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The SBCC Career Center is there for you!

When you are at the job search stage, the SBCC Career Center can help. While some resources are geared for students in the Santa Barbara area, there are services that out-of-area students can use as well!

Check out their website at www.sbcc.edu/careercenter. Some of the helpful resources available there include:

- An array of resume templates that you can use
- Guidelines for an effective interview
- How to conduct a useful informational interview
- Thank you letter samples
- Guidance on creating cover letters
- Information on using LinkedIn as a networking tool
- Access to job listings

Beyond the website, the Career Center has trained career counselors available to work with you on your resumes and preparing for interviews. Call for more information or to set up a consultation – 805/965-0581 x2331.

CHIA Webinar

By Kim Graff

On October 30, 2012, the California Health Information Association (CHIA) sponsored a live one-hour webinar, “HIM Students Chat with CHIA President (Gloryanne Bryant, RHIA, CCS, CDIP, CCDS)”. Topics covered included an overview of CHIA’s Mission and Vision, especially as it relates to students, and messages to students from CHIA board members, as well as information about using and navigating the CHIA website. Be sure to look at the power point slides from the webinar: CHIA_10-30-12_Chat_With_President

Please see Webinar on page 3
Salary Update

The U.S. Bureau of Labor Statistics (BLS), has current information on the labor market, work conditions, and price changes in the economy. Educating ourselves with current information from trusted sources is a great way to evaluate ourselves when it comes time to negotiate what an employer will pay us.

On August 7, 2012, the BLS published the Occupational Outlook Handbook (OOH), 2012/2013 Edition. According to the latest statistics, the median pay for Medical Records and Health Information Technicians was $32,350 per year ($15.55/hourly) in 2010 with the job outlook expected to grow by 21% (faster than most). The lowest 10% earned $21,240 per year ($10.21/hourly) and the top 10% earned $53,430 per year ($25.69/hourly).

Visit the BLS website to check out detailed information about salary and the job outlook for Medical Records and Health Information Technicians.

Citation

Job Search
Networking, Networking, & More Networking
By Gagandeep Bal

Networking is one of the most important tools for finding jobs. For students enrolled in online classes, networking begins with our first contact with instructors and classmates. For example, I found my first job through a posting in a forum in one my classes. My cancer information management (CIM) instructor, Denise Harrison, BS, CTR, reassured me that working in the field will help me in strengthening my career goals.

Joining professional organizations on the state and national level can also help build your professional network. Organizations like AHIMA, CHIA, NCRA, CCRA, NAACR, and HIMSS have events where students can come in contact with many industry leaders. Keep in mind that you may not get hired; however, you can get reference letters or a recommendation to someone who will hire you. Another way of networking is volunteering your time for the HCSPC club as a club officer. This is a great place to get started in networking with peers and instructors at SBCC.
One of two items in particular to note from the webinar was a reminder that CHIA student scholarship applications are due by March 1, 2013. Applications require an essay about your educational and career goals and two letters of recommendation, but since you need to have completed 50% of your program to apply, you will hopefully have had plenty of time to develop your writing skills and professional network. The other item is volunteering with CHIA. On their website, you will find a volunteer questionnaire that describes committee opportunities, and yes, they do encourage students to apply! Twenty-five lucky students will also have a chance to work at the 2014 CHIA convention in Palm Desert in June. This is a first come first served opportunity so watch for the announcement in early spring.

Relevant to those of us starting the search for that first job was discussion about AHIMA’s online career resource http://www.hicareers.com, which allows students to explore HIM education and career options. This is a great place to start developing or perfecting your plan and has plenty of information to help you get energized and excited. My favorite element would be the “HIM Career Map”, which you really need to check out as it shows jobs options available in specific HIM areas and at different educational levels and the different paths you might follow to advance your career.

This semester I am taking both HIT 101 and CIM 100, which means two site visits and lots of writing. Knowing that we (HCSPC) were planning a webinar and newsletter focusing on the job search, I decided to ask the managers I interviewed for any advice or suggestions they might have for students. Specifically, I wanted to know if there is anything (skills, knowledge, or experience) a student could develop that would make him/her more marketable when trying to break into the Health/Cancer Information field. Both of these managers have years of experience and have gone through the ranks to get to where they are, and both are involved in hiring, so I believe their advice is relevant.

The most powerful recommendation from both managers was for students to concentrate on improving their IT skills. For me this meant signing up for HIT 265 (HIT Computer Apps) sooner rather than later and investigating ways to build up (and document) my fairly limited Excel knowledge. Other suggestions were to develop strong communication and critical thinking skills and a mind for quality and detail. These are characteristics I already have (often to an extreme) so my challenge is how to quantify them for a resume. Something they mentioned that really got me thinking was personal evaluation: How do I set priorities, handle deadlines, and manage workload? How do I learn? What role do I take in a team

Please see Advice on Page 4
setting? How does my skillset transfer to a position I am applying for? All of these are potential interview questions one has to be prepared for.

I will admit, I was hoping for a magical bit of advice that would propel me out the door today and into a job tomorrow (albeit entry level). What I discovered though was that preparing for a career is a process and that layers of knowledge, skill, and experience create the foundation, or springboard, for discovering and achieving your goals (a unique opportunity that we as students have). Certification may only unlock the door, but I am confident that combined with careful planning and realistic assessment of who you are, what you have to offer, and what you want/need to learn you will blow the hinges off.

Advisories from Page 3

References
mand” and that the skills and “the application of HIM principles have broad range across various indus-
tries/disciplines.”

The facilitator, Maria Alizondo, MAOL, RHIT, discussed how the profession is changing because of elec-
tronic health records implementation, ICD-10, Meaningful Use, and Health Information Exchange (HIE).
I learned that employment within healthcare is shifting to one that is project based and temporary with
short-term contracts (‘learn to think project, not job’ and ‘be open to other options in our job’).  She spent
a good amount of time stressing the importance of ongoing education and training via seminars and con-
ferences.  Consistently honing our skills is paramount because employers want to hire the best and in order
to prepare ourselves for the different environment we need to be flexible and be easily adaptable to change.
Strive to be the very best, the cream of the crop, and best in breed because ‘our basic skill set is outdated
every 18 months.’

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**Attention COMP101 Students**

By Anthony Pineda

**COMP 101 – Introduction to Computer Applications** (4 units) is a necessary component of the
HIT/CIM programs. This course will improve your computer application (Word, Excel, Access, and
PowerPoint) skills and help in learning the basic operations of the Windows operating system. This
4 unit course requires that Microsoft Office be in-
stalled on your computer before the beginning of
the semester. If you plan on taking COMP 101, you
should take advantage of the great deals that the
Microsoft Student Store offers to college students.

Still using Microsoft Office 2003 or 2007? Now is
your chance to upgrade to **Office University 2010**.
The Office University 2010 software package in-
cludes the usual Word, Excel, Access, and Power-
Point programs PLUS bonus software (OneNote,
Outlook, and Publisher). The student price is only is
$99.99. The non-student price for the same soft-
ware is $349.99 (**Office Professional 2010**).

But wait…there’s more. **Office for Mac University 2011** is also available for $99.99. Although, this
special Mac version does not include any bonus
software, you can qualify to download the next ver-
sion of Office for FREE if you buy the software
before April 30, 2013. Visit [www.office.com/offer](http://www.office.com/offer) for details about this special offer that applies to
both Office University 2010 and Office for Mac
University 2011.

If you are full of school spirit and would like to di-
rectly support student programs and activities (e.g.,
scholarships, athletics, Student Life), you have the
option of buying Microsoft software from the
SBCC Campus Bookstore. The individual Office
2010 stand-alone programs are each available for
$49.99.
Links & Resources

Advance for Health Information Professionals
Student & New Grad Center
http://healthinformation.advanceweb.com/Student-NewGrad-Center/default.aspx

American Academy of Professional Coders (AAPC)
http://www.aapc.com
Student Membership ($70.00)
Credentiaing Information

American Health Information Management Association (AHIMA)
http://www.ahima.org
Student Membership ($35.00)
https://www.ahima.org/ProductDetailMembership.aspx
Credentiaing Information
http://www.ahima.org/certification/
HIM Career Map
http://hicareers.com/CareerMap%20Landing%20That%20First%20Job
Health Information Careers PathFinder
http://hiicareers.com/pathfinder.swf

American Medical Informatics Association (AMIA)
http://amia.org
Student Membership ($40.00)
http://www.amia.org/amia-membership

Association for Healthcare Documentation Integrity (AHDI formerly AAMT)
http://www.ahdionline.org/
Student Membership ($55.00)
http://www.ahdionline.org/OnlineStore/ProductDetail/tabid/55/Default.aspx/ProductID-3
Credentiaing Information

California Cancer Registrars Association (CCRA)
http://www.ccraregistrars.org/
Student Membership ($15.00)
http://ccraregistrars.webs.com/public/
Membership/Application.doc

California eHealth Collaborative (CAeHC)
www.caehc.org

California Health Information Association (CHIA)
http://www.californiahsa.org
Student Membership ($20.00)
http://californiahsa.org/join
CHIA Student Scholarships
http://californiahsa.org/chi-student-scholarships

California Healthcare Foundation
www.chef.org
Health IT
http://www.chef.org/topics/health-it
State of H.I.T. in California
http://www.chef.org/publications/2011/05/health-information-technology-california

Commission on Accreditation for Health Informatics & Information Management Education (CAHIMI)
www.cahim.org
What Students Should Know
www.caahim.org/whatsstudentsshouldknow.html

Health 2.0
http://health2con.com

Health IT
www.health.gov
Blue Button
http://www.health.gov/bluebutton
Community College Consortia
http://www.healthit.gov/policy-researchers-implementers/community-college-consortia

Healthcare Information & Management Systems Society (HIMSS)
http://www.himss.org
Student Membership ($30.00)
http://www.himss.org/ASP/individualJoin.aspx
Credentiaing Information

HealthIT/CIM Home Page
www.sbcc.edu/hit

California IT/CIM Student Peer Club (HCSPC)
Online Membership Form
https://docs.google.com/spreadsheet/viewform?
formkev=dGRKYNbNmJXWMJoa1dWlRHFv
YTHM1E6MA9qid=0
Newsletter Archive

California Office of Health Information Integrity
http://www.oohii.ca.gov/publications/2011/05/health-information-technology-california

California National Cancer Registrars Association (NCRA)
http://www.ncra-ncsa.org
Student Membership ($40.00)
http://www.ncra-ncsa.org/4a/pages/index.cfm?
paged=5279
Credentiaing Information
http://www.cahim.org/credential/index.htm

Office of the National Coordinator for Health Information Technology (ONC)
http://healthit.hhs.gov/portal/server.pt/community/healthit.hhs.gov_home/1204

Professional Association of Healthcare Coding Specialists (PAHCS)
www.pahcs.org
Membership ($120.00)
http://www.sbcc.edu/hit/pahcsacademicplanning.php

Santa Barbara City College
www.sbcc.edu

HIT/CIM Home Page
www.sbcc.edu/hit/

ICD-10 FAQs
http://www.sbcc.edu/hit/ICD-10.php

ICD-10 Webinar (archive)
https://docs.google.com/a/sbcctech.sbcc.edu/presentation/pub?id=1-
Z0sRBigN_LvZPwzFtvYvX6GQZb82koRfhh-
sk&z=rlu-urtzal&k=7ulw&d=y=mcita&cn=3b00&sid=
=idpl3

Academic Planning
http://www.sbcc.edu/hit/pahcsacademicplanning.php

State of California Office of Health Information Integrity
http://www.oohii.ca.gov/publications/2011/05/health-information-technology-california

We Want to Hear from You!
If you know of any resources, tools, or websites that you think should be on this page, send us an email.

sbcc.hcspc@gmail.com
ATTENTION ALL STUDENTS

By Gagan Bal

The Santa Barbara City College HIT/CIM Student Peer Club (HCSPC) is always seeking highly motivated students who are looking to complement their educational experience and help other students in the process. If you would like to become involved in the development, management, and administration of the HCSPC, you should consider becoming a part of our Club Advisory Committee.

We need enthusiastic and committed HIT/CIM and Medical Coding students to volunteer their time to accomplish club tasks. If you are interested in joining our Advisory Committee and would like to meet and get to know your peers, please contact me at sbcc.hcspc@gmail.com. Please include a short sentence about why you would like to join our team.

DISCUSS ANYTHING FROM ANYWHERE IN OUR

HCSPC Google Group

Access Google Groups on your Android™ or Apple® iOS device by pointing your mobile browser to: https://groups.google.com/forum/?fromgroups&hl=en#! or send the group an email at sbccs-hit-cim-student-peer-club-hcspc@gmail.com.

Club description:

To provide an avenue for HIT/CIM students to network and support each other in their academic and career pursuits. Because the HIT/CIM programs are fully online, students have limited opportunities to meet and connect with other students. This club will use web-based technologies to create an online student community of support.

Information about ICD-10 is here!