

**Medical Assisting Advisory Committee MINUTES**  
**In conjunction with Medical Assistants Recognition Day Event**  
**October 23, 2013**  
**9:00 a.m.—12:00 p.m**  
**ETA257**

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**ITEM 1. Role of the Medical Assisting Advisory Committee**

Discussion: An Advisory Committee is representative of the communities of interest named in the 2008 CAAHEP Standards & Guidelines, must be designated and charged with the responsibility of meeting at least annually, This is to be represented by members that include but are not limited to :

- Students and Graduates
- Faculty & Sponsor administration
- Employers
- Physicians, Nurse Practitioner, Physician Assistant
- Public

Due to the difficulty that many of our Advisory members have in attending meetings, we share required dialogue regarding the program via e-mails, telephone, and in person at events/conferences.

Data/data source: (where appropriate) CAAHEP (Commission on Accreditation of Allied Health Education Programs) 2008 Standards & Guidelines for Accredited MA Programs.

Action: There is an update on the Standards and Guidelines. The CAAHEP Standards Committee is currently reviewing a draft of the proposed 2013 Standards and Guidelines for the Accreditation of Educational Programs in Medical Assisting. It was noted that no change in the MAERB (Medical Assisting Education Review Board) Core Curriculum is being proposed at this time, awaiting the completion of the Core Curriculum Task Force (CCTF). MAERB held a Forum discussing the proposed changes on 9/29/13 at the AAMA Conference in Atlanta, Georgia, attended by B. Kalfin, Program Director.

**ITEM 2.. Excel Self-Study Report (SSR) and Spring 2014 Continuing Accreditation Site Visit**

Discussion: SSR was submitted to MAERB on or before due date of October 10, 2013 on 4 identical USB drives. This consisted of approximately 16 tabs containing reports regarding Standards, Program Budget, Course List, Cognitive, psychomotor, Affective Domains, Resource Assessment, Program Director Qualifications, Practicum Director Qualifications, individual workbooks for each faculty member teaching and/or assessing student achievement on MAERB Core Curriculum objectives.

The projected dates of Monday-Tuesday, February 10-11, 2014 are for the continuing accreditation on site visit of the Certificate medical assisting program at our College. We are presently in preparation for that visit. The present review of 2013 Standards and Guidelines by MAERB will not affect our SSR that was submitted in October 2013, nor The preparation for the Site Visit in February 2014.

Data/data source: (where appropriate) MAERB

**ITEM 3 Results of 2012 Annual Report Form (ARF): MAERB** letter received--Program met retention, job placement, graduate survey, and employer survey outcome thresholds for most recently reported year. Results of 2013 ARF will be submitted by due date of October 30, 2013.

**Results of 2012 CMA (AAMA) Program Performance Report:** There has again been an improvement of the performance of our students. Our program's average score for first-time takers of the 2012 CMA (AAMA) exam increased from 537 in 2011 to 572 in 2012. Thus, we are in the 86<sup>th</sup> percentile for first-time takers nationally. That 86<sup>th</sup> of the programs in this administration year had average first-time taker scores lower than our program.

Discussion: Above.

Action: SSR submitted. Program in preparation for Site Visit.

**OTHER.-- Betty Springer, Past President of American Association of Medical Assistants** discussed updates in Electronic Health Records, Professional Involvement, CMA(AAMA) Certification Exam. Also that the Centers of Medicare and Medicaid Services (CMS) recently ruled that credentialed medical assistants are permitted to enter medication orders into the computerized provider order entry (CPOE) system. This is a great victory for medical assistants across the country. Previously, only licensed health care professionals—a group that excluded medical assistants—were allowed to perform entries into the CPOE system.

**Mary Lou Allison, Past President of American Association of Medical Assistants** was not able to attend due to responsibilities at her Physician's practice.

**Graduate CMA (AAMA), Marlene Brustle,** was unable to attend due to shortage of a Medical Assistant.

**Joy Broom, Chief of Staff, Revenue Program Management of Florida Bloom** provided relevant information regarding Medical Insurance & Coding, and the Affordable Care Act.

**Dr. Keith Aqua, OB-GYN- Atlantic Clinical Research Collaborative** provided input on current job needs, technology in the workplace.

**Florida House of Representatives, Representative Irving Slosberg, District 91,** Public Member, was unable to attend due to preparation of the 2014 legislative session. He did send us a letter regarding the issues in the legislative session addressing the Affordable Care Act and the effect on the community. He also stated that he is honored to serve on our Advisory Committee. "It brings me great hope and pride to know that the future of our community is in such capable hands and I look forward to the significant impact each of you will have in Palm Beach County."

**Dr. Nancy Roe, Horticulturist & Santiago Perez, Farming Systems Research** provided insight to Environmental Farming, Genetic Changes in produce and Wellness.

**Theresa Errente-Parrino, Program Director of MA Program at IRSC** unable to attend.

MA Pinning of recently completed Externs on November 5, 2013. ETA257  
Commencement—December 19<sup>th</sup>, 2013.

Attendance: Dr. Jesus Venereo, Full-time Instructor	Raiza Rodriguez Adjunct MA Instructor	MA Students of Palm Beach State College	Joy Broom, Florida Blue
Patricia Ballard, Adjunct MA Instructor	Keith Aqua, MD Betty Springer, Past President of AAMA, CMA(AAMA)	Dr. Nancy Roe, Horticulturist, Santiago Perez	Dr. Doreen Jadwick, College Career Center  Barbara Kalfin, Program Director

Submitted by:

Barbara Kalfin, Program Director