



**MEDICAL OFFICE TECHNOLOGY  
ADVISORY COMMITTEE  
MINUTES**

**Monday, November 4, 2013 5—7 p.m. Scarpelli Hall Room 216**

**Members Present:** Diana Morris, RHIA, PeaceHealth Southwest Medical Center; Diana Rogers, RHIT, PeaceHealth Southwest Medical Center; Jessica Pittman, Rebound Orthopedics & Neurosurgery; Melissa Landers, The Vancouver Clinic; Stefanie Allum, The Vancouver Clinic

**Members Absent:** Clay Foster, MHA, Rebound Orthopedics; Lynda Steltz, RHIT, CHP, Vibra Specialty Hospital; Katie Woods, The Vancouver Clinic; Dee Oglesbee, CMA, Sarah Emerson, CMA, The Vancouver Clinic

**Clark College:** Sunnie Elhart-Johnson, Department Head & Instructor; Barbara Benge, Director of Medical Assisting; Trish Seydlitz, Instructor; Genevieve Howard, Dean, Workforce, Career & Technical Education; Mark Gaither, Corporate & Continuing Education; Andreana DiGiorgio, Secretary Sr., Advisory Committees

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In the absence of the committee chair, the meeting was called to order by Department Head Sunnie Elhart at 5:36 p.m. Sunnie introduced new members Jessica Pittman, Stefanie Allum and Melissa Landers, and introductions of the committee members were made.

**Review of the Minutes of the Previous Meeting**

Because there was not a quorum present, the committee members who were present agreed to send the minutes out for an email vote. Andreana will send the committee three sets of minutes for approval: June 11, 2012, November 8, 2012 and April 22, 2013.

Genevieve Howard, Dean of Workforce & Career Tech Education, reported on the OOI agenda items. The first item was Perkins Funding. She said the college has been awarded \$648K in Perkins funding for 2013-14. She explained that this is federal funding that comes from the state and supports Clark's career and technical programs. The primary focus of using these funds is to prepare students for the workplace, help them improve their technical skills as well as their academic skills. Genevieve said there is funding available for professional, career and curriculum development and other projects.

Genevieve then told the committee about another source of funding available to Clark College, the Worker Retraining funds, also received from the state. The amount of money awarded for 2013-14 was over \$1,000,000. This funding is used to support and provide education, training, and career services for dislocated and unemployed workers. Genevieve said students coming in to Clark who have been laid off or dislocated may be eligible for financial aid and other monetary support because of the Worker Retraining program. These monies can also support some of Clark's adjunct faculty salaries and equipment needs.

Lastly, Genevieve reported that Clark College is implementing a new Credit for Prior Learning program. She said that students who have had previous experience may be able to convert that experience into credits towards their degree. She also said that there will be four assessment methods offered and the assessments will be coordinated by the American Counsel of Education (ACE). In each

of the four assessment methods, students must demonstrate proficiency in the outcomes for the course in which credit will be awarded. The Credit for Prior Learning program is being implemented during 2013-14 and is anticipating students to be able to participate in late spring or summer 2014.

### **Director/Division Chair Report**

Sunnie Elhart spoke about the increased success with Directed Practice/externships placement. She explained that the medical receptionist students work 80 hours at their directed practice, the Medical billing & coding, health information and medical office technology students work 120 hours, and the medical assistant students work a total of 200 hours. The MAs also do clinicals. Sunnie reported that a capstone course (BMED 250) was created to take the place of directed practice if a location is not available for the student. This course mimics a virtual site. Sunnie said that 33 students were able to be placed in excellent sites this term. She told the story of one student who found her own site and ended up getting hired after her directed practice was completed. Sunnie said that although she's had success in placing students this term, the capstone course will serve as backup if students cannot get placed. Sunnie told the committee that she will have a list of where the students are doing their directed practice at the next advisory meeting. She said that Genevieve's assistant, Vickie Cheng, will add their emails to SharePoint so that there is tracking of where students are.

Sunnie reported that she and Trish Seydlitz just got back from an AHIMA convention. They learned there that with the ICD-10 implementation in October 2014, a coder shortage has resulted. Sunnie said that she is an ICD-10 trainer and she is currently teaching her students ICD-9 and 10. She added that she was able to develop a relationship with about 20 agencies that want to hire Clark's graduating coders which she said is really great because usually coders need 2 years of experience before being hired.

Barbara Benge said they had a great support team as far as accreditation. She told the committee that students in the medical assisting program must be a graduate from an accredited college in order to sit for the exam and Clark College is not accredited. This is something that's in process and expects the program to be accredited by 2015.

Sunnie explained to the committee the duties of the committee chair and vice chair. She asked if anyone was interested in these positions. Jessica Pittman offered to be chair and Stefanie Allum agreed to be vice chair. An email vote will be taken after the meeting.

### **Work Plan**

Sunnie went through the work plan with the committee. The following changes took place:

#### Curriculum Goals

1. *Review Business-Medical Office Tech programs and curriculum.* This item's timeline was changed to "ongoing."
2. *Review limited entry and sequencing of courses in Business-Medical Office Tech program.* This item is "completed."
3. After Trish Seydlitz spoke about the need for RHIT in our community a discussion took place amongst the committee members. *Review possible RHIT program to include curriculum and economic forecast* was added as a new item. Timeline is "ongoing."
4. Under Facilities and Equipment Goals, the timeline for item number one was changed to June 2014.

## **Old Business**

*Medical Assisting program changes.* Genevieve reported on that the Medical Assistant Associate's Degree in *Applied Science* is changing to an AA in *Applied Technology*. This is a new degree with new classes. They will teach out the AAS and eventually replace it with the AAT. The difference is that the AAT requires less general education classes and will enable students to be focused on the specifics of the program. A new English course within the program will be focused on reading that's directly related to the workforce. Another new class, Survey of Healthcare will be used for three different programs: Pharmacy Technician, Medical Assisting and BMED. She also told the committee that a math class has been created to be used for both the Health Occupations and BMED programs. She said the Math Department hasn't signed off on this yet and she's waiting to hear back. Basically, Genevieve said, they are raising the bar for what's expected of the student and also re-sequencing the classes to make the student flow better through the program(s). She then went through all the changes to the curriculum and because of a lack of quorum tonight, she and Sunnie will send out an email detailing the proposed curriculum changes and ask the committee to vote on them. An addendum will be added to the minutes after the electronic vote.

Barbara Benge reported on the current MA selection process. She said the letters are out and they're working through the selection process. She is hoping many of the folks are ready to begin. Many are still working on their prerequisite courses. She is anticipating having the best MAs graduating and ready for work.

## **New Business**

*Perkins redacted medical files presentation.* Trish reported that a lot of changes being made in the BMED program targets the RHIT community and where jobs are right now. She said that hospitals, insurance companies, consulting firms are all cross training with Health Information Technology and she said even MAs are now learning front and back office duties. She said companies are screaming for HIT professionals. She reported that by October 2015 all health records will be electronic and the workforce needs to be prepared. She told the committee that AHIMA has a strategic direction and that is "Promotion and enhancement of educational programs—including graduate programs—to grow the number of qualified professionals." She said there are many, many jobs available.

Sunnie told the committee that in spring she will be discussing an RHIT certificate/program and AAS. She mentioned that there will be a stairway students can climb in that from their medical receptionist certificate they can stop there or move on to the transcriptionist certificate. She said from there, the student can either stop or continue on to the medical billing/coding specialist certificate, and so on until after three years, they can get their RHIT AAS degree. Sunnie said this is an example of how she would like the direction of the proposed RHIT program to go.

Genevieve and Sunnie summarized the meeting.

## **Next Meeting:**

After a discussion on dates for the next meeting, Tuesday, May 13, 2014 at 5:30 pm was chosen.

Sunnie thanked the committee for their participation and the meeting adjourned at 7:25 pm.

*As of this writing, the next advisory meeting date was changed to Tuesday, May 27, 2014.*



## **Business Technology Medical Office Advisory (BMED) Committee Meeting Addendum to the November 4, 2013 Minutes**

At the November 4, 2013 BMED Advisory Committee meeting, the committee agreed to hold an election of proposed curriculum changes to the BMED program via electronic vote. The following reflects the changes voted on:

- 1) BMED 112- Introduction to the Study of Disease
  - a. The title change is to comply with AHIMA standards, current prerequisite is a mistake that needs to be corrected, and the description change is to fix minor grammatical errors.
- 2) BMED 222- Health Information Procedures
  - a. There are minor changes to course description and a change to prerequisite to ensure correct course sequencing.
- 3) BMED 129- Medical Reimbursement
  - a. Change of prerequisites to reduce scheduling issues. Adding the option of HEOC 100 and changing concurrent restrictions would allow for fewer access codes needed to register.
- 4) BMED 130- CPT/HCPCS Coding
  - a. Minor course description revisions and change of prerequisites.
- 5) BMED 139- Medical Assisting Exam Review
  - a. This course is the last course in a series of three quarters of classes that need to be completed at the end of the Medical Assisting program. To ensure greater student success and help maintain our third party accreditation this will be taken in the last quarter.
- 6) BMED 250- Capstone Practicum
  - a. Course description change to clarify course objectives and prerequisite changes to ensure students are completing courses in the correct sequence.
- 7) BMED 103-Math for Health Care Professionals
  - a. This is a 3 credit applied math course that will be taken by all BMED students and will count toward both certificate and degree completion. This course will replace BMED 040 and HEOC 011 and be financial aid eligible.

- 8) BMED 105-Statistics for Health Care Professionals
  - a. This is a 2 credit applied math course that will be taken by Medical Assistants, Billing/Coding, Medical Office Technology Specialist and Health Information Assistants to complete the math portion of their program.
- 9) Change the name of the degree from Medical Office Specialist to Medical Office Technology
- 10) Approve the addition of the Associates in Applied Technology in Medical Assisting
  - a. The addition of the degree will create an easier transition from the existing Certificate of Proficiency and the degree path for students.
- 11) HEOC 104- Healthcare Deliver and Career Exploration
  - a. This is a three credit class that will replace BMED 100 Survey of Health Care Delivery. This course will be used as the general survey course for all Allied Health degree and certificates and provides more streamlined options for students.

The votes were processed as follows: seven of the nine members voted yes to secure approval on the above items.

Clay Foster	Yes
Sarah Emerson	Yes
Jessica Pittman	Yes
Katie Woods	Yes
Diana Rogers	Yes
Stefanie Allum	Yes
Diana Morris	Yes