**Medical Office Program Advisory Committee Work Plan**

**2014-15**

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| **Annual Goal Area** | **Strategies** | **Timeline** | **Advisory Committee Member Participation** |
| **CURRICULUM**  **Goal(s):** |  |  |  |
| 1. Review Business-Medical Office Technology Programs and Curriculum. | Review and provide input into recommended changes to the BMED program and curriculum. | Ongoing | All members |
| 1. Review possible HIIM program to include curriculum and economic forecast. | Need committee support. | Update at spring meeting | All members |
| 1. Review possible patient navigation and advocacy program. | Need committee support & input. | Ongoing. Update at spring 2015 meeting | Sunnie Elhart, All members |
| 1. Review of MAERB accreditation | Solidify member participation for luncheon | Spring 2015 meeting | Barbara Benge,  All members |
| 1. Member recruitment. |  | Ongoing | All members |
| **FACILITIES & EQUIPMENT**  **Goal(s):** |  |  |  |
| 1. Evaluate program equipment needs to ensure that students are adequately prepared for the medical office and/or hospital. 2. Identify a 3-year equipment list. | Provide input into program’s 3-5 year equipment plan. | Ongoing. Update at spring 2015 meeting | All |
| 1. AHIMA virtual lab | Need committee support & input. | Summer 2015 | All |

**Updated 6-14-15**