



MEDICAL OFFICE SUBCOMMITTEE MEETING MINUTES

Friday, May 13, 2016

Rasmussen College – 10:00 to 11:00 AM

ATTENDEES: Gwen Baumel-Aurora, Tina Broderick-NWTC, Richelle VandeBerg-Rasmussen, Debbie Thompson-GGBHA

EPIC REFRESHER TRAINING

This training is for Epic Instructors & New Instructors – **New instructors are required to attend.**

Friday, June 3, 2016

8:00 AM to 12:00 PM

7:50 AM Check-in

Aurora Sports Medicine Building – Strength Room – 1160 Kepler Drive, Green Bay, WI

Space is limited to 20 registrants.

For questions regarding this training, please contact [Laura Janssen](#) of Aurora.

CLINICAL SITE REQUESTING PROCESS

A live form for reserving clinical sites will be hosted on the GGBHA website. This program will be piloted for fall 2016. It is hoped to get the electronic requesting process up and running by June. The website will have a new password protected area. Actual numbers and names will need to be determined.

Members discussed their processes for clinical site requests. Amber Young of Prevea, although not present, shared her schedules for 2016. Discussions included the following.

- An electronic, shared calendar is needed on the website.
- Required MA Clinical Hours: Rasmussen College 180, NWTC 184 – Rasmussen and NWTC MA students are all generally able to be placed.
- Rasmussen will use the live form for their MA clinicals starting October 3.
- Tina sends out her requests for an entire year and submits for the same number of NWTC MAs. Over summer, their requests will be sent for fall.
- Give MA students minimal computer access so they can experience patient check-in/check-out and scheduling. This would also allow students to get more familiarized with HIPAA.
- **Preceptor Request Form: Gwen will clarify with Carrie Lemke regarding this form. The student needs the preceptor's contact information.**
- Preceptor Evaluation of the Student Form: This form will be created and have a consistent process. HR wants to know who the star performers are.

On May 16, NWTC is graduating its first cohort of MAs who bridged to the LPN program. Students were required to graduate from an accredited program.

NEXT MEETING

The next meeting of the Medical Office Subcommittee will be on **Friday, June 10, 2016 at Rasmussen College, 10:00 to 11:00 a.m.** Agenda items include the following.

- Continue mapping out the clinical site requesting process. **Members are asked to bring their procedures for processing clinical site requests. Facility reps are also needed to attend and assist in this process.**
- Determine the information and forms members want to password protect on the website.