



RESOURCE AND PATIENT MANAGEMENT SYSTEM

# **EHR CAC Informatics EHR for Health Information Management**

## **Announcement and Agenda**

December 11 – 15, 2017

Office of Information Technology (OIT)  
Albuquerque, New Mexico  
and  
Remote Sites

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## 1.0 General Information

### 1.1 Description

Let's get Back to Basics! It's been over 10 years since the Resource Patient Management System Electronic Health Record (RPMS EHR) was first introduced. Many Clinical Application Coordinators (CAC) Informaticists, Pharmacy Informaticists, Lab & Radiology Informaticists, Information Technology (IT) Professionals, and Health Information Management (HIM) professionals who were instrumental in setting up the RPMS applications and parameters are long gone... and so is their expertise!

The EHR CAC Informatics series is offering a succession of Back-to-Basics trainings to compare and contrast RPMS configuration and realign for optimal performance and workflow. The course will be offered Monday through Friday from 10:00 a.m. to 3:00 p.m. Mountain Time. Space is limited to 200 attendees. It is expected that participants will provide 100 percent of their attention and attend the entire five days. Office hours will be scheduled as needed for those who seek individualized assistance for problem-solving and troubleshooting.

### 1.2 Purpose of Training

EHR for HIM: This course will offer Health Information Management (HIM) Professionals presentations and demonstrations of tools, applications, and best practices for today's Electronic Health Record (EHR) hybrid environment. Topics will include the HIM role in:

- Provider Onboarding and Orientation
- Privacy and Security of the Electronic Health Record
- Patient Registration
- Legal Health Record (LHR)
- Merging Patient Information
- Template Management
- Personal Health Record (PHR)
- Patient's Privacy Rights and Release of Information
- Privacy Audits
- Closing of Incomplete Records

It is expected that participants will provide 100% of their attention for the entire five days (four to hour-and-a-half hours daily).

### 1.3 Blended Classroom and eLearning/Remote

This course will also be offered within multiple classrooms in conjunction with the eLearning/Hands-On course Monday through Friday. Supplementary topics, consultation, and hands-on/at-the-elbow support will be provided. The primary purpose of this blended Traditional Classroom/eLearning setting is to accommodate learners who prefer the advantage of the multi-sensory experience to include listening to the instructor, gaining personal attention, the sense of community, face-to-face discussions, and building personal relationships. It is strongly recommended that learners gain access to their own RPMS EHR Database during the course for optimal benefit and troubleshooting.

Blended Classrooms include:

- Albuquerque Area Office
- Billings Area Office
- Blackfeet Community Hospital
- Bristol Bay Area Health Care Corporation (BBAHC) – Kakanak Hospital
- Clinton Indian Health Center
- Elko Service Unit
- Great Plains Area Office
- Hopi Health Care Center
- Kayenta Health Center
- Lawton Indian Hospital
- Nashville Area Office
- Northern Navajo Medical Center
- Northwest Portland Area Indian Health Board
- Pawnee Indian Health Center
- Tohono O’odham Nation Health Care – Tucson
- Wewoka Indian Health Center
- Whiteriver Indian Hospital

## 1.4 Prerequisites

Clinical Application Coordinators (CAC) Informaticists, OBGYN and Women's Health Professionals and Subject Matter Experts (SMEs,) Pharmacy Informaticists, Clinical Informaticists, Health Information Management (HIM) Professionals, and Information Technology (IT) Specialists with a background in the RPMS EHR. Each participant must have access to a computer with internet connection and a separate telephone line to dial into the web conferencing number. Participants must have access to their facility's RPMS EHR system or a training RPMS EHR system (roll and scroll, EHR GUI) as the CAC and/or Chief, MIS User Class. Participants are strongly encouraged to connect using a computer that has two monitors attached.

## 1.5 Certificates of Attendance

Certificates of attendance will be awarded upon completion to those who have both registered for this activity AND signed in on the (a) host location roster/sign-in sheet and/or signed in to the Adobe Connect Session Attendance Pod with **Last Name, First Name, Credentials, and Location.**

<p><b>Note to Classroom Points of Contact:</b> Please follow this format when signing in on the host location Adobe Connection: Adobe Connect Session Attendance Pod with Last Name, First Name, Credentials, and Location.</p>
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## 1.6 Guidelines for Receiving Continuing Education Credit

Participants are responsible for compliance to their professional organization's continuing education requirements.

See Appendix B.

## 1.7 Course Materials

Course materials will be distributed through the Adobe Connect File Pod each day. See Appendix A for more information on course materials.

## 2.0 Learning Objectives

At the end of the course, participants should be able to examine the principles, practices, and techniques for managing an Electronic Health Record to include:

- HIM Informatics Update
- PHR and Direct Messaging
- MACRA Update
- Behavioral Health
- Medicare Beneficiary Identifier
- Health Information Exchange Update
- Sexual Orientation Gender Identity (SOGI)
- HIPAA Audits and Investigations
- ICD-CM 2018 Picklist
- Creating and Managing Patient Flags
- Forms Management
- HIM Roles in Transition of Care and Meeting Audit Requirements
- Employee Health in EHR
- HIM Miscellaneous Reports in Electronic Environment
- Administrative Closure of Records
- Records Management

## 3.0 Instructors and Facilitators

**Disclosure Statement:** As a provider accredited by ACCME, ANCC, and ACPE, the IHS Clinical Support Center must ensure balance, independence, objectivity, and scientific rigor in its educational activities. Course directors/coordinators, planning committee members, faculty, and all others who are in a position to control the content of this educational activity are required to disclose all relevant financial relationships with any commercial interest related to the subject matter of the educational activity. Safeguards against commercial bias have been put in place. Faculty will also disclose any off-label and/or investigational use of pharmaceuticals or instruments discussed in their presentation. The course directors/coordinators, planning committee members, and faculty for this activity have completed the disclosure process and have indicated that they do not have any significant financial relationships or affiliations with any manufacturers or commercial products to disclose.

### 3.1 IHS Office of Information Technology (OIT)

- Jacqueline Reyes, MBA, RHIA, CTR, IHS Lead Health Information Management (HIM) Consultant
- Jan Chase, RHIT, IT Specialist for RPMS HIM Practice Management Applications
- CAPT David Taylor (ret.), MHS, RPh, PA-C, RN – Clinical Informatics Consultant and BCMA Federal Lead
- CAPT Mike Allen, MIS, RPh, Pharmacy Informatics Consultant
- CAPT Deborah Alcorn, MSN, RN, CPC - Nurse Informatics Consultant
- Susy Postal, DNP, RN-BC, Chief Health Informatics Officer

### 3.2 Albuquerque Area Office

- Jacqueline Candelaria, Area Health Information Management (HIM) Consultant

### 3.3 Billings Area Office

- Erik Chosa, RPh, Area Clinical Applications Coordinator & Pharmacy Consultant
- Leslie Racine, Billings Area Office Management Analyst

### 3.4 Blackfeet Community Hospital

- Leslie Racine, Billings Area Office Management Analyst

### 3.5 Bristol Bay Area Health Corporation (Kanakanak Hospital)

- Cindy Fyfe, RHIT, Health Information Management/Privacy Officer



### 3.6 Chinle Comprehensive Health Care Center (CCHCC)

- Gary Russell-King, Acting Area HIM Consultant, Navajo Area Office.
- Myrl “Nick” Bird, BSN, RN, CHTS-CP, Nurse Specialist, CAC

### 3.7 Claremore Indian Hospital

- Jennifer Farris, MHSA, RHIA, CHPS, Area HIM Consultant

### 3.8 Clinton Indian Health Center

- Jennifer Farris, MHSA, RHIA, CHPS, Area HIM Consultant

### 3.9 Elko Service Unit

- Maria Strom, RHIT, CHP, Area Privacy Officer and RPMS Networking Onboarding Project

### 3.10 Great Plains Area (GPA) Office

- David Meservey, Health Information Management Consultant
- CAPT Leslye Rauth, MS, RD, CDE, Clinical Applications Coordinator
- Deb Odens, RPh, PD, Clinical Applications Coordinator

### 3.11 Hopi Health Care Center

- Maria Strom, RHIT, CHP, Area Privacy Officer and RPMS Networking Onboarding Project

### 3.12 Kayenta Hospital

- Gary Russell-King, Acting Area HIM Consultant, Navajo Area Office

### 3.13 Lawton Indian Hospital

- Jennifer Farris, MHSA, RHIA, CHPS, Area HIM Consultant

### 3.14 Navajo Area Office

- Gary Russell-King, Acting Area HIM Consultant, Navajo Area Office.
- Kathy Ray, CNM, Area Clinical Applications Coordinator

### 3.15 Northern Navajo Medical Center

- Gary Russell-King, Acting Navajo Area HIM Director

### 3.16 Northwest Portland Area Indian Health Board

- CDR Katie Johnson, PharmD, Integrated EHR Coordinator

### 3.17 Pawnee Indian Health

- Jennifer Farris, MHSA, RHIA, CHPS, Area HIM Consultant

### 3.18 Portland Area Office

- CDR Roney Won, PharmD, Clinical Application Coordinator

### 3.19 Tohono Od'ham Nation Health Care - Tucson

- Jennifer Wabaunsee, Health Information Management
- CDR John Lester, PharmD, Clinical Application Coordinator

### 3.20 Wewoka Indian Health Center

- Jennifer Farris, MHSA, RHIA, CHPS, Area HIM Consultant

### 3.21 Whiteriver Indian Hospital

- Maria Strom, RHIT, CHP, Area Privacy Officer and RPMS Networking Onboarding Project

## 4.0 Detailed Agenda

**Note:** All times are Mountain Time!

### 4.1 Monday

Start	Topic	TAB#
10:15 AM 15 Min	<p><b>Welcome, Introduction, and Agenda Review</b>            Janice Chase, RHIT, HIM Informatics Federal Lead   Practice Management            Jacqueline Reyes, MBA, RHIT,CTR, HIM Nat'l Fed Lead Consultant   HIM IT Coordinator            CAPT (ret) David Taylor MHS, RPh, PA-C, RN – IHS Office of Information Technology</p> <p><b>At the end of this session participants should be able to:</b></p> <ul style="list-style-type: none"> <li>• Discuss and review training materials</li> <li>• Identify needs and expectations</li> </ul>	
10:30 AM 30 Min	<p><b>HIM and Informatics Update</b>            Janice Chase, RHIT            Jackie Reyes, MBA, RHIT, CTR</p> <p><b>At the end of this session participants should be able to:</b></p> <ul style="list-style-type: none"> <li>• Understand the national HIM program activity</li> <li>• Identify AHIMA priorities from the 2017 Annual Convention &amp; Exhibits</li> <li>• Discuss why HIM Partnerships are important to the revenue cycle</li> <li>• Understand the role of an HIM Informaticist</li> <li>• Questions and Answers</li> </ul>	Tab 1
11:00 AM 30 Min	<p><b>Practice Management Updates</b>            Janice Chase, RHIT            Adrian Lujan            Gail Townsend</p> <p><b>At the end of this session participants should be able to:</b></p> <ul style="list-style-type: none"> <li>• Understand RPMS Patch Releases and Training</li> <li>• Identify Practice Management priorities</li> <li>• Understand the Technical Advisory Group's role in identifying priorities</li> <li>• Identify and Plan for IT Development/Deployment Priorities</li> <li>• Questions and Answers</li> </ul>	Tab 2
11:30 AM	<b>30 Minute Break</b>	

Start	Topic	TAB#
12:00 PM 60 min	<b>42 CFR Part 2 and RPMS</b> Heather McClane, MBA, MHR Wendy Wisdom, MSW <b>At the end of this session participants should be able to:</b> <ul style="list-style-type: none"> <li>• Understand the changes to 42 CFR Part 2</li> <li>• Identify how 42 CFR Part 2 may impact Behavioral Health (BH) Programs</li> <li>• Identify recommendation to consider for implementing the RPMS BH Package</li> <li>• Identify and delineate Tier I (aka Behavioral Health Medical) and Tier II (aka Behavioral Health) business rules and note titles to align with roles and credentials</li> <li>• Questions and Answers</li> </ul>	Tab 3
1:00 PM 30 Min	<b>Quality Payment Program (QPP) – Medicare Access CHIP Reauthorization Act of 2015 (MACRA)</b> Susy Postal, DNP, RN-C Jackie Reyes, MBA, RHIA, CTR <b>At the end of this session participants should be able to:</b> <ul style="list-style-type: none"> <li>• Provide an overview of QPP-MACRA</li> <li>• Understand how HIM roles and responsibilities support QPP- MACRA</li> <li>• Understand the need to coordinate with providers on the timely visit completion for MACRA reporting</li> <li>• Questions and Answers</li> </ul>	Tab 4
1:30 PM 30 Min	<b>eLearning Remote Adjourned – Dismissed</b> <b>Hands-on for Classrooms Only (Times Vary According to Time Zones) See Local Agenda and Script</b>	
2:30 PM	<b>Adjourn</b>	

## 4.2 Tuesday

Start	Topic	TAB#
9:45 AM	<b>Announcements and Instructions</b> Janice Chase, RHIT, HIM Informatics Federal Lead   Practice Management Jacqueline Reyes, MBA, RHIT, CTR, HIM Nat'l Fed Lead Consultant   HIM IT Coordinator David Taylor, MHS, RPh, PA-C, RN – IHS Office of Information Technology	

Start	Topic	TAB#
10:00 AM 30 Min	<p><b>The New Medicare Card Initiative Update</b>            Janice Chase, RHIT            Susy Postal, DNP, RNC</p> <p><b><i>At the end of this session participants should be able to:</i></b></p> <ul style="list-style-type: none"> <li>• Identify why CMS is replacing the old Medicare Card's</li> <li>• Identify the difference from the Health Insurance Claim Number (HICN) and Medicare Beneficiary Identifier (MBI) number?</li> <li>• Identify responsibilities for billing, eligibility status, and claim status.</li> <li>• Distinguish EHR changes in RPMS</li> <li>• Questions and Answers</li> </ul>	Tab 5
10:30 AM 30 Min	<p><b>IHS Health Information Exchange (HIE) Update</b>            Michael Fairbanks, MA</p> <p><b><i>At the end of this session participants should be able to:</i></b></p> <ul style="list-style-type: none"> <li>• Review the requirements to implement the IHS HIE</li> <li>• Identify the IHS HIE role in meeting Meaningful Use requirements</li> <li>• Understand the Intersystem HealthShare software</li> <li>• Questions and Answers</li> </ul>	Tab 6
11:00 AM 60 Min	<p><b>Sexual Orientation and Gender Identity (SO/GI) Requirements</b>            CAPT Susan Richards, MSN, ARNP            Jackie Reyes, MBA, RHIA, CTR</p> <p><b><i>At the end of this session participants should be able to:</i></b></p> <ul style="list-style-type: none"> <li>• Understand the impact of SO/GI data collection</li> <li>• Identify 3 current health disparities experienced by LGBTQ individuals</li> <li>• Identify next steps you can take to reduce barriers to care of LGBTQ individuals</li> <li>• Identify policies and procedures to consider</li> <li>• Review the legal requirements related to SO/GI (name/sex changes, etc.)</li> <li>• Questions and Answers</li> </ul>	Tab 7
<b>12:00 PM</b>	<b>30 Minute Break</b>	
12:30 PM 60 Min	<p><b>HIPAA Audits and Investigations</b>            Maria Strom, RHIT, CHP            Heather McClane, MBA, RHIA, CTR            Ruth Hawkins, RHIT</p> <p><b><i>At the end of this session participants should be able to:</i></b></p> <ul style="list-style-type: none"> <li>• Examine the RPMS EHR Tools of Sensitive Patient Tracking (SPT) and IHS Security Audit (BUSA) Applications</li> <li>• Conduct Privacy Audits and User Activity using SPT and BUSA</li> <li>• Questions and Answers</li> <li>• Best practices with violations and investigations</li> <li>• Questions and Answers</li> </ul>	Tab 8

Start	Topic	TAB#
1:30 PM 60 min	<b>PHR and Direct Messaging</b> Chris Lamer, PharmD, MHS, BCPS, CDE <b>At the end of this session participants should be able to:</b> <ul style="list-style-type: none"> <li>• Use the PHR to engage patients in their care</li> <li>• Improve health care communication</li> <li>• Understand how PHR may be delegated to care givers and minors</li> <li>• Questions and Answers</li> </ul>	Tab 9
2:30 PM 30 Min	<b>eLearning Remote Adjourned – Dismissed</b> <b>Hands-on for Classrooms Only (Times Vary According to Time Zones) See Local Agenda and Script</b>	
3:00 PM	<b>Adjourn</b>	

### 4.3 Wednesday

Start	Topic	TAB#
9:45 AM	<b>Announcements and Instructions</b> Janice Chase, RHIT, HIM Informatics Federal Lead   Practice Management Jacqueline Reyes, MBA, RHIT,CTR, HIM Nat'l Fed Lead Consultant   HIM IT Coordinator David Taylor, MHS, RPh, PA-C, RN – IHS Office of Information Technology	
10:00 AM 60 Min	<b>Pick List for ICD-CM 2018</b> Teresa Chasteen, RHIT <b>At the end of this session participants should be able to:</b> <ul style="list-style-type: none"> <li>• Create IPL, super bill, and education pick lists</li> <li>• Identify best practices for managing pick lists</li> <li>• Describe how to add associations</li> <li>• Questions and Answers</li> </ul>	Tab 10
11:00 AM 60 min	<b>Creating and Managing Patient Flags</b> Tammy Brewer, CPS <b>At the end of this session participants should be able to:</b> <ul style="list-style-type: none"> <li>• Identify the appropriate use of a patient flags</li> <li>• Creating and inactivating patient flags</li> <li>• Navigate to information pertaining the patient flag</li> <li>• Questions and Answers</li> </ul>	Tab 11
12:00 PM	<b>30 Min Break</b>	

Start	Topic	TAB#
12:30 PM 90 min	<b>Vista Imaging and Demo</b> Marilyn Freeman, RHIA Leslie White, BS, MT(ASCP) <b>At the end of this session participants should be able to:</b> <ul style="list-style-type: none"> <li>• Index, manage and identify documents</li> <li>• Understand the importance of creating TIU titles</li> <li>• Understand quality monitoring of scanned documents</li> <li>• Understand when to protect an image</li> <li>• Questions and Answers</li> </ul>	Tab 12
2:00 PM	<b>eLearning Remote Adjourned – Dismissed</b> <b>Hands-on for Classrooms Only (Times Vary According to Time Zones) See Local Agenda and Script</b>	
3:00 PM	<b>Adjourn</b>	

#### 4.4 Thursday

Start	Topic	TAB#
9:45 AM	<b>Welcome, Introduction, and Agenda Review</b> Janice Chase, RHIT, HIM Informatics Federal Lead   Practice Management Jacqueline Reyes, MBA, RHIT,CTR, HIM Nat'l Fed Lead Consultant   HIM IT Coordinator David Taylor, MHS, RPh, PA-C, RN – IHS Office of Information Technology	
10:00 AM 90 Min	<b>Effective Provider On-Boarding</b> Gary Russell-King <b>At the end of this session participants should be able to:</b> <ul style="list-style-type: none"> <li>• Manage a provider's profile</li> <li>• Understand appropriate e-signature requirements</li> <li>• Establish a provider orientation checklist</li> <li>• Explain expectations to a provider</li> <li>• Questions and Answers</li> </ul>	Tab 13
11:30 AM 60 Min	<b>Paper and Electronic Forms Management</b> Teresa Chasteen, RHIT Kelvin Vandever <b>At the end of this session participants should be able to:</b> <ul style="list-style-type: none"> <li>• Identify best practice procedure for forms approval</li> <li>• Develop a forms inventory and manage control log</li> <li>• Establish a forms contingency plan</li> <li>• Discuss how to manage the RPMS template inventory and log</li> <li>• Perform quality monitoring of TIU templates</li> <li>• Questions and Answers</li> </ul>	Tab 14
12:30 PM	<b>30 Minute Break</b>	

Start	Topic	TAB#
1:00 PM 60 min	<p><b>HIM Roles in Transition of Care (TOC) and Meeting Audit Requirements</b></p> <p>Jacque Candelaria CAPT Wil Darwin, PharmD, CDE, NCPS</p> <p><b>At the end of this session participants should be able to:</b></p> <ul style="list-style-type: none"> <li>• Identify who may set up the messaging alert</li> <li>• Understanding the role of message agents in TOC</li> <li>• DigiCert form boarding</li> <li>• Understand DIRECT Secure Messaging</li> <li>• Forwarding Messages</li> <li>• Know how to Meet the MU Measure: Summary of Care</li> <li>• Know how to provide Patient Report to the requestor</li> <li>• Avoid confusion on patient identity</li> <li>• Provide guidance to secure messages and closing the loop</li> <li>• Importance of audits and meeting requirements</li> <li>• Questions and Answers</li> </ul>	Tab 15
2:00 PM 60 min	<p><b>Employee Health Records in RPMS</b></p> <p>Janice Chase, RHIT Kathy Ray, CNM Jackie Reyes, MBA, RHIT,CTR</p> <p><b>At the end of this session participants should be able to:</b></p> <ul style="list-style-type: none"> <li>• Identify consideration in creating employee health records in RPMS</li> <li>• Understand consent requirements for employee health visits</li> <li>• Understanding federal disposition requirements for employee health files</li> <li>• Questions and Answers</li> </ul>	Tab 16
3:00 PM	<p><b>eLearning Remote Adjourned – Dismissed</b></p> <p><b>Hands-on for Classrooms Only (Times Vary According to Time Zones) See Local Agenda and Script</b></p>	
4:00 PM	<b>Adjourned</b>	

## 4.5 Friday

Start	Topic	TAB#
9:45 AM	<p><b>Welcome, Introduction, and Agenda Review</b></p> <p>Janice Chase, RHIT, HIM Informatics Federal Lead   Practice Management Jacqueline Reyes, MBA, RHIT,CTR, HIM Nat'l Fed Lead Consultant   HIM IT Coordinator David Taylor, MHS, RPh, PA-C, RN – IHS Office of Information Technology</p>	



Start	Topic	TAB#
10:00 AM 60 Min	<b>HIM EHR Reports</b> Tammy Brewer, CPC LCDR Brandy Rose, RHIA <b>At the end of this session participants should be able to:</b> <ul style="list-style-type: none"> <li>• Identify and monitor key HIM Reports for completing visits</li> <li>• Navigate and run to PCC reports</li> <li>• Navigate and run TIU reports</li> <li>• Questions and Answers</li> </ul>	Tab 17
11:00 AM 60 Min	<b>Administrative Closure of Incomplete Records</b> Jacque Candelaria Wil Darwin, PharmD, CDE, NCPS <b>At the end of this session participants should be able to:</b> <ul style="list-style-type: none"> <li>• Exam a process for administratively closing incomplete records.</li> <li>• Set up a surrogate</li> <li>• Compliance with Medical Record documentation requirements</li> <li>• User Class delegation definition and allocation</li> <li>• Business Class Rules designation</li> <li>• Review TIU Template</li> <li>• Demonstrate a best practice policy and procedure example</li> <li>• Questions and Answers</li> </ul>	Tab 18
<b>12:00 PM</b>	<b>30 Minute Break</b>	
12:30 PM 90 min	<b>Records Management for HIM</b> Christopher Forney Jackie Reyes, MBA, RHIT, CTR <b>At the end of this session participants should be able to:</b> <ul style="list-style-type: none"> <li>• Understand the transfer of health records to Federal Records Center (FRC)</li> <li>• Use ARCIS to transfer and request records</li> <li>• Understand the disposition of source scanned documents</li> <li>• Understand the National Archives Records Administration (NARA) Strategic Plan for 2022</li> <li>• Using the legal health record matrix in records management</li> <li>• Questions and Answers</li> </ul>	Tab 19
2:00 PM	<b>eLearning Remote Adjourned – Dismissed</b> <b>Hands-on for Classrooms Only (Times Vary According to Time Zones) See Local Agenda and Script</b>	
<b>3:00 PM</b>	<b>Adjourned</b>	

## 5.0 Biographical Sketches

**CAPT Deborah Burkybile Alcorn, MSN, RN, CPC**  
**EHR Deployment Specialist, IHS Office of Information Technology**  
**USET Regional Extension Center**

Deborah has been a Registered Nurse for 35 years. During this time, her nursing practice led her to work in a variety of private sector hospitals, clinics, tribal facilities, and, for the last 27 years, in IHS. CAPT Alcorn is a citizen of the Cherokee Nation of Oklahoma. She received her commission in the U.S. Public Health Service in 1988 and works from the Nashville Area Office, IHS, where she has served Tribes and IHS facilities in the role of Area Managed Care Consultant. Currently, she is assigned to support the implementation of the IHS EHR by assisting the IHS Office of Information Technology as one of the EHR Implementation Team Consultants.

Deborah Alcorn is also a Certified Professional Coder and has worked diligently with the Nashville Area Tribes to train and certify coding professionals at the Service Unit, Tribal, and Urban levels. Health Care Compliance is another field of particular interest and work for CAPT. Alcorn. Deborah's knowledge and expertise in nursing has enabled her to provide assistance to IHS, Tribal, and Urban facilities from both clinical and business perspectives with a focus on quality health care service delivery.

**CAPT Michael Allen, MIS, RPh**  
**Pharmacy Informaticist Consultant**  
**IHS Office of Information Technology**

CAPT Allen is a commissioned Officer in the USPHS. He came from a family of pharmacists and holds a BS degree from Idaho State University. He has a Master of Information Systems degree from University of Phoenix. He started with USPHS after working in retail pharmacy for a few years. During his years in IHS he has served in Portland Area, Phoenix Area, and is currently in the Tucson Area. His duties have included, besides being a pharmacist: Site Manager, Assistant Site Manager, CAC, Pharmacy Package Administrator, and POS specialist. He serves on the Pharmacy PSG and was recently appointed to the POS Technical Advisory Group. His children are out of the house, and he has one granddaughter he misses greatly. He lives in Tucson with his wife and cat.

**CAPT Robin Bartlett, PharmD, MSP, CPC**

**Area Pharmacy Consultant**

**Area Clinical Applications Coordinator**

**Area Meaningful Use Coordinator**

**Nashville Area Indian Health Service**

CAPT Robin Bartlett is a Commissioned Officer in the United States Public Health Service and has been in the Indian Health Service since 2001. CAPT Bartlett received her Doctor of Pharmacy and Master of Science in Pharmacy (MSP) with a special track in Patient Safety and Risk Management from the University of Florida, College of Pharmacy. She has completed an IHS Pharmacy Practice Residency program at Cherokee Indian Hospital and has been assigned to Whiteriver Indian Hospital, Cherokee Indian Hospital, and Indian Health Service Nashville Area Office as a pharmacist, clinical applications coordinator, and pharmacy consultant. CAPT Bartlett is an adult pharmacy-based immunization provider, certified professional coder (CPC,) and is currently enrolled in the Society of Infectious Disease Pharmacists Antimicrobial Stewardship Certificate Program. CAPT Bartlett currently serves as the Nashville Area Pharmacy Consultant, Area Clinical Applications Coordinator, and Area Meaningful Use Coordinator since April 2010. CAPT Robin Bartlett is currently Vice-Chair of the Indian Health Service National Pharmacy Council.

**Jacque Candelaria**

**Area HIM Consultant**

**Albuquerque Area Office**

Jacqueline L. Candelaria serves as a Program Analyst for the Albuquerque Area. Ms. Candelaria's duties include Statistician, GPRA Coordinator, Meaningful Use Coordinator, ICD 10 Coordinator, and HIM Consultant. Ms. Candelaria has 29 years of federal service, most of which she has worked in the Health Information Management field. Ms. Candelaria has her degree in Health Information Management and has held the credentials of CPC, CCS and AHIMA ICD-10-CM/PCS Trainer.

**Janice “Jan” Chase, RHIT**  
**IT Specialist for RPMS HIM Practice Management Applications**  
**IHS Office of Information Technology**

Jan is an IT Specialist for the Resource Patient Management System (RPMS,) Health Information Management (HIM,) Practice Management applications, and served as the ICD 10 Federal Lead for the IHS Office of Information Technology (OIT.) She also is designated the IHS Acting National HIM Lead Consultant since October 2012. Jan worked for the Tucson Indian Health Service in various Headquarters, Area, and Service Unit positions before her current position with OIT. Her IHS career of 23 years includes experience in Contract Health Service, Management Development, HIM Supervision, Performance Improvement, Privacy, Compliance and Informatics. Jan also was the past Tucson Area Health Record Consultant and National HIM Program Co-Lead and served on various IHS workgroups. She is a member of the American Health Information Management Association (AHIMA) and Health Information Management Association of Arizona (HIMA of AZ.) Jan is a member of the Gros-Ventre Tribe of Montana with paternal ties to the Mandan Tribe of North Dakota.

**Teresa Chasteen, RHIT**  
**Area Clinical Applications Coordinator**  
**Bemidji Area Office**

Teresa is the Bemidji Area Clinical Applications Coordinator. Her previous position at the Cass Lake Indian Health Service was the Director of Health Information, where she was the Project Lead for EHR Implementation. She served as one of the Bemidji Area Health Information Management Consultants. She started her Health Information Management career in 1984 and has been in the health care field since 1980. Teresa has worked in Indian Health Service since 1996. She obtained the Registered Health Information Technician (RHIT) in 1992 from the College of Saint Catherine Saint Mary’s campus.

**Erik Chosa, RPh**  
**Area Clinical Applications Coordinator and Pharmacy Consultant**  
**Billings Area Office**

Erik serves as both the Area Pharmacy Consultant and Clinical Applications Coordinator for the Billings Area Office. He has been a pharmacy preceptor for the University of Michigan and the University of Montana for many years. Erik has been working with the RPMS Electronic Health Record since 1998 when the Crow/Cheyenne Hospital became the first RPMS EHR prototype site.

**CAPT Wil Darwin, PharmD, CDE, NCPS**  
**Area Clinical Applications Coordinator**  
**Albuquerque Area Office**

Captain Wil Darwin is a Commissioned Officer in the United States Public Health Service and has been with the Indian Health Service since 1997. Dr. Darwin completed his Doctor of Pharmacy at the University of New Mexico Health Science Center, School of Pharmacy. Immediately after finishing school, he participated and completed a general pharmacy practice residency within the Albuquerque VA Health System. He was stationed at the Acoma-Canoncito-Laguna Service Unit, Indian Health Service in Acoma, New Mexico for 14 years. He is currently stationed at the Albuquerque IHS Regional Area Office and is tasked with dual roles as the Area Pharmacy Consultant and the Area Electronic Health Record Clinical Application Coordinator for the region. His pharmacy clinical experiences are various clinical outcomes-based programs such as Anticoagulation Clinic, Immunization Pharmacy Driven Clinic, Diabetes Type 2, Hyperlipidemia, and Hypertension disease state management services. In addition to his clinical skills, he has assisted with healthcare administrative management responsibilities and oversight including clinical quality outcome measures, Joint Commissioned accreditation survey processes and facility executive board member. As lead Area project manager of the RPMS-EHR technologies, he has worked diligently to train, optimize, configure, deploy and sustain the IHS RPMS-EHR across the ABQ Area region at federal, tribal, and urban health facilities since August 2010.

**Michael R. Fairbanks, MA**  
**IT Specialist – HIE, Director**  
**RPMS Network Deployment Lead**  
**IHS Office of Information Technology**

Michael Fairbanks began his career in IHS in 2006 at the Bemidji Area Office as the Information Systems Security Officer, Vista Imaging Coordinator and acting Information Systems Coordinator in early 2012. In 2012 he joined the Phoenix Area Information Resource Management Division as the Area Vista Imaging Coordinator, where he assisted Phoenix Indian Medical Center transition from film to digital radiology. Michael joined OIT in 2014 as the HIE federal lead and, later, the Direct Messaging lead. He received his Master's in Computer Information Systems from the College of Saint Scholastica, Duluth MN in 2012.

**Jennifer Farris, MHSA, RHIA, CHPS**  
**Area Health Information Management and Privacy Consultant**  
**Oklahoma City Area Office**

Ms. Farris has been with the IHS since 2007 in various positions within the Oklahoma City Area Office and Nashville Area Office, as well as in the field. Ms. Farris' qualifications include Bachelor of Science in Marketing, Business Administration and Health Information Management, along with a master's in health service administration. Additionally, she is a Registered Health Information Administrator (RHIA) and is certified in Healthcare Privacy and Security (CHPS) through AHIMA. Previous assignments include: Contract Specialist, Management Analyst, and (A) CEO. Ms. Farris is from the Otoe-Missouria, Creek and Cherokee tribes.

**Marilyn Freeman, RHIA, CHPS**  
**Area HIM/Compliance Consultant**  
**California Area Office**

Marilynn Freeman, RHIA, CHPS is the HIM/Compliance Consultant for the California Area Office. She joined the California Area Office in January 2010 to begin the VistA Imaging program in California. Marilyn is actively involved with implementation of the RPMS PHR and DIRECT Messaging for the California Area. She also serves as MU Coordinator, HIPAA Consultant, FOIA Officer, and Privacy Officer for the California Area Office. Marilyn is a graduate of the Health Information Administration program at Loma Linda University. She is a Registered Health Information Administrator (RHIA) and Certified in Healthcare Privacy and Security. Her work experience includes single physician offices, multi-specialty clinics, small and large hospitals, substance abuse facilities, and the Veteran's Administration over more than 30 years.

**Cindy Fyfe, RHIT**  
**Health Information Management – Privacy Officer**  
**Kanakanak Hospital – Bristol Bay Area Health Corporation (BBAHC)**

Cindy Fyfe is an RHIT who has worked in HIM since 1989. She is a graduate of the University of Alaska Southeast Sitka and received lots of on-the-job training. Cindy began as a file clerk and then onto Quality Assurance Director/Utilization Review. Cindy Fyfe then moved on to Assistant HIM Director for several years until 2002. At that time, Cindy transitioned over to the Community Health Aide Program as a Compliance Manager. She then transitioned back to HIM to the new world of electronic records in 2009. Cindy has also served in positions (except Treasurer) on our state Alaska Health Information Management Association for about 12 years and recently became the AK Area Representative.

**CDR Katie Johnson, PharmD**  
**Integrated EHR Coordinator**  
**Northwest Portland Area Indian Health Board**

Katie Johnson graduated from the University of Kansas School of Pharmacy with a PharmD in 2004. She then joined the United States Public Health Service as a Commissioned Corps Officer and completed an ASHP Pharmacy Practice Residency at Warm Springs Health and Wellness Center in 2005. She was able to start working with RPMS EHR and informatics during her time at Warm Springs and was an early adopter of RPMS EHR. She continued to work with the Indian Health Service in Whiteriver Indian Hospital where she worked as both a pharmacist and Clinical Applications Coordinator, gaining experience implementing RPMS EHR in new settings (Emergency Room and Inpatient,) and furthering and optimizing use in the Outpatient setting. She then moved to the Northwest Portland Area Indian Health Board in 2011 to take on Meaningful Use and EHR support for the 43 Tribes in Oregon, Washington and Idaho. She continues this rewarding work and is enjoying life in the Pacific Northwest.

**Ruth K. Hawkins, RHIT**  
**Southern Bands Health Center**  
**Elko, Nevada**

Ruth has been in the health care profession for over 40 years. She received her RHIT in 1984 and has held various position with in the healthcare profession working at an acute-care facility, in long-term care, and in clinics. Ruth has worked with Indian Health Service for 12 years, serving as the HIM Supervisor/HIPAA Privacy Officer as well as Acting Business Office Manager, Co-CAC and Quality Manager.

**Natalie Klier, CCS-P**  
**Area Clinical Applications Coordinator**  
**California Area Office**

Natalie Klier, CCS-P, is Clinical Application Coordinator (CAC) for the Electronic Health Record (EHR) for the California Area Indian Health Service. Natalie received her B.S. in Technical Management from DeVry University in 2011. She is an AHIMA Certified Coding Specialist-Physician-Based and AHIMA Approved ICD-10 Trainer. Natalie has worked in health care support positions for the past 21 consecutive years between Consolidated Tribal Health Project and Round Valley Indian Health Center in Northern California. Natalie was the lead project manager for successful implementation of the RPMS EHR at Round Valley Indian Health Center in 2008. Natalie has provided technical support for implementation and coordination of the RPMS EHR as a CAC Mentor for the California Indian Health Service since 2010. She assumed the role of CAO Clinical Application Coordinator in August 2016.

**CAPT Christopher Lamer, PharmD, MHS, BCPS, CDE**  
**Clinical Information Consultant**  
**IHS Office of Information Technology and**  
**Division of Diabetes Treatment**

Christopher Lamer is a Commissioned Officer in the United States Public Health Service and has been in the Indian Health Service since 1998. CAPT Lamer is a pharmacist and works as a clinical information consultant for the Office of Information Technology and the Division of Diabetes Treatment and Preventions.

CAPT Lamer is the IHS federal lead for the Clinical Reporting System and the Personal Health Record (PHR). CAPT Lamer is highly involved the development of clinical programs, quality metrics, and health education materials.

**Heather McClane, MHCA, MHR**  
**Privacy Officer, Indian Health Service**

Ms. McClane has been in her current positions since January 2016 and has worked in the health care field for more than 30 years, beginning with obtaining her paralegal degree and moving progressively to the privacy side of health care administration. She believes that education furthers one in his or her chosen field and thus obtained her double master's degree in health care administration and human resources at American Intercontinental University and is currently pursuing her Ph.D. degree in computer and information security at Northcentral University.

**David Meservey**  
**HIM Consultant/Privacy Coordinator**  
**Great Plains Area Office**

David Meservey is the Health Information Management (HIM) Consultant and Privacy Coordinator for the Great Plains Area IHS in Aberdeen, SD. He is relatively new to IHS; however, he made his mark in the U.S. Army as a Patient Administration Officer and Privacy Officer. David holds a bachelor's degree from Weber State University (WSU) in Human Performance and he is currently enrolled in the WSU's Post-Baccalaureate HIM program with plans to obtain the Registered Health Information Administrator (RHIA) certification next fall. David's primary focus will be but not limited to the Privacy Act, HIPAA, FOIA, PHR, and the Health Records Program.



**Elvira Mosley, MSHS, BSN, RN**  
**Area Clinical Applications Coordinator**  
**Phoenix Area Office**

Elvira Mosely, RN is the Clinical Program Consultant for the Electronic Health Records (EHR) for the Phoenix Area Indian Health Service. She received her BSN degree in 1988 from Jacksonville University in Jacksonville Florida and received her MSHS degree in 2006 from Touro University California. CAPT Mosely worked as the Clinical Application Coordinator for the Hopi Health Care Center for one year before she applied and was accepted to be the Clinical Program Consultant for the Phoenix Area Indian Health Services in June 2006. Prior to the Indian Health Service, CAPT Mosely served 11 years in the U.S. Air Force on active duty status in a wide range of nursing positions. In 2004, CAPT Mosely transferred to the U.S. Public Health Service and is presently on active duty status, assigned to Phoenix Area Office. CAPT Mosely has been the lead project manager for the implementation and coordination of the RPMS EHR for all Phoenix Area.

**Deb Odens, RPh, PD**  
**Area Clinical Applications Coordinator**  
**Great Plains Area Office**

Ms. Odens holds a BS degree in Pharmacy. She started working with IHS after working in retail pharmacy from 1984 to 1989. She worked at the Lower Brule Health Center as the Chief Pharmacist, Primary Clinical Application Coordinator, and IT specialist. In January of 2016 she joined the Great Plains Area staff as one of the Clinical Application Coordinators, providing support to the 19 facilities in Great Plains Area.

**Susy Postal, DNP, RN-BC**  
**Chief Health Informatics Officer**  
**IHS Office of Information Technology**

Susy Postal DNP, RN-BC currently serves as the Chief Health Informatics Officer for the Indian Health Service (IHS) after 28 years at the National Institute of Health. Her professional nursing career focused on three main areas: Psychiatric, Intensive Care and Informatics. Dr. Postal's focus is bridging information technology (IT) with healthcare to promote quality patient care and improve patient outcomes. At the IHS, she supports and leads various quality initiatives. Dr. Postal provides national and local leadership in transitioning to the Quality Payment Program. She completed her Doctorate of Nursing Practice from the University of Maryland in 2014 and is a Jonas Scholar.

**Kathy Ray, CNM**  
**Clinical Applications Coordinator**  
**Navajo Area Office**

Kathy is the Clinical Applications Coordinator for the Navajo Area Office since 2013. She also served as the Clinical Applications Coordinator at the Parker IHS Hospital from eight years prior to Navajo Area. Prior to moving to Parker, Kathy had been with the Rosebud Sioux on the Rosebud Indian Reservation in South Dakota since 1994 and worked at Rosebud as a locus in 1993. Her job at Rosebud as a Certified Nurse Midwife was always challenging. Kathy has worked with the Women's Health Package since 1996 when it was first released and served as the Federal Lead for both Women's Health and iCare. She enjoys working with various RPMS Packages and served as CIMTAC (Clinical Informatics Management Technology Advisory Council). Kathy also leads the weekly Area Clinical Applications Coordinator (Area CAC) and Women's Health conference calls.

**CAPT Leslye L. Rauth, MPH, RD, LMNT, CDE**  
**Clinical Applications Coordinator**  
**Great Plains Area**

CAPT Rauth has been working with the Indian Health Services for over eighteen years. CAPT Rauth has worked in the Aberdeen Area as a contractor, civil services employee and Commission Corp Personnel. During this time she has served as the Diabetic Coordinator and Chief Dietitian providing clinical support and administrative leadership. CAPT Rauth was detailed as Lead Clinical Applications Coordinator and Electronic Health Records Coordinator. In 2009 became the American Recovery and Reinvestment Act (ARRA) Clinical Application Coordinator for the Aberdeen Area. She received her Bachelors in Dietetics from Indiana University of Pennsylvania. She completed her Dietetic Internship with the University Of South Dakota. Leslye completed her Master's in Public Health (MPH) spring of 2008.

**LCDR Brandy Rose, RHIA**  
**Clinical Applications Coordinator**  
**Omaha/Winnebago IHS Hospital**

LCDR Rose has been active in the field of Health Information Management for over ten years and little over a year as an informaticist. Currently she serves in the capacity as a Clinical Applications Coordinator for the Omaha/Winnebago Hospital (OWH) and recently provided temporary oversight of their medical records department. Prior to working with IHS, in 2008 she began working as a health information technician with the Federal Bureau of Prisons in Lexington Kentucky and had later promoted to the role as their Medical Records Administrator. She graduated from Eastern Kentucky University receiving her baccalaureate in Health Service Administration with a concentration in Health Information Management. This past August she completed Northeastern University's Health Informatics Master's program.

**Jacqueline Reyes, MBA, RHIA, CTR**  
**HIM National Federal Lead Consultant**  
**Indian Health Service Headquarters**

Jacqueline (Jackie) Reyes is originally from El Paso, Texas and has 20 years of experience in Medical Records and Cancer Registry. Ms. Reyes joined IHS in January 2017 as the HIM National Federal Lead Consultant. Ms. Reyes is a Registered Health Information Technician (RHIT) and a Certified Tumor Registrar (CTR). She has an Associates of Applied Science Degree in Medical Records, Bachelor of Science Degree in Health Care Administration, Master of Business Administration (MBA), and is currently enrolled to complete a master's in Health Informatics. Ms. Reyes has years of experience in diverse leadership roles with Hospital Corporation of America, Tenant Healthcare, Universal Health Services, DoD Navy, Veterans Health Administration, Riverside Health System and Transportation Security Administration. Ms. Reyes has assisted with several successful accreditation and survey process for the Centers for Medicare and Medicaid Services, Commission on Cancer, Joint Commission and the Department of Behavioral Health. She also has experienced with EHR implementations with HPF McKesson, Sorian Siemens and Meditech. She is a member of the American Health Information Management Association, Virginia Health Information Management Association, National Cancer Registrars Association, and Virginia Cancer Registry Association.

**CAPT Amy Rubin, PharmD, MMI**  
**Clinical Applications Coordinator**  
**Oklahoma City Area Office**

CAPT Amy Rubin began her career with the United States Public Health Service Commissioned Corps and the Indian Health Service in 1999 as a pharmacist with the Clinton Service Unit. She obtained her Pharmacy Doctor degree in 2003. She served in various pharmacy roles for 10 years within the Clinton Service Unit. She began the transition into an informatics role when the service unit started to implement the RPMS Electronic Health Record. She was the project lead for this initiative which resulted in successful implementation at 3 facilities. CAPT Rubin started as the Area Clinical Application Coordinator for Oklahoma City Area in 2009 and still serves in this position. In 2011, she was awarded her Masters in Medical Informatics. She also performs duties for her area as the Meaningful Use Coordinator.

**Gary Russell-King**  
**Chief Health Information Management**  
**Acting Navajo Area Health Information Management Consultant**  
**Acting Navajo Area Privacy Coordinator**  
**Northern Navajo Medical Center**

Gary M. Russell-King, is a proud member of the Navajo Tribe, born for the Red Running Into The Water People and Zuni People Clans. Mr. King is the Chief Medical Records Administrator for the Northern Navajo Medical Center (NNMC) in Shiprock, New Mexico and has been working for the Federal Government for over 30 years.

Mr. King is the Acting Area HIM Consultant and Privacy Coordinator for the Navajo Area. His career began in 1987 at the old Shiprock Hospital in the Medical Records file room, and quickly advanced into supervision. In 1990, Mr. King worked as a Medical Records Librarian at the Chinle IHS Hospital before returning to Shiprock in 1995 when the new Northern Navajo Medical Center opened.

Mr. King has been detailed into various positions in his career: as the Health System Administrator for Dzilh-Na-O-Dith-Hle Health Center; the Business Office Manager for NNMC, and twice as the Administrative Officer for NNMC. He has been recruited many times as a presenter for HIM, Privacy, and Customer Service for various conferences.

Mr. King is an active member of the American Health Information Management Association (AHIMA), New Mexico Health Information Management Association (NMHIMA), the Government privacy advocate group American Society of Access Professionals (ASAP), and serves as an advisory board member of the University of New Mexico-Gallup HIT-Program and San Juan College HIT Program.

**Chris Saddler, RN**  
**Information Technology Specialist**  
**IHS Office of Information Technology**

Chris Saddler began working for IHS in 1980 as a Nurse Epidemiologist at the Alaska Native Medical Center. In 1984, she joined the fledgling IHS RPMS Development Team. She was responsible for the initial development of the VA's Laboratory package and instrument interfaces for IHS. Transferring to OIT National Programs in 2003, her initial assignment was upgrading the Radiology package for EHR. Other projects included the upgrade to Kernel Version 8 and other infrastructure packages, PCC+, VistA Imaging, Women's Health, and serving as IHS Database Administrator for two years. She provided technical support for EHR deployment in Alaska and continues to support multi-division and urban sites.

**Maria Strom, RHIT, CHP**

**Area Privacy Coordinator and RPMS Network Onboarding Project**

**Phoenix Area Office**

Maria Strom is a Registered Health Information Technician (RHIT) and Certified in Healthcare Privacy (CHP) who has worked for Indian Health Service (IHS) for over 11 years. Duties have included, HIM Director for Whiteriver Hospital, Supervisory Medical Records Administration Specialist at Phoenix Area. Currently working as the Area Privacy Coordinator and Lead for the RPMS Network Onboarding project. Prior to IHS, she has been a coder, CHS Supervisor, HIM Manager and Privacy Officer for Klamath Tribal Health in Oregon for 10 years.

**CAPT (ret) David R. Taylor, MHS, RPh, PA-C, RN**

**Clinical Informatics Consultant**

**BCMA Federal Lead, BCMA Training and Deployment**

**IHS Office of Information Technology**

Captain (ret) Taylor is a retired Commissioned Officer in the United States Public Health Service and is a certified physician assistant, registered pharmacist, and registered nurse. He holds more than 39 years of public health, clinical, and clinico-administrative experience in the IHS as both a Commissioned Officer and Federal Employee. Mr. Taylor has served as a pharmacist, physician assistant, quality manager, risk manager, and compliance officer for the Pine Ridge, South Dakota and Cherokee, North Carolina Indian Hospitals. He has also served as an HIV/AIDS/STD consultant, performance improvement consultant, pharmacy consultant, diabetes clinical consultant, and RPMS health informatics consultant for the Nashville Area Indian Health Service. Since 2002 David Taylor has been assigned to the Indian Health Service Office of Information Technology as a National Medical Informatics Consultant and has been charged with both training and deployment of the Meaningful Use of an Electronic Health Record throughout the entire Indian Health Care system. David was awarded the PHS Meritorious Service Medal in recognition for his accomplishments in the EHR arena during his Commission.

**Jennifer Wabaunsee**

**Acting HIM Consultant**

**Tohono Od'ham Nation Health**

Jennifer Wabaunsee serves as the Acting Area HIM Consultant for the Tucson Area, Tohono O'odham Nation Health Care. She began her career in the Medical Records field in 1994. She has 22 years of experience in various programs in the health field but most in the HIMS department. Jennifer is a member of the Muscogee Creek Nation of Oklahoma.

**CDR Roney Won, PharmD**  
**Area Clinical Applications Coordinator and Pharmacy Consultant**  
**Portland Area Office**

CDR Roney Won began his PHS career with the Indian Health Service where he completed an IHS Pharmacy Practice Residency at Gallup Indian Medical Center in Gallup, NM and stayed on as a Senior Clinical Pharmacist. CDR Won then transferred to St. Elizabeths Hospital in Washington DC, a 300-bed inpatient psychiatric care facility, as a senior pharmacist and quickly became the Acting Director of Pharmacy services. In 2012, CDR Won returned to the Indian Health Service to take on the role of Clinical Pharmacist & Clinical Applications Coordinator for the Portland Area and is currently the Regional Pharmacy & Electronic Health Records Consultant.

## Appendix A: Course Materials

- **Day 01 Tab 01:** HIM Reimagined Whitepaper is available for download at <http://www.ahima.org/about/him-reimagined/himr?tabid=overview>.
- **Day 02 Tab 07:** Creating Equal Access to Quality Health Care for Transgender Patients – Transgender-Affirming Hospital Policies is available at [https://www.lambdalegal.org/sites/default/files/publications/downloads/hospital-policies-2016\\_5-26-16.pdf](https://www.lambdalegal.org/sites/default/files/publications/downloads/hospital-policies-2016_5-26-16.pdf).
- **Day 04 Tab 13:** The Indian Health Service Employee Clearance Checklist is available at [https://www.ihs.gov/ihm/dsp\\_folder/circ/ihm\\_circ\\_1306\\_ex\\_1306a.docx](https://www.ihs.gov/ihm/dsp_folder/circ/ihm_circ_1306_ex_1306a.docx).
- **Day 04 Tab 14:** The American Health Information Management Association Disaster Planning and Recovery Toolkit is available at <http://bok.ahima.org/Toolkit/DisasterPlanning#.WoIcTpPwbOQ>.
- **Day 04 Tab 16:** Form SF-184 Request for Employee Medical Folder is available at [http://formupack.com/pdf-forms/Federal/VA-VeteransAffairs/FederalVA\\_SF184.html](http://formupack.com/pdf-forms/Federal/VA-VeteransAffairs/FederalVA_SF184.html).

### At the IHS FTP Site

Other course materials may be downloaded from the RPMS Training FTP site at <ftp://ftp.ihs.gov/pubs/rpms-training/>, including:

- Course Agenda (this document).

## Appendix B: Continuing Education

The following is an example of a letter to a participant, acknowledging her participation in and ability to earn CEUs for this course.

December 4, 2017

Kristina Demo  
Statistician  
1234 Stewarts Pike  
Nashville, TN 37123

Dear Kristina:

Your application for continuing education units (CEUs) for the Conference “EHR for HIM” sponsored by Nashville Area Indian Health Service has been approved for **18.00 CEU(s)**. The index number(s) 56845BUH-56863WHM approval is valid from 12/4/2017 to 12/31/2018.

Individuals attending your Course will be awarded up to 18.00 CEU(s) for the above named approved title only. An index number may be submitted for CEU one time only.

Presenters who are presenting the above-named title may submit the index number for the first presentation only. A presenter may submit up to 16 CEUs earned as a presenter during a two-year submission period.

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1. Approved index's numbers are **NOT** to be used in advertising.
2. Titles **CANNOT** be changed, unless AAPC CEU Vendor Department is notified to make the change. (A \$50 service fee is assessed for each title change.)
  - Titles changed without notifying AAPC will render the index number invalid.
3. All index numbers expire **one calendar year** from the time of approval.
  - A member's CEU Tracker will not accept expired index numbers.
4. Do not contact Local Chapters about your event; they will contact you if interested. This index number is not valid for use in Local Chapter meetings.
5. CEU Certificates are not to be altered in anyway; it is not permissible to use the AAPC index number, CEU value, the AAPC logo, or the statement of approval in any other documents.
  - You can create a personalized certificate; however, it cannot include any of the above information, and you must provide members with the PDF certificate for verification purposes.



For additional information about AAPC CEU Vendor guidelines, please click the following link to the 2012 CEU Vendor Guidelines.

Thank you for your interest in AAPC and for providing continuing education programs. If you have any questions or concerns, please do not hesitate to contact me at my information below.

Best Regards,

CEU Vendor Department Manager

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