

NORTHLAND COMMUNITY & TECHNICAL COLLEGE
Fall Advisory Board Meeting Minutes
October 22, 2019
Room 236 at 5 p.m.

ATTENDANCE

Alison Duell
Alexa Mitzel
Lori Anderson

ABSENT

Deb Kroll
Justin Stromme
Linda Butler
Jodi Stauss-Staussen

MINUTES:

1. **Welcome.**
2. **Curriculum Review.** Copies of each program as well as sequence of courses, course descriptions, etc., were distributed. After discussion, the following revisions were approved:
 - a. **Patient Access Specialist Certificate Revisions—remains at 27 credits**
 - i. Remove CPTR1104 Intro to Computers.
 - ii. Remove HLTH1140 Electronic Health Records.
 - iii. Add ADMM2280 Medical Office Simulation to fall semester.
 - iv. Move MKTG1108 Customer Relations Management to fall semester.
 - v. Move ADMS1100 Keyboarding to spring semester (since MKTG1108 is only offered fall semester).
 - vi. Add SSOC1101 Human Relations to spring semester.
 - b. **Medical Office Specialist Diploma Revisions—reduced from 45 credits to 43 credits**
 - i. Remove CPTR1104 Intro to Computers.
 - ii. Remove HLTH1140 Electronic Health Records.
 - iii. Add CRLT2103 Jobseeking & Keeping to second fall semester.
 - iv. Add SSOC1101 Human Relations to second fall semester.
 - v. Move HLTH2208 Pathophysiology to spring semester.
 - c. **Medical Administrative Assistant AAS Revisions—remains at 60 credits**
 - i. Remove HLTH1140 Electronic Health Records.
 - ii. Remove MKTG2120 Supervisory Leadership from second semester.
 - iii. Add SSOC1101 Human Relations to second spring semester.
 - iv. Remove PHIL2210 Morals and Medicine and replace with PSYCH1105 Intro to Psychology for second spring semester.
 - v. Add MKTG1108 Customer Relations Management for second fall semester.
 - vi. Move HLTH2208 Pathophysiology to second spring semester.
 - d. **Medical Coding Specialist AAS Revisions—remains at 60 credits**
 - i. Remove HLTH1140 Electronic Health Records
 - ii. Add ADMM2280 Medical Office Simulation to first fall semester.
 - iii. Remove ADMM2250 Inpatient Billing
 - iv. Add SSOC1101 Human Relations to second spring semester.
 - v. Remove HLTH1108 Cultural Diversity from second spring semester.
 - vi. Add CRLT2103 Jobseeking & Keeping to second spring semester.

All changes will be submitted to Academic Affairs for approval.
3. **Course Learner Outcomes Reviewed.** All ADMM course learner outcomes were reviewed and several changes made to courses.
 - a. Due to removing ADMM2250 Inpatient Billing from curricula, the following course learner outcomes were added to ADMM1150 Medical Billing & Insurance course:
 - i. "Interpret an encounter form and chargemaster."
 - ii. "Identify diagnostic related groups (DRGs)."
 - b. Due to removal of HLTH1140 Electronic Health Records from curricula, the following learner outcomes were added to the ADMM2280 Medical Office Simulation course.
 - i. "Explain the role of computers in the medical office."

- ii. "Describe the functions of practice management programs."
 - iii. "Identify clinical tools needed to create and maintain electronic health records."
- All changes will be submitted to Academic Affairs for approval.

Several other minor changes were made with the wording in the course description/course outcomes of ADMM1110 Intro to Health Information Management, ADMM1120 Medical Office Procedures, ADMM1165 ICD Coding, ADMM2260 Intermediate CPT/HCPCS Coding, ADMM2265 Intermediate ICD Coding, and ADMM2280 Medical Office Simulation. Prerequisite of ADMM1150 Medical Billing & Insurance was removed for ADMM2250 Medical Coding Ethics.

4. **Program Learner Outcomes Reviewed.** All ADMM program learner outcomes were reviewed and several changes made.
- a. **Patient Access Specialist Certificate** Program Learner Outcomes remain the same.
 - b. **Medical Office Specialist Diploma** Program Learner Outcomes revision:
 - i. Program Learner #7 currently states, "Student will apply correct principles of bookkeeping and insurance procedures to medical office specialist tasks. The words principles of bookkeeping were removed. The revised outcome will now read: "Students will apply correct insurance procedures to medical office assistant tasks."
 - ii. An additional outcome was suggested and approved: "Student will exhibit professional ethical practice including confidentiality and other security and HIPAA requirements."
 - c. **Medical Administrative Assistant AAS** Program Learner Outcomes revision:
 - i. Program Learner Outcome #7 currently states, "Student will apply correct principles of bookkeeping and insurance procedures to medical administrative secretary tasks. The word "secretary" was replaced with "assistant" and the words principles of bookkeeping were removed. The revised outcome will now read: "Students will apply correct insurance procedures to medical administrative assistant tasks."
 - ii. An additional outcome was suggested and approved: "Student will exhibit professional ethical practice including confidentiality and other security and HIPAA requirements."
 - d. **Medical Coding Assistant AAS** Program Learner Outcomes revision:
 - i. Program Learner Outcome #7 currently states "Student will apply correct principles of bookkeeping and insurance procedures to medical office specialist tasks. The words principles of bookkeeping were removed. The revised outcome will now read: "Students will apply correct insurance procedures to medical coding and insurance tasks."
 - ii. An additional outcome was suggested and approved: "Student will exhibit professional ethical practice including confidentiality and other security and HIPAA requirements."
5. **Other Business.**
- a. The Medical Coding Specialist AAS Program Overview states "Graduates of the program may be eligible to take one of the national coding certification exams." In an effort to clarify to students which exams they will qualify upon completion of the program, it was suggested to revise to: "Graduates of the program are eligible to complete entry-level national coding exams."
 - b. The possibility of adding a medical coding certificate and/or diploma was discussed at previous meetings. Due to time constraints and needing more members present, this topic was tabled until the spring meeting.
 - c. The next tentatively scheduled all-campus Advisory Board Meeting is scheduled for March 17, 2020. However, previously, members had discussed having a luncheon meeting for one of the semesters instead of both dinner meetings in hopes of improving attendance. Therefore, Lori will schedule a luncheon meeting for April or May.

The meeting adjourned at 5:55 p.m.

Respectfully Submitted,

Lori Anderson, Director
Medical Office Programs