

JULIE E. BOLES

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EDUCATION

- Masters of Science, Health Services Management** January 1995
New School for Social Research, New York, NY
- Bachelor of Science, Medical Record Administration** May 1984
Ithaca College, Ithaca, NY
- Credentialed:** Registered Health Information Administrator (RHIA) September 1984

WORK EXPERIENCE

- Assistant Professor/Coordinator, Preprofessional Program,**
Health Promotion and Physical Education August 1996-Present
Responsible for teaching, advising, internship coordination/supervision, and providing campus and community service. Teaching responsibilities include: Health Sciences Foundations and Careers, Medical Terminology, Cyborbs, Clones, Policy: New Technologies in Health and Medicine., Health Policy Seminar. Advising responsibilities include majors within the department and preprofessional students. Internship responsibilities include Health Policy Studies, Health Sciences, Community Health Education, and Nutrition
- Instructor, Health Services Administration** August 1987-August 1996
Ithaca College, Ithaca, NY
Responsible for curriculum development, recruitment, advising of Health Information Management, Administration of Health Services majors and pre-professionals students. Faculty Advisor for the Ithaca College Health Information Management Club. Course load includes: Clinical Information Systems I, Clinical Experience I, Health Services Site Visits, Advance Concepts in Health Information Management, Department & Systems Management I and II, Topics in Health Information Management, Managing Health Care Services I and II.
- Health Information Consultant** September 2003- present
Planned Parenthood of Tompkins County
Perform annual site visit. Review office systems, active client records, policies and procedures.
- Health Record Consultant** August 1993-1997
Cortland County Health Department, Cortland, NY
Monitored nursing division and women's health center record systems. Review policies and procedures.

Health Record Consultant July 1989-1997

Tompkins County Department of Health, Ithaca, NY
Monitored clinic and home care records. Revising policies and review instruments.
Developed a quality assurance plan. In-service training on coding and documentation.

Medical Record Consultant May 1990-May 1991

The Special Children's Center, Ithaca, NY
Responsible for monitoring toddler home base, itinerant and outpatient care record systems.

Assistant Director- Medical Records Department June 1986-July 1987

Tompkins Community Hospital, Ithaca, NY
Assisted Director in managing a staff of 17 employees and in dealing with other departments.
Aided in the hospital's computer conversion. Restructured correspondence area to eliminate backlog of requests. Coded medicare records. Represented department on Utilization Review/Medical Record Committee, Nursing Form Design Committee and Hospital Policy and Procedures Committee.

Supervisor, Patient Records/Transcription August 1985-May 1986

York Hospital, York, PA
Supervised a staff of 29 employees. Responsible for second, third and weekend shifts.
Established procedures for processing outpatient surgery and same day surgery records.
Developed quality standards for the patient index area.

Supervisor, Transcription/Patient Records September 1984-August 1985

York Hospital, York, PA
Managed a staff of 12 employees. Responsibilities included transcription, physician's chartroom, and analysis/rerouting on second and third shifts. Assisted Assistant Director in managing the transcription area. Established a secure second shift in transcription.
Developed quality standards for assembly and analysis functions.

Medical Record Consultant December 1984-May 1986

Shrewsbury Lutheran Retirement Village, Shrewsbury PA
Responsible for maintaining skilled and intermediate nursing care record systems.
Performed annual in-service for entire staff.

Medical Record Clerk March 1983-May 1984

Cornell University College of Veterinary Medicine, Ithaca, NY
Managed department during evenings and weekends on a part-time basis. Used computer for census input, record inventory, and to obtain information for research. Filed records and lab work.

PROFESSIONAL ASSOCIATION MEMBERSHIP AND SERVICE

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| American Health Information Management Association (AHIMA) | September 1984-Present |
| Academy of Health | November 2000- 2004 |
| Assembly on Education | January 1994-1998 |
| New York Health Information Management Association (NYHIMA) (Formerly known as the Medical Record Association of New York State) | June 1986-1998 |
| New York Health Information Management Association: | |
| Special Awards Committee | June 1995-June 1996 |
| Editorial Board, <u>Medical Record Perspectives</u> | June 1993-June 1995 |
| Second Year Education Director | June 1991-June 1992 |
| First Year Education Director (Editor, <u>Medical Record Perspectives</u>) | June 1990-June 1991 |
| Member, PRIDE (Education Section) | May 1990-May 1991 |
| Member, Public Relations Committee | June 1988-June 1989 |
| Member, Research Committee | June 1987-June 1988 |
| Central New York Health Information Management Association: (Formerly known as the Central New York Medical Record Association) | June 1986-present |
| Chairperson, Public Relations Committee | November 1993-November 1994 |
| Chairperson, Special Awards Committee | November 1991-November 1992 |
| Treasurer | November 1988-November 1991 |
| Delegate to NYHIMA House | 1989, 1990, 1991, 1993 |

ITHACA COLLEGE SERVICE

Department

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| Open House | 2004- present |
| Inside Look | 2004-present |
| Summer Orientation Advisor | 1988-1993, 1995-present |
| Ithaca and You/Discovery Days | 1987-1991, 1996-present |
| Ithaca Today | 1987-present |
| Family Weekend | 1997-2006 |
| Martin Luther King Scholarship Reception, Washington, DC | March 13, 2003 |
| Faculty Advisor to Health Information Management Club | August 1988-May 1996 |

School of Health Sciences and Human Performance:

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| Student Athlete Recruiting Event | October 7, 2007 |
| Career City Coffee House, Career Services | September 28, 2007 |
| Marketing & Recruitment Committee | August 2005-present |
| Curriculum Committee Chair | August 2000-Present August 2002- 2004 |
| Interdisciplinary Internship Coordinator Committee Conference Coordinator, Interdisciplinary Workshop Navigating Clinical/Applied Education | August 1997-Present August 2001-June 2002 |
| Steering Committee | August 1996-1999 |
| Person to Person Program for Pre-Professional Students and HPPE | January 1995-Present |
| Advisor, Summer Orientation | Summer 1995-Present Summer 1988-1993 |
| Task Force on Recruitment | Spring 1995 |
| Executive Committee | September 1992-May 1995 |
| Chair, Search Committee for Occupational Therapy Chairperson | Summer 1994 |
| Health Awareness Week Planning Committee | 1990-1992 |
| Curriculum Committee | August 1988-May 1991 |
| <u>All College</u> | |
| First Year Reading Initiative | Fall 2003- present |
| Member, Advisory Board Catholic Community | Fall 1999 - Present |
| Faculty Benefits Committee | September 1993-Present |
| Discussion Leader, Freshman Reading Initiative | August 2003 - Present |
| First-Year Academic Program Steering Committee | November 2002- 2004 |
| Member, Hallmarks of Excellence Committee | Spring 2003 |

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| Participated in the Finger Lakes Geriatric Education Center | Fall 2000- Spring 2001 |
| Volunteer, IC Day of Service - Immaculate Conception School | Spring 2001 |
| Reader, Leadership Scholarship | Fall 1998 - Spring 1999 |
| Member, Ad Hoc Committee to Review the Exploratory Program | Fall 1997 & Spring 1998 |
| Faculty Council | May 1993-May 1995 |
| Subcommittee: On-Line Privacy | November 1993-May 1994 |
| Academic Policies Committee | August 1988-May 1991 |
| Subcommittee: Curriculum | August 1988-May 1991 |
| Co-Coordinator | Fall 1989- Spring 1994 |
| Northeastern Senior Citizens Seminar at Ithaca College | |
| Recreation Specialist | Summer 1992 & 1993 |
| Student Leaders Promoting Health Change Conference | |
| United Way Representative | September 1989-September 1994 |

COMMUNITY AND PROFESSIONAL SERVICE

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| Member, Superintendent Search Committee, Lansing Central School | October 2007 |
| Official, USA Swimming, Inc, Stroke & Turn official | August 2005-present |
| Co-Leader, Girls Scouts – Seven Lakes Council, Troop 56 | August 2005- present |
| Member, Interdisciplinary Preceptor Development Project | June 2003-June 2006 |
| Central NY Area Health Education Center | |
| Member, Parent Teacher Student Organization | September 2000- present |
| Lansing Central School District Board of Education: | July 1999- July 2002 |
| Vice President | July 2000-July 2002 |
| Member, Personnel Policy | July 1999-July 2002 |
| Member, Elementary School Based Committee | July 1999-June 2002 |
| Member, Policy & Curriculum | July 2000- June 2002 |
| Lansing Central School | |
| Elementary School Based Committee | September 1998- June 1999 |

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| Name Reader, NAMES Project AIDS Memorial Quilt | March 29, 1993 |
| Member, Central New York Medical Record Association Sharper Program | 1992 |
| Volunteer-Coaching Assistant, Special Olympics, Ithaca, NY | June 11-14, 1992 June 12-16, 1991 |
| Visited local high schools and BOCES guidance counselors- Discussed career opportunities within the field of Medical Record Administration. | Fall 1991 |
| Recruiter for the Medical Record Association of New York State, New York State Career and Education Expo 1991, Albany, NY | May 2-4, 1991 |
| Recruiting, staffed program table and discussed career opportunities with high school and college students, parents, counselors, and teachers at a Career Day, SUNY Health Science Center, Syracuse, NY. | December 2, 1989 |

SCHOLARLY ACTIVITIES

Presentations

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| Guest Lecturer, Seminars in Medical Speech Language Pathology SLPG-65505 | 9/11/07 & 9/9/08 |
| Presenter, Trumansburg Middle School "Career Exploration" | 4/25/07 & 4/4/08 |
| Facilitator/Topic: Host, Toxic Trespass and Public Policy for Health and Sustainability Conference, Ithaca College | 9/15/07 |
| Guest Lecturer, Seminars in Medical Speech Language Pathology, SLPG-65505. Taught basic and advanced medical terminology for 4 hours to 11 students | 9/12&19/06 |
| Summer College for High School Students – Stewart Auyash’s class – E – Health | July 11, 2005 |
| Learning and Teaching Styles, ACHE, Syracuse, NY | March 24, 2005 |
| Summer College for High School Students – Frank Micale’s class – one lecture for a total of 2 hours. Discussed E-Health | July 12, 2004 July 14, 2003 |
| Interdisciplinary Workshop - Navigating Clinical Education - "Launching Clinical Education". Co presented with Barb Hansen | June 7, 2002 |
| Summer College for High School Students - Renee Brown’s class - two lectures for a total of 3.75 hours. Discussed Health Insurance and E-Health | July 3 & 10, 2001 |

Local Panel Member for a National Teleconference: "Care Giving-Loss of a Loved One," Ithaca, Cornell Cooperative Extension April 18, 2001

Planned Parenthood of Tompkins County - 1.5 hour presentation on Documentation December 16, 1997

Computer Applications in Health Care - Karen Edwards's class - Lectured on the Computerized Patient Record September 24, 1997

"Personnel Administration, Health Statistics, and Test Taking Strategies." Member of program faculty for the ART/RRA Exam Review sponsored by the New York Health Information Management Association, Liverpool, NY. September 23, 1996

Conducted two sessions of role plays in Professor Chris Pogorzala's Senior Seminar class. Scenarios utilized involved personnel issues within a health information management department. May 9 and 12, 1995

Textbook - Chapter Reviews

Review, Audio Pronunciation, **Stedman's Medical Dictionary for the Health Professions and Nursing** 6th ed. February 2007

Review, Audio Pronunciation, **Stedman's Electronic Dictionary** March 2006

Review Final Draft, **Medical Language**, by Susan Turley October 2005

Review Current edition of **The U.S. Health System Origins and Functions**, by Raffel and Barsukiewicz, Publisher Thompson August 2005

Review – two selected chapters of **Medical Terminology, The Language of Health**, by Willis, Lippincott Williams & Wilkins Publishing May 2005

Manuscript review and assistance- five chapter, **Experiencing Medical Language**, by Pearson Prentice Hall April 2004

Manuscript review- two chapters for Judi Nath's new text, **Medical Terminology**, by Lippincott Williams & Wilkins Publishing March 2004

Manuscript review and assistance for **Human Biology and Medical Terminology**, George A. Wistreich, Pearson and Prentice Hall. Text Published Spring 2004

Manuscript review - Medical Terminology. Prentice Hall, Upper Saddle River, NJ Summer 2002

Content-related review of five chapters.

Manuscript review - Information Management in Health Care. Delmar Publishers October 1998
Provided information concerning proper fit into curricular requirements for a health services administration program.

Prospectus for Healthcare Delivery and the Health Information Professional. Jones and Bartlett Publishers, Sudbury, MA Spring 1998
Performed in-depth chapter reviews including table of contents and introduction. Analyzed prospectus for accuracy, content, presentation, style and overall strengths and weaknesses.

Health Care Management Organization, Design & Behavior. 3rd edition, by Stephen Shortell. Delmar Publishers May 1998
Used third edition in class and provided an opinion of needed changes, updates and improvements on a chapter by chapter basis.

Grants

Participated in Title VI Grant to internationalize curriculum. Infused material related to health issues in Latin and South America into Health Sciences: Foundations and Careers (666-10000/01/02). Summer 2001

Instructional Development grant for \$1,175 to attend “Partnering to Meet the Challenges of a Changing Environment” in Washington, D.C. January 18-20, 1999

Instructional Development grant for \$960 to attend “Evolution or Revolution: Health Information Management Curriculum Reform for Practice in the 21st Century” in Chicago, IL. (Unable to attend due to an illness that required hospitalization). July 6-9, 1994

Instructional Development grant for \$1080 to attend “Synergy - The Key to Health Information Leadership Symposium” in Dallas, TX. July 18-20, 1991

Instructional Development Grant for \$750 to attend the “Development of Teaching Methodology and Curriculum design for Educators in Medical Record Administration Programs” in Chicago, IL. July 25-29, 1988

Dana Student Work Internship Program

Worked cooperatively with a Dana Student on a project entitled, “Medical Practice Management-the PT Setting.” Fall 1997

Released Time (3 credits)

The purpose of this project was to broaden my knowledge in the area of Health and Public Policy in order to enhance my ability to teach in this area, specifically in the areas of new technology in health and medicine and women’s health policy. In the Spring of 2002 offered restrictive elective: Cyborgs, Clones, Policy: New Technology in Health and Medicine. Spring 2001

Experiential Learning in a Local Physician Group Practice. The purpose of this fieldwork was to broaden my practical knowledge in the area of physician group practice management in order to enhance my ability to teach in this area. Spent 6 hours a week at Ithaca Orthopaedic Group working directly with office manager and the physicians. In the spring of 1998 offered an elective in group practice management. Spring 1997

Professional Meeting

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| Universal Health Care: Pros/Cons of Different Approaches, Health Planning Council Annual Meeting, Ithaca, NY | December 3, 2007 |
| Health Sustainability Conference, Ithaca College | September 15, 2007 |
| Meals on Wheel Foodnet Program, Tomorrow's Leaders, Ithaca, NY | February 13, 2007 |
| Finding LTC in Tompkins County/Implementation of One Point of Entry, Ithaca, NY | January 17, 2007 |
| Implementation of MOLST in NYS – Medical Orders for Life Sustaining Treatment, Ithaca, NY | October 18, 2006 |
| Pandemic Influenza, Public Health & the Community: A Preparedness Discussion, Ithaca, NY | September 30, 2006 |
| Livable Communities and Aging: General Principles & Practical Applications, Ithaca, NY | September 21, 2006 |
| Building Bridges: A Dynamic & Interactive Conference for Supervisors, Ithaca College | June 16, 2006 |
| Elder Care: Meeting the Challenge for Families & Professionals Ithaca College | September 22, 2005 |
| Building Successful Community-Research Partnership Cornell University | June 20&21, 2005 |
| Teamwork Is An Individual Skill – Christopher M. Avery, Ithaca College | June 11, 2004 |
| Consumer Directed Health Care Conference & Expo, Las Vegas, NV | March 29-31, 2004 |
| Distinguished Collaborative Media Artist in Residence – George Stoney “Documentary Advocacy for Public Health and Community Ithaca College | March 17, 2004 |
| Health Planning Council Annual Meeting – Health Policy Issues in 2004 Ithaca, NY | December 4, 2003 |

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| Health Communication Scholar in Residence – Gary Krebs, Ithaca College | October 9, 2003 |
| Summer Reading Initiative – James McBride , Ithaca College | September 2, 2003 |
| Faculty Development Workshops, Ithaca College | |
| Automate Your Grading – Susan Morgan | October 23, 2003 |
| Grant Writing – Stuart Binder-McCloud | May 12, 2003 |
| Planned Parenthood Conference – “Social Justice”, Ithaca, NY | April 9, 2003 |
| Sandra Stiengraber, Environmental Health in Latin America, Ithaca College | March 25, 2003 |
| Gerontology Institute Workshops, Ithaca College | |
| Using Data From Pathways of Life | March 25, 2003 |
| HIV & AIDS and Older Adults | March 5, 2003 |
| Allied Health: How Can Team Approach Work | February 26, 2003 |
| Dr. Joycelyn Elders Address, Ithaca College | February 12, 2003 |
| Academy for Health Services Research and Health Policy & Health Affairs – 2003 National Health Policy Conference, Washington, DC | January 21-23, 2003 |
| Research Symposium on the Politics of Race, Culture & Health Ithaca College | November 13 & 14, 2002 |
| NYS School Boards Association - Legislative Breakfast, Cortland | February 2, 2002 |
| Academy for Health Services Research and Health Policy & Health Affairs - “2002 National Health Policy Conference: Shared Power, Shared Responsibility Washington, DC | January 16 & 17, 2002 |
| Faculty Development Workshop | |
| Topic: “Incorporating Suicide into Teaching & Helping the Suicidal Students | October 9, 2001 |
| Topic: “Quantitative Grading Scheme Ithaca College | September 18, 2001 |
| NYS School Boards Association - Leadership Conference, Rochester | September 23, 2001 |
| Public Health & Epidemiology- “Cancer Epidemiology & the Ecology of Human Reproduction - Sandra Steingraber, Ph.D. Ithaca College | September 12, 2001 |
| Academy for Health Services Research and Health Policy & Health Affairs “1 st National Health Policy Conference: Critical Issues for a New Administration” Washington, D.C. | February 1 & 2, 2001 |

Health Policy Studies, “Making of a Meaning in Medical Life”, Dr. Verghese
Ithaca College

April 4, 2001

Gerontology Institute Workshop, “Consideration for Those Who Care for Adults
with Developmental Disabilities, Ithaca College

April 5, 2001