

**NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
BOARD MEETING**

Date: September 18, 2009
Place: Board Meeting
Time: 12:15 – 2:00 p.m.

Present: Tim Keough, Susan Scully, Ellen Shakespeare, Carole Liebner, Donna Cartwright, Barbara Parmese, Robert Perez, Stacy Gansfuss, Cecilia Hilerio, Christina Smith, Megan Liebner, Margaret Cromwell

Students present: Memory Ndanga (UMDNJ), Lisa Scavo (BCC), Megan Ridpath (BCC), Monika Louderback (DeVry),

Excused: Peggy Feeley, Nadinia Davis, Susan DeSantis, Iwona Janiak

| TOPIC | DISCUSSION | ACTION/ RESULT |
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| Call to Order | Tim Keough, President, called the meeting to order at 12:35 p.m. and established a quorum (8 members present). | |
| Welcome HIM/HIT Student Members | Tim Keough thanked Megan Liebner for arranging student attendance and participation. Tim welcomed the above mentioned HIM/HIT students representing their respective programs: | All members applauded the students present. Tim Keough encouraged students to actively participate rather than just observe. |
| Approval of Previous Minutes | The minutes for the August 6, 2009 meeting were provided to the board members for their review. Susan Scully provided one correction. | Donna Cartwright motioned to approve the minutes as amended. The motion was seconded by Carole Liebner. Minutes to be posted to NJ CoP. |
| New Jersey Health Information Technology Commission Update | Ellen Shakespeare attended this meeting and reported that this official Commission was voted into New Jersey law January, 2008 and has dual reporting responsibility to both the NJ Banking and Insurance Commissioner and to the NJ Commissioner of Health and Human Services. Meetings are open to the public and many people attended. There are 13 appointed members on the board: Commissioners of HHS, Banking & Insurance, and Children & Families, the State Treasurer, an attorney, a health insurance carrier rep, one acute care non-teaching hospital rep, one acute care teaching hospital rep, a physician, one registered nurse, one pharmacist, a clinical lab rep, a QIO rep, 3 civilians but no | Tim Keough will send a letter to both Governor John Corzine as well as Jed Seltzer, chairman of the Commission, advising that NJHIMA, because of our unique skill set, knowledge and experience needs representation on the Commission. Tim Keough will contact executives at AHIMA to inform them of the creation of this Commission and seek their involvement. |

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| | <p>representative of health information management or NJHIMA on the commission. Governor Corzine delineated who were to be members of the board but did not include NJHIMA. In order to have this commission add one additional representative to the commission on a permanent basis from HIM or NJHIMA, it would take a change in legislation. Ellen advised that the Commission meets in the auditorium of the Health and Human Services building in Trenton. One of the major topics presented by a representative of another agency to the board was the plan to have internet hubs set up on most of the colleges, NJHA and large medical centers throughout the state. As an example, another topic of this meeting was the Master Patient Index. Board member suggestions included posting this information on our NJHIMA website; a letter writing campaign by members to their local N.J. state congressmen; and NJHIMA applying to be a member.</p> | <p>Tim Keough will update the membership of the existence of this Commission and enlist their support calling for the appointment of one representative of NJHIMA to the Commission and that meetings are open to the public, including members of NJHIMA.</p> <p>Ellen Shakespeare will send Tim Keough and the members of the board the link to the website for the Commission.</p> |
| <p>NJHIMA support of HIT Grant Submission Discussion</p> | <p>Tim Keough directed everyone’s attention to his letter of support to the New Jersey Institute of Technology’s preliminary application to Office of the National Coordinator for Health Information Technology to form a statewide Health Information Technology Extension Center. Prior to sending the letter, the board reviewed and approved. Ellen Shakespeare also advised the board that there is a second Recovery Act Grant being applied for. The second grant which Raritan Valley Community College among other colleges is applying for is for the education and training of incoming new students into the health care professions.</p> | <p>Tim Keough advised the board that any schools with a good program including NJHIMA participation requesting the endorsement of NJHIMA will be offered a letter of support.</p> |
| <p>Communications and Continuing Education Survey Results and Plan</p> | <p>The results of the recent Member Communication and Education survey were reviewed. There were 181 responses with most being positive. Some excellent comments regarding education topics were submitted and the board discussed methods in which suggestions can be implemented.</p> | <p>Tim will post the results of the survey on the AHIMA NJ CoP excluding personal identifying information.</p> <p>Each member of the board will identify comments and suggestions pertaining to their committee and will return with an action plan at the next board meeting for consideration by the board as to how we</p> |

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| | <p>There was much discussion on how to keep the NJHIMA website updated. Discussions included looking into ways members could receive e-mail alerts for job postings or a location where individuals could post their resumes for review by potential employers. All job seeking students present were strongly in favor of this suggestion.</p> | <p>may incorporate the suggestions offered in the comments.</p> <p>The board will endeavor to review one suggestion at each meeting, determine if the suggestion would benefit most members and plan how to prioritize implementation of the suggestions offered.</p> <p>Tim will ask Andrea Koppelman for a reject report listing members who are not receiving e-mails.</p> |
| Update on Strategic Plan/Organizational Chart | <p>Tim Keough advised the board that the Strategic Plan will be completed by October 30. Tim also advised that feedback from the survey would be incorporated into the plan.</p> | <p>Informational</p> |
| Finance Committee | <p>Ellen Shakespeare provided the board with two reports:</p> <ul style="list-style-type: none"> • Budget vs. Actuals for fiscal year 2009 P & L Classes (September 2008 – August 2009) • Budget Overview: NJHIMA – fiscal year 2010 P & L Classes | <p>Donna Cartwright motioned that the budget for 2010 be approved without the annual meeting expenses being finalized at this time. Tim Keough seconded the motion.</p> |
| HOD Team Action Item Discussion | <p>The board as a whole supported the HOD team voting “yes” on both</p> <ul style="list-style-type: none"> • Resolution for Professional Guidelines/Best Practices for Electronic Documentation • Resolution on Volunteer and Leadership Development <p>There was much discussion, however, on the Amendment on Delegate Apportionment especially given that NJHIMA would lose one delegate and move from five to four delegates. Donna Cartwright shared the history of this amendment being repeatedly presented every few years in the HOD. It was noted that one byproduct of such a vote would be that the HOD would have reduced power.</p> | <p>Tim Keough will send out a blast e-mail to the membership regarding the HOD issues.</p> |

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| Higher Education Workgroup | Susan Scully - no report | |
| Professional Development Workgroup Donna Cartwright | Donna advised that there was wide discussion regarding the Council on Certification. | Donna Cartwright posted minutes of the Professional Development Workgroup on the AHIMA NJ Board CoP. |
| Best Practices Workgroup | Carol Leibner advised that the practice brief has been updated and amended | Carol Liebner will post the amended practice brief update on the AHIMA NJ Board CoP |
| Volunteer and Leadership Development Workgroup | Peggy Feeley posted the minutes of the Volunteer and Leadership Development Workgroup as well as the Volunteer Leadership Competencies Self-assessment on the AHIMA NJ Board CoP. | Informational |
| Environmental Scan Workgroup | Tim Keough reported that the team conducted a survey last year which identified a number of issues including affordable CEUs; ICD 10; technology roles; recruitment and retention of volunteers and creating value to employers for AHIMA credentials | Informational |
| Annual Meeting Report | <p>Barbara Parmese advised that the drayage fee had been renegotiated. She also advised that the addition of the Long Term Care registration was a great addition to the annual convention and hopes they will return this year as well.</p> <p>The board discussed the results of the survey question regarding the addition of a half-day Wednesday for the benefit of the coders' education.</p> | <p>Barbara will reach out to her Long Term care contacts regarding returning to convention again.</p> <p>Donna Cartwright motioned that we try offering a Wednesday & Thursday registration option for those interested in attending the coding educational sessions. The motion was seconded by Carol Liebner.</p> |
| Education | Robert Perez announced that there were 143 registrations for today's quarterly meeting. The next NJHIMA meeting will be November 13. The topics include a RAC update, ARRA and High Tech and Identity Theft. On January 22 Linda Holtzman is the speaker who will provide the CPT update. Rooms were booked with NJHA as well for upcoming meetings. | Informational. |

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| Membership | I. Janiak - report will be posted on the NJ CoP | Informational |
| Nominating Committee – S. Gansfuss | Present. At this time, no activities required and no report. | Informational |
| Coding Roundtable – | C. Hilerio and C. Smith reported. Discussion ensued regarding the planning for the next Coding Roundtable meeting for which the speaker will be Peggy Feeley. The topic will include ICD-9-CM 2010 Update. Additional dates scheduled are December 4, 2009 “RAC Readiness and Preparedness: a how-to session”, tentative March 5, 2010 and tentative May 7, 2010. | informational |
| Scholarship Committee | Susan DeSantis reported that a meeting is scheduled with her committee and a report will follow. | Informational Report to be posted to CoP |
| Student Committee - Megan Liebner | Tim thanked Megan Liebner once again for encouraging the students to attend today. They all shared freely in the discussion during the course of the meeting. | Informational |
| Community Education Committee | Nadinia Davis reported that she participated in a meeting where updates to the program were reviewed. Also, participated in a webinar related to Standard Register ordering system. Plan to attend CEC meeting at National meeting | Informational |
| Old Business • For the Record – Revised agreement | Tim Keough advised the board that we have received the signed return copy of the two year agreement with <u>For the Record</u> . | Informational |
| Call to Adjourn | There being no further business before the board, the meeting adjourned at 2:30 p.m. The next scheduled meeting of the board will be at NJHA on November 13, 2009 | Donna Cartwright motioned for adjournment and Barbara Parmese seconded the motion. |

Respectfully Submitted,
Margaret J. Cromwell, RHIA, CCS
Recording Secretary