Minnesota West Community and Technical College

Health Information Technology, Medical Coding Specialist, & Medical Secretary

Advisory Board Agenda

Meeting Date: 05/16/2017

Meeting Time: 1:00 PM - 2:00 PM

Location: Virtual and Pipestone Campus ITV Room 121C

Click to join: https://workspace. pinnaca.com /index.html?id=929604167

Phone Access: Call number below, then enter **929604167#**

US/Canada Toll Free: 1-855-693-0288

US Local: 1-952-683-7100

Estimated Time

1. Welcome and Introduce New Members Present: Genevieve Velde (virtual); Debra Baumgarn (virtual); Carol Overby (virtual); Cheryl Ferguson (virtual); John Thomas (virtual); Terri Petersen; Jackie Otkin; Elaina Nichols; Lisa Smith; Laurie Ness	10 minutes

2. Administrative Updates
  o Carpentry program is returning in Fall '17. Having high school students in AM and traditional college students in afternoon.
  o Blue to Brown -program to prepare students for SMSU through Minnesota West. Students who would have otherwise been denied admission to SMSU could access Developmental courses to prepare students for a seamless transfer into SMSU. Students be considered Minnesota West, but would have access to all SMSU resources, except participation in SMSU collegiate sports.
	5 minutes

3. Enrollment
  o HIT-Total '16-'17: *23;* New F16: 7; New S17: *5;* New Suml 7: *J*
  o MCS-Total '16-'17: *54;* New F16: *18;* New S17: *JO ;* New Sum17: *2*
  o MS-Total '16-'17 Diploma: *16;* AAS: 26
  o See attached Enrollment
	5 minutes

4. Program Updates and Changes
 	
  • Medical Coding Specialist, Diploma
  o Completed Attestation for PCAP, no iss ues/items reported back.
  o Replace **ADS M** 1105 with HIMC 1150 (2 er)
  o Add PPE course with 45 hours of onsite/virtual experience
  o Edit schedule for changes noted
 	
  • Health Information Technology, A.A.S.
  o Working on Accreditation, submitted first step of paperwork, waiting on Candidacy Status
  o Replace ADSM 1105 with HIMC 1150 (2 er)
	15 minutes

o Split HIMC 2120 into 2 courses, at 2 er each (HIMC 2120 and HIMC 2140)
      o Replace SPCH 1101 with SPCH 1103 (3 er)
      o Remove MATH 1105 (4 er)
      o Assign SOC 1101 (3 er) and PHIL 2101 (3 er) to meet MnTC
      o Edit schedule for changes noted
 	
  • Medical Administrative Secretary, A.A.S.
      o No changes
  • Medical Secretary, Diploma
      o No changes	

5. Surveys/Assessments
    o HIT - There are no surveys at this time.
    o MCS - No surveys to report.
    o MS - No surveys to report.
	5 minutes

6. Other Business
 	
  • Health Informatics, Certificate
      o See attached
 	
  • Health Information Management, Certificate (PSEO students)
      o See attached
 	
  • Fall course - Into to Health Careers
      o See attached Career and Technical Education (CTE)
    o Creating a separate Advisory Board for HIT/MCS, to meet accreditation needs.
	10 minutes

7. Adjourn	

Enrollment:

	Fall 2016	Spring 2017	Summer 2017	Total	Dual HIT &MCS	2017-18 Enrollment
HIT,AAS	16	18	5	23	7	11 for Fall start
MCS, Diploma	40	37	14	54	7	
Med Sec, Dioloma	16	7	0	17	-	
Med Adm Sec, AAS	26	26	6	34	-	

HIT Enrollment

Graduating	15-16			16-17		
	YRTR Fall	YRTR Spr	YRTR Sum	YRTR Fall	YRTR Spr	YRTR Sum
		Spr16				
		Spr16				
		Spr16				
		Spr16				
		Spr16	Sum16	Fall16	Spr17	Sum17
				Fall16		
				Fall16	Spr17	Sum17
	FallIS	Spr16				
				Fall16		
				Fall16	Spr17	Sum17
					Spr17	
			Sum16	Fa ll 16		
					Spr17	
				Fall16	Spr17	
Spring 17			Sum16	Fall16	Spr17	
		Spr16		Fall16	Spr17	
		Spr16			Spr17	
		Spr16	Sum16			
				Fall16	Spr17	
		Spr16	Sum16	Fall16		
				Fall16	Spr17	Sum17
		Spr16				
				Fall16	Spr17	
	FallIS					
					Sprl7	
				Fall16	Spr17	
Spring 17		Spr16	Sum16	Fall16	Spr17	
						Sum17
					Spr17	
					Spr17 I	
		Spr16	Sum16	Fall16	Spr17	
	2	13	7	16	18	5

MCS: Medical Coding Specialist

MS: Medical Secretary; Diploma or AAS

Healthcare Informatics - Diploma

Catalog Description

Diploma Program Outline

HC 1180 - Medical Terminology in Healthcare	2 credits
HIMC 1140 - Introduction to Health Information	
And Delivery Systems	3 credits
HIMC 2100 - Computer Health Information	3 credits
HIMC 2110 - Management and Supervision of Healthcare	3 credits
HIMC 2120 - Quality Assurance and Health Statistics	3 credits
CSCI 1102 - Introduction to Micro Computers	3 credits
HIMC 2140- Calculating and Reporting Statistics in Healthcare	2 credits
ACCT 1120- Spreadsheet Concepts and Applications	2 credits
(2/3 of the semester)	
CSCI 2235 - Special Topics: Advanced Spreadsheet Concepts	**1** credit
(1/3 of the semester)	

Total Number of credits   22 credits

Health Information Technician Assistant - **Certificate**

Catalog Description

Certificate Program Outline

HC 1180 - Medical Terminology in Healthcare	2 credits
HC 1290 - Healthcare and Society	1 credit
i-iiiviC ll<i-0- introduction to Heaith information	
And Delivery systems	3 credits
HIMC 1150 - Reimbursement and Billing in Healthcare	2 credits
HIMC 2100 - Computer Health Information	3 credits
HIMC 2110- Management and Supervision of	
Health Information	3 credits
HIMC 2120 - Quality and Performance Improvement	
in Healthcare	2 credits
HIMC 2140 - Calculating and Reporting Statistics in Healthcare	2 credits
Total Number of credits	18 credits

Pu:.:.iuie 11eeu? PHiL 2.101- Ethics Theory and Practice (3 credits)

Career and Technical Education (CTE)

Minnesota Career F,elds, Clusters & Pathways

[handwritten] Career Academies Marketing opportunity

[handwritten] Dawn Riener Gail Potejewski

HEALTH SCIENCE TECHNOLOGY
CAREER FIELD

Health Science Career Cluster
> Biotechnology Research & Development
> Diagnostic Services
> Support Services
> Health Informatics
> Therapeutic Services

The **Health Science** career cluster provides students the opportunity to explore a wide variety of occupations and to develop the skills that are needed by the health care industry. It is among the largest emplo ying industries in the area, and regio nal businesses report a high need for employees with entry level and advanced skills. Students can prepare for a Health Science career by taking high school science courses, but can also join students from neighboring schools in taking CTE elective courses that provide more in-depth health care experiences. Most courses are available for college credit at no cost to the student and are delivered online, face to face, and during community based experiences. Students engage in classroom discussions, go on field trips, interact with health care professionals, and participate in job shadowing exper ie nces .

Partners

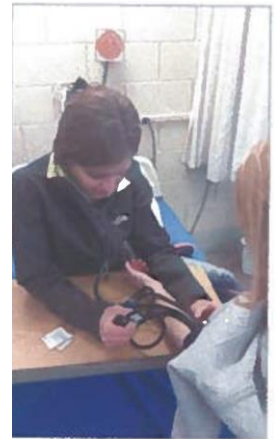**SWWC**

MN West Community & Technical College

Southwest MN Private Industry Council

MN West Carl Perkins Consortium

MN River Valley Education District

MN Department of Employment & Economic Development

Participating High Schools

Community Health Care Organizations

Southwest Initiative Foundation

Fund ing

Local CTE Levy

Foundation Grants

Carl Per ins Leadership grants from MDE

Healthforce MN

In-Kind

Tuition paid by schoo ls

There are a total of five courses in the **Health Science Career Cluster.**

Course	Delivery Me thod	Type	Loc at io n/Offe red
Introduct io n to Me dical Careers	Hybrid	High School with Articulated College Credit	Minnesota West - Granite Falls Campus Fall 2017
Me dical Te rmino log y	O nline	Contracted PSEO	Minnesota West Online
Human Anatomy	High School Classroo m	Traditional High School Course	Varies by High School
Certified Nursing Assistant (CNA)	Hybr id	Contracted PSEO	Minnesota West- Granite Falls Campus Spring 2018
Me dical and Health Care Internship	Hybrid	TBD	Pending Development

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SWWC
Education & Administrative Resources

For more information, contact: Tom Hoff, Career & Technical Project Coordinator
507-537-2271   tom.hoff@swsc.org   www.swsc.org/CTE