Northland Community & Technical College
Advisory Board Committee Meeting Minutes

Tuesday, March 26, 2013
Room 238

Attendance:
Deb Kroll
Alison Duel
Ardyce Heffernan
Bev Quirk
Danielle Erickson
Xan Kofstad
Lori Anderson

Minutes
1. Lori welcomed all the members.
2. Followup from Fall 2012 Advisory Board Meeting was discussed.
   a. Recency Requirement—Administration approved the following excerpt and was placed in the "Requirements" tab for the Medical Office Programs: The program requires students to have current working knowledge of specified required technical courses. Courses older than 5 years will not be accepted for transfer into the program:
   ADMM1120 Medical Office Procedures
   ADMM1130 Medical Transcription
   ADMM1134 Medical Language Applications
   ADMM1150 Medical Billing/Insurance
   ADMM1160 CPT/HCPCS Coding
   ADMM1164 ICD-9-CM Coding
   ADMM2230 Advanced Medical Transcription
   BIOL1004 Intro to Anatomy & Physiology
   CPTR1104 Intro to Computers
   HLTH1106 Medical Terminology
   HLTH1140 Electronic Health Records
   b. Business Communications—Xan previously brought forth medical transcription concerns regarding students having poor grammar skills. Lori checked with Linda Simmons, instructor for Business Communications, and she verified that students complete a review of all grammar rules and then tested on those rules. For the rest of the semester, students work on grammar in the writing assignments that they complete. Lori and Xan will review the requirements, expectations, and prerequisites for Medical Transcription.
3. Curriculum Discussion Regarding ADMM1164 ICD-9-CM Coding.
   a. Discussion was held regarding the need to rename and/or complete a new course description for ICD-9-CM Coding, ADMM1164. October 1, 2014, is the effective date of implementation for the United States to adopt the ICD-10-CM and ICD-10-PCS code sets (replacing our current coding system, ICD-9-CM). Therefore, we are in need of changing the course name from ADMM1164, ICD-9-

CM Coding, to ADMM1164, ICD-10-CM & PCS. Advisory Board members agreed to revise/use the same structure of ICD-9-CM course description, just replacing the terms of ICD-9-CM with ICD-10-CM & PCS. Lori will submit this to AASC for approval.

4. New/Other Business.
    a. Lori asked the members if they have heard of computer-assisted coding (CAC). A computer assisted coding system (CACS) is a computer software application that analyzes health care documents and produces appropriate medical codes for specific phrases and terms within the document. This may be the next trend for coding.
    b. Xan asked about the need for Electronic Health Records course in the Medical Coding Specialist and Medical Transcriptionist/Editor programs. This will be discussed further at a later date.
5. The meeting adjourned at 8:05 p.m.

Respectfully Submitted,

Lori Anderson, Director
Medical Office Procedures