BUSINESS TECHNOLOGY MEDICAL OFFICE
ADVISORY COMMITTEE MINUTES
Thursday, October 9, 2014
Time: 5:30 p.m. Scarpelli Hall, Room 0022

**Members Present:** Stefanie Allum, Committee Chair, The Vancouver Clinic; Diana Morris, Vice Chair, PeaceHealth SW Medical Center; Clay Foster, MHA, Rebound Orthopedics; Diana Rogers, RHIT, PeaceHealth SW Medical Center; Dr. Michael Myers, PeaceHealth SW Medical Center; Leslie Hinton, Clark County Skills Center; Katie Woods, The Vancouver Clinic

**Members Absent:** Melissa Landers, The Vancouver Clinic; Sarah Emerson, CMA, The Vancouver Clinic

**Clark College:** Sunnie Elhart-Johnson, Department Head & Instructor; Barbara Benge, Director of Medical Assisting; Trish Seydlitz, Instructor; Dr. Donna Whitehouse, Instructor; Rebecca Rodli-Beers, Lab Assistant/Instructor; Vicki Cheng, Instructor; Genevieve Howard, Dean, Workforce, Career & Technical Education; John Maduta, Advising Divisional Manager; Rachele Bakic, Interim Director of Academic Services; Andreana DiGiorgio, BMED Instructor/Secretary Sr., Advisory Committees

The meeting was called to order by Stefanie Allum at 5:39 p.m. and introductions were made.

After the members reviewed the May 27, 2014 minutes, a motion was made to approve as written. The motion was seconded and unanimously approved.

**Office of Instruction Updates**
Interim Director of Academic Services, Rachele Bakic introduced herself and began with the advisory committee website & updated handbook – She told the committee that Clark College has a new web content manager and showed members how to navigate from the main page of the Clark website to the advisory websites. The committee handbook has been updated with new information. She said they can find the member nomination form on page 12 of the handbook. Members can nominate using the form or call or email Andreana to begin the new member process.

**Perkins funding award.** This year the college was awarded $608,925 in Perkins funding. Rachele explained that Perkins dollars help fund CTE curriculum development and revision, advising, tutoring, disability support services and computer lab support for CTE students. Of those dollars, approximately $32,214 in summer curriculum projects was awarded. Due to a decrease in funding level and the commitment to fund other initiatives, there are no Perkins equipment dollars this year.

**Worker retraining award.** The award was $1,023,198. Most of the funding supports faculty salaries, instructional techs, financial aid and advising support.

**Credit for Prior Learning (CPL).** – Rachele reported that the focus of CPL is on course challenges and reviewing incoming industry certifications. Students may be assessed through various processes that will determine the degree to which learning outcomes have been met. She said students will be charged a flat fee of $255 for course challenges. This will primarily benefit students taking 3, 4, 5 or 6 credit hour courses. Students requesting a course challenge for a 1 or 2 credit hour course will not realize the financial benefit but may realize time savings. Rachele said that a major difference in this and the previous way Clark “waived” courses is that
this program will ensure the course(s) are listed on the students’ transcripts with a “pass/fail”. She asked members if they have employees who would like to return to school and want to see what certifications or perhaps life experiences they might receive credit for, to have them contact Kim Marshel, Associate Director of Credit Articulation, at 360-992-2358 or kmashall@clark.edu.

Rachele announced that the College is planning an advisory member recognition breakfast on March 18, 2015 from 7:30—9:00 a.m. Regional economist Scott Bailey will be guest speaker and will give an economic report on the state of Washington and also our region. She told the members to be watching for more information in the coming weeks.

**Director/Division Chair Report**

Sunnie thanked the members for coming this evening and reminded them of how important to the program and College they are. She mentioned that the room they were meeting in was a legacy of former department head John Clausen. She said this room is where the medical assistants do a lot their training and she was happy to show the committee members the room. Since the last advisory meeting last spring, summer was spent with teachers working on curriculum, trying to develop the best programs for the students at the highest level so that we have the best students ready for the workplace. She said Trish Seydlitz, the resident RHIT expert, is looking at looking at CAHIIM and they all are very excited about the MA accreditation. Sunnie also said directed practice happens in summer and 15 students were placed. All but one has been hired. Clark has recently had a downturn in enrollment, however the BMED programs are still growing.

Sunnie said she recently had lunch recently with John Clausen. He’s written a book. She reported that instructors here often work on projects that are above and beyond their teaching responsibilities. Drs. Ericha Claire and Donna Whitehouse both worked on something called Common Core which allows students in high school to take some of their classes at Clark. After graduation, they come to Clark with up to 16 college credits that can go towards any of the Allied Health programs. Genevieve gave credit to Dean Blake Bowers as well, who got this program up and running and it’s an incredible deal for students and their parents.

Next, Sunnie said that Dr. Whitehouse has been working on the Integrated Basic Education Skills Training (iBEST) programs. These are students who are coming back to school for a second chance. They get the benefit of two teachers in class. It’s a good concept as it helps these students get up to the level they need to be to join the BMED programs. All the BMED courses are on Canvas, therefore, all are web-enhanced.

Sunnie said that the HIIM degree which leads to an RHIT, A Billing and Coding AAT which will enable billers and coders to have an AA degree. Now moving towards patient navigator program. Sunnie mentioned that the medical receptionist and office specialist have moved to the BTEC Department. The medical receptionist has a pathway to legal, medical office, or general office degree.

**Work Plan**

Stefanie let the committee through the work plan. Highlights of the changes follow:

- The committee agreed to add Review Possible Patient Advocacy to the plan with a timeline of Ongoing. An update will be given at the winter meeting.
- An equipment list needs to be created and will be presented at the winter advisory meeting.
- Add Review of Medical Assisting Education Review Board (MAERB).

**Old Business**

CAHEEP visit update. Barbara gave an overview of the MAERB re-accreditation site visit. She would like to see as many advisory members as possible there to meet with them. She said she’d send a save the date to members and take a poll of who can attend. It will take place Thursday, August 20, 2015. Barbara will have more info at the next meeting. She’s not sure if the age of their current equipment will this influence the process. We have new
EKG machines. She said to the members that they are always looking for donations from the community for equipment. Discussion of state of equipment and facility. Clay suggested EPIC for training on EMR software. Sunnie said that EPIC is expensive and they do not allow educational training. Clay also said he has equipment to donate such as beds and Barbara said that they will also take expired blood draw tubes. These can be used for practice. John Maduta said he gets phone calls asking if we offer limited x-ray program. What’s the feasibility for this? Sunnie said basically just getting the patient into position. Extremely limited. It could happen in the future but there is a Medical Radiography program at Clark.

**New Business**
Sunnie passed out a visual of the future plans for the program. She said there will be a fee increase for BMED 163, 164 and 165. BMED 165 was inherited from the Health Occupations unit and was more expensive than originally thought. The fees are financial aid eligible. The fees are for EKG paper, needles, slides, stains, gloves, dipsticks, cups, etc. A motion was made to support the fee increase. The motion was seconded and unanimously passed.

Health Information and Informatics Tech (HIIM HIT) Associate of Applied Technology. Sunnie brought up the outline of the courses. Some courses are new. Perkins funding paid to develop the new courses. At the end of the program the students can sit for the exam. In Europe there are three levels of advocacy. Jobs in Clark County is in lower level. First of five in the area. WA State is taking this very seriously per Genevieve. Dr. Meyers asked if this is recognized by the government. Genevieve said they just don’t know yet but will have more information when Sunnie and Ericha go to a conference to learn more about this. Sunnie’s “Short Story” of the changes: BMED 222 will be expanded. Health data content and structure will include regulations and requirements, medical documentation management and technology and a second clinical if they will be a Registered Health Information Technologist (RHIT). Intermediate/applied anatomy. Hoping to have this ready for a summer 2015 start. A motion was made to approve moving on with this program. The motion was seconded and unanimously approved by the committee.

- New Billing and Coding degree. A motion was made to support moving forward on this degree. The motion was seconded and unanimously approved.
- New program outcomes.
- Review bylaws-quorum & attendance requirements was tabled to next meeting.
- Election of Officers. Chair and vice chair responsibilities were explained. A motion was made to elect Stefanie Allum as the new committee chair and Diana Morris as the new vice chair. The motion was seconded and unanimously approved.

**Next Meeting:**
After a discussion on dates for the next meeting, Tuesday, February 19, 2015 at 5:30 p.m. was chosen.

Sunnie thanked the committee for their participation and the meeting adjourned at 7:35 p.m.