



**BUSINESS TECHNOLOGY MEDICAL OFFICE
ADVISORY COMMITTEE MINUTES
Wednesday, November 4, 2015
Time: 5:30 p.m. Scarpelli Hall, Room 0014**

Members Present: Stefanie Allum, Committee Chair, The Vancouver Clinic; Diana Morris, Vice Chair, PeaceHealth SW Medical Center; Leslie Hinton, Clark County Skills Center

Members Absent: Clay Foster, MHA, Rebound Orthopedics; Sarah Emerson, CMA, The Vancouver Clinic; Melanie Johnston, PeaceHealth

Clark College: Sunnie Elhart-Johnson, Department Head & Instructor; Trish Seydlitz, Instructor; Jillena Levine, MOS Student; April Gapsch, Medical Assisting Student; Cathy Sherick, Associate Dir. Instructional Planning & Innovation; Andreana DiGiorgio, Secretary Senior, Advisory Committees

Guests: Holly Bower, Retired

The meeting was called to order by Stefanie Allum at 5:44 p.m. and Holly Bower was introduced. Holly will fill the need for a non-medical, non-educator position on the committee based on accreditation requirement by CAHEEP.

The February 19, 2015 meeting minutes were approved.

Office of Instruction Updates

The Fall Training for Chairs & Co Chairs took place Tuesday September 15. Tim Cook and President Knight shared a few words of encouragement and gratitude for the work of all advisory members. The PowerPoint used in the training will be posted on the Advisory Web page, go to <http://www.clark.edu/advisory>

Ethics Training. This is required by The SBCTC and the State of WA for all public employees, elected and appointed officials. This training will be done at the next meeting.

Perkins & Worker Retraining Grants

2015-16 Worker Retraining \$1,018,073 and 2015-16 Perkins \$607,288

- Perkins will be reviewed to ensure Clark is utilizing the funds in the most effective ways.
- Grant funds are allocated on Full Time Equivalents (FTE's)
- Leadership and Block grants **BEAM \$16,000 Grant:** Lucia Worthington, Business, Entrepreneur, Accounting and Management (BEAM) club for the business department

Innovation Grant \$3000: Marcia Roi of the Addiction Counselor Education, utilized funding to combine recruitment of veterans with the annual Hands across the Bridge event.

The Academic Plan is under development and will be presented to the Board of Trustees in winter term, once adopted it will be available on the web site.

Bachelor in Applied Management (BAS). The second four year degree program at Clark, (the first was in Dental Hygiene), is in second phase of approvals. Slated to open for students fall of 2016.

Advisory Committee Composition is a great place for us to engage folks from the community. While our current student body is 58% from non-dominant populations, our advisory committees are generally not as diverse. Diversity will help Clark ensure training needs of all students are met.

April 20th, 2016 – SAVE THE DATE – the Advisory Member Breakfast will be held to acknowledge the service so many volunteers provide to Clark students. We hope that by providing the date well in advance members can plan to be there to enjoy a great breakfast, student presentations and some networking time.

Director/Division Chair Report

Patient Navigation and Advocacy (PNAV). Sunnie passed out informational brochures about the patient navigator. There will be an insert that states in winter quarter there will be two new courses which covers the PNAV curriculum. Jillena Levine and April Gapsch attended the course through Clark's Economic and Community Development, every Saturday for about 15 Saturdays and are now considered trained to be a Patient Navigation & Advocacy Specialist. This will be offered for credit this term. HEET – Hospital Employees Education and Training offers a grant to help create community health workers. The Affordable Health Care Act specifically names health care workers and says they are needed to help with coordination of improved patient outcomes. Begun about three years ago, the consortium includes 13 colleges including Clark College. It takes 19 credits to become a patient navigator. The HEET grant has asked that we offer courses this year, for credit at night, however, financial aid will not fund. Will cover aging and mental health. This will be added since CAHIIM accreditation. For a certificate to be financial aid eligible it needs to feed into a degree. Sunnie asked if this is something they should pursue? The goal is to eventually offer it within the Medical Assisting for credit, and also have a separate certificate for care navigators.

Accreditation visit-8/20/15-Barbara. Sunnie reported on this in Barbara's absence. Sunnie thanked the members for their work and input with the accreditation this summer. Interviews went well. This visit was for the MAERB program. There were two minor findings; need a community member and student member on the advisory committee at all times. This has been taken care of with the addition of Holly Bower and Jillena and April have been student members for about six months now. Was very cumbersome to show them all the competencies in the program. One of the competencies was to explain the usage of personal protective equipment. The program has four different classes that covers this, however, the accreditors did not find anywhere where it is stated where the mask goes. The thought is that people know where a mask goes. Accreditation will be good for 7 years. It will allow Clark to have an MA program with the highest standard. All graduates can become a Certified Medical Assistant.

HIIM Accreditation. Trish Seydlitz announced the new accreditation, CAHIIM. Trish showed some information from surveys she took at local facilities including medical and dental offices and hospitals. She was asking about the duties and job titles of the medical receptionist because this position can become a Patient Access Representative. This is much more detailed than a medical receptionist. PAR is a very detailed job; it is what the medical receptionist is transforming into. Trish found that more informatics need to be incorporated in to the HIIM curriculum. The current course, HIIM 202 Intro to Healthcare Quality needs to have more and Trish found that CTEC 205-Intro to Managed Information Systems fits and is transferable to the university level. *A motion was made to accept the changes outlined by Trish. The motion was seconded and unanimously approved by the committee.*

Work Plan

The committee reviewed the work plan and made changes or updates where needed.

Equipment list - prioritize items, donations needed. Sunnie reported that the new MA classroom and lab has been upgraded. Now looking for donations for models (teaching aids).

Vote on curricula for MA. *Vote for new language and \$25 fee increase. A motion was made, seconded and all were in favor.*

Old Business

After some discussion, April Gapsch and Stefanie Allum were voted in as new chair and vice chair respectively. April graduated and has been hired on at PeaceHealth. She will now be a voting member of the committee.

Next Meeting

The committee agreed to meet again Wednesday, May 4, 2016 at 5:30 p.m.

The meeting adjourned at 7:15 pm.

Prepared and submitted by Andreana DiGiorgio