

**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. |