Please answer the following questions. Attach a sheet, if necessary.

1. In the 2003-2004 academic year, did your technology/program put into effect any improvements in direct response to previous assessment data? If so, please describe those improvements.

   In response to past graduate surveys, a one-hour lab was added to Interpretation of Diagnostic Data (HIM 215) to allow learners more practice time examining medical records, reviewing diagnostic data within a medical record (laboratory, pharmacology, and diagnostic) in order to improve coding skills.

   Our advisory committee suggested more use of Excel and Access in the classroom. Consequently, more exercises in which the learners practice using Excel have been added to winter and spring quarter HIM courses including Health Statistics, Quality Control and Planning for Health Information.

2. During academic year 2003-2004, your technology/program integrated into your curriculum three Success Skills, Demonstrates Math Skills, Maintains a Code of Ethics, and Practices Human Relations Skills. Step 11 of the Integration Process stated, "Incorporate the Success Skills into your program's Individual Plan for the Assessment of Student Academic Achievement." Excluding external measures such as graduate & employer surveys and on-site practicum supervisor evaluations, please identify how this step has been or will be accomplished.

   **Demonstrates Math Skills:**

   Competency statement registered Health Information Technician (RHIT): Collect data for management, utilization management, risk management and other patient care related studies. Determine resources (equipment and supplies) to meet workload needs. Calculate and interpret descriptive healthcare statistics. Present data in verbal and written forms as well as perform quantitative analysis of health records to evaluate compliance with regulations and standards (number of incomplete, complete medical records and bills as an example). Generate reports from various databases (example Excel). These competency statements are part of Success Skill B-4 (Solves ratio, percentage, proportion, decimal, fraction and conversion problems and is the focus of three courses in the HIM curriculum. Those courses are Health Statistics (HIM 200), Quality Control (HIM 212) and Planning for Health Information (HIM220). The skills are evaluated in the classroom via practice exams, exams and upon the RHIT certification exam.

   **Practices Human Relations Skills:**

   Competency Statement RHIT: Participates in facility-wide quality management program, assist in developing health record documentation guidelines, ensure facility-wide adherence to health information services’ compliance with regulatory requirements; identify common software programs; design forms, computer input screens, and other health record documentation tools, monitor staffing levels, turn-around time, productivity and workflow for supervisory purposes, develop department procedures, develop strategic plans, goals and objectives for areas of responsibility and participate on intra-departmental teams/committees.

   **Maintains a code of Ethics:** In all technical classes, emphasis has been placed on integrity specifically requiring each student to complete individual projects and exercises during class time. Electronic data sharing is not permissible. Electronic assignments are submitted via WebCT format. The instructor monitors online work to assure that it is attributable to each student.

Annual Summary continued on back.
Computerized tests also ensure integrity of student performance. Professional ethics and code of conduct are determined by HIPPA requirement and consequences in all classes. Ethical behavior and performance is a thread through all coursework. Discussion concerning integration is ongoing but an integrated assignment has not yet been identified. Consequently, data for this skill is not tracked at this time.

3. Please list time, money, and materials devoted to the assessment of student academic achievement by your technology/program in 2003-2004.

It is difficult to accurately measure time, money, and materials because the assessment process is ongoing. An estimate of time would be two hours per week X 30 weeks (3 quarters) = 60 hours spent by each faculty member. In terms of dollar amounts, 2 faculty members X $15 per hour = $1800.

Only normal office supplies (i.e. paper) were used in the process.

4. Do you have needs for assistance in research or data gathering? Please describe those needs specifically.

I need continued assistance from the Assessment Coordinator with interpreting the RHIT Certification Exam data. The organization provides the information for a calendar year, whereas our report is based on the academic year.

5. Please give recommendations for altering the College’s assessment process so that it better fits your needs.

Our unit has no recommendations at this time.