



**MEDICAL OFFICE SUBCOMMITTEE MEETING MINUTES**

**Friday, January 8, 2016**

**Rasmussen College – 10:00 AM**

**ATTENDEES:** Gwen Baumel-Aurora, Veronica Kruse-Globe University, Katie Olp-Rasmussen College, Cindy Theys-NWTC, Ann Franz, Debbie Thompson

- Members were asked to review the GGBHA website evaluation forms and online modules to see if they can be used by the Medical Office Subcommittee.
- Metrics will be piloted by the Medical Office Subcommittee that will indicate the following.
  - Number of Clinical Requests
  - Number of Clinical Requests Accepted
  - Number of Students Hired at their Clinical Site - Members will review the existing clinical placement form. It was suggested that a column be added, “Hired – Yes or No”.
- Cindy will email the Medical Office Outlook distribution list to Ann.

**The next meeting of the Medical Office Subcommittee will be on 2/12/2016 at Rasmussen College, 10:00 to 11:00**

**a.m.** The meeting will be held after the Clinical Subcommittee meeting. Agenda items include the following.

- ✓ Introductions & Updates
- ✓ The GGBHA website forms and modules will be reviewed. **Employer members are asked to bring a copy of the forms they would like to have considered for standardization.**