

**Business Partnership/Program Advisory Committee Meeting Minutes**  
**Medical Assisting Program, Medical Assistants Recognition Week**  
**October 15, 2012**  
**9:30 a.m.—11:30 a.m.**  
**ETA257**

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

Discussion: An Advisory Committee which is representative of at least each of the communities of interest named in these **Standards**, must be designated and charged with the responsibility of meeting at least annually, to assist program and sponsor personnel in formulating and periodically revising appropriate goals and learning domains, monitoring needs and expectations, and ensuring program responsiveness to change.

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

Action: With regard to the public member of a Medical Assisting Advisory Committee, the following will be added in the near future, to MAERB (Medical Assisting Education Review Board) Policy 1.6 Definitions of the Policies & Procedures Manual for CAAHEP Accredited MA Programs:  
“**It is NOT acceptable** for the public member to be employed or recently employed in the health care field. Additionally, the public member may not be affiliated with a CAAHEP accredited program.”

**ITEM 2. Safety Plan in the Medical Office—Proper Use of a Fire Extinguisher.**

Discussion: Lieutenant Allen Schocken, Adjunct Instructor at Palm Beach State Fire Academy presented a demonstration which incorporates Core Curriculum Safety & Emergency Practices cognitive Protective Practices which included discussion of fire safety issues in a healthcare environment and described fundamental principles for evacuation of a healthcare setting.

Data/data source: (where appropriate) Educational Competencies for the Medical Assistant based on 2008 Standards by the MAERB.

Action: Demonstration of 2 types of fire extinguishers and information in their use. Hands on training would need to be conducted at the Fire Complex.

**ITEM 3. Overview of Clinical Research Practices**

Discussion: Dr. Deborah Weinstein, Atlantic Clinical Research Collaborative (ACRC) gave a detailed account of the various stages of medical research. What place does Medical Assistants have in a research practice?

Data/data source: (where appropriate) Dr. Deborah Weinstein, Charting a New Medical Tomorrow

Action: CMA (AAMA) Certified Medical Assistants through the American Association of Medical Assistants, are ideal for this job. They can become Clinical Researchers. This opens up a new area for employment. Research is open to everyone. Students were encouraged to get involved in the studies, also graduates interested in this line of work should apply for a position once they have their CMA(AAMA) certification.

#### **ITEM 4. Updates & Opportunities for Medical Assistants**

Discussion: Betty Springer, immediate past President of the AAMA (American Association of Medical Assistants and officer of the FSMA (Florida Society of Medical Assistants State Chapter) discussed Electronic Medical Records and Electronic Health Records and the Medical Assistants role in this technology.

Data/data source: (where appropriate) American Association of Medical Assistants, Betty Springer. Mary Lou Allison, CMA-C (AAMA), past President of the AAMA and FSMA and Treasurer of the FSMA, unable to attend due to the huge changes taking place in her Physician's practice, has recently shared with us how Electronic Health records are making changes in the MA's role, requiring more emphasis on these skills.

Action: Electronic Health Records (EHR) is in the MA curriculum. Externs are prepared with a basic background in this area. MA's need training and practice. Graduating from an accredited MA Program (such as ours), which includes training in this area ensures baseline preparation. Externs are exposed to these systems at their sites, if that office has gone electronic. Not all have done that yet.

#### **ITEM 5. Overview of ICD-10 and Affordable Healthcare Act**

Discussion: Julia Steff, Program Chair of Health Information Technology, Medical Information Coder/Biller Programs at Palm Beach State College discussed the MA role in understanding the similarities between ICD-9 and ICD-10 codes and the benefits of the Affordable Healthcare Act and effect it will have on the medical community and the patients.

Data/data source: (where appropriate) The Centers for Medicare and Medicaid Services, The WHO (World Health Organization, US Dept. of Health and Human Services, AHIMA (American Health Information Management Association).

Action: Textbooks will eventually be replaced to update system information. Managed care/Insurance policies and procedures are part of the MA curriculum, completing Insurance Claims, perform procedural coding, perform diagnostic coding. The MA must understand the format and guidelines for assigning a code or reason for each encounter, treatment and/or service. This has a solid impact in the healthcare industry and will result in more accuracy, enhance efficiency, and lower costs, etc.

#### **OTHER. 1 Refreshments were served for breakfast, and lunch was served after the meeting.**

Question asked: Are there any other things being done by MA's that need to be

incorporated into our curriculum, such as bone density. Answer: Some Community Health Centers have MA's performing bone density; also some OB/GYN officecare also doing them. Equipment is extremely expensive, and CAAHEP has not approached that at all. Employer Survey from a graduate states that "More offices are looking for MA's with Basic X-ray Machine Operator Licensure. That course is in our MA Program. MA student extern Narine Hakobyan discussed her experience on externship and in the MA program.

**OTHER: 2** As discussed at 10/21/2011 BPC/PAC meeting regarding IRSC MA Students are permitted to perform Phlebotomy. Palm Beach State MA Students were not permitted to perform phlebotomy on each other. Due to Extern Site suggestions that PBSC MA's need more practice on real patients before they go out on externship, permission has been given by administration. An Informed Consent must be signed by each MA student willingly consenting to participate as a student partner in all laboratory sessions (I.e .student partner/patient for educational purpose in the MA Program. Laboratory sessions will be faculty guided utilizing student partners to achieve required clinical competencies prior to rendering procedures on patients.

<b>Attendance:</b>	Therese Errente-Parrino, Program Director of MA Program at IRSC	Betty Springer, immediate past President of the AAMA	Lieutenant Allen Schocken, Adjunct Instructor at PBSC Fire Academy
Dr. Deborah Weinstein, of ACRC	Julia Steff, Program Chair of HIT, MC/MB	Nancy Zinser, Assoc. Dean of Health Sciences	Dr. Jesus Venereo, f/t MA Instructor
Christine Tanguay, MA Adjunct Instructor	Patricia Ballard, Adjunct MA Instructor	Narine Hakobyan, MA student extern	Melba Pena, Administrative Assistant

MA students of Palm Beach State College      MA students of Indian River State College

Not able to attend: Office managers of MA Extern Sites, Mary Lou Allison, past President of AAMA and FSMA, Maryann Macdonald Garrett, Workforce Alliance, Dr. Holly Pomeranz, Employed graduates CMA(AAMA).

Submitted by: Barbara Kalfin  
Program Director

Melba Pena, Administrative Assistant  
[name], Scribe

c. Minutes Distribution List