

MONA Y. CALHOUN
8501 Driscoll Dr.
Bowie, MD 20720
301-529-6510
email: aka042285@gmail.com

EDUCATION:

Doctor of Philosophy, Psychometrics
Morgan State University, Baltimore Maryland
Master of Education, Rehabilitation Counseling
Coppin State University, Baltimore, Maryland
Master of Science, Health Care Administration
Texas Woman's University, Dallas, Texas
Bachelor of Science, Medical Record Administration
Texas Woman's University, Denton, Texas

HONORS

Dean's List in college
Sigma Tau Delta English Honorary Society

EXPERIENCE

2006 – Present

Coppin State University
Baltimore, Maryland
Chairperson Health Information Management Baccalaureate Program
Developed the program from inception including development of curriculum and instruction material. In addition responsible for providing direction, coordination, supervision and ensuring the effective and efficient day-to-day operation of the Health Information Management, program.

2006 - 2007

Precyse Solutions
Wayne, Pennsylvania
Lead Outsource Director
Manage the day-to-day operations of outsourced accountant at National Rehabilitation Hospital and administrative over-site of two other accounts.

2004–2006

Precyse Solutions
Wayne, Pennsylvania
HIM Director, Outsourced Accounts
Duties: Contract management of outsourced account, with oversight of the day to day operations of the Health Information Management Department at National Rehabilitation Hospital (client). Responsibilities include, assuring we meet the service level agreements of the contract for the client (NRH), performance tracking and reporting, budget oversight and maintenance, training, policy and procedure writing, maintenance of payment and tracking records, selection of and recommendation of vendors, performance reviews and recruitment and hiring of personnel. A member of various committees throughout the hospital, which include the Medical Record Committee, Accreditation Readiness Team for Joint Commission preparation, and Allied Health Committee. Serve as a resource for proper documentation practices, compliance issues and electronic record implementation.

2002–2004

Washington Adventist Hospital

Takoma Park, Maryland
Director, Medical Records

Duties: Manage the operations of the Medical Records Department. Manage the contracts for outsourced ROI services and Emergency Room Coding (remotely). Responsible for development and maintenance of 1,700,000 budget. Additional responsibilities include, Compliance Officer, supervise the Tumor Registry area, chair Forms Committee, and coordinate activities of the Medical Records Committee, member of JCAHO prep team. Transitioned the department to electronic storage of records and electronic processing of ROI requests, which decreased storage and space needs and also reduced TAT for business office request, thereby assisting to expedite our reimbursements. Also a part of EMR implementation.

1998-2002

Prince George's Hospital Center

Cheverly, Maryland
Director, Health Information Management Services

Duties: Manage the operations of the HIMS department. Responsible for development and maintenance of \$1,550,000 budget; conduct ongoing monitoring of all systems within the department for efficiency and effectiveness and review and update department policies and procedures. A member of the Joint Commission Readiness Team, Corporate Compliance and HIPAA Steering committees of the hospital.

1997-1998

Montgomery Community College

Takoma Park, Maryland
Adjunct Faculty Member –Dept. of Health Information Technology
Subject Taught: Basic Medical Terminology

1995-1998

Montgomery General Hospital

Olney, Maryland
Manager, Health Information Management Services

Duties: Manage, plan, control and direct the operations of the HIMS department. Responsible for development and maintenance of budget; conduct ongoing monitoring of all systems within the department for efficiency and effectiveness; administer Quality Improvement activities; select, train and appraise staff and review and update department policies and procedures. Maintain employee attendance records and processes payroll.

1993-1995

Montgomery General Hospital

Olney, MD
Assistant Manager Medical Records

Duties: Manage the day to day operations of the Medical Records Department, administered Quality Improvement activities, reviewed and updated department policies and procedures and maintained employee attendance records and processed payroll.

1991-1993

Dallas Rehabilitation Institute

Dallas, TX
Director Medical Records

Duties: Managed, planned, developed, organized, directed and controlled the operation of the Medical Records.

1990-1991

John Peter Smith Hospital

Fort Worth, TX

Assistant Director, Medical Records

Duties: Managed transcription, analysis, coding, and birth certificate areas in the Medical Record Department. Reported statistical data for the hospital and directed and coordinated activities with outside agencies to include attorneys, judicial representatives, vendors, and regulatory agencies. A 425-bed teaching acute care facility including 40 outpatient clinics which service the Tarrant County area. Manage the department in the absence of the Director.

1988-1990

Green Oaks, A Psychiatric Hospital

Dallas, TX

Medical Record Supervisor

Duties: Provided administrative assistance to the Director, managed the department in the absence of the Director and directly responsible for 8 staff persons.

SKILLS:

Computer Literacy: Windows, Microsoft Office, Groupwise, WordPerfect, QuattroPro, Excel, Access, Lotus Notes, SoftMed's ChartFact/Locator and ChartScript (medical record and transcription software) CodeMaster, Siemens Invision System, adhoc report writer, SPSS, SPSS Amos, SAS, and Winsteps.

PUBLICATIONS:

Cassidy, B. S. "Teaching the Future: An Educational Response to the AHIMA Core Model." *Journal of AHIMA* 82, no.10 (October 2011): 34-38.

Murray, T. L., Calhoun, M. Y., & Philipsen, N. C. (2011, October). Privacy, confidentiality, HIPAA, and HITECH: Implications for the health care practitioner. *The Journal for Nurse Practitioners*, 7(9), 747-752.

Calhoun, M., Rudman, B., & Watzlaf, V. (2012, August). Vision 2016 to reality 2016: Building a profession. *Journal of AHIMA*, 83(8), 18-23.

McMullen, Patricia C., Howie William O., Philipsen, Nayna, Bryant, Virletta C., Setlow, Patricia D., Calhoun, Mona, Green, Zakevia D. (2014, October). Electronic Medical Records and Electronic Health Records: Overview for Nurse Practitioners *The Journal for Nurse Practitioners*, 10(9), 660-665.

Calhoun, M. Y., Weathersby, C. H. (2015). "Mental Health: Long-term and Acute Services." (221-68). *Comparative Health Information Management*. 4th ed. Boston, MA: Cengage Learning.

CONTRIBUTIONS TO PUBLISHED WORK:

Shanholtzer, B. M., Ozanich, G. (2015, January). *Health Information Management and Technology*. Columbus, OH: Mcgraw-Hill.

Peden, A. (2016, January). *Comparative Health Information Management*, 4th edition. Boston, MA: Cengage Learning

THESIS UNPUBLISHED:

Calhoun, M. Y. (2013). An examination of self-esteem levels among students with and without disabilities transitioning into college (Unpublished master's thesis). Coppin State University, Baltimore, MD.

DISSERTATION

Calhoun, M. Y. (2021). Parental Involvement as A Moderator For Students With Learning Disabilities Aspiring To Attend College.

SPEAKER/PRESENTER

April 14, 2009 Prince Georges Community College met with students in HIT program to discuss educational pathway and opportunities

April 15, 2009 Center of Applied Technology North spoke to the Medical Assistants Class - High school students (25) on the topic of informatics and how it relates to their field of interest - The school serves students in grades 9 through 12 and employees of business and industry through the adult education program, and individual adults in the day programs on a space available basis. They also have Nursing Assistants and Health Career Programs and are interested in establishing articulation agreements.

DCHIMA Annual Meeting

May, 2009 The Gaylord National Convention Center National Harbour, MD

Presenter: Student Academy “What’s Next” – Spoke with students in HIT programs on the importance of being certified and educational and carrier growth opportunities available to them.

Facilitator – Topic: Destination 2014 – Panel discussion to discuss with the Membership focusing on their 5 year plan for the future.

June, 2010 Gallaudet University, Kellogg Center, Washington, DC

Presenter: Student Academy “What’s Next” – repeat of presentation in 2009.

AHIMA Faculty Development and Assembly on Education Symposium July 2010, New Orleans, Louisiana

Topic: Mufuleta: The Ingredients for Making a Successful HIA Program

Topic: Getting some Lagniappe for Your Program

Panel Member: Grants Writing Panel: What's Next?

Co-Presenter Topic: Let the Good Times Roll - Expanding a HIA Program

Assembly on Education Symposium July 2011, San Antonio, Texas

Co-Presenter/Topic: Vision 2016: Master's as Entry Level, How do We Get There?

Co-Presenter/Topic: Curriculum Map Changes to Baccalaureate Degree

Co-Presenter/Topic: Migrating Baccalaureate to Master's Program

Assembly on Education Symposium July 2012, Orlando, Florida

Topic: Council for Excellence in Education Progress

Facilitator: Lunch and Panel Discussion with AHIMA Leadership on Reality

Topic: Reality 2016 Forum Responses

Assembly on Education Symposium July 2018, Indianapolis, Indiana

Presenter: An Examination of the Adequacy of Accommodations for Students with Learning Disabilities in Postsecondary Education

College of Health Professions Faculty Retreat, May 2016 Baltimore, Md

Topic: Psychometrics in Item Writing

Assembly on Education Symposium July 2016, Denver, Colorado

Co-Presenter/Topic: Transformation of Practicum Sites for Undergraduate Students through Nontraditional Partnerships

Alpha Kappa Alpha Sorority, Inc.

Workshop Presenter on Nominating Process and running for office in Alpha Kappa Alpha Sorority at Regional Conferences and Leadership Conference – 2012 - 2016

Parliamentary Procedure Workshops

Workshop Presenter on Parliamentary Procedures for community and civic organizations – 2011 to present

ACTIVITIES:

American Health Information Management Association
Maryland Health Information Management Association
Professional Registered Parliamentarian (PRP) for National Association of Parliamentarians
Alpha Kappa Alpha Sorority, Inc. (Psi Epsilon Omega Chapter)
Reviewer for Pearson Publishing
Reviewer and Contributor McGraw Hill Education
CAHIIM Peer Reviewer

AWARDS:

Maryland Health Information Management Association (MDHIMA)

- Distinguished Member 2009
- Volunteer of the Year 2011
- Distinguished Member 2016

SCHOLARSHIPS:

Oct. 2018 Alpha Kappa Alpha Educational Advancement Foundation, Inc.
\$1000
Dec. 2018 Society of Multivariate Experimental Psychology Travel Award
\$1000
Feb. 2019 AHIMA Foundation Merit Scholarship
\$2500
March 2019 Title III Funding
\$295

Certifications/Credentials:

Registered Health Information Administrator
Certified as an Item Writer for AHIMA
Professional Registered Parliamentarian
Fellow American Health Information Management Association

PROFESSIONAL ACTIVITIES:

State

2004/2005 - Delegate, Maryland Health Information Management Association (MDHIMA)
2005/2006 - President Elect, Maryland Health Information Management Assoc.
2006/2007 - President, Maryland Health Information Management Assoc.
2007/2008 - Past President, Maryland Health Information Management Assoc.
2007/2011 - Bylaws Chair, Maryland Health Information Management Assoc.
2007/2008 - Co-Chair Annual Meeting MdHIMA
2009/2011 - Director for MDHIMA
2009/2011 - Co-Chair Annual Meeting MDHIMA
2017/2019 - Delegate, MDHIMA
Jan. – May 2019 - Interim President Elect MDHIMA
2019/2020 - Secretary, MDHIMA
2020 - Chair MDHIMA Annual Meeting
2021 - Co-Chair MDHIMA Annual Meeting
2021 - Chair MDHIMA Nominating Committee

National

- 2010/present - Accreditation Peer Reviewer (CAHIIM)
- 2009/2010 - Member Education Strategies Committee for AHIMA
- 2010/2011 - Chairman, Education Strategies Committee for AHIMA
- 2011/2012 - Chairman, Council for Excellence in Education
- 2012/2013 - Member Council for Excellence in Education
- 2014 - AHIMA HIM Practice Standards Workgroup
- 2014-2015 - Member Fellows of American Health Information Management Association Review Committee
- 2015 - Chairman Fellows of American Health Information Management Association
- 2016/2018 - AHIMA Advocacy & Policy Council
- 2018/2020 - member Council for Excellence in Education Programming Workgroup
- 2018/2020 - member AHIMA Professional Ethics Committee
- 2019/2020 - AHIMA Nominating Committee
- 2021 - Chair AHIMA Nominating Committee
- 2022 - Member of the Journal of AHIMA Editorial Advisory Council
- 2023 - President/Chair-elect, American Health Information Management Association (AHIMA)

ADVISORY BOARDS:

- 1998/2000 - Advisory Board Montgomery Community College HIT Program
- 2000/2002 - Advisory Board Prince Georges Community College HIT Program
- 2007/present - Advisory Board Member Baltimore City Community College HIT Program
- 2010/present - Advisory Board Member Northern Virginia Community College HIT Program
- 2010/2020 - Advisory Board Member Anne Arundel Community College HIT Program
- 2011/present - Advisory Board Member Health Administration and Informatics for UMUC
- 2020/present - Advisory Board Member HIT Program College of Southern Maryland
- 2020/present - Advisory Board Prince Georges Community College HIT Program

UNIVERSITY INVOLVEMENT:

- 2008/2009 - Parliamentarian for Coppin State University (CSU) Faculty Senate
- 2012 - Member of Search Committee for Interim Provost and VP of Academic Affairs
- 2012/present - Member, CSU Advisory Council for Office of International Programs
- 2012- 2017 - Member, CSU Student Affairs Appropriations Committee
- 2013/2014 - Member Coppin State University (CSU) Academic Advising Workgroup
- 2013/2014 - CSU CHP Evaluation Committee
- 2013-2015 - CSU Faculty Senate Senator
- 2013-2015 - CSU Faculty Senate Faculty Affairs Sub-Committee
- 2014 - Parliamentarian CSU Faculty Senate
- 2013/2014 - Member of CSU search committee for Assoc. VP of Enrollment Management
- 2014/present - CSU Talon Assessment Committee
- 2014 - Chairman CSU College of Health Professionals Search Committee for Dean and Assoc. Dean of Nursing
- 2014/2018 - Member CSU Judicial Board
- 2015/2020 - Member CSU Curriculum Standards and Policy Committee
- 2016/present - Member of University Budget Committee
- 2016/2018 - Member University System of Maryland Council of University System Faculty (CUSF)
- 2018/2019 - CSU Faculty Senate - Alternate
- 2016/2020 - CSU Faculty Appeals Committee
- 2019/present - Member Academic Affairs Assessment Committee
- 2021/present - Member of the Talon (University) Assessment Committee

2020 – present – Chair, Academic Affairs Faculty Workload Committee
2020/2022 –Member Faculty Senate Policy Committee

COMMUNITY ENGAGEMENT:

1996/1998 - Fundraising and Protocol Chair, local Chapter Alpha Kappa Alpha Sorority
2001/2004 – Board Member, DC Pearls III Foundation
2002/2004 - President, local Chapter, AKA Sorority, Inc.
2004-2009 - Paraprofessional Counselor at Metropolitan Baptist Church
2005/2008 – Co-Chair Memorial Giving Campaign Metropolitan Baptist Church
2004/2008 – Vice Chair 100th Centennial Celebration, AKA Sorority, Inc.
2005/ 2007 - Treasurer, Sartwell Unit, D.C. Assoc. of Parliamentarians
2006/2008 - Newsletter Editor of the Liaison – Newsletter for DC Assoc. of Parliamentarians
2007/2011 - Bylaws and Protocol Chair and Parliamentarian, local Chapter AKA Sorority, Inc.
2010/2012 - Vice President Sartwell Unit, District Of Columbia Association of Parliamentarians
2012/2013 - Member of West Baltimore Primary Care Access Collaborative (WBPCAC) Sub Workgroup
2012-2016 - North Atlantic Region Representative to the International Nominating Committee – Alpha Kappa Alpha Sorority, Inc.
2012-2015 - Treasurer – District of Columbia Association of Parliamentarians Registered Unit
2013 - Chairman Credentials Committee National Association of Parliamentarians 2013 Biennial Convention
2013 - Interim Chairman District of Columbia Association of Parliamentarians Annual Convention
2014/present - Chairman Metropolitan Baptist Church Concert Series
2014-2016 - Board Member and Chair of Bylaws and Policies for The Empowerment Institute, Inc.
2015 - Budget and Finance Chairman 2015 National Assoc. of Parliamentarians Biennial Convention
2015 -Chairman Nominating Committee Registered Unit of DC Assoc. of Parliamentarians
2016 - 2017 Treasurer – Alpha Kappa Alpha Sorority, Inc., Psi Epsilon Omega Chapter
2016- 2017 -Member, Professional Development Committee for National Association of Parliamentarians
2017 Secretary and member of Executive Committee, Alpha Kappa Alpha, North Atlantic Regional Conference
2017/present Mentor, P-tech Program Dunbar High School, Baltimore, Md
2020/present Mentor, P-tech Program Frederick Douglass High School, PGCPS, Md.
2019/present Chairman, Professional Development Committee, National Association of Parliamentarians
2021/present Chairman, Policy Committee, National Association of Parliamentarians
2021/present Secretary, National Association of Parliamentarians Board of Directors
2022/present Strategic Planning and Partnership Committee Representative for Alpha Kappa Alpha Sorority, Inc.