

Minnesota West Community and Technical College

Health Information Technology, Medical Coding Specialist, & Medical Secretary

Advisory Board Minutes

Meeting Date: 11/07/2017

Meeting Time: 12:00-12:50 PM

Location: Virtual (Adobe Connect*) and Pipestone Campus ITV Room

Click to join: https://webmeeting.minnstate.edu/advisory_board_hit_mcs

Phone Access: 1-855-369-0450

Enter the following when prompted:

Participant pin code: 40343006

Once joined to the audio, identify yourself, if requested.

***Please know, the meeting will be recorded for taking of minutes.**

Estimated Time

<p>1. Welcome Virtually Present: Genevieve Velde, Carol Overby, Cheryl Ferguson, Julie Gerber, Kristin Wilke, Debra Baumgarn Present: Elaina Nichols, Terri Petersen, Lisa Smith, Paul Lanoue</p> <ul style="list-style-type: none"> ○ Please complete Advisory Board Contact Sheet and return by 11/15/2017 to Elaina 	<p>5 minutes</p>
<p>2. Administrative Updates</p> <ul style="list-style-type: none"> ○ Paul L provided administrative updates on behalf of Jackie, ○ New apartment being built in Worthington to support student housing needs. ○ New Administrative Structure ○ Contracted PSEO courses for High school students through SW/WC Service Coop. 	<p>5 minutes</p>
<p>3. Program Updates and Changes</p> <ul style="list-style-type: none"> ● Medical Coding Specialist, Diploma <ul style="list-style-type: none"> ○ PPE course, not needed would be HIMC 1130, replace with GSCL 1105 Job Seeking Skills ○ Program Schedule-Job Seeking skills at end of program to prepare students for graduation and job searches ○ Curriculum as a whole, any recommendations-none noted ● Health Information Technology, A.A.S. <ul style="list-style-type: none"> ○ Budget reviewed ○ Discussion: Advanced Coding-the need? What possible to replace with? Increase credits in other courses? Keep at this time 	<p>20 minutes</p>

<ul style="list-style-type: none"> ○ RHIT Exam, coding is not separate domain, within others, emphasis is shifted, still important, just indirect domain ○ Elaina recommended considering a Privacy and Security Course, area not fully covered from Legal course now, and quickly touched in other courses, if change Advanced Coding course. ○ Worked with Computer Science for new HI diploma ○ Finishing up accreditation process ○ Curriculum as a whole, any recommendations- <ul style="list-style-type: none"> ○ Genevieve noted, is there a need for Voice Recognition or Transcription course, as HIT could supervise such staff. ● Medical Administrative Secretary, A.A.S. <ul style="list-style-type: none"> ○ No updates ● Medical Secretary, Diploma <ul style="list-style-type: none"> ○ No updates 	
<p>4. Other Business</p> <ul style="list-style-type: none"> ○ Vote on separating out MCS/HIT from MAS/MS to meet Accreditation requirements of a single board focusing on HIT needs – Vote Approved <ul style="list-style-type: none"> ○ Motion by Debra B. Second by Carol O. ○ Nye noted ○ Email will be sent out seeking new Advisory Board Members for the MCS/HIT Board. If current Advisory Board members would like to also join MCS/HIT Board, please let Elaina know. 	10 minutes
<p>5. Advisory Board Survey and Next meeting</p> <ul style="list-style-type: none"> ○ Please complete Advisory Board Survey and return to Elaina by 11/15/2017 ○ Elaina will send out a Meeting Survey for next HIT Advisory Board meeting time. 	5 minutes
<p>6. Adjourn</p>	