

**MODESTO JUNIOR COLLEGE
ALLIED HEALTH AND FAMILY AND CONSUMER SCIENCES
MEDICAL ASSISTING PROGRAM**

**ADVISORY COMMITTEE MEETING MINUTES
THURSDAY MAY 8, 2014**

ATTENDEES:

Patrick Bettencourt, Dean
Allied Health and Family and Consumer Sciences Division, MJC

Bev Boone, CMA
Medical Assisting Instructor, MJC

Shirley Buzbee, CMA, BSOB
Medical Assisting Program Director, MJC

Amy Duffy, CMA, BS
Medical Assisting Instructor, MJC

Dorothy Peek, CMA
Program Graduate, MJC

Andrea Powell, RN
Nurse Educator, Sutter Gould Medical Foundation

Gale Buchanan, Clinic Coordinator
Stanislaus County Health Services

Valerie Fisher, RN, MA
Central Region Deputy Sector Navigator, Health Workforce Initiative

Norma Gallardo, Program Specialist
Workforce Training, MJC

Janelle Gray, Public Member

Sunshine Guevara, CMA
Program Graduate, MJC

Yesenia Morales, CMA
Program Graduate, MJC

Charlene Richards, Office Manager
John Warwick MD

Pat Weisel, Public Member

INTRODUCTIONS

NEW FULL-TIME FACULTY

Shirley Buzbee announced that Amy Duffy who has been an adjunct instructor in the Medical Assisting Program for several years is now a full-time instructor, tenure track, in the Medical Assisting Program. This full-time position is a new position in the Medical Assisting Program and the college is very happy to be able to fill this much needed position. Having a second full-time instructor in the program has made it possible to create a new spring schedule that better serves the students and the program's practicum sites. This is something the practicum sites have wanted for a long time and now it is finally possible. 270 practicum hours.

LAB ASSISTANT

Effective fall 2014, the medical assisting program will have a permanent lab assistant position (75%). This position was created several years ago; however funding was on a year-to-year basis with CTE funding.

NEW PRACTICUM HOURS

The new practicum schedule runs the last eight weeks of the semester, Monday – Thursday, 9:00 a.m. – 5:00 p.m. and 8:30 a.m. to 1:00 p.m. on Fridays. This new schedule allows the students to complete all of their theory and lab instruction before beginning the practicum. As a result, the students are much better prepared for the practicum experience and the practicum sites find the new schedule for the 270 hours of practicum much more efficient for meeting the educational needs of our students. Our practicum sites have wanted this type of schedule for a long time and we are pleased to finally be able to grant their request.

ELECTRONIC MEDICAL RECORDS

A federal law was passed in 2012 requiring that all medical assistants must be certified in order to enter data into the patient's electronic medical records within the federal healthcare system. Registered Medical Assistants (RMA) are not allowed to enter data into the patient's electronic medical records. The AAMA standards for CMAs are the highest standards for a medical assistant to achieve. The California Certified Medical Assistants (CCMA) is the state level of certification and the standards are not as high as the AAMA standards. The CCBMA standards are lower than the CCMA standards. Malpractice issues look at the training, education and certification of the medical assistants.

Health care professionals from office managers to doctors need education on the new federal guidelines for electronic medical record. Medical Assistants are the last health care profession needing to be regulated by state or federal agencies.

ELECTRONIC MEDICAL RECORDS (continued)

1. CURRICULUM - Handouts

New schedule for spring semester in the Medical Assisting Program. Effective spring 2014, theory classes are offered Monday through Friday for the first eight weeks of the semester. The practicum schedule is Monday – Thursday 9-5 in the practicum sites, and Friday 8:30 a.m. - 1:00 p.m. on campus for the last eight weeks

2. MEDICAL ASSISTING COURSEWORK – NEW – EMR

Beginning fall 2014, the Medical Assisting Program will be introducing the SimChart as the new software for electronic medical records. Implementation of the ICD 10 has been postponed until October of 2016.

3. PROGRAM GOALS AND OBJECTIVES – Handout

4. CERTIFICATION EXAM-OUTCOME

The number of program graduates who take the certification exam and become CMAs has increased in large part due to the program administration's role in having the students fill out the applications and then submitting the applications for the students. In spring semester, on Friday's, the students review for the certification exam. The Practicum final is a mock board exam.

Valerie Fisher from the Health Workforce Initiative discussed the possibility of offering a course for current medical assistants to prepare them for taking the certification exam, and offering CE courses for CMAs. CMA's must complete 60 CE units every five years in order to maintain their certification. Some healthcare facilities offer salary increases for medical assistants that become CMAs.

ACCREDITATION REPORT

The Medical Assisting Program had its accreditation site visit in February of 2014. The finalized report on findings will be sent out in September.

2013 ANNUAL REPORT FORM FROM THE MEDICAL ASSISTING EDUCATION REVIEW BOARD (MAERB)

The MAERB sent their congratulations to the MJC Medical Assisting Program for meeting all of the Outcome Thresholds (retention, job placement, graduate survey, and employer survey.)

COMMUNITY/FIELD INPUT SURVEY

The surveys were completed at the meeting and the results will be discussed at the next Advisory Committee meeting.