

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

**October 27, 2014  
Room 234**

## **Attendance**

Jan Anderson  
Deb Kroll  
Bev Quirk  
Xan Kofstad  
Lori Anderson

## **Absent**

Alison Duel  
Ardyce Heffernan  
Rachel Fredrickson

## **Minutes**

1. The meeting began with introducing Brian Huschle, Dean of Academic Affairs, and welcoming the Advisory Board members to the meeting. Lori explained to Brian beforehand that previous advisory board meetings included discussions regarding a desire/need for various changes throughout the curriculum. Lori gathered all suggestions and presented them at this time for final approval and input. All members were provided had a copy of each existing curriculum as well as revision. In general, for all the medical office programs:
  - a. Remove Intro to A&P and replace with A&P I and A&P II. This will support the recommended curriculum change from AHIMA (American Health Information Management Association).
  - b. Increase Medical Language from 3 credits to 4 credits. Because of the increased need for specific knowledge required to perform coding, transcription, etc., it was felt that increasing a credit would meet that need. Please see attached for recommended outcomes, which Brian approved.
    - i. The Advisory Board also requested that #3 of the current course outcomes be revised from "Identify common diagnoses, pathology, laboratory tests, clinical procedures and treatment modalities"—to "Identify diagnoses, pathology, laboratory tests, clinical procedures and treatment modalities in various body systems."
2. The first program discussed was the Medical Transcriptionist/Editor Diploma curriculum. The following changes were reviewed and approved:
  - a. Increase total credits from 31 credits to 38 credits by completing the following:
    - i. Changing Intro to A&P to A&P I and A&P II.
    - ii. Add Pharmacology, Electronic Health Records, and Jobseeking & Keeping.
    - iii. Remove Word Processing. With electronic health records systems being implemented, the transcriptionist will be entering information into the EHR system. Students will still learn the basics of Word in the Intro to Computers course.
    - iv. Change Medical Transcription and Advanced Medical Transcription from 8 weeks back to a full 16-week semester for each course. This will also help improve the number of students per section.
    - v. Add 1 credit to Medical Language (see above).
3. The next curriculum reviewed and approved was the Medical Coding Specialist Certificate. In keeping pace with technological, regulatory, and structural changes in the healthcare industry, it is recommended that the certificate be changed to an AAS degree. The following changes were reviewed and approved:
  - a. Increase total credits from 25 credits to 60 credits by completing the following:
    - i. Changing Intro to A&P to A&P I and A&P II.
    - ii. Add new course, Intro to Health Information (see attached). In this course, the student will learn about the role of the health information professional, how it is

- integral to the healthcare delivery system, and other important topics such as patient record content, quantitative analysis, forms control and design, etc.
- iii. Add Electronic Health Records, Intro to Psychology, Interpersonal Communications, Composition I, and Jobseeking.
  - iv. Several new courses were presented and approved which include: Medical Coding Ethics, Intermediate ICD Coding, Intermediate CPT/HCPCS Coding, Hospital Billing, and a Coding Certification Review course (please see attached).
4. The next curriculum discussed was the Medical Office Specialist Diploma. The following changes were reviewed and approved:
- a. Increase total credits from 42 credits to 50 credits by completing the following:
    - i. Changing Intro to A&P to A&P I and A&P II.
    - ii. Add Jobseeking & Keeping and new course Intro to Health Information (see attached).
    - iii. Add 1 credit to Medical Language (see above).
5. The next curriculum discussed was the Medical Administrative Assistant AAS. The following changes were reviewed and approved:
- a. Increase total credits from 60 credits to 61 credits. Brian informed the group that because it is over 60 credits, a waiver will be required. The following changes were reviewed and approved:
    - i. Changing Intro to A&P to A&P I and A&P II.
    - ii. Add 1 credit to Medical Language (see above).
    - iii. Replace Intro to Public Speaking with Interpersonal Communications.
    - iv. Remove Intro to Psychology and Intro to Sociology which will leave Composition I, Interpersonal Communications, and Morals and Medicine.
    - v. Add new course, Intro to Health Information (see above and attached).
6. Lori presented a new certificate entitled Patient Access Specialist, consisting of 28 credits. (Please see attached.) Lori and Xan collaborated with Breana Berberich and developed the curriculum. This certificate will help produce qualified applicants for many job vacancies at Altru. There was a great deal of enthusiasm about this!
7. No other business discussed. Lori will put everything in final draft and submit to Brian Huschle for his final approval.
8. Lori thanked everyone for a very productive meeting and the meeting was adjourned at 8 p.m.

Respectfully Submitted,

Lori Anderson  
Medical Office Programs