

Northland Community & Technical College
Advisory Board Committee Meeting Minutes

March 22, 2016
Room 236

Attendance

Ardyce Heffernan
Deb Kroll
Alison Duel
Xan Kofstad
Lori Anderson

1. Lori welcomed everyone and thanked them for attending.
2. Advisory Board membership was discussed and all present stated they would like to continue serving. Lori asked for suggestions for possible new members. Deb Kroll mentioned Brittney Grinde, supervisor on the clinic side; Jackie Molfino, supervisor on the hospital side. Alison recommended Aubrey Knapp who is a NCTC student and also working in the medical billing department at Altru. Jody Sorum was also mentioned who works in Managed Care at Altru. These people will be taken into consideration as well as a few others from Sanford and other facilities.
3. Other Business.
 - a. Meeting/Dining times for meetings were discussed. Members all agreed they prefer that the meeting be held prior to dinner.
 - b. Lori gave an update from Brian Huschle regarding the bridging courses. Brian followed up with the suggested contacts. He asked that if any members are aware of employers having a specific need to meet retraining, to please contact him or Lori. Lori also reiterated that anyone can enroll in just a couple of the classes to broaden their skill set. How that is paid for is between them and their employer. There is also the option of completing the program.
 - c. Medical Transcription was discussed. Lori asked the group's opinion whether they see it appropriate for keeping medical transcription in the curriculum. It is an expensive course—4 credits and the foot pedal equipment is expensive for a one-time use. Lori also expressed that if there was a way to meet specific outcomes from the course without actually having to perform transcription. Xan suggested maybe changing the curriculum to that more of editing. Xan will also do some research regarding data integrity and documentation integrity and present it at the next meeting. Discussion took place and this will be reviewed at the fall meeting.
 - d. Xan Kofstad presented a new medical transcription book that she would like to use for medical transcription; however, based on the above discussion, this will also be tabled until a decision is decided at the next meeting. Xan also presented a hospital billing book for the upcoming new course. Deb Kroll and Alison Duel felt it to be appropriate, but mentioned it may be better to have a more current version. Xan will follow up with that.
4. The next Advisory Board Meeting is tentatively scheduled for October 25, 2016.
5. The meeting adjourned at 7:05.

Respectfully submitted,

Lori Anderson, Director
Medical Office Programs