

## CURRICULUM VITA

**NAME** Jan Hunt-Shepherd

**BUSINESS ADDRESS** 413 Academic Complex  
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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

AHIMA-Approved ICD-10-CM/PCS Trainer, July 2010-2015

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
- 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**

- 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**

- Co-developed the Baccalaureate Degree program in HIM in 2011 with the first students starting in Fall 2012
- Chaired accreditation preparation committee 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 Program to meet (CAHIIM) 2014 standards that go into effect Fall 2017.

### **Other Professional Experience**

Administrator, Bluegrass Outpatient Center, Bowling Green, Kentucky, 1997-1999

Director, Medical Records- Medical Center, 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 APPOINTMENTS (non-university)**

### **Kentucky Health Information Management Association Board**

First Director, 1998-99  
President, 1997-1998  
President-elect, 1996-97

### **American Health Information Management Association**

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

### **National, State, and Regional Committees**

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**

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  
Member, Health Care Administration Program Advisory Board, 2001-2004

#### College of Health and Human Service Committee Assignments

Member, Faculty Sabbatical and Awards Committee, Fall 2015- present  
Member, Emerging Professions Committee, Fall 2014-present  
Member, Advising Committee, Fall 2015- June 2016  
Member, Internal Advisory Committee, Fall 2013- Spring 2014

#### Bowling Green Community College Committee Assignments

Member, Planning Committee, Spring 2008-2009  
Chairman, High Quality, Diverse, Engaged Student Subcommittee, Spring 2008-present  
Chairman, Faculty Awards Committee, Spring 2005-2008 and 2010  
Member, Professional Development Committee, 2001-present  
Member, Student Travel Funds Committee, Fall 2006-present  
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

#### Public Health Department Committee Assignments

Department Promotion and Tenure Document Committee, Spring 2017- Present

#### 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

#### 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

#### **OTHER SERVICES (Discipline Related)**

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

Co-author CAHIIM accreditation self-study for B.S. Program  
Complete Annual Program Assessment Report (APAR) required to maintain program accreditation through the Commission on Accreditation of Health Informatics and Health Information Management Education (CAHIIM), 2014- present  
Participate in compilation of 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 compilation of data for Southern Association of Colleges and Schools Accreditation Review for WKU, 2004-2005

#### **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**

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

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

### **OTHER SERVICES (Non-Discipline Related)**

Volunteer, New Beginnings Therapeutic Riding, New Beginnings is a non-profit organization serving individuals with disabilities, January 2016- present  
Volunteer, Bowling Green- Warren County Humane Society, 2010- present  
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

### **CONFERENCES ATTENDED (Last 5 Years)**

AHIMA Annual Convention and Exhibit, Baltimore, MD, October 16-19, 2016  
AHIMA Assembly on Education, American Health Information Management Association, Austin, TX, July 2015  
Faculty Development Institute, American Health Information Management Association, Austin, TX, Track II Maximizing Data Using Excel Workshop, July 2015  
Health Information Management Systems Society (HIMSS) Annual Convention, Chicago, IL, April 2015.  
AHIMA Annual Convention & Exhibit, San Diego, CA, Sept. - Oct 2014  
"Clinical Documentation Improvement (CDI) Workshop", American Health Information Management Association (AHIMA), New Orleans, LA, March 2014.  
KY REC and KHIE: "Meaningful Use Survival Seminar", KY REC and KHIE. April 19, 2013.  
Health Information Management and Systems Society (HIMSS) Annual Convention, New Orleans, LA, March 2013.  
Assembly on Education (AOE), American Health Information Management Association, Orlando, FL. July 2012.  
Health Information Management Systems Society (HIMSS) Annual Convention, Las Vegas, NV. July 2012.  
Health Informatics Management Systems Society (HIMSS) Annual Convention, Orlando, FL, March 2011.

### **Other Professional Development**

"Clinical Documentation Improvement- It Takes a Village" webinar, Janie Batres, (November 11, 2016)  
"Quality Payment" Kentucky Health Information Exchange (KHIE) Webinar (November 4, 2016)  
"The Impact of Value-Based Payment on Health IT" Webinar, Cabinet for Health and Family Services (April 6, 2016)  
"Get your HIPAA House in Order", Litmos Healthcare (March 24, 2016)  
"The Role of Analytics in Cyber-Security" Webinar, Health Data Management (March 22, 2016)  
"Is Big Data a Big Deal or Not" Webinar, Health Catalyst (February 25, 2016)

Polling Webinar (September 2015)  
AHIMA Apprenticeship Webinar Playback (March 24, 2015)  
Rubrics Development Training- WKU Webinar (January 15, 2015)  
Adobe Connect Demo (November 14, 2014)  
AHIMA Overview of Credentialing & Certification Webinar (October 28, 2014)  
VLab Webinar, AHIMA, (September 17, 2014)  
Self-Study Program, "ICD-10 Train the Trainer Annual Maintenance", American Health Information Management Association (AHIMA). (May 7, 2014).  
"Educating the Masses on Documentation Compliance Initiatives: One Organization's Best Practices", Webinar, Health Information Management and Systems Society/American Health Information Management Association, 1 credit hours. (August 28, 2013).  
"Managing the Less than Enthusiastic Documenter: Proven Strategies Resulting in Effectiveness", Webinar, Health Information Management and Systems Society/American Health Information Management Association, 1 credit hours. (August 28, 2013).  
"The Clinical Documentation Improvement Program: Critical Success Factors for a Winning Strategy", Webinar, Health Information Management and Systems Society/American Health Information Management Association, 1 credit hours. (August 28, 2013).  
"2013 ICD-10 Train the Trainer Certificate of Completion", self-assessment, American Health Information Management Association. (May 2013).  
"2012 ICD-10 Train the Trainer Certificate of Completion", self-assessment, American Health Information Management Association. (May 2012).  
"2011 ICD-10 Train the Trainer Certificate of Completion", self-assessment, American Health Information Management Association, 4 credit hours. (May 27, 2011).