

Northland Community & Technical College

Advisory Board Committee Meeting Agenda

March 25, 2014

Room 234

Attendance

Alison Duel
Ardyce Heffernan
Bev Quirk
Xan Kofstad
Bev Quirk
Rachel Fredrickson
Lori Anderson

Absent

Jan Anderson
Deb Kroll
Danielle Erickson

Minutes

1. Lori introduced Rachel Fredrickson (from Sanford), new advisory board member, and welcomed the other members. Lori explained 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. The future of the Medical Transcriptionist/Editor Program was discussed. There has been a "rebranding" of the AHDI Credentialing Exams and titles have been renamed to **Registered Healthcare Documentation Specialist** and **Certified Healthcare Documentation Specialist**. Lori asked where improvements could be made to increase placement ratings and remain a viable program. Copies of the program outline were reviewed.

A suggestion was made to possibly revamp the program....maybe something more towards the electronic health records, health information, or patient access positions to help Altru Health System fill that need. Lori and Xan will contact Human Resources for more information.

The possibility of decreasing credits in Medical Transcription and Advanced Transcription from 4 credits to 3 credits was suggested. Lori explained that there has been low enrollment in those courses over the past few semesters. If the credits were decreased, our students could take it from Bemidji and Bemidji students could help fill our seats. All were in agreement should this decision move forward. Of note, however, Alexandria students are currently taking our 4-credit course and helping fill some seats on our campus. This will be discussed with the Dean of Academic Affairs regarding what direction to take.

3. The Medical Coding Specialist Certificate program was discussed. Copies of the course listings were provided to members. Everyone agreed that this program needs to be a diploma program. The following changes were discussed. It was unanimous that Intro to A&P be replaced with A&P I and II due to the increased knowledge required for upcoming ICD-10-CM & PCS.

- a. Members would like to see the EHR course added to the program so students are prepared to apply their skills.
- b. It was mentioned that there needs to be some form of communication class in the program. Members reviewed Interpersonal Communication, Intro to Public Speaking, and Human Relations. Lori provided information on those courses and it was agreed that Interpersonal Communications would be an excellent choice because coders need to be able to have the techniques for effective one-to-one communication with physicians as well as small groups.
- c. It was also suggested by a member that another credit be added to Medical Language to increase the terminology training. Lori emphasized that terminology is also reviewed in the coding classes; however, it was unanimous by all members that students have as much medical language skills possible. Lori indicated that we could possibly add 1 more credit to the current course rather than add another advanced course. We may also have to look at changing the course back to an entire semester rather than the current 8-week course we currently have. This will be reviewed with the Dean of Academic Affairs.
- d. The possibility of adding an advanced ICD-10-CM & PCS course and an advanced CPT/HCPCS course versus a combination course of both CPT/HCPCS and ICD was discussed at the last meeting and so Lori had prepared sample copies of course outcomes to use as a working tool. One of the members recommended that the Evaluation and Management section be taught with the advanced ICD coding course because these often go together; everyone agreed. Lori mentioned a concern regarding students having to buy a CPT book for the advanced ICD coding; however, maybe that can be resolved by using the previous year's book. That will be discussed further if this should come to fruition. Lori will make some changes on the course outcomes and send to all members for their feedback before presenting to the Dean.

4. Meeting adjourned at 7:50 p.m.

Respectfully Submitted,

Lori Anderson, Director
Medical Office Programs