

**KENNEBEC VALLEY COMMUNITY COLLEGE  
FAIRFIELD, MAINE**



**Date:** 4/21/2017  
**Time:** 8:00am  
**Place:** Frye Conference Room

**Present:** Marilyn Kenyon, Retired Employer; Lila Myers, Student; Paula Dube, Employer; Betsy Priest, Allied Health Chair; Kurt Klappenbach, Sponsor Administration; Jessica Moody, Graduate; Robin Doody, Employer; Belinda Fletcher, Employer; Laurie Alexander, Employer; Barbara McCutcheon, Community Member; Roberta Santilli, Student Navigator; Brittany Newby, Faculty Program Coordinator; Ann Walker, Faculty Program Director

**Absent:** Shea Gilbert, Employer; Courtney Daggett, PA Physician; Clay Landry, Community Member

TOPIC	DISCUSSION	ACTION
The meeting was called to order at 8:05am		
Old Business	None	
Review of last minutes 11/18/16		Minutes were accepted as written.
Curriculum Development	Medical Billing and Coding has intensified in the healthcare setting and the facilities have specialists who are trained specifically in Coding. Based off from feedback from the committee and students within the program Ann and Brittany feel as though revising and consolidating MAS 211 Coding for the Medical Office and Insurance MAS212 would benefit the program. Lila (current student) states that in comparison to the course work and in practice clinical the class is complex. Jessica (KVCC graduate) stated that the providers are responsible for selecting and verifying the correct codes and creating the problems list. Committee members present, agree that the medical assistants are not doing enough coding for an entire semester. Employers want CMA's to know HCC coding, medical necessity, levels of coding, and diseases processes. Betsy asked about the standards and if we have room to combine the courses, both Brittany and Ann feel as though it would be appropriate. Employers recommended incorporating more medical documentation, mental health education and disease processes into simulation for the students to have more knowledge when entering the workplace.	Committee members are in favor of consolidating MAS 211 and MAS 212 into one course. Ann and Brittany will collaborate with the Insurance and Coding instructor to combine the curriculum.
TAACCCT IV Grant	To date the TAACCCT IV Grant has spent \$133,000 on personnel, \$11,500 in professional development, \$5,000 on computers, \$42,500 on lab equipment and supplies, \$106,000 for the simulation lab infrastructure, \$12,000 on tuition and membership dues, \$17,000 on indirect costs	Kurt will coordinate with KB Port to install audio and video capabilities into the MASL upon approval

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Program Needs and Expectations	<p>totaling \$344,000. The Medical Assisting Simulation Lab is 90% complete. Existing needs are video capability and lap tops in each exam room (2). The audio and video system is projected to cost \$35,000 with KB Port. Kurt states that enrollment needs to be increased, student numbers help support the Program Coordinators position. The Department of Labor is asking for 45 students, and the internal number varies. The Medical Assisting program has 40 first and second year students. There are currently 13 students accepted for the upcoming Fall semester, while 17 out of the 40 students will be returning to complete their second year of the program.</p> <p>Ann asked for recommendations to increase enrollment to meet the employers needs for Certified Medical Assistants. Inland is sponsoring two students this year and will sponsor two more next year. Committee members suggested advertising the success of the program and the employer's satisfaction of the KVCC's Medical Assisting graduates. Brittany has been promoting the program by visiting local Tech Centers, High Schools and Career Centers along with sending over 110 mailers to local schools.</p>	<p>of the modification to the grant.</p> <p>Brittany will work with Kurt to advertise quotes from employers on local print ads.</p>
Practicum sites for weekends and evenings	<p>The evening students are asking about evening and weekend clinical sites. Currently, employers believe the students will not gain the same practicum experience during the evening as they would in a provider practice during the day. Students are aware of the clinical site expectations before starting the program.</p>	<p>Robin will research evening and weekend options through EMHS.</p>
Preceptor training at practicum sites	<p>Ann asked members if they are doing training for preceptors. Some employers do offer a preceptor training program while others are looking to incorporate it.</p>	
Utilization of a Scribe	<p>Ann asked members if they are employing scribes in the medical practices. Employers did state that they do employ scribes and they do see the need for more in the future. Employers did state that they prefer having Certified Medical Assistants so they can do the documentation and put orders into the system, in order to do this, it has to be a clinical staff member.</p>	<p>Ann and Brittany will look into the Scribe program accredited through CAAHEP and report back to the committee. Belinda will provide Ann with a copy of the material that they review with the newly hired scribes.</p>
Certificate Medical Assisting programs recently advertised	<p>Employers are happy with the existing program that KVCC has to offer. They find that KVCC Medical Assisting graduates are well prepared and they do not think that the shortened certificate programs would be appropriate for their needs and would not fulfill their hiring requirements.</p>	

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<p data-bbox="110 222 305 254">Other Business</p> <p data-bbox="110 432 394 495">Meeting Adjourned at 9:40 am.</p>	<p data-bbox="420 222 1182 390">Robin Weeks from Workforce Training and Professional Development at KVCC attended the meeting and expressed KVCC's willingness to create any non-credit courses that would complement what the program and industry needs are.</p>	

Recorded by: Brittany Newby  
Approved by: Ann Walker