

Minnesota West Community & Technical College
Medical Administrative Secretary Advisory Committee Meeting Minutes
March 2009

Advisory committee outcomes:

1. Discussed results of past changes. Medical filing was removed and incorporated into a module in MOP I. This has been successful. MOP I and MOP II were increased to 3 credits each and this has allowed more available lab time for students. This has also been successful. Lastly the medical receptionist program was removed and this has affected only one student which we made adjustments for.
2. Technology Skills of students
 - a. Consider technology pre-requisites. Are students coming in without computer knowledge? If so, should they have these before entering the program? How can we make this work?
 - b. Program design could be adjusted to allow for on-ground classes for beginner level students and they can start the program every semester.
3. Internships
 - a. Committee feels that a 2 year coding program needs an internship. Medical secretary was mixed-potentially a job shadow opportunity for the 2 year students. No required internship for the 1 year diploma. Goal would be to develop the coding program and to incorporate a required internship in the future.
 - b. Facilities are now requiring more background preparation and administration.
 - c. At this time, I would recommend we remove the internship from the schedule, but plan for providing solid/formal internships in the future. Consider if these would be in the summer and what the requirements would be.
 - d. Carol O will send information re: requirements for job shadowing and internships.
4. Coding
 - a. ICD-9 procedure and diagnosis coding has been removed from the schedule in spring due to the change in ITV times. Nancy M teaches this class and we discussed this change and possibilities.
 - b. Committee feels that CPT 3 credits and ICD-9 3 credits needs to be in the coding program offering. Also consider a compliance/coding/reimbursement course. Committee feels that the coding program needs to be the last semester. Possibly look at adjuncts teaching in summer? 18 month program? Students need to have pre-requisites before completing coding classes.
 - c. Hospitals are looking for CCS or RHIT/RHIA primarily. Clinics are looking for lower/no credentials, so this market would likely be what our

coding specialists would be trained for. Additionally would be looking at insurance companies, etc.

- d. Incorporate an opportunity for students to use an encoder. They need exposure to it. DSU uses an online option for students. Possibly look at sharing resources with a facility?

5. Curriculum concern

- a. Carol brought up a concern re: basic grammar for transcription graduates. Past graduates that they have hired had challenges with basic grammar. This is a big concern for their transcriptionists and affects training. Michelle discussed that grammar is emphasized in the business communications. We will look at the details of this closer and determine if any curriculum adjustments need to be made, or if there is an individual issue. Suggestion to review transcripts before hiring also as we do not require a "C" average.

6. Program Design

- a. Currently offering ITV and online for most classes. Have been able to now have 100% of the program available online for those prospective students who are asking for it and current students who express interest. This continues to grow.
- b. In order to offer the program classes at a flexible schedule, which our spring starts numbers support, we need to have classes available in fall and spring.
- c. Committee recommendations to offer classes in fall and spring. In order to do this, we need to either add instructors, or change delivery mode to online. Recommend, based on current budget, changing delivery mode to online and incorporating on-ground computer classes/web ex computer classes each semester.
- d. Based on discussions re: coding, we need to make a decision as to any program change with our coding program and to solicit adjunct instructors for the coding classes.
- e. Discussed students who are looking for a job usually look at diploma. Students looking for a career or future education usually looking at AAS.

1. Research and present the effects of accreditation for a coding program and possibly HIT program to the committee at the next meeting. Possibly a 5 year goal. Include formal internships in this planning process.
2. Incorporate and plan for ICD-10 to be taught in the next couple years (10/1/2013 implemented). Possibly attend a train-the-trainer for instructors.
3. Create a plan for program design changes and submit to the advisory committee. Will solicit input from admin asst programs also. Following revision, develop Packet C forms and initiate formal process.
4. Change schedule for spring to online and determine if fall 2009 schedule needs revision.

5. Inform advisors on every campus that the program can be taken 100% online if desired at this time.
6. Develop an online schedule to be posted on the website and shared with advisors.

I recommend that we implement our program online starting fall 2009. I will also recommend that we advise students who have beginning or low level skills in technology that they take computer classes semester 1 and program classes starting semester 2. I will recommend that on-ground and web-ex computer classes be offered each semester. I will need a recommendation from the committee and Dennis Hampel re: moving forward with coding specialist diploma and requirements (implementation).

Update: Emailed advisory committee on 4/1/09 with BIOL 2245 substitute proposal and recommendations from this meeting with comment period. Comment period given with no contrary comments to these minutes. Determined need for addition of curriculum concern. Plan on moving forward through committee process.