U.S. Bureau of Labor Statistics
- Health Information Technology Advisory Board at Jefferson College
- Labor Statistic Internet Research
- Missouri Department of Economic Development
- Governor Nixon's State of State Address
- Missouri Economic Research and Information Center
- Health Guide USA
- U.S. Department of Health and Human Services- Administration of Aging

Jefferson College covers a large portion of the population south of St. Louis. While there are other HIT programs in the St. Louis area demand for a program further south has been expressed by many. The Applied Associate of Science (AAS) in Health Information Technology (HIT) degree will be similar to the four other CAHIIM accredited two year HIT programs in Missouri. Jefferson College will be seeking accreditation through CAHIIM in Fall 2012. Jefferson College will also seek articulation agreements with St. Louis University and Stephens College to facilitate a smooth transfer of the AAS HIT degree to the Baccalaureate programs offered at those Universities in the future.

Annual Cost per FTE and Trend Analyses
(Completed by fall semester)

Provide cost per FTE and analyze for the period being evaluated.

Below is the financial information for the Health Information Technology Program that was submitted to the Missouri Department of Higher Education in December 2011.

	Year 1	Year 2	Year 3	Year 4	Year 5
1. Expenditures					
A. One-time:					
New/renovated space					
Equipment	43,000				
Library	2,000				
Consultants					
Other (Software\ Candidacy Fee\Site Visit)	13,000				
Total for One-time Expenditures	58000	0	0	0	0
B. Recurring:					
Faculty (Program Director & 1 FT Faculty)	47,360	94,540	96,000	96,000	97,500
Staff					
Benefits	14,208	16,000	17,000	17,000	17,500
Equipment	0	8,000	8,000	10,000	8,000
Library		2,000	2,000	2,000	2,000
Other (Annual Accreditation Fee\ Professional Development)		6,000	6,000	6,000	6,000
Total for Recurring Expenditures	61568	126540	129000	131000	131000
TOTAL (A + B)	119568	126540	129000	131000	131000
2. Revenues					
*State Aid - CBHE (DESE/Perkins)	61,568	68,450	71,000	71,000	73,000
*State Aid - DESE (Enhancement Grant)	43,000	8,000	8,000	10,000	8,000
Tuition/Fees	28,800	35,100	39,060	41,850	46,080
Institutional/Resources	2,000	2,000	2,000	2,000	2,000
Other					
TOTAL REVENUES	135368	113550	120060	124850	129080

SWOT Analysis
(completed by Fall semester)

Using the data collected and analyzed, complete a SWOT analysis. Reference and link data for each.

<p style="text-align: center;"><u>Internal Strengths</u></p> <ul style="list-style-type: none"> - Registered Health Information Administrator (RHIA) instructor teaching the HIT courses. -Offer the flexibility of day or evening classes. -Faculty is involved with local, state and national groups regarding HIT profession. -New Blackboard 9 technology for course delivery. 	<p style="text-align: center;"><u>Internal Weaknesses</u></p> <ul style="list-style-type: none"> -The HIT Program currently has only one HIT faculty member to teach HIT courses. However, the process of hiring an additional full time faculty member is underway. -Attain CAHIIM Accreditation. -Expand Clinical Sites.
<p style="text-align: center;"><u>External Opportunities</u></p> <ul style="list-style-type: none"> -Attain CAHIIM Accreditation -Continued marketing for potential students in Jefferson and St. Louis counties. -Continue to be associated with the Missouri HIM Educators through annual meetings. 	<p style="text-align: center;"><u>External Threats</u></p> <ul style="list-style-type: none"> -There are three other CAHIIM accredited HIT Programs in the St. Louis Area. (St. Charles Community College, East Central College & St. Louis Community College-Forest Park) -Finding clinical sites could be difficult because employers are not able to take students due to their own time constraints. -Downturn in the economy and less funds available for students.

External Accreditation (if applicable)

Link to accreditation report.

The HIT Program is ready to begin the initial process of obtaining national accreditation through Commission on Accreditation for Health Informatics and Management Education (CAHIIM). We will submit an application for candidacy status this fall. If/when that is approved we will begin our self-study portion of the accreditation process. CAHIIM requires that we have first and second year students in our program to complete the process. This is expected to last approximately 18-24 months. After they have obtained the information they want regarding our program a site visit will occur. After the site visit a decision regarding whether we have achieved accreditation will follow.

The HIT Program will begin the self-study process after our application for candidacy status is approved.

INSTITUTIONAL ACTION PLANS for *Health Information Technology / 2012*

Org	Aim	Obj	Action Plan	KPI	\$	Other Req	Responsible Party	End Date	Status	Target Year	Metric Desc	Metric Value	Benchmark Desc	Benchmark Value	Target Desc	Target Value

DEPARTMENTAL ACTION PLANS for *Health Information Technology/ 2012*

Org	Aim	Obj	Action Plan	KPI	\$	Other Req	Responsible Party	End Date	Status	Target Year	Metric Desc	Metric Value	Benchmark Desc	Benchmark Value	Target Desc	Target Value
56410			Request/ obtain Virtual Lab software from AHIMA for HIT Courses		\$2,000		N. Vogelsang		In Process	2013-2014						
56410			Expand Clinical Sites				N. Vogelsang		In Process	2014						
56410			Attain CAHIIM Accreditation		\$7,500 Candidacy Fee \$3,000 site review fee		N. Vogelsang		In Process	2014						

Evaluation

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Meets Expectations

Comments:

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Requires Attention and Submission of a Follow-Up Report

Comments:

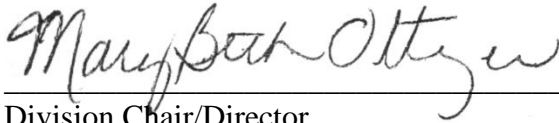
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Does Not Meet Expectations and Requires Submission of a Follow-Up Report

Comments:

Follow-up report required by: September 30, 2013
Comments: (Date)

Approvals



Division Chair/Director

Comments:

Oct. 31, 2012

Date



Dean

Comments:

Oct. 31, 2012

Date



Vice President/President

Comments:

January 31, 2013

Date