

NORTHLAND COMMUNITY & TECHNICAL COLLEGE
Advisory Board Virtual Meeting Minutes
September 24, 2019

Attendance:

Alison Duel
Alexa Mitzel
Deb Kroll
Linda Butler

Absent:

Justin Stromme

Minutes:

1. Due to the cancellation of the Spring Advisory Board Meeting, a virtual meeting was held to serve as meeting the requirement for two meetings per year. The next scheduled Advisory Board Meeting will be Tuesday, October 22, 2019, at 5 p.m. with dinner served at 6 p.m. in Room 236.
2. Current program outlines for the Patient Access Specialist Certificate, Medical Office Specialist Diploma, Medical Administrative Assistant AAS, and Medical Coding Specialist AAS accompanied the virtual meeting. Members were informed that common course outcomes and curriculum will be reviewed at the October meeting.
 - Suggestions were made at removing **HLTH1140 Electronic Health Records** and adding a credit to **ADMM2280 Medical Office Simulation**. Specific course outcomes from Electronic Health Records could be added to the Medical Office Simulation course so proper outcomes would be met.
 - Removing **Inpatient Hospital Billing** and adding a credit to **ADMM1150 Medical Billing & Insurance**. Course outcomes would be added to Medical Billing so proper outcomes would be met.
 - Considering **Human Relations** vs **Interpersonal Communications** vs **Customer Relations Management**.
 - Possibly consider adding **CRLT2103 Jobseeking & Keeping**.
3. Ideas and suggestions were welcome. Recommendations and proposed changes will be brought to the October meeting for the Board's approval.

Submitted by,

Lori Anderson, Director
Medical Office Programs