

ADVISORY COMMITTEE MEETING AGENDA/MINUTES

MEDICAL OFFICE CAREERS

Medical Administrative Assistant-AAS (60 credits)

Medical Office Assistant-Diploma (44 credits)

Medical Coding and Insurance-Diploma (50 credits)

Medical Receptionist-Diploma (34 credits)

Medical Transcription-Diploma (40 credits)

Wednesday, October 24th, 4:30 p.m. ITV room (N21)

- **Introductions** Introductions were held on the Wadena Campus, the Fergus Falls Campus and the Moorhead Campus. This was an ITV meeting with three campuses. A chairman was selected: Tammy _____ from the Moorhead Campus and Wendy Ellman as Co-Chair from the Wadena Campus. (see attached sign in sheet for Wadena)
- **Review Advisory Committee Purpose** Guidelines have been given as per MNSCU and these were reviewed with the committee. Discussion was held as to a possible Web Ex meeting in the future.
- **Program Plans/Changes** Reviewed with committee members the current program plans/ course additions/certification exams. Discussion of the upcoming changes with transition in coding-- ICD-9 to ICD-10—(this takes effect in Oct. of 2014) and training is needed for providers/physicians and current coders; how this will be implemented to our students, this is already in our curriculum in Advanced Coding. The trend is moving toward certification for coders. Discussion regarding transcription, incorporation of “scribes” in some facilities and if there is a need for training. Some transcription has been outsourced to private companies.

The question arose as to whether or not an employee who is currently in the workforce, would they be able to take the CPC Exam Review class if

they wish to become certified. The answer was “yes”; contact the instructor for the course and this will be arranged.

- **Survey Questions** Committee members will be given a survey in the future to keep current in our programs.
- **On campus/online/blended courses** This was explained to committee members on how courses are delivered in these programs.
- **EHR (electronic health record)** Committee members discussed with program faculty what type of medical record their facility uses----TriCounty Health Care uses Epic; Fergus Falls uses All Script; Lakewood Healthcare in Staples uses Paragon. There is quite a variety of EHR software. In our programs we use Medisoft and Encoder. Students are told they will need to adapt to whatever software the facility uses, as this will vary.
- **Q & A** What skills should entry-level workers have? The consensus was basic level computer experience; experience with Excel, Word and PDF formats was suggested.

Meeting was adjourned at 6 p.m.

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October 24, 2012

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