



MEDICAL OFFICE TECHNOLOGY ADVISORY COMMITTEE MINUTES

Monday, Tuesday, May 27, 2014

5:30 pm

Scarpelli Hall, Room 217

Members Present: Stefanie Allum, Vice Chair, The Vancouver Clinic; Diana Morris, RHIA, PeaceHealth Southwest Medical Center; Katie Woods, The Vancouver Clinic; Sarah Emerson, CMA, The Vancouver Clinic

Members Absent: Jessica Pittman, Committee Chair, Rebound Orthopedics & Neurosurgery; Clay Foster, MHA, Rebound Orthopedics; Lynda Steltz, RHIT, CHP, Vibra Specialty Hospital; Diana Rogers, RHIT, PeaceHealth Southwest Medical Center; Melissa Landers, The Vancouver Clinic

Clark College: Sunnie Elhart-Johnson, Department Head & Instructor; Barbara Benge, Director of Medical Assisting; Trish Seydlitz, Instructor; Andreana DiGiorgio, Secretary Sr., Advisory Committees

Vice Chair, Stefanie Allum, sat in as chair because Jessica Pittman couldn't make it to today's meeting. She called the meeting to order at 6:48 pm.

Review of the Minutes of the Previous Meeting

Because we did not have a quorum present, it was decided that the November 4, 2013 meeting minutes be sent out for a vote via email.

Office of Instruction

Sunnie let the committee know that Foundation funding for equipment has been put on hold for an unspecified amount of time. The Foundation used funds to purchase land in the north county of Clark with plans to build a new Clark College campus there. The campus is scheduled to house all of the Allied Health programs with the exception of Dental Hygiene. Sunnie said she will spend the summer looking for grants. Sunnie also said that she has no current information with regard to Perkins funding.

Director/Division Chair Report

Sunnie Elhart spoke about the status of the BMED program. She said the students are having excellent year this year. The quality of students is outstanding. Sunnie reminded the committee that she is in her second year as department head and is moving forward. She said that Barbara Benge is still the instructor/director of the Medical Assisting program and is now in the tenure process. Sunie said they will be going through the CAAHEP (Commission on Accreditation of Allied Health Education Programs) for the Medical Assisting program summer 2015.

Advisory committee member status/bylaws, quorum, committee attendance. Stefanie said it looks like the committee has had trouble with quorum this past year. Andreana let the committee know that there are 8 members with three employer representatives and five employee reps. It was suggested to add 1 or 2 more employer representatives and also take a look at members who are not attending on a regular basis. Sunnie or the committee chair can call these members and find out their level of commitment. Diana Morris mentioned that Diana Rogers will be retiring next year and will need to be replaced.

An idea for obtaining quorum was to possibly have a virtual meeting, giving the members an option to Attend in person or via a program called “Collaborate.”

Work Plan

The committee went through the work plan line by line. The following changes took place:

Curriculum Goals

1. *Review Business-Medical Office Tech programs and curriculum.* Sunnie reported that they have been working on creating a health care core curriculum which is a set of core courses that are will also be articulated with Vancouver schools. This will help students streamline their path through Clark’s medical degrees. She also reported that Clark is in the process of creating applied English and Math courses for the career technical certificates and degrees. This timeline stays at ongoing. Another suggestion was to ask labs for outdated items such as tubes, and such.
2. *Review possible RHIT program to include curriculum and economic forecast.* Timeline changed to fall 2014.
3. *Committee membership & meetings.* As stated above, the committee needs at least one more employer representative. Strategies: All members will be on the lookout for a potential member. To help with the quorum issue, one strategy is investigate having one or more of the meetings via “Collaborate.” Members could “attend” the meeting from their home or office. Timeline: fall 2014.

Facilities and Equipment Goals

1. *Evaluate equipment needs.* Barbara said her department is was behind in equipment. She said they need EKGs and EMR software, an eye wash station, and simulated rooms with walls. One member asked if maybe when a local hospital or clinic replaces their equipment they could sell or donate to Clark’s programs. John Maduta said that is a good idea and asked the committee members to ask their respective facilities about this. A letter of request can be put together and sent to the local medical offices, clinics and hospitals.

Old Business

Proposed program changes/AHIMA Virtual Lab-Sunnie, Trish. Trish Seydlitz reported that they have new books and software that simulate the medical office. She said they are user friendly and the software enables the students to have virtual patients that they can schedule for appointments/labs, perform coding/billing, and other procedures.

What Trish said they are trying to do is change the current Medical Office Specialist degree into a Health Information Management degree. She said with the support of the committee, this fall they would like to transition the one term of Health Information Procedures into three terms that will cover every aspect of a medical setting, including a hospital environment. She said the program will need approval for AHIMA virtual labs from the committee.

Trish said there are over 200 colleges across the nation using the AHIMA Virtual Lab software. Diana asked about the different price schedules for the virtual lab. Trish said the lower price limits the number of students in the program and restricts access to the campus lab; the higher price not only allows an adequate number of students to be in the program, but gives them the ability to do their work from home or other places.

Trish added that the new RHIT degree will add 4-10 additional courses, which with restructuring of the program will not lengthen the curriculum. Sunnie said there are many students waiting in the wings for this degree. Sunnie said she needs committee support to continue working on this new program.

Because there was no quorum present, a vote via email will have to be taken. Diana asked if Trish's PowerPoint could be sent to the committee with the vote.

Directed Practice/Practicum. Sunnie thanked the committee members who participated in directed practice. She let them know that she has 17 students to place in directed practice this summer and so any help they can provide would be great.

New Business

CAHEEP/MAERB Visit. Barbara told the committee that accreditation is coming up in August 17 & 18, 2015 for the Medical Assisting program. Barbara said she volunteered for the Medical Assisting Education Review Board (MAERB). She found out the accreditors would like to meet with our advisory committee. The meeting will take place the first day. She is very excited and hopeful. She said she'll be going to Indianapolis for accreditation training. She thinks there shouldn't be a problem with accreditation however, she added that one weak area is the age of the equipment.

The meeting was summarized with Sunnie saying that we will need to have a vote taken before fall on the program changes and the virtual labs via email.

Next Meeting:

After a discussion on dates for the next meeting, Thursday, October 2, 2014 at 5:30 pm was chosen.

Sunnie thanked the committee for their participation and the meeting adjourned at 7:34 pm.