

CURRICULUM VITA

NAME Jan Hunt-Shepherd

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Western Kentucky University
Bowling Green, KY 42101

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EDUCATION

Master of Health Administration, Western Kentucky University, Health Administration,
Bowling Green, Kentucky, 2005

Emphasis: Executive Master of Health Care Administration Program

Bachelor of Science, University of Central Florida, Orlando, Florida, 1987
Major: Medical Record Administration

Associate of Science, Western Kentucky University, Bowling Green, Kentucky, 1986

CREDENTIALS/CERTIFICATIONS

Registration #15826, Registered Health Information Administrator (**RHIA**), American
Health Information Management Association (AHIMA), 1987-Present

Certification #0032451, Certified Documentation Improvement Practitioner (**CDIP**), AHIMA,
2014- Present

Certification #C004520, Certified Coding Specialist (**CCS**), AHIMA, 2010 - Present

Certification #00012822, Certified Professional in Healthcare Quality (**CPHQ**), Healthcare
Quality Certification Board, November 1992 - Present

OTHER

Certificate in Effective College Instruction, American Council on Education (ACUE), February
4, 2020

AHIMA-Approved ICD-10-CM/PCS Trainer, July 2010

AHIMA-Approved ICD-10-CM/PCS Ambassador Trainer, April 2012-April 2013

PROFESSIONAL EXPERIENCE

Health Information Management (HIM) Administrative and Teaching Experience

- Program Director, Health Information Management Program, Western Kentucky University, Bowling Green, Kentucky, July 1, 2014- Present
- Health Informatics Certificate Coordinator, 2017-Present
- Associate Professor, Health Information Management Program (associate degree), Department of Allied Health, Western Kentucky University, Bowling Green, Kentucky, 2011-present

- Associate Professor, Health Information Management Program (baccalaureate degree), Department of Allied Health, Western Kentucky University, Bowling Green, Kentucky, 2012-present
- Assistant Professor, Healthcare Information Systems Program (associate degree), Department of Health Sciences, Western Kentucky University, Bowling Green, Kentucky, 2006-2011
- Instructor, Healthcare Information Systems Program (associate degree), Department of Health Sciences, Western Kentucky University, Bowling Green, Kentucky, 1999-2006

Teaching Experience and Course Development (both in-class and online)

- Medical Terminology
- Leadership and Principles of Management
- Legal Issues in HIM
- Health Data Content and Structure
- Quality Management and Improvement
- ICD-9-CM Coding
- ICD-10-CM Coding
- ICD-10-PCS Coding
- CPT and HCPCS Coding
- Healthcare Payment Systems
- HIM Theory and Applications
- Electronic Health Records
- Coordination of professional practice experience (AS Degree and BS Degree)

Program Development, Revision, and Accreditation

- CAHIIM Future Education Model Demonstration Program Reaccreditation-Met all standards- Spring 2025
 - o Wrote self-study; lead preparation for reaccreditation FEM demonstration program, modified curriculum to meet new competencies
- HIM Program Revisions to meet CAHIIM National Accreditation Standards, 2021-2022
- Co-developed the Baccalaureate Degree program in HIM in 2011 with the first students starting in Fall 2012
- Chaired accreditation preparation committee and wrote self-study in order to seek and receive accreditation from the Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM). Program received accreditation in February 2016
- Revised Programs to meet CAHIIM 2014 standards that went into effect Fall 2017
- Revised BS Program to meet CAHIIM 2018 standards (effective fall 2021)

Other Professional Experience

Administrator, Bluegrass Outpatient Center (CHC), Bowling Green, Kentucky, 1997-1999

Director, Medical Records- Medical Center (CHC), Bowling Green, Kentucky, 1994-1997

Director, Quality Management, Northeast Tennessee Rehabilitation Hospital, Johnson City, Tennessee, 1993-1994

Director, Medical Records & Utilization Review, Northeast Tennessee Rehabilitation Hospital,

Johnson City, Tennessee, 1992-1993

Director, Medical Records, Quality Management, Utilization Review, & Social Services:

Nacogdoches Medical Center, Nacogdoches, Texas, 1991-1992

Director of Quality Management, Program Evaluation, Medical Records, and Utilization

Review- Mediplex Rehab, Bradenton, Florida, 1989-1991

Director, Medical Records and Utilization Review- Mediplex Rehab, Bradenton, Florida, 1987-1989

PROFESSIONAL AFFILIATIONS

American Health Information Management Association (AHIMA) 1987-present

Kentucky Health Information Management Association (KHIMA) 1994-present

Tennessee Medical Record Association 1992-1994

Texas Medical Record Association 1991-1992

Florida Medical Record Association 1987-1991

Twin Lakes Regional Health Information Management Association 1994-present

LEADERSHIP AND COMMITTEE APPOINTMENTS (non-university)

Kentucky Health Information Management Association (KHIMA) Board

First Director, 1998-99

President, 1997-1998

President-elect, 1996-97

American Health Information Management Association (AHIMA)

Delegate, AHIMA House of Representatives, 1996, 1997, 2003

National, State, and Regional Committees

CAHIIM Demo Program Workgroup member for PI Learning Activities and Assessment Strategies- 2024

-CAHIIM Future Education Model Speaker Panelist- 8/7/2024

Liaison between WKU and KHIMA 2015-present

Member, Student Task Force Committee, KHIMA, 2013-2014

Member, ICD10 Steering Committee, KHIMA, 2011-2012

Regional Liaison, Personal Health Record, KHIMA, 2008-2009

Member Assembly on Education Associate Degree Task Force, AHIMA, 2008

Member, Public Relations Committee, KHIMA, 2003-2005

Member, Nominating Committee, KHIMA, 2002-2003

Member, Credentials Committee, KHIMA, 2001-2002

Chairman, Nominating Committee, TLHIMA, 2008-2009

Other

Member Kentucky State Board, Brain Injury Association of Kentucky, 1999-2000

Vice-Chairman, South Central Brain Injury Association (SCBIA) of Kentucky, 1999-2000

Chairman, SCBIA Helmet Safety Campaign, presented safety awareness program to approximately ten local elementary schools and chaired the elementary school poster contest on bicycle and helmet safety, 1998-1999

AWARDS AND RECOGNITIONS

CHHS Student Advising Award, 2019
CITL Teaching Honors nomination 2022, 2021, 2020
First Time Awardee for Grant, Office of Sponsored Programs 2018
Recognition by students through MAP-Works survey as being important to their success at WKU, Fall 2014
Bowling Green Community College Teaching Award, WKU, April 2009
Nomination, 2009 National Educator Triumph Award, American Health Information Management Association
“True Change Agent”, Nacogdoches Memorial Hospital, 1992
Manager of the Year, Mediplex Rehab, Bradenton, Florida, 1988
Top Ten Employees Award (voted by employees), Mediplex Rehab, 1988

UNIVERSITY SERVICE Western Kentucky University

University Committee Assignments

Member, Faculty Senate Committee, August 2010- May 2012
Alternate, University Curriculum Committee, August 2011- May 2012
Member, Senate Executive Committee, August 2010- June 2011
Member, 120 Hour Bachelor Degree Committee, Spring 2008
Member, University Curriculum Committee, August 2005- May 2007
Member, University Curriculum Academic Policy Subcommittee, August 2005- May 2007
Member, University Student Probation Committee, Fall 2003- Fall 2006

College of Health and Human Service Committee Assignments

Member, CHHS Certificate Review Committee, 2024- present
Member, Faculty Sabbatical and Awards Committee, Fall 2015- 2022
Member, Emerging Professions Ad Hoc Committee, Fall 2014- 2019
Member, ACE Advising Committee, Fall 2015- June 2016
Member, Dean’s Internal Advisory Committee, Fall 2013- Spring 2014
Member, Health Care Administration Program Advisory Board, 2001-2004

Public Health Department Committee Assignments

Chair, Pedagogical Associate Professor-PH Search Committee-Fall 2024-January 2025
Chair, Instructor I- PH Search Committee-Fall 2024-present
Member, Pedagogical Faculty/PH Program Coordinator Search Committee, Spring 2024- Summer 2024
Faculty Evaluation Workgroup, Spring 2024
Chair, Pedagogical Faculty Search Committee, Spring-Summer 2022
PH Undergraduate Success Seminar Committee- Fall 2019
Department Promotion and Tenure Committees, Spring 2017- Present
Department Continuance Committee, Spring 2017- Present

Health Information Management (HIM) Program Assignments

Chair, Health Information Management Admissions Committee, Fall 2014 - present
Chair, Health Information Management Program Curriculum Committee, Fall 2014 - present

Chair, Program Advisory Board, Fall 2014 - present
Member, Program Faculty Search Committee, Spring 2013
Member, Health Information Management Admissions Committee, 1999- spring 2014
Member, Health Information Management Program Curriculum Committee, 1999- spring 2014
Member, Program Advisory Board, 1998- present
Member, Program Faculty Search Committee, Spring 2013
Member, Program Office Associate Search Committee, Spring 2012
Member, Healthcare Information Management Re-Accreditation Committee, 2001-02
Member HIM Faculty Search Committee, 2007-2010
Member, HCIS Alumni Reunion, 2007
HIM Program Advisory Board, Organizer, 1999-2001

Bowling Green Community College Committee Assignments

Member, Planning Committee, Spring 2008-2009
Chairman, High Quality, Diverse, Engaged Student Subcommittee, Spring 2008-2015
Chairman, Faculty Awards Committee, Spring 2005-2008 and 2010
Member, Professional Development Committee, 2001-2015
Member, Student Travel Funds Committee, Fall 2006-2015
Member, Curriculum Committee, Fall 2005-Spring 2007
Co-host, Global Warming Forum, Fall 2007
Member, Probation Committee, 2001-2002
Member, Faculty Awards Committee, Spring 2002

Allied Health Department Committee Assignments

Chair, Department Promotion and Tenure Document Committee, Spring 2016
Chair, Department Tenure Committee one faculty member, 2015
Member, Department Continuance Committee, 2011- 2016
Member, Department Tenure Committee, 2012- 2016
Member, Department Promotion Committee, 2012- 2016

Health Sciences Department Committee Assignments

Member, Continuance Committee, 2007-2010
Chair, Continuance, Tenure, and Promotion Committee, 2010
Member, Strategic Planning Meeting, 2005-2010

OTHER SERVICES (Discipline Related)

-Member, Board of Directors Uganda Counseling and Support Services- 2024-present
-Chair of the Medical Ministry Uganda Counseling and Support Services 2024-present
-Lead Medical Ministry UCSS Board Retreat Follow-up June 2024
-Worked with KHIMA Awards and Scholarships Committee in spring 2024 to get student volunteers for the annual meeting, organize the outstanding student award presentation and provide \$175 value items for the silent auction to raise money for the association.
Health & Wellness Expo 2011, Bowling Green, KY, January 8, 2011
Health & Wellness Expo 2010, Bowling Green, KY, January 9, 2010

Hosted TLHIMA Conference, Bowling Green, KY, May 2009
Franklin Simpson Health Fair 2009, Franklin, KY, March 7, 2009
Promotion of Personal Health Record Recognition and promotion of National Health Information & Technology Week through student activities, November 7-13, 2010
Recognition and promotion of National Health Information Privacy & Security Week through student activities, April 11-17, 2010
Co-hosted KHIMA Annual Meeting, Bowling Green, KY, Fall 2002
Panel Member, Kentucky HIM Student Recruitment, River Valley Association Meeting, 2001
Hosted KHIMA Annual Meeting, Lexington, KY, 1998
Co-Hosted, Kentucky Healthcare Strategy Forum, April 1998

Other

Student Learning Outcomes (SLO) for HIM BS Program and Health Informatics Certificate, Spring 2020 and Spring 2021
CAHIIM Self-Review submission for Curriculum Compliance Fall 2021
Assurance of Student Learning Assessment (ASL) for HIM BS Program and Health Informatics Certificate, Annually
Public Health Department Recruitment Event at ECTC with faculty and students, Sept. 19, 2019
University Volunteer- Topper Directions, Fall 2019
CAPE Submission for HIM BS and AS programs and Health Informatics Certificate, Fall 2018
Co-author CAHIIM accreditation self-study for B.S. Program
Annual Program Assessment Report (APAR) submission annually (required to maintain program accreditation through the Commission on Accreditation of Health Informatics and Health Information Management Education (CAHIIM)), 2014- present
Participate in the compilation of the Annual Program Assessment Report (APAR) required to maintain program accreditation through the Commission on Accreditation of Health Informatics and Health Information Management Education (CAHIIM), 2004-2013
Developed and revise the program Quality Enhancement Plan, 2007- 2013
Lead reorganization of Twin Lakes Regional Health Information Management Association, Bowling Green, KY, 2008-2009
Coordinated the Area Health Education Systems (AHES) Grant for HIM Program, 1999-2008
Participated in the compilation of data for the Southern Association of Colleges and Schools
Accreditation Review for WKU, 2004-2005

OTHER SERVICES (Non-Discipline Related)

Board of Directors, Uganda Counselling and Support Services (UCSS), 2024- present
Volunteer, Uganda Counselling and Support Services (UCSS), 2022-present
Volunteer, Curbside Ministry Candy Craze, October 2018 and 2019
Volunteer, Empty Bowls 2018-2019
Volunteer, Living Hope Not So Silent Night, December 2018
Volunteer, New Beginnings Therapeutic Riding, January 2016- Spring 2018
Volunteer, Bowling Green-Warren County Humane Society, 2010- Spring 2017

Volunteer, WKU Habitat for Humanity, 2010
Volunteer, Re-pet, 2010
Sunday School teacher, 2004-2008
Girl Scout Leader, 2004-2008
Summer Resident Church Camp Counselor, 2005-2008
Member, Bowling Green Chamber of Commerce Quality of Life Committee, 1999
Member Bowling Green Chamber of Commerce Communications Committee, 1999
Member Bowling Green Chamber of Commerce Health and Human Services Committee, 1998
Facilitator Lupus Support Group, 1998-1999
Volunteer CHC Free Clinic, Bowling Green, Kentucky, 1995-1996
Certified Tutor Adult Literacy Program, Johnson City, Tennessee, 1992-1994

TEXTBOOK REVIEW

Delmar/Cengage Publishing, Review of fourth edition of "Comprehensive Medical Terminology", Integumentary System Chapter, Jones, Betty Davis, April 2010

CONSULTING ACTIVITIES

Blanchfield Army Community Hospital, HIM Department, Ft. Campbell, KY
2000-2014
Magna Chiropractor Services, Bowling Green, KY, 2011
Commonwealth Health Corporation Free Clinic, Bowling Green, KY, 2001-2005
Mobile Rural Health Clinic, Western Kentucky University, Bowling Green, KY, 2001-2003
Northeast Regional Medical Center, Concord, North Carolina, 2000

WORKSHOP DEVELOPMENT AND PRESENTATION ACTIVITIES

Ohio County Hospital and Outpatient Clinics, ICD-10-CM/PCS 8 hour Workshop development and presentation, Hartford, KY, August 2015
Twin Lakes Regional Health Information Management Association, ICD-10 Coding 8 hour Workshop development and presentation, Bowling Green, KY, May 4, 2012
Western Kentucky University, CPT Coding 8 hour workshop development and presentation for physician offices, June 2001

OTHER PRESENTATIONS

Commission on Accreditation of Health Informatics and Information Management Association, Panel Speaker, Tracking Students' Competence with the Competence Assessment Statements, 4/17/2025
Commission on Accreditation of Health Informatics and Information Management Association, Panel Speaker, Demonstration Program Perspectives on transforming to a modified competency-based education program 8/8/2024
Kentucky Health Information Management Association 2021 Annual Meeting Student Track, Guest Speaker, Spring 2021
Telemedicine and Health Informatics, Guest Speaker, Post-Graduate Degree Physical Therapy Program, April 2020

ICD-10 Coding and Clinical Documentation, Guest Speaker, Post-Graduate Degree Dietetics Program, October 1, 2019

ICD-10 Coding and Clinical Documentation, Guest Speaker, Post-Graduate Degree Dietetics Program, November 3, 2017

ICD-10 Coding and Clinical Documentation, Guest Speaker, Post-Graduate Degree Dietetics Program, March 10, 2017

ICD-10 Coding and Clinical Documentation, Guest Speaker, Post-Graduate Degree Dietetics Program, December 4, 2015

CPT Coding for Medicine and Anesthesia, HIM 251, CPT Course, Guest Lecturer, April 2015

ICD-10 Coding and Clinical Documentation, Guest Speaker, Post-Graduate Degree Dietetics Program, October 31, 2014

ICD-10-CM, Guest Lecturer, HIM 250 course, Pregnancy, Childbirth, and the Puerperium, September 23, 2014

ICD-10 Coding and Clinical Documentation, Guest Speaker, Post-Graduate Degree Dietetics Program, January 31, 2014

Peer-reviewed poster presentation

Sansom, K. C. (Presenter & Author), Hunt-Shepherd, J. R. (Presenter & Author), Kentucky Innovations Conference, Lexington, KY, "Health Information Management in a Virtual World", May 17, 2013

ICD-10 Coding, Guest Speaker, Graduate Degree Nurse Practitioner Program, NUR 505, January 31, 2013

ICD-10 Coding, Guest Speaker, Graduate Degree Nurse Practitioner Program, NUR 505, March 1, 2012

ICD-10 Coding, Guest Speaker, Graduate Degree Nurse Practitioner Program, NUR 505, September 29, 2011

ICD-10 Coding Presenter, Annual Meeting, Twin Lakes Regional Health Information Management Association, Bowling Green, KY, May 2011

HIPAA Educational Seminar, Tompkinsville Public Health Department, October 2002

"Attestation statement-Impact of the New Law", Kentucky Health Information Management Association, May 1996

"Communicating with AHIMA via the Internet", Twin Lakes Regional Health Information Management Association, June, 1998