**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**