



Lori A. Shabinette  
Commissioner

Lori A. Weaver  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
*OFFICE OF THE COMMISSIONER*

129 PLEASANT STREET, CONCORD, NH 03301-3857  
603-271-9200 1-800-852-3345 Ext. 9200  
Fax: 603-271-4912 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

September 1, 2021

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, to enter into an educational tuition agreement and to pay said costs in an amount of \$3,000 as follows:

Institution:	New Hampshire Technical Institute (NHTI) 31 College Drive Concord, NH 03301
Course Title(s):	Medical Terminology Human Biology Healthcare Data Content and Delivery Systems Basic Pathophysiology
Course Date(s):	Begin: 10/25/2021 End: 06/30/2022
Employee:	Christy Roy
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$3,230
State Share:	\$3,000
Source of Funds:	Employee Training, 20% Federal, 80% General

### EXPLANATION

These courses, Medical Terminology, Human Biology, Healthcare Data Content and Delivery Systems, and Basic Pathophysiology, as part of the Medical Coding Certificate Program, will benefit the Department and the employee by deepening Ms. Roy's knowledge of medical terminology and clinical need in order to better prioritize financial spending when setting Medicaid rates. This program will help bridge Ms. Roy's current financial acumen to the medical field, strengthening the impact of medical rates and prioritizing the appropriate access to care with appropriate funds. Medical Terminology will discuss the use and meaning of medical terms along with basic anatomy, physiology, and common pathology of body systems. Human Biology discusses the human anatomical structure and physiological systems which will provide the knowledge and perspective necessary to work in medical fields. Healthcare Data Content and Delivery Systems introduces the content, use, and structure of healthcare data and datasets, how these components relate to record systems, and how to introduce legal and ethical issues applicable to health information. Basic Pathophysiology provides an understanding of the various mechanisms by which human diseases develop, including a survey of common disorders involving each of the major body systems. The application of the knowledge gained is intended to minimize the dependency on clinical expertise from others, creating efficiencies and increased productivity in updating rates and rate methodologies, and assuring compliance when setting rates and rate methodologies.

Christy Roy has been with the Department for over two (2) years and is currently an Administrator III in the Division of Medicaid Services, Finance/Rate Setting Unit within the Department of Health and Human Services. Ms. Roy administers and oversees the financial management objectives for the Division of Medicaid Services by supporting Department initiatives, management of program and financial policies, strategies, and rate setting methodologies, which support the Medicaid Program and attains long-term provider rate objectives. She is responsible to develop and manage the implementation of Medicaid provider rate methodologies, including strategic analysis; reporting; and contract development, aimed at ensuring state and federal compliance by appropriately setting Medicaid provider rates. Ms. Roy's responsibilities focus on short and long-term strategies and policies to meet and ensure the Division of Medicaid Services compliance with state and federal regulations.

The Department of Health and Human Services encourages and supports employees who wish to further their professional growth through continuing education in disciplines that are mutually advantageous. Successful completion of the courses will add to the overall strength of the Department to perform its mission to the residents of New Hampshire.

This course will not be taken on State time.

Attached is a fully executed Tuition Agreement for your review.

Respectfully submitted,



Lori Weaver  
Deputy Commissioner



THE STATE OF NEW HAMPSHIRE  
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 7th day of September, 2021 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Christy Roy (hereinafter referred to as the "Recipient"). The State and the Recipient do hereby mutually agree as follows:

1. The State shall pay to the named institution the sum of \$3000.00, which monies shall be used for the purpose of enrolling the Recipient in: Medical Terminology, Human Biology, Healthcare Data Content and Delivery Systems, and Basic Pathophysiology (course name), which course(s) is being offered by New Hampshire Technical Institute and which course(s) shall commence on October 25, 2021 and terminate on June 30, 2022.
2. The Recipient shall complete and achieve a passing grade in each course named in paragraph 1.
3. Should the Recipient fail to complete or achieve a passing grade in each course named in paragraph 1, the Recipient shall pay to the State the sum set forth in paragraph 1, provided, however, that if more than one course is named in paragraph 1, the amount which shall be paid to the State shall be calculated on a pro rata basis.
4. Upon the satisfactory completion of the courses named in paragraph 1, the Recipient shall continue in the employ of the State in his/her current position (or in such other position, at equal or greater compensation, to which he/she may be assigned) for a period of six (6) months.
5. The Recipient shall work in any area of the State to which he/she may be assigned, provided that such assignment will not constitute a severe hardship to said Recipient.
6. Should the Recipient breach any of the conditions set forth in paragraphs 4 and 5, the Recipient shall pay to the State a sum equal to all monies previously paid by the State for the Recipient pursuant to the Agreement, provided, however, that the Recipient shall receive a credit for each month in which he/she is employed by the State subsequent to the date upon which the named course(s) are satisfactorily completed, the value of said credit to be calculated on a pro rata basis.
7. The Recipient shall not raise any setoff or counterclaim against the State in any action brought by the State to collect any amount due under this agreement.
8. Should any amount be found to be due the State in any action brought against the Recipient pursuant to this Agreement, the State shall, in addition to said amount, be entitled to an award of costs and a reasonable amount in "attorney" fees.

IN WITNESS WHEREOF the representatives of the State, in his/her official capacity only, and without personal liability, and the Recipient, have hereunto set their hands on the date first above written.

RECIPIENT

(signature)

(printed name) Christy Roy

NOTARY State of New Hampshire, County of Merrimack:

On this the 7th day of September, 2021, before me, Ellen Macneil, the undersigned officer, personally appeared, Christy Roy (recipient) known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes herein contained.

In witness whereof I hereunto set my hand and official seal.

ELLEN M. MACNEIL - Notary Public  
State of New Hampshire  
Notary Public/Justice of the Peace  
My Commission Expires March 13, 2024

THE STATE OF NEW HAMPSHIRE

(signature)

(date)

9.20.21

(printed name, title)

Lori Weaver

Deputy Commissioner