

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

**Tuesday, October 29, 2013**

**Room 234**

**Attendance:**

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

**Absent:**

Bev Quirk  
Rachel Fredrickson

**Minutes:**

1. Lori introduced Jan Anderson (from Altru Health System), new advisory board member, as well as welcomed the other members. Lori also explained that the college requires that all technical programs have an advisory committee composed of representatives from business/industry/education and that the advisory committee meets twice a year to review items such as the following:
  - a. Curriculum
  - b. Facility and Equipment (budgets, needs, etc.)
  - c. Program Effectiveness
  - d. Staff Recruitment/Substitute List
  - e. Student Recruitment
  - f. Student Placement
  - g. Job Availability
2. Pharmacology, HTLH2002, was discussed regarding adding it to the prerequisite tab of the program specific requirements for the Medical Coding Specialist and the Medical Administrative Assistant programs. All members approved.
3. The remaining topics for discussion focused on the Medical Coding Specialist Certificate curriculum, its program effectiveness, and student placement. Lori distributed copies of Alexandria and Bemidji's coding program and its courses so they could be compared to Northland's program.
  - a. In the last Advisory Board Meeting, several items were discussed:
    - i. Making the Medical Coding Specialist Certificate a diploma program. Lori asked if this was still something they wished to pursue and everyone agreed.
    - ii. Replacing Intro to A&P with A&PI and A&PII. All are still in favor of this change due to the increased specificity with the new ICD-10-CM & PCS coding coming into effect October 1, 2014.

- b. The Advisory Board members requested that Electronic Health Records course be added to the Medical Coding Specialist Program due to the nature of computer-assisted coding and auditing in the near future; but, also the fact that a coder needs to be able to maneuver through records electronically.
  - c. The Advisory Board requested that an advanced Medical Language Applications be offered in addition to what is offered currently. Students take Medical Terminology (2 credits) and Medical Language Applications (3 credits). Lori made an alternative suggestion to increase the current number of credits to 4 instead of 3 credits if we are unable to add another course. All were in agreement.
  - d. Due to all the intense information required for learning the diagnostic portion and inpatient procedure portion for the new ICD-10-CM & PCS, another coding course was requested. Much discussion followed and all were in agreement.
  - e. Members suggested including a course involving Human Relations or Interpersonal Communications. The reason for this is that coders need to be able to relate and communicate appropriately with physicians and other coders. This will be discussed with the Dean of Academic Affairs as to which would be more appropriate for the program.
  - f. A suggestion was also made to incorporate legal and ethical issues into the coding program as well as some type of Encoder coding program; a possibility could be to add to the new coding course. All agreed.
  - g. Lastly, internships were discussed—required or as an elective. However, with the programs being distance and so many states involved, there is a great deal of requirements/regulations to meet. This will be discussed with the Dean of Academic Affairs due to all the technicalities as well as his recommendations.
4. Meeting adjourned at 8 p.m.

Respectfully Submitted,

Lori Anderson, Director  
Medical Office Programs