

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Medical Office Programs Advisory Board Meeting December 11, 2024

Attendees: Alison Duell, Rhonda Resner, Sherry Wolff, Lori Anderson

Absent: Alexa Schurman

Place: Originally scheduled for the Blue Moose at 12 p.m. Due to scheduling conflict of several members, the meeting took place through email communication.

Meeting Minutes

1. **Program Learner Outcomes:** The program learner outcomes for the Patient Access Specialist Certificate, Medical Administrative Assistant AAS, Medical Office Specialist Diploma, and the Medical Coding Specialist AAS degrees were reviewed. All were approved to remain as is.
2. **Math Requirement:** Reviewed information regarding removing the math requirement for the Medical Office Programs, and all were in agreement to have this requirement removed.
3. **Curriculum Changes:** Due to a scheduling conflict with the availability of Pathophysiology, a change in the program plan(s) were needed for Pathophysiology to be moved to the fall semester. In addition, it was suggested to remove the prescribed requirement of SSCI1101 Human Relations, and open it up to a course in Goal Area 1 & 2. This will benefit students who are transferring in credits by meeting a particular goal area rather requiring a specific course. The courses available for students to choose from **Goal Area 1** include: Composition I, Composition II, Public Speaking, Interpersonal Communications, Small Group Communications, and Human Relations. As part of the curriculum, students are already required to complete Composition I and Public Speaking or Interpersonal Communications. Therefore, students would need to choose from the other courses. The courses available in **Goal Area 2** would include: Introduction to Ethics, Morals and Medicine, and Intro Philosophy. The members approved the following changes. (Summary for each specific program listed below.)
 - a. **Patient Access Specialist Certificate**
 - i. Remove the prescribed requirement SSCI1101 Human Relations and open it up to a course in Goal Area 1 & 2.
 - b. **Medical Office Specialist Diploma**
 - i. Move Pathophysiology to 2nd fall semester.
 - ii. Remove the prescribed requirement SSCI1101 Human Relations and open it up to a course in Goal Area 1 & 2, and move to 1st spring semester.
 - c. **Medical Administrative Assistant**
 - i. Remove the prescribed requirement SSCI1101 Human Relations and open it up to a course in Goal Area 1 & 2.
 - d. **Medical Coding Specialist**
 - i. Remove the prescribed requirement SSCI1101 Human Relations and open it up to a course in Goal Area 1 & 2.

4. **Old/New/Other Business.**

- a. **Future Meetings:** It was decided that all future meetings will be held after work hours to accommodate members' needs. The next meeting is tentatively scheduled for March 2025. A specific date has not been scheduled as of yet due to Lori waiting to find out if the college is returning to all-campus advisory board meetings as they were done previously.
- b. **8-Week Courses:** The Advisory Board Members were informed that Northland is now offering several 8-week courses to students with students in favor of the opportunity. It was suggested that the Medical Office Programs *may* be a good fit for several courses to be offered in 8 weeks instead of 16 weeks. Discussion centered around positives and negatives; the positive being that 8-week courses would benefit students by being able to complete their program earlier, and the negative being that 16 weeks of content condensed into 8 weeks may be difficult for some students due to the time commitment involved in an 8-week course and many students working full time/family/other responsibilities while attending school.

Further discussion took place regarding two courses that could be considered include Introduction to Health Information and Medical Office Simulation. For example, the first 8 weeks offer Introduction to Health Information, and the second 8 weeks offer Medical Office Simulation. It was unanimous that, should the Medical Office Programs decide to convert a couple courses to 8-week courses, it would be vital to communicate with the students to ensure they have an understanding of how to register so they are not overwhelming themselves during the semester. Students would be required to work closely with their advisors to assure proper communication. An email would also be sent to students explaining the process of 8-week courses as well as posting additional information on the program page of the college website. This topic will be revisited at the next advisory board meeting for further discussion.

- c. **Global Military Network Project.** Lori explained that she recently collaborated with the Global Military Network Project for the Patient Access Specialist Certificate. She reviewed the military training curriculum to determine where there might be course equivalencies for the Patient Access Certificate courses. Many of the military students have mastered several of the learning outcomes for the courses that make up the certificate. Military students who are already in the Army Patient Administration Specialist and Air Force Health Services Management occupations will be eligible to receive up to 20 credits (of the 27 total for the certificate) following their training. Presidential approval was granted and will proceed after it is presented to the College Council. The following links were provided:

Generic Global Military Learning Network information <https://www.militaryeducation.us/>
Northland's landing page - <https://www.northlandcollege.edu/academics/military-bridge-programs/>

Respectfully Submitted,

Lori Anderson
Medical Office Programs