



## Moore Norman Technology Center Medical Assisting Advisory Board Minutes

<b>Meeting called by:</b>	Jenny McGuire & Alana McBride	<b>Type of meeting:</b>	Medical Assisting Advisory Board Meeting
<b>Date of meeting:</b>	April 13, 2009	<b>Time of meeting:</b>	6:00 p.m.
		<b>Meeting Place:</b>	
<b>In Attendance:</b>	Lisa Heath, Tammy Kersey, Bethani Wilson, Marilyn Graham, Joyce Montgomery, Alexa Mashlan, Billie Acree, Bobbie Antrim, Stephanie Simon and Gwen Sparks		

**Welcome and Introductions** – Jenny welcomed everyone and thanked them for attending. A brief introduction of all those present followed.

**Review of previous meeting minutes** – Lisa Heath, Chair requested all present to review the minutes and they were approved.

**Advisory board member certificates** - Jenny presented certificates to all members and thank each of them for their contributions over the year.

### **Instructor update -**

Alana updated the members of her current duties:

- Coding, Insurance, Billing, Informatics and Simulations

Jenny updated the members of her current duties:

- Mega Skills – she explained this is a scenario students complete from start to finish. Then she discussed starting clinical rotations on Monday ~ all 7 students are going to Intregis, different clinics with Russ Miller.

Tammy from Metro-Tech stated that those students who have worked at these clinics will be looked at first for jobs many times before those who have not worked thru clinics. Russ said he will assist our students when the time comes for job placement. Russ is working on his Medical Thesis; it will be interesting to see the outcome from Russ.

**HOSA Competition** was held last week. MNTC had 37 students that are eligible to go to nationals held in Nashville, TN in June. One student from Medical Assisting will be paid to attend by MNTC; at this time we are questioning Debbie Shoemaker regarding one of the winners. We had quite a few honorable mentions this past week as well.

**Program Status-** At this time we have 7 full time students; 3 high school students and 1 new student; of which just transferred from Stillwater.

### **Recommendation follow-up from last board meeting-**

Stephanie reviewed these with the members:

- Urine Specimen – waiting for correct specimen sticks to arrive

**MNTC MISSION:** Elevating lives, careers and our economy through innovative education and dynamic business solutions.

**MNTC VISION:** Moore Norman Technology Center– where education, business and community work together to create an elevated economy.

**MNTC CORE VALUES:** Customers – Excellence – Relationships - Integrity

- Forehead scanning thermometer- purchased and in use
- Current inventory list- we will create this and have it available
- Hemoglobin A1C machine was previously recommended by David Wiggins. The members also discussed the importance of this machine for our students to be able to utilize.
- Alana stated to survey the clinics to see what type of machines they are using that would be beneficial for our student to learn about.

#### **Recommendation for new equipment –**

- Hemoglobin A1C testing machine
- Software vs. paper processing – many clinics and hospitals are going paperless. What type of software would be beneficial for the students to learn on?
- Alana stated an office manager today is required to have more knowledge of office machines, etc. Should the program be conducting more training on different office machines i.e.: fax, copy machine with multi functions (scanning, email, fax, etc). The members agreed that this type of training would benefit; even though many facilities do not have the same machines some knowledge would be better than none at all.
- Softskills – students need to be added to curriculum per Jenny. I.e.: arriving on time, communication, verbal and non-verbal. MNTC has a program “ACT Key Train” Jenny will follow up with both Pam Airington and Bonner Slayton regarding this program. Billie advised the group that Doctors must complete these soft skills training as well.
- Tammy asked if we have “synchronized- software” on our computers. Stephanie advised we looking into a similar program. This would enable the instructors to monitor the students activity on computers without having to leave their desk. They can capture screen shots and provide them as proof if needed for un-approved activity.
- Transcription tapes vs. digital was discussed – at this time @ MNTC we are using tapes but are looking into the cost of digital transcription machines. Billie advised that the Nat’l AAMA can provide a test machine for transcription to test out prior to ordering the machine. Our instructors will research this. Alexa will check at OCCC to see how they are teaching their students.

**Graduation-** will be held on May 19<sup>th</sup> at 7:00 p.m. at First Baptist Church in Moore, OK. We have 7 full time students that will graduate and most of our students have signed up to take their exams in June.

**AAMA National Conference – Houston TX-** Jenny requested the consideration of the board to nominate either both or one of the instructors to attend the conference this year. Tammy stated that this is very beneficial for instructors – Billie stated it really helps to see how the entire association works through the parliament. Stephanie advised that MNTC reviews the cost for 1 or 2 attendees to the convention along with the cost of a substitute teacher if both instructors are gone.

#### **Open Discussion-**

**MNTC MISSION:** Elevating lives, careers and our economy through innovative education and dynamic business solutions.

**MNTC VISION:** Moore Norman Technology Center– where education, business and community work together to create an elevated economy.

**MNTC CORE VALUES:** Customers – Excellence – Relationships - Integrity

Accreditation Site Visit scheduled for Oct 26, 2010. Jenny advised our first planning meeting is scheduled for May 1, 2009. We will need to have a medical advisory member available to be contacted by the accreditation panel. Tammy stated we need to make sure and have a common/lay person on our advisory board. This person will represent your board with a bias understanding. She was not aware of this need and was written up on her final review.

Bobbie impressed the need for the students to be learning areas they will be actually using in the work place. Tammy added that treatment modality must be covered as well.

Billie stressed the need for all students to be aware if the program they are enrolled in is accredited – will they graduate thru a certified accreditation program. Many students when she was a board of trustees would contact her when they found that the program they had completed was not accredited and were not made aware of this upfront. Many students think that the larger schools automatically are accredited but that is not always the case. MNTC list this information in our application booklets – we even challenge the students to check out this information via the website for the AAMA.

**AAMA – Education** – April 18 from 8:30 a.m. – 4 p.m. at MNTC in room H203. This educational session will be offered to anyone – Non members \$45 and current students are \$5 You will complete 6 ECU for this course. Any questions please contact Billie Acree.

**Tentative date for next meeting** - October 2009; Mondays work better for the board members. Lisa Heath will advise of the fall date.

**Adjourned-** 7:40 p.m.

**MNTC MISSION:** Elevating lives, careers and our economy through innovative education and dynamic business solutions.

**MNTC VISION:** Moore Norman Technology Center– where education, business and community work together to create an elevated economy.

**MNTC CORE VALUES:** Customers – Excellence – Relationships - Integrity