

**Business Technology-Medical Office Advisory Committee**

**Meeting Agenda**

**Thursday, February 19, 2015 at 5:30 pm**

**Meeting Location: Scarpelli Hall, room 217**

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| **Agenda Item** | **Expected Outcome** | **Time** |
| 1. Call Meeting to Order – Committee Chair
 | N/A |  |
| 1. Welcome and Introductions – Committee Chair
 | New members/guests introduced | 5 min. |
| 1. Approval of Minutes from Last Meeting – Chair
* **October 9, 2014- Vote needed**
 | Corrections indicated and/or approval of minutes as written.  | 5 min. |
| 1. Office of Instruction Updates- Advisory Committee Business
* **Committee roster**
* **Advisory Committee Recognition event – Weds., March 18, 2015, 7:30 a.m. – 9:00 a.m. Regional economist Scott Bailey will be guest speaker**
 |  | 5 min. |
| 1. Director/Division Chair report
* **iBEST update-ideas for security**
* **AHIMA virtual lab**
* **RHIT-HIIM B&C grad**
 |  | 30 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair
* **Patient advocacy**
* **Strategy for MAERB, update**
* **Accreditation visit-8/20/15-Barbara Benge🡪**
 | Review work plan-update strategies and timelines. If necessary, identify work groups.**Set up b’fast/lunch-Advisory member sign ups** | 30 min. |
| 1. New Business-Committee Chair
* **Legacy-Trish Seydlitz**
 |  | 15 min. |
| 1. Old Business- Follow-up-Committee Chair
* **Committee bylaws-quorum/attendance requirement**
* **Recognition-Diana Rogers, Katie Woods**
 | New business items are addressed by the committee. | 15 min. |
| 1. Summary of follow-up action items – Committee Chair
 |  | 5 min. |
| 1. Establish next meeting date.
* **Visit SHL 014-Advice on remodel, equipment**
	+ **3-5 years**
	+ **For MAERB visit**

Adjournment – Committee Chair | Meeting date established. | 10 min.  |