

# **Northland Community & Technical College**

## **Advisory Board Committee Meeting Minutes**

**March 15, 2011**

**Room 236**

1. Advisory Board Terms
  - A. As mentioned at last meeting, rotation of committee members will take place every couple years.
    - a. Shawna Siewert, former Advisory Board Secretary, term finished.
    - b. Jennifer Erickson, Altru Coding Department, term finished.
2. Program Delivery
  - A. All programs are now totally online and running successfully.
3. Program Title Changes, Curriculum, and Credit Changes
  - A. Members agreed to the title change of the Medical Secretary program to Medical Office Specialist.
    - a. Members approved changes to the curriculum including Keyboarding I as a required course rather than a prerequisite, Medical Language to increase from 2 credits to 3 credits (as approved at the last meeting), and Medical Billing & Insurance course from 4 credits to 3 credits. It was decided to rename the Outpatient Coding course to CPT/HCPCs Coding and reduced it to 3 credits. It was also decided to rename Advanced Coding course to ICD-9-CM Coding; same number of credits. Course outcomes have been revised. Pharmacology was also added per last meeting's recommendation. Lastly, a Medical Office Simulation course of 3 credits was added as a capstone course. Lori had previously prepared a course description with course outcomes. Everything was reviewed and approved for the courses. With these changes, the total number of credits increases from 35 credits to 42 credits. This will be reviewed with Administration and Academic Affairs.
  - B. Members agreed to the title change of the Medical Administrative Secretary program to Medical Administrative Assistant.
    - a. The same changes were approved and applied to the Medical Administrative Assistant AAS degree. In addition, Morals and Medicines were approved as a required course. The Advisory Board members decided to have the Proofreading & Speech Recognition course a required course in place of a 3-credit technical elective. Course outcomes were reviewed and approved for the courses. With these changes, the total number of credits decreases from 68 credits to 60 credits. This will be reviewed and presented to Academic Affairs.
    - b. Members agreed to the title change of the Medical Coding & Insurance program to Medical Coding Specialist. Pharmacology was also added per last meeting's recommendation. Medical Language to increase from 2 credits to 3 credits (as approved at the last meeting), and Medical Billing & Insurance course from 4 credits to 3 credits. It was decided to rename the Outpatient Coding course to CPT/HCPCs Coding and reduced to 3 credits. It was also decided to rename Advanced Coding course to ICD-9-CM Coding; same number of credits. An electronic medical records course was discussed and suggestions of what should be included in the 3-credit course. Members had discussed at the last meeting and agreed at this meeting that there should be a certification review course also added in preparation for the CPC Certification Exam. This will enhance the possibility of employment as it is usually mandatory to receive the coding certification within a specific time period of time (usually within the first two years of employment). Lori had previously prepared a course description with course outcomes and they were approved. With all stated changes, the Medical Coding Specialist would then be a diploma rather than a certificate, which all the members felt would be beneficial. Total credits would change from 24 credits to 30 credits. This will be reviewed with Administration and Academic Affairs.

- c. Members agreed to the title change of the Medical Transcription program to Medical Transcriptionist/Editor. It was felt that this was a necessary change since the world of transcription is evolving into more of an editing type position with voice recognition now available. This will be reviewed with Administration and Academic Affairs.
  - d. Curriculum changes included adding Keyboarding I as a required course rather than a prerequisite, Medical Language to increase from 2 credits to 3 credits (as approved at the last meeting), and adding Pharmacology per last meeting's recommendation.
  - e. Per discussion at the last meeting, Lori prepared a course description and course outcomes for a Proofreading & Speech Recognition course. Discussion was held about the need for basic grammar improvement, medical language, and proofreading skills.
  - f. Also at the last meeting, a member initiated the idea that an RMT Certification Review course be added so students can become RMT certified. Members were asked if this is something they still want to be developed and all agreed to add it to the curriculum to increase the chance of employment. This will be reviewed with Administration and Academic Affairs.
  - g. With the above changes, the Medical Transcriptionist/Editor program would increase credits from 28 to 38 and become a diploma instead of a certificate. This will be reviewed with Administration and Academic Affairs.
4. Program Review
- A. Lori discussed her programs were in the 5-year cycle of Program Review and briefly explained what this entails.
  - B. Lori showed two samples of brochures for the Advisory Board to look over. The Advisory Board agreed on the brochure with the blue background, making it easier to read. Once the curriculum changes and names changes have been approved by AASC, these will be sent for final printing.
  - C. Program Handbook is in process.
5. Other Business
- A. Several members asked about the possibility of adding a laboratory course to the programs. Beth McMahon documented the concerns and thoughts and commented that maybe if other programs were in need of this, that it could be included into another course, such as the Pharmacology course. Lori mentioned that there is a small portion of lab included in the ADMM courses but it would be extremely beneficial to have it included with Pharmacology. Beth will look into this.
6. Meeting adjourned at 7:45 p.m.

Respectfully submitted,

Lori Anderson, Director  
Medical Secretary Programs