Business Leadership Council Committee Minutes

PR	ROGRAM COMMITTE	E NAME:	Medical Assisting			
CH	HAIRPERSON:	Bertina Hill				
MEETING DATE:		12-2-2022	MEETING TIME: 2:00 PM	MEETING PLACE:	AC Allied Health Bldg. Room 109	
RECORDER:		Janet Barton		PREVIOUS MEETING:	12-3-21	
		I				
110	st all mombars of the	committee the	n place on V in the hey left (MEMBERS PRESENT		
LIS	NAME		en place an X in the box left of name if present TITLE EMPLOYER INFO		PHONE EMAIL	
х	Becky Mora		Administrator	Acute and Chronic Pain and	FIIONE	
^				Spine center		
х	Karen Stoffle		Clinic Manager	Family Medicine Center		
	Kathie Fuston			Moore Cty Hospital District		
х	Joann Yarbrough		Admin	Regence Health Networks	806-374-7341	Joann.yarbrough@rhnmd.com
	Aaliyah Thompson			Texas Tech UHSC		
х	Polly Porter		Clinic Director	Hereford Regional Medical	806-	
х	Bertina Hill		Assist Director Revenue	Family Medical Center	806-358-9400	bertmahill@fmclp.com
	Terri Murphy			ТТИНЅС		
х	George Webster	Office Manager		BSA Urgent Care Ross/Osage		
	Carolena Cogdill		Chief Executive Office	Haven Health		
	Pat Lane			BSA Amarillo Diagnostic CTR		
х	Rachel Scott			Heal the City		
х	Bailey		Front Desk	Amarillo Urology	806-340-9489	
х	Maria Mendoza		DON	Moore County Hospital Dist.		
				EX-OFFICIO'S PRESENT		
Х	Kim Crowley		Dean of Health Sciences	Amarillo College		
Х	Melissa Burns		Director of CCHCE	Amarillo College		
х	Jessica Sanchez		Advisor	Amarillo College		
х	Judy Massie		PT Instructor	Amarillo College		

AGENDA ITEM	ACTION	N DISCUSSION INFORMATION	J	RESPONSIBILITY	
Call to Order	Bertina Hill called meeting to	o order		Bertina Hill	
Approval of Minutes	Bertina Hill asked for approval of minutes Jessica stated she has been busy registering students for spring 2023. Nursing and Health Sciences will use the same application. Medical Assisting and Nursing take applications twice a year. NA			1 st Polly Porter, 2 nd Becky Mora, all approved	
Health Science Advisor Report					
Student Report					
Director's Report	 information. Not meeting the rate which is high. She review Admin Certificate or Assoc. If Anatomy/Physiology is a pression A&P is back on-line. State the Medical Assistant progrates are students were told the Trajecsys which is a clinical suseful information in Trajecs because it is incorporated in one hour to Procedures in C Students are struggling with books are expensive. Suggestions/Recommendati Discussion on MA's starting CCHCE might be able to help Please let her know if anyon Judy Massie stated we need program out to the public. Jessica – Should students ge Bertina stated she would like 	NAJessica reviewed the AC Mission. She also reported on the Labor Market information. Not meeting the demands. Jessica also reported on her retention rate which is high. She reviewed the requirements. Students can choose the Admin Certificate or Assoc. Degree. Jessica stated Medical Terminology and Anatomy/Physiology is a pre-requisite for the Medical Assistant program. Some A&P is back on-line. Students need to complete A&P before coming into the Medical Assistant program.Fall – Students were told they cannot miss a day. Students now have to use Trajecsys which is a clinical site tracking tool. Sites can enter notes and other useful information in Trajecsys. Jessica stated last year she took out EKG because it is incorporated in procedures. She added one hour to Pharmacy and one hour to Procedures in Clinicals. She also added a lab to Admin Procedures. Students are struggling with Insurance piece. They like having a text book, the books are expensive.Suggestions/Recommendations? 			
Affiliation Reports	Bailey- Amarillo Urology – Ba Bertina – FMLCP – They hav side. Bertina mentioned Payn Karen Stoffle- BSA Urgent understand that when they an to train towards what the Cli at the facility and loves the AC				

Date: 5-11-23	Executive Secretary Signature: Janet Barton	Next Meeting: Fall 2023
Adjournment	Bertina called for adjournment 3:15	Karen Stoffle 1 st , Polly Porter 2nd
	of CE is needed? One clinical site stated the coding would be the same as nursing. Baily stated they need a First Aide Class along with CPR.	
	Healthcare 2 nd 8 weeks of Spring semester. Coding was mentionedwhat type	
Director - CCHCE	Melissa Burns – Melissa asked about possibility of offering Spanish for	
	committee for attending.	
	will be attending ACES. This helps with teaching skills. Kim thanked the	
	software/equipment that can help with language barrier? In January, Faculty	
	Kim mentioned that we need to be able to help All students. Is there	
	Community Colleges.	
	Amarillo College is one of the Colleges in the running for Aspen Top 10	
	happened for AC. The site visit team was very impressed with the college. Also,	
Sean of freath sciences hepoint	for 10 years. We received Zero recommendations which is the first time this has	
Dean of Health Sciences Report	Kim Crowley – Kim mentioned our SACS Accreditation. We were Re-Accredited	
VP of Academic Affairs Report	NA	
	practitioners, 1 registered nurse, two MAs. Jessica stated she would like to get a student there.	
	Abril – Haven Health – Not taking students yet. They have two nurse	
	the students at the facility. Spanish speaking is helpful.	
	Students can see how what they do affects lives. Rachel stated she loves having	
	how their part affects everyone. Heal the City now has a behavioral health team.	
	the Interdisciplinary team. They meet once a month. This helps students realize	
	Rachel Scott- Heal the City- Rachel stated that the students get to be a part of	
	the partnership and students. They are learning several aspects of the business.	
	George Webster – BSA Urgent Care on Ross - George mentioned that he loves	
	nurse or MA.	
	last semester student (Eli). He was able to learn both sides. He will make a great	
	Polly Porter – Hereford Regional Medical Center – Polly stated she really liked	
	is when students do the clinical side.	
	working both sides of the business. Jessica stated fall is administrative only Spring	
	Jo Ann Yarbrough – Regence Health Networks – Jo Ann stated she has students	
	scheduled will use the translator line. Polly mentioned a Kiosk.	
	Clinical side. Would do vitals. Use translator phones which are helpful?? If	
	Maria Mendoza – Moore County Hospital – they currently have a student on the	

MEDICAL ASSISTING – BUSINESS LEADERSHIP COUNCIL AGENDA – DECEMBER 2, 2022

- 1. Welcome and Introductions Bertina Hill
- 2. Approval of Minutes from 2021
- 3. Dr. Adrine Harrell-Carter- Perkins Basic Grant Project Director
- 4. Health Science Advisor Jessica Sanchez
- 5. Affiliation Reports:
 - a. Becky Mora Administrator Acute & Chronic Pain and Spine Center
 - b. Karen Stoffle Clinic Manager BSA Urgent Care Downtown
 - c. Kathie Fuston Moore County Hospital District
 - d. Maria Mendoza Moore County Hospital District
 - e. Jo Ann Yarbrough Regence Health Networks
 - f. Aaliyah Thompson Texas Tech University Health Science Center (Zoom)
 - g. Polly Porter Hereford Regional Medical Center
 - h. Bertina Hill FMCLP
 - i. Teri Murphy Texas Tech University Health Sciences Center (Zoom)
 - j. George Webster Office Manager BSA Urgent Care on Ross/Osage
 - k. Carolena Cogdill Chief Executive Office Haven Health
 - I. Pat Lane BSA Amarillo Diagnostic Clinic
 - m. Rachel Scott Heal the City
- 6. Continuing Healthcare Education Melissa Burns
- 7. Assoc. Dean of Health Sciences Kim Boyd
- 8. Dean of Health Sciences Kim Crowley
- 9. VPAA Office -
- 10. Director's Report Jessica Hill
 - a. AC Strategic Plan
 - i. IDS
 - ii. Completion Goal
 - iii. Degree Alignment
 - iv. Learning
 - v. Equity
 - vi. Financial
- 11. Other Business
- 12. Adjourn

Mecjica Assistant Business Courcil MEETING FALL 2022







What is your favorite movie character?

What will you have for dinner tonight?

What is one thing we would never guess about you?

What's your one piece of advice to everyone here?

What's a cause or purpose you deeply believe in?



WELCOME AND INTRODUCTIONS – BERTINA HILL (CHAIRPERSON)

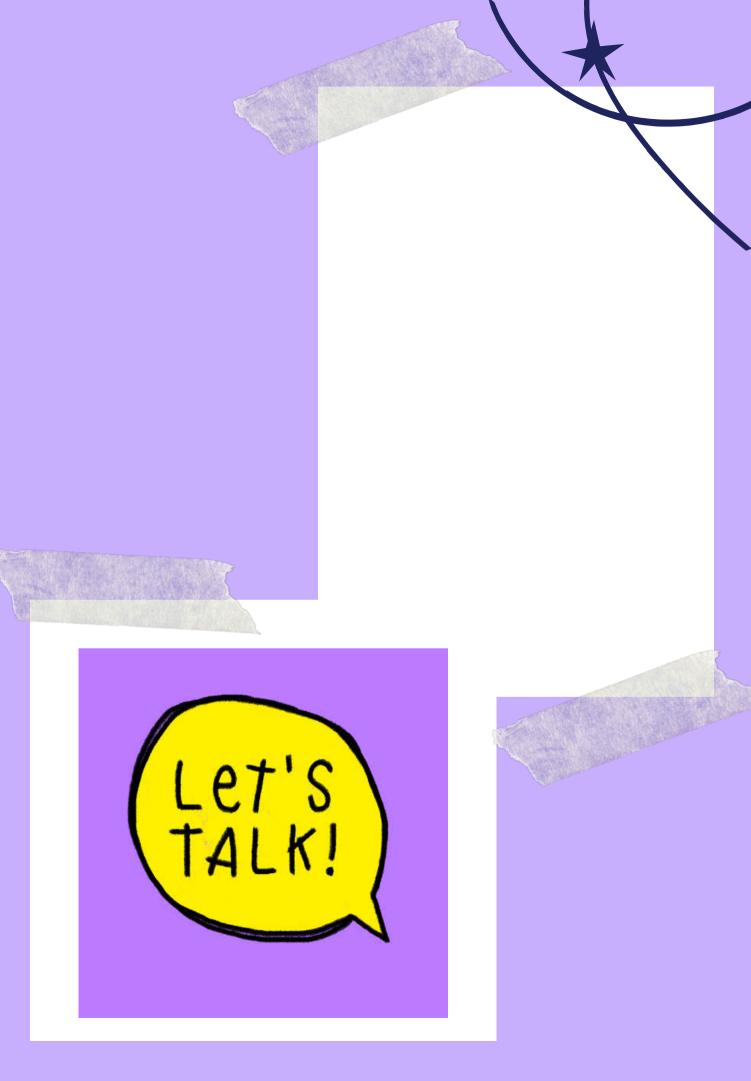
Approval of Minutes from 2021

Dr. Adrine Harrell-Carter- Perkins Basic Grant Project Director

Health Science Advisor – Jessica Sanchez

Affiliation Reports:

Intro







Report from Continuing Education: Melissa Burns







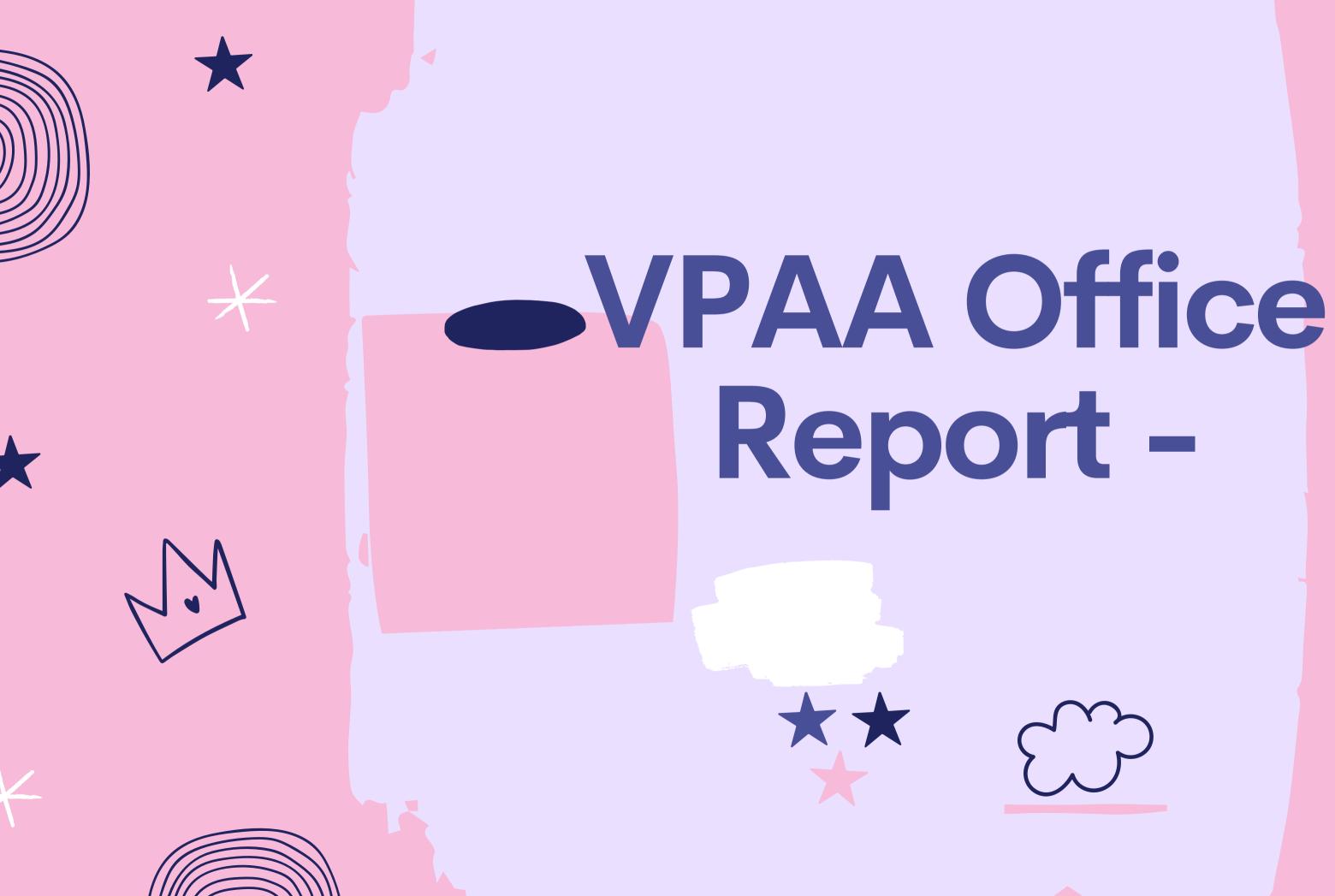


CHECK-IN

Assoc. Dean of Health Sciences -**Kim Boyd** Dean of Health Sciences – Kim Crowley

















Directors Report - Jessica Hill $\star \star$ Add your idea here



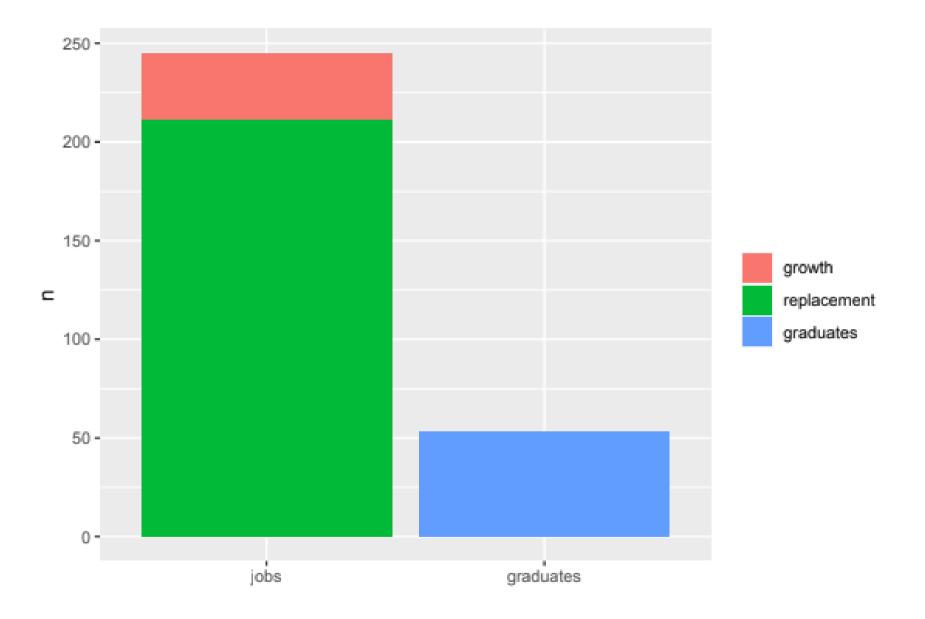
"To prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession."



Program Review

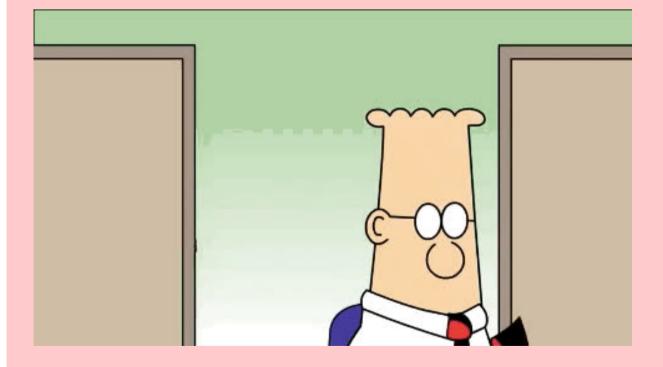
Labor Market Projections to

• Department: Medical Assisting



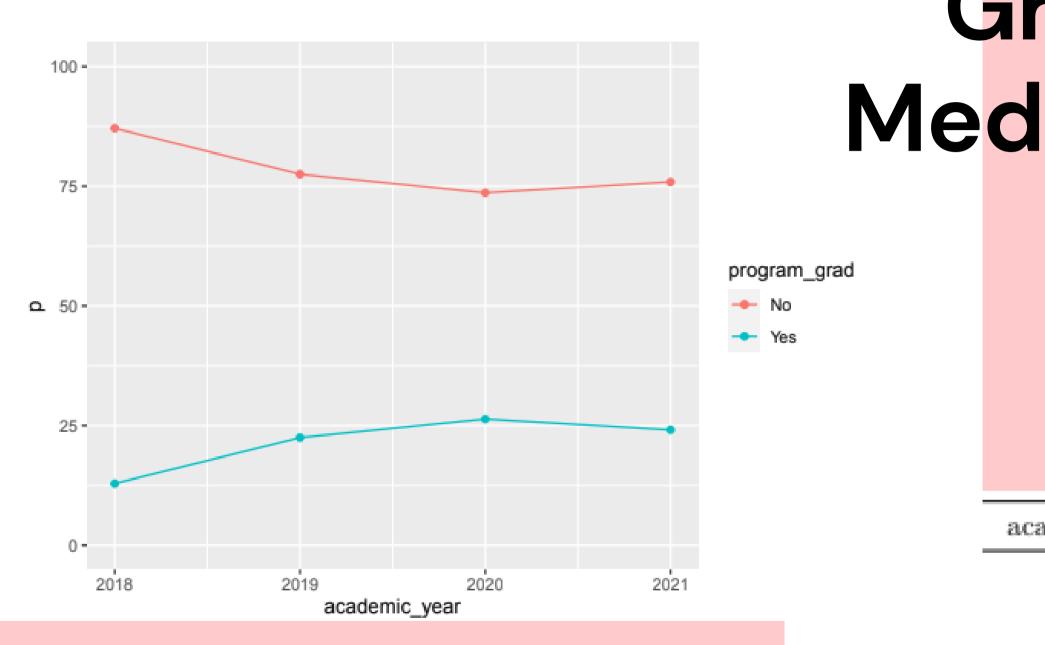
title	growth	replacement	jobs	graduates	$_{\mathrm{gap}}$
Medical Assisting-MDCA.AAS	34	211	245	53	192

Problem



Program Review

Graduates



• Department: Medical Assisting

Graduates of Medical Assisting

ademic_year	program_grad	n	р
2018	No	54	87.10
2018	Yes	8	12.90
2019	No	62	77.50
2019	Yes	18	22.50
2020	No	67	73.63
2020	Yes	24	26.37
2021	No	63	75.90
2021	Yes	20	24.10

MEDICAL ASSISTING - ADMINISTRATIVE CERTIFICATE

Program Requirements

General Education Requirements (13 Semester Hours)

- <u>Speech</u>
- BCIS 1305 Business Computer Applications
- BIOL 2401 Anatomy and Physiology I
- HITT 1305 Medical Terminology I

Major Course Requirements (15 Semester Hours)

- MDCA 1154 Medical Assistant Credentialing Exam Review
- MDCA 1165 Practicum Administrative
- MDCA 1302 Human Disease/Pathophysiology
- MDCA 1305 Medical Law and Ethics
- MDCA 1343 Medical Insurance
- MDCA 1421 Administrative Procedures Total (28 Semester Hours)

MEDICAL ASSISTING - CLINICAL CERTIFICATE

Program Requirements

General Education Requirements (13 Semester Hours)

- Speech ۰
- BCIS 1305 Business Computer Applications •
- BIOL 2401 Anatomy and Physiology I
- HITT 1305 Medical Terminology I

Major Course Requirements (15 Semester Hours)

- MDCA 1164 Practicum Clinical •
- MDCA 1254 Medical Assisting Credentialing Exam Review •
- MDCA 1448 Pharmacology & Administration of Medications •
- MDCA 1417 Procedures in a Clinical Setting •
- MDCA 1452 Medical Assistant Laboratory Procedures ٠
 - Total (28 Semester Hours) •



MEDICAL ASSISTING - A.A.S.

Program Requirements: All courses within Administrative and Clinical Certificates plus

General Education Requirements (17 Semester Hours)

Communication - 3 hours

ENGL 1301 - Composition I ۰

Language, Philosophy & Culture/Creative Arts - 3 Hours

Language, Philosophy & Culture or Creative Arts ۰.

Life & Physical Sciences - 4 Hours

BIOL 2401 - Anatomy and Physiology I •

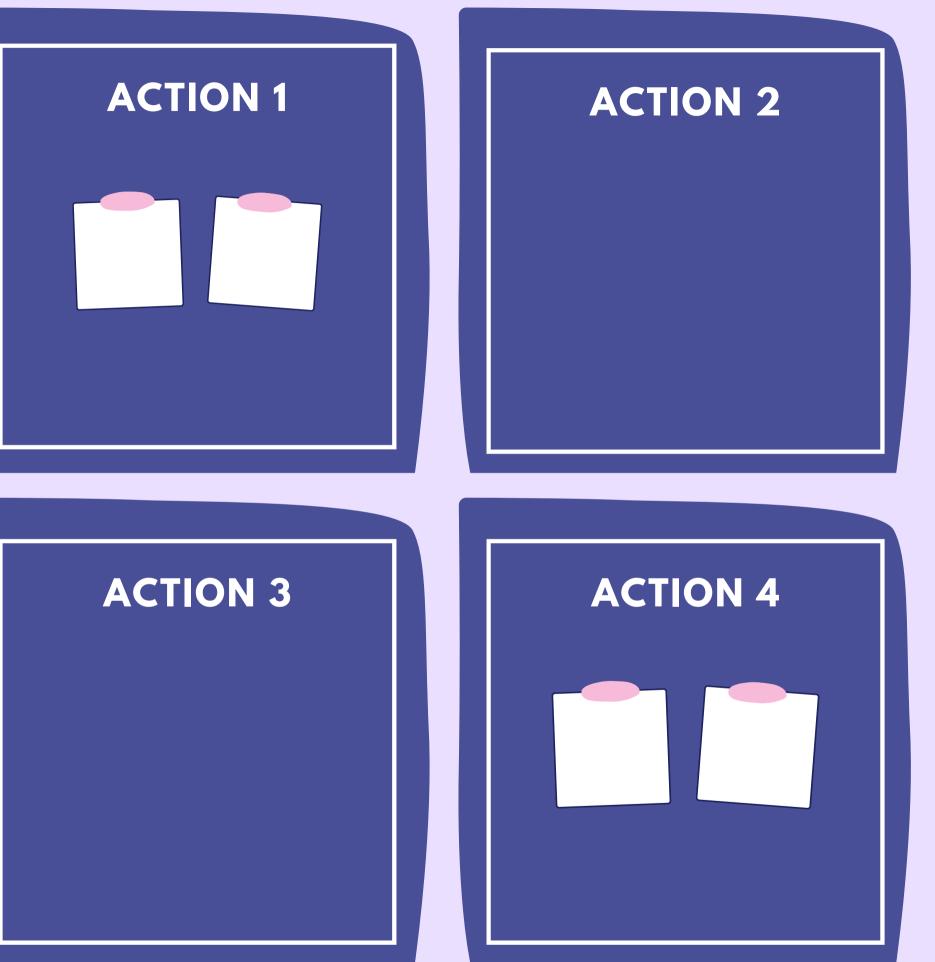
Social/Behavioral Science - 3 Hours

Social and Behavioral Sciences

Institutional Requirement - 4 Hours



WHAT ARE YOUR **K SUGGESTIONS OR RECOMMENDATIONS**





*That's * A Warap

THANK YOU FOR PARTICIPATING



