

**BUSINESS TECHNOLOGY MEDICAL OFFICE - ADVISORY COMMITTEE MINUTES**

**Wednesday, October 17, 2018**

**Time: 5:30 pm – 7.00pm \* PUB 258B**

**Members Present**: Norman Berg, The Vancouver Clinic; April Gapsch, PeaceHealth; Janine Gunn, PeaceHealth; Ray Maly, Community Member; Virdie Schrei, RHIT, Providence; Darlene Terry, Washington State Manual, Stefanie Tolliver, The Vancouver Clinic

**Members Absent**: Morgan Berg, Lifeline Connections; Joseph Clemons, The Vancouver Clinic;

**Guests**: Pepper Miller, Student; Lacie Thompson, PeaceHealth

**Clark College**: Marilyn Hale, Department Head, BMED; Instructors for BMED, Olga Lyubar, Suzanne Smith; Dr. Brenda Walstead, Dean of BHS; Sarah Kuzera, Director of Medical Assisting; Andreana Digiorgio, Program Specialist - BTEC; Mashelle Ostermiller, Associate Director of Advising; Renee Schiffhauer, Associate Director of Advising; Cathy Sherick, Associate Director of Instructional Programming and Innovation; SueAnn McWatters, Program Specialist – Advisory Committees

Committee Chair April Gapsch called the meeting to order at 5:35pm and introductions were made.

**MINUTES OF PREVIOUS MEETING**

*The minutes of May 2, 2018 were presented: Stefanie made a motion to approve. This was seconded by Ray and passed unanimously.*

**DATE OF NEXT MEETING**

The committee selected their next meeting date:

**MA: Wednesday, February 27th, 2019 at 5:30pm**

**Health Information Management: Wednesday, February 6th, 2019 at 5:30pm**

**ELECTIONS FOR NEW CHAIR/VICE CHAIR**

April nominated Norman Berg, Stefanie seconded and was unanimously approved.

Sarah nominated Lacie Thompson, April seconded and was unanimously approved.

**OFFICE OF INSTRUCTION ANNOUNCEMENTS**

Cathy Sherick made the following announcements

Welcome back to 2018-19 Academic year, Advisory Committees will continue to see how they fit in to the implementation work of **Pathways at Clark.** The goal is to improve rates of completion, transfer and attainment of jobs to that end this year we will be working very closely with other colleges to make sure our programs link directly to opportunities for students who are continuing. Our high school partners are also working with us to ensure that their programs are also aligning closely to Clark. Every student participates in some intensive advising, which will help them select a specific pathway.

* Darlene mentioned that WorkSource has just opened a new Youthsource. They have wrap around services for ages 16-24. We want to be able to transition students straight out of high school into college.

To that end, Clark will be producing the **Career and Technical Education Insert** again this year. It will go out in February in the Food Day Columbian reaching 56,000 households. We are asking business partners to advertise in the insert again – and we will be working on some very compelling stories of students in CTE programs. Please contact Cathy Sherick in the Office of Instruction if you would like to advertise or for more details.

Clark is always opening the invitation to more **Advisory volunteers** for the twenty-five committees that support CTE programs. It might mean infusing current committees with new members or building new committees for new programs. Also, we are continuing to work on the **Master Advisory Committee** as well to assist with visiting current committees to talk to members, planning and hosting an Advisory event and reporting to the Board of Trustees every year on the great work of Advisory Committees.

The energy is heating up around the development of the new **Advanced Manufacturing Center** planned for the North Campus at Boschma farms. Contact Dean Genevieve Howard for details on this amazing new building and the advanced manufacturing programs that will be located there.

October 9th Clark College, in partnership with Partners in Careers (PIC) and Workforce SW, hosted over 250 local high school students on campus for National Manufacturing day. Special thanks to S.E.H. America, Columbia Machine, Graphic Packaging, Silicon Forest Electronics, General Sheet metal, and BagCraft for providing activity stations.

**MA DIRECTOR: SARAH KUZERA**

Brenda spoke about Sarah Kuzera and her new role in the program. Sarah introduced herself and gave some background.

**SEPARATE COMMITTEE**

The committee discussed the need to separate committees. The medical assistant program has specific members and a specific agenda that they must follow:

* Current student
* Recent graduate
* A member of community that hires
* Physician or provider (nurse practitioner/doctor)
* Faculty
* Administration

Curriculum revisions will require the advisory committee to review and suggest any changes.

Olga explained that a new advisory committee called Billing and Coding or Health Information Management or Health Informatics is needed. The goal is for a billing and coding program that has a certificate and associate’s degree. This will have a much more robust and smoother transition for students and working together as a cohort. Many of the committee members agreed that this would be very appropriate. Faculty can sit on both committees and speak on behalf of what is happening in coding and in MA.

The committee spoke briefly on billing coding numbers for insurances. Suzanne explained that some providers choose to accept assignment or not. The insurance will go through the patient instead of the company to pay the bill. Virdie suggested that it has to do with HIPPA and confidentiality; the procedure code is on there but not the diagnosis.

Cathy gave an update on the MA committee and accreditation. The MA has to have specific people. And by statute, we can’t have faculty voting. The committee will have to be mindful that we are dealing with two separate sets of rules for MA and the state. We need to think about the industry members and what works best for them; medical assisting might be evening, and billing and coding might be able to do a lunch meeting. There will be brainstorming with the committees to look at the committee make up and who we have on them.

**April motioned to split the current BMED committee into two separate committees with separate members. Health Information Management will be one and Medical Assisting will be the other. Both will be at night. There is potential to cross pollinate when there is a need. Stefanie seconded, and was passed unanimously.**

**CURRICULUM REVISIONS/MA PROGRAM REVISIONS**

This will allow for MAs to be considered active as an MA student sooner rather than later. Currently, students are enrolled and accepted into the program after application when they have 6 remaining courses. They would be admitted into the MA program by their third quarter. We are considering doing a prefix change where students would take AH (Allied Health) courses. BMED 116 would be the trigger course or the course that would enroll them into the MA program. CP (certificate of proficiency) would be done in 5 quarters

The AAT would be done in 8 quarters, but they could crosswalk over into the phlebotomy program and receive the certificate. They would stay with the MA cohort through the administrative portion and then crosswalk over and at the same time students will be doing externships. One of the changes to the externship; AMA and AAMA only required 160 hours, but would rather have it be 160 or more hours.

This is important because of the medical assisting education review board. They are very specific in the competencies in what the students learn and when they learn it. They have to have worksheets for every student on every competency that they have completed.

Brenda explained that they have struggled with a true cohort and having students declare sooner in their path. They can support each other and take the same classes together. We will be able to offer courses that suit the program. (day cohort, day classes; night cohort, night classes).

Prefixes sometimes confuse the students and advisors. We are excited to be able to call it MA or billing and coding/health information management. All courses are currently AH (Allied Health).

* Health Occupation courses might become AH or possibly MA
* Majority of the health occupation will be Allied Health
* MA will be MA
* Billing and coding/Health Information Management

Olga reiterated how the billing and coding program will align with the programs. AH will include phlebotomy, medical assisting, bill and coding and will be aligned with the high school credits that are approved. We want to be able to call them all the same prefix. After they complete their core classes, depending on what they decided to use for their pathway, they will split off into their focused program.

Sarah explained that another advantage is that they will not only get noticed a lot sooner, but students will have more opportunity because they are taking their AA courses much sooner in their educational career. If at first they want to do MA, but then decide they want to change, they can and can see the clear pathway.

Stefanie discussed if there anything for students taking the CMA. The feedback from HR at TVC is that they are seeing externs coming from Charter and Concord are coming more prepared in a lesser time to get their CMA. They are certified enough to work in the clinic, however most Clark students take longer. Lacie agreed that it takes much longer in the Clark program. Many institutions look at the other applications because they are farther along almost finished. Sarah explained that the program can create practice exams for more opportunity in the beginning, middle and end. They can set it up as much like the CMA: 200 questions, 2 hours.

Medical Assisting is hoping to implement this in the summer of 2020. Hoping to do summer of 2020.

In 2017, 76.9% of cohort finished. The requirement is 80%. As of now, 2018 is at 100%.

Lacie explained that there were three different tests taken at the very end of the program for the MA brush-up. It would have been very beneficial if those tests would have been done at the beginning AND the end; to see what they knew in the beginning vs. what they knew in the end. It would have helped a lot more to see where a student needs to focus.

The committee discussed the eventual need for more instructors. It wouldn’t be a necessity until there was more than one cohort (a day and an evening). There are several instructors that can teach all the BMED and allied health courses.

**April motioned to approve the suggested curriculum and MA changes, Stefanie seconding and was passed unanimously.**

**CODING BOOK DONATIONS**

Virdie donated quite a few from The Vancouver Clinic. Suzanne explained the dilemma lies in the fact that many places are still using and working from the most current coding books. The program needs as many as they can get to upgrade from 2016 to the 2017.

The meeting adjourned at 6:48pm.

Prepared by SueAnn McWatters