

**Northland Community & Technical College**  
**Advisory Board Committee Meeting Minutes**

**Tuesday, October 9, 2012**  
**Room 226**

**Attendance:**

Deb Kroll  
Alison Duel  
Ardyce Heffernan  
Danielle Erickson  
Xan Kofstad  
Lori Anderson

1. Lori introduced Xan Kofstad, Adjunct for Medical Transcription, Advanced Medical Transcription, and Electronic Health Records.
2. Program Learner Outcomes were reviewed and approved.
3. Graduate/Placement Stats were provided and reviewed.
4. Curriculum Discussion
  - A. **Medical Office Simulation.** Students are taking Medical Office Simulation in their last semester while taking some of the prerequisites. To avoid having Student Services bypass the prerequisites and enroll students, the Advisory Board was asked for approval to change it to no prerequisites. Lori will monitor who enrolls in the class (to be sure classes are completed and/or are taking it in that last semester). Approval from the Board was granted. Lori will submit for AASC approval.
  - B. **Medical Office Procedures** course outcomes were reviewed and revised. The following changes were made:
    - For outcomes #3 and #5 changed the words "medical secretary" were replaced with "medical office assistant."
    - Outcome #8 that stated "differentiate verbal/nonverbal communication" was removed.
    - Outcome #10 was shortened to "explain various filing procedures."
    - Two outcomes were added:
      - Explain the requirements of the Health Insurance Portability and Accountability Act relating to the sharing and saving of personal and protected health information.
      - Describe billing and collecting procedures as well as basic bookkeeping computations.
5. **Discussions/Update From Spring Meeting**
  - A. **Update on Recency Requirement** – Discussion was held regarding the information Lori found out regarding recency requirements. Lori talked with the Division Chair and indicated that it is the student's responsibility to maintain or refresh knowledge of specific areas and that we cannot have students retaking courses unless it is critically important. The Division Chair also indicated that if we plan on having a recency requirement to align with other health programs. Lori had done some research and found that the health programs here at Northland are generally 5 years; for example, the surgical tech program, nursing assistant program, etc. Bemidji NTC also has 5 years recency requirement. Lori has e-mailed Brian Huschle, Dean, to request that this paragraph be placed on the program page:
    - i. "The program requires students to have current knowledge of specific required technical courses. Courses older than 5 years may not be accepted for transfer into the program."
  - B. **Intro to Anatomy & Physiology vs. Intro to A&P I and A&P II** – Lori did some checking and found that some programs (Alexandria, Bemidji NCT) are using Intro to A&P and some are using A&P I and A&P II. Lori also reminded everyone that an extra credit has been added for Medical Language Applications and more anatomy and physiology as well as pathology will be incorporated into the coding courses.
6. **New/Other Business**
  - A. **Business Communications/Grammar Issues/Medical Transcription** – Xan had previously brought to Lori's attention regarding medical transcription students having very little grammar skills. The Advisory Board asked if the Medical Transcriptionist/Editor Program required any other specific English courses. Lori explained that Business Communications is required. Lori read the course description for Business Communications: *This course covers composing, editing, and proofreading memos, letters, and other*



*business documents. The principles of grammar, punctuation, spelling, and word use are applied. Emphasis is on purpose, content, planning, writing, and formatting of these documents. The application of teamwork and critical thinking skills is included in the course. Prerequisites: Successful completion of any developmental English course indicated by the assessment test.* Discussion followed and it was decided that Lori and Xan will meet with the instructor to first see how extensive grammar is reviewed in Business Communications. Further discussion will follow.

- B. The compliance deadline for ICD-10-CM, which is October 1, 2014, was discussed. Lori introduced a new ICD-10-CM textbook she received and had Board members review it. All were in favor of it. Discussion followed regarding the coding specificity required for this future coding system. It was strongly encouraged by the Board that consideration be given to adding an advanced CPT/HCPCS course and advanced ICD-10-CM course so that there is more coding. The possibility of making the Medical Coding Specialist into a diploma rather than a certificate was also seriously considered.
- C. Discussion took place regarding the Electronic Health Records course and the possibility of teaching with a software similar to Epic or providing training with Epic. Ardyce will e-mail Lori the contact person at Altru.

Meeting adjourned at 7:30 p.m.

Respectfully Submitted,

Lori Anderson, Director  
Medical Office Programs