



## Moore Norman Technology Center Advisory Board Meeting Minutes

<b>Meeting called by:</b>	Jenny McGuire	<b>Type of meeting:</b>	Certified Medical Assisting
<b>Date of meeting:</b>	October 12, 2009	<b>Time of meeting:</b>	6:00 p.m.
		<b>Meeting Place:</b>	A 110
<b>In Attendance:</b>	Tammy Kersey, Marilyn Graham, Cinthia De LaTorre, Edward Aponte, Martha Aponte, Valerie McCartney, Bethany Wilson, Barbara Cieri, Mary Hallman, Kevin O'Brien, Joyce Montgomery, Bill Acree, Stephanie Simon and Gwen Sparks		

Dinner was served to all board members consisting of Brisket, Chicken Fried Chicken, Mashed Potatoes and Gravy, Green Beans, Stir Fried Mixed Vegetables, Tossed Green Salad, Rolls, Pineapple Upside Down Cake, Iced Tea, Coffee and Water.

Jenny began the meeting greeting all guests and asking everyone to introduce and tell a little bit about themselves. She then provided a brief overview of the Spring 2009 minutes to all members.

**Program status:** This year we have seven students:

- 4 High school students (2 a.m. and 2 p.m.)
- 2 returning as full time students
- 1 returning as a part time student

**Graduation May 2009:** Seven students graduated and all passed their AAMA Certification Test.

**HOSA National Conference May 2009:** Jenny and Cinthia De La Torre attending the convention held in Nashville, TN. It was a great experience for both of them; Cinthia competed however did not place in Pathophysiology Knowledge Test.

**AAMA Conference in Houston TX:** This past conference it was Alana turn to attend however she was not able to attend the conference and Jenny attended in her place. She enrolled in the Accreditation workshop – they provided all the reports (provided on a flash drive) needed for our program to complete the Accreditation process this next year during our site visit. Alana is scheduled to take a break from teaching this fall to work solely on the Accreditation documents.

**New Clinical Sites:** We have one new clinical site this year; Dr. LaVone Internal Medicine located by Norman Regional Hospital. She only hires Medical Assistant no LPN's for her office staff; Jenny advised.

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**Input from the Advisory Board:** Tammy mentioned this year changes have been made to HOSA competition categories. Jenny was aware of this change and the class has already begun talking about the categories the students will enroll in for their HOSA competition.

Jenny spoken again about the equipment we had purchased on the recommendation from the board since the Spring 09 meeting. The Urine Specimen Machine, they are very happy with this purchase. Our new Forehead Scanning Thermometer has provided good training for our students as well. At this time we have not purchased the A1C Machine and are still researching this purchase.

Dr. O'Brien asked about the processes our students cover; he and other members felt the following areas might be good choices to train the students on:

- Nebulizer treatments
- PFT Testing – need a machine (very expensive) could check with a Pulmonologist to give you some time on their machine for testing purposes. Tammy mentioned checking with OU.
- Calibrations: Blood pressure cuffs, Thermometers, Wrist Blood pressure cuffs, Spacers used with inhalers for patients

Programs the group recognized as useful for students to be trained on:

- MS Outlook and calendar
- Spring Charts – McGraw-Hill (Tammy to provide ISBN #)
- Any exposure to help the students be able to trouble shoot computer, copy/fax machine, IDC9 machine issues. Telephone skills, electronic record machine – students need to understand what type of questions to ask in order to compile the correct information for the doctors to write Rx's without needing to contact the patient again to ask for more information.
- Learn when using emails – abbreviations are not a good; information being shared in emails needs to be spelled out precisely without any guess work by anyone. Peoples lives depend on this information.
- E-Clinic program is used by most hospitals
- MSO – program for billing
- Medisoft program (Tammy stated this is very similar to IDH and IDH is very close to E-Clinic (OU uses IDH program, Dr O'Brien advised that most Indian Tribes are using this program as well.)
  - When using Medisoft – **never push F9** as you will loose all your work.
- Dr. O'Brien stated of all his employees now – the one that would be hardest to replace would be his 21 year old employee; with her knowledge of computer, machines, software, etc.

Billie Acree shared about the students touring a Virtual Lab at her facility. This allows a student view a baby being delivered, heart attach victim, collapsed lung. Dr. Sparks is over this program. At the same time possibly set up a visit with Medi-Flight – this is very beneficial to staff to see what is required by Medi-Flight in order to pick up a patient.

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Many of the members voiced their opinion as to how important it is for the employees to know why they need to get all the demographics from the patients. Why and when to contact the insurance companies regarding patient pre-certification or referrals.

Soft skills (effective communications using Therapeutic communication)- Jenny stated that our students are using soft skills daily – calling in when they will not be attending class; students wear scrubs daily with their designated color and a patch from their program. This helps them portray a professional look.

Tammy mentioned a recent email from OCCC regarding a new class they are implanting “Student success for learning”. This is a good transition program to help the students be more successful; gain more retention, many instructors are seeing a difference. Jenny mentioned we have this same course at MNTC but the students are not able to take this course until after they graduate in May. Students that are taking classes with the colleges gain strength through their work; they see the difference at OCCC as they have classes that are combined with OU.

OCCC Coding Class – Alexa is speaking to Jenny more on this class.

In closing Billie shared with all the members that Jenny was nominated by her at the AAMA Convention in Houston to be on the nominating committee for this year. There were only 8 nominees and Jenny was one of the 4 chosen. Congratulations to Jenny!

Meeting adjourned at 7:45 p.m.

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