

## **MEDICAL ASSISTING ADVISORY COMMITTEE**

### **MINUTES**

**05-03-13**

Attendees: Debbie Newcomb, Linda Davis, Lucy Baron-Donnelly, Caroline Greeby, Holly Schaefer, Nancy Kennedy, Amy Rangel, Angela Alvidres, Roxanne Grodin, and Shana Collins.

1. Meeting was called to order at 12:25.
2. Welcome was given by Debbie Newcomb. She explained that today both the Medical Assisting and Business Advisory Committees were brought together for general information and lunch then they would break out for individual committee meetings.
3. Kathy Schrader, new Dean of CTE was introduced. Dean Schrader told about her role at VC and her background. She then explained the role and purpose of advisory committees.
4. Jeff Stauffer's retirement was announced and Jeff gave a few remarks.
5. Newcomb explained the role of advisory committees in regards to degrees and certificates. She explained that copies of the degrees were being passed out to the respective committees and that we also have an Accounting Degree/COA and a Bookkeeping Proficiency Award. She then explained the difference between AS degrees and COAs (Certificates of Achievement).

### **BREAKOUT SESSION**

1. A handout containing the new AS Degree/COA for Medical Assistant- Multi-Skilled, the revised AS Degree/COA for Medical Assistant – Administrative, and a labor market summary was passed out.
2. Debbie Newcomb explained the difference between the two degrees and the reasons they were created. She also explained the background of the MA Program.
3. Ballots were passed out for a vote for acceptance of the new Multi-Skilled Medical Assistant Degree/COA. Holly Schaefer asked for an explanation of BUS V97. Newcomb explained what the curriculum included.
4. Proxy ballots had been sent to members who were unable to attend the meeting. Final results were 13 votes in favor of the new degree and 1 opposed.

5. After ballots were turned in, Newcomb explained that the revised degree was sent to the State Chancellor's Office in February. At this point, it is still pending approval. The new Multi-Skilled MA degree was sent to the State Chancellor's office two weeks ago. It was sent with the email survey from the committee that was done last October regarding committee recommendations for the degree changes. This week notification was received from the Chancellor's office that they had approved the new degree. The vote today was to be an affirmation of the previous email survey.
6. Nancy Kennedy asked about certification for MAs. Newcomb explained the CCBMA's certification test and requirements. The requirement that MAs be certified before they can do CPOE (Computerized Physician Order Entry) in Electronic Health Records (EHR) systems was discussed. Managers are concerned that they will need to send their MAs to take the test. Several members asked that information regarding a study guide for the exam be sent to the committee. Newcomb agreed to forward that information. It was suggested that a short-term study course be offered for MAs who already work in the field to prepare them to take the certification exam. Newcomb agreed to look into creating such a course.
7. Newcomb then opened the meeting to discussion of committee concerns and suggestions.
8. Linda Davis explained that Obamacare was going to drive a need for more physicians, which in turn would lead to the need for more MAs. Newcomb referred to the Labor Market data that was in the handouts substantiated a continued need for trained MAs.
9. Roxanne Grodin discussed the need for students to understand the role and importance of Meaningful Use requirements. Newcomb agreed and explained that the new EHR textbooks include that.
10. The need for excellent written and oral communication skills was then discussed with many members explaining the various office tasks requiring these skills and the problems they encounter in these areas. Shana Collins explained that MAs completing entries in EHR systems have to write with clarity, accuracy and specificity. Other communication concerns are letter writing, professional appearance of letters, emails, etc.
11. Professionalism and soft skills were discussed and are a continuing concern of office managers.
12. Celine Parks shared information about the outreach program she is creating for middle school students to explore career paths, including a healthcare path. The opportunity to help them develop the soft skills at earlier ages was brought up.

13. Internships and “shadowing” were discussed.

14. Carol Greeby asked the committee if they felt that students completing a medical terminology course would be able to seek jobs and receive the rest of their training on the job. Varying opinions were offered. Discussion was held about requirements for coding certification. Holly Schaefer explained that the AAPC offers a CPC-A certification for apprenticeship certification. Linda Davis explained that AHIMA also offers an apprenticeship exam – CCS-A. Schaefer also recommended that students be encouraged or given an assignment to attend a local AAPC chapter meeting as part of coding courses so they can begin networking opportunities. Students can join the AAPC. It was recommended that students take anatomy & physiology in order to be able to learn ICD-10 coding.

15. Meeting was adjourned.