

# **Administrative Office Technology (AOT) Advisory Committee**

## **Administrative Office Specialist (AOS), Legal Secretary, Legal Office Procedures, General Office Support and Medical Transcriptionist**

**April 26, 2006**

Those in attendance were: Ms. Pam Bennett, Ms. Karen Borum, Ms. Joy Earles, Ms. Sarah Funk, Ms. Karen Kavanaugh, Ms. Janice Phillips, Ms. Rebecca Wester, Ms. Lisa Adkins, and Ms. Jenean Jones.

The meeting was called to order at 3:45 p.m.

### **Welcome and Introductions**

Jenean Jones welcomed the committee to Oklahoma City Community College and thanked them for taking the time to help us with our program and also reminded them of the important role they each play as Advisory Committee members.

### **Overview of Program and Curriculum - Changes**

Jenean Jones updated the committee on the changes made to the Medical Transcriptionist certificate. A special Medical Transcriptionist Advisory Committee helped determine what courses needed to be offered in the program which will, in time, prepare our students for the national transcription certification. This certification will increase the employability of the Oklahoma City Community College MT graduate.

- The Medical Transcriptionist Certificate of Mastery program changes were approved by the Curriculum Committee and will be submitted to the Regent's for Higher Education for approval. The changes, if approved, will be in place for the 2006-2007 school year.
- Sarah Funk, as a member of the Medical Transcription Advisory Committee, stated the students need to transcribe more "live" dictation. This is one of the many topics the committee will continue to work on this next year.

Joy Earles, as a previous Medical Transcriptionist graduate, supported the changes.

### **New Business – Access in AOT**

Lisa Adkins explained the need for more Microsoft Access in the AOT curriculum due to the changes in the program textbooks. She asked the committee about increasing the number of hours required on the two year degree and certificate programs to offer the AOT 1343 – Access as a prerequisite for many of the advanced program courses. This would increase the program(s) total hours by 3 credit hours.

The committee approved the recommendation, but asked if, instead, it would be possible to incorporate the Access topic into one of the existing courses, such as Automated Records Management and raise the number of credit hours for that course from 3 to 4 credit hours. Since graduates only need to know how to work with Tables and Queries this may be a feasible option. This would require a program(s) credit hour increase of only 1 credit hour instead of 3 credit hours. Jenean and Lisa liked the recommendation and explained this may require the change of prerequisite listings for courses such as Administrative Office Procedures and possibly others.

The committee recommended the faculty research how this type of change could be incorporated into all affected programs.

### **New Business – Registered Medical Transcription (RMT) Exam**

Jenean asked Rebecca Wester to discuss the new Registered Medical Transcription (RMT) test, which Ms. Wester helped develop. She explained the test is designed for recent graduates of medical transcriptionist programs. It does not require previous transcription experience. Once the test is passed, the student can work for 1-2 years and then take the Certified Medical Transcription (CMT) test. A review guide for the RMT should be available soon. The test is a theory exam covering medications and labs – no transcription. Once the College's program is finalized, a statement can be placed in the College's catalog indicating the course(s) will prepare the student for the RMT.

### **New Business – Voice Recognition**

Jenean Jones informed the committee of the Dragon Speaks seminars held in Oklahoma City. Due to scheduling conflicts, the AOT faculty could not attend the OKC session this summer but will continue to look for a session to attend this fall or spring.

### **Committee Recommendations**

- Increase AOT 2553 – Automated Records Management from 3 credit hours to 4 credit hours to support the addition of Microsoft Access to the existing curriculum. AOT faculty should review the current programs and determine if prerequisite changes should be requested for AOT 2443 – Administrative Office Procedures to include AOT 2553 – Automated Records Management as a prerequisite. If prerequisite changes are needed, faculty should review the course order for the programs to guarantee students are taking classes in the order they are needed.
- Continue to work on Medical Transcriptionist program changes to prepare students for the workforce – including the study of the RMT exam.

The meeting was adjourned at 5:20 p.m.

Respectfully submitted,

Lisa Adkins  
Recording Secretary