



## **MEDICAL OFFICE** SUBCOMMITTEE MEETING MINUTES

Friday, April 8, 2016

Rasmussen College – 10:00 to 11:00 AM

**ATTENDEES:** Rachel Audette-BayCare, Gwen Baumel-Aurora, Karen Bialcik-CMN, Tina Broderick-NWTC, Monica Erdmann-Ministry, Veronica Kruse-Globe University, Carrie Lemke-Aurora, Katie Olp-Rasmussen College, Cindy Theys-NWTC, Amber Young-Prevea, Ann Franz-GGBHA, Debbie Thompson-GGBHA

### **PRECEPTOR HANDBOOK**

Members reviewed the Medical Office Preceptor Handbook draft. The handbook will be generalized so it can apply to an MA or LPN student. Updates will be made and the handbook will be brought back for review to the Medical Office Subcommittee one more time. The preceptor of record needs to have an equal or higher credential than the student.

### **REVIEW THE GGBHA “COLLEGE/UNIVERSITY COORDINATORS” WEBSITE PAGE FOR MODIFICATION TO THE NEW MEDICAL OFFICE WEB PAGE**

The current web page was reviewed. For now, everything will stay the same with the exception of the preceptor handbook and its related evaluations. The agenda for the May 13 meeting will include determining when preceptor requests should be submitted before the clinical start date. Forms that remain the same will require that their name matches the clinical form names.

### **REVIEW/UPDATE CONTACT LISTS**

Since the April 8 meeting, two additional medical office tabs (site and faculty) have been added to the website contact lists. Medical Office Subcommittee contacts have been added to each of the sheets.

### **OTHER**

- A one-day Epic class is being coordinated.
- Ann will contact Infinity Technology in regard to password protecting part of the GGBHA website. The hosting fee is being covered by fees generated from the GGBHA Employment Expo on April 19, 2016.

### **NEXT MEETING**

The next meeting of the Medical Office Subcommittee will be on **Friday, May 13, 2016 at Rasmussen College, 10:00 to 11:00 a.m.** Agenda: **Map Out the Clinical Site Requesting Process** – This will include determining for preceptorships how many weeks in advance requests should be submitted before the clinical start date. **Members are asked to bring their procedures for processing clinical site requests.**