



MEDICAL OFFICE SUBCOMMITTEE MEETING MINUTES

Friday, September 9, 2016

Rasmussen College, 10:00 to 11:00 a.m. Room 115

(The meeting will be held after the Clinical Subcommittee meeting)

1. Review cumulative site request project

The group is working on a solution that would allow them to better track the College requests and the Clinical Site availability. They discussed the possibility of utilizing an excel spreadsheet where each school would be represented by a color with blocks across the top. The clinical sites would be on the spreadsheet as well. The goal is to have a visual of the entire year.

The problem with listing out all colleges and clinic sites for the entire year is that it would be a very large document and not easy to read. The group discussed options on how to best lay it out. There is a possibility to have a drop down box for each institution with all of their different sites.

The group would like to have a technical person who is adept with Excel, Access, or Tablo, to develop a solution that would be flexible for the clinical sites to change their needs easily and quickly. Some of the needs are:

- Easily show availability
- Reporting capability
- Have the capacity to plug a lot of data
- Want to be able to dump in sites and colleges easily
- Set up so site selection is fair to all colleges
- Clinical sites need to have the ability to deactivate sites
- Streamline the process
- Have an accept or deny college request
- Who would manage or own the site

The group discussed whether there are solutions that are out there now to look at to help with the parameters of the project. There is a product for scheduling that a company called Castle Branch has. They will be having a demo to demonstrate. The Cost of purchasing this is prohibitive at \$40,000.

2. Review spreadsheet with school sessions

Tabled due to time

3. Review website forms

Table the forms due to time

4. Revisit and define charter goals for 2016-17 school year- Please come with goals you/your organization wishes to accomplish for 2017

Reviewed the Charter Development worksheet

What have we accomplished this year?

1. Evaluation forms – tried to limit them down. Difficult because the colleges have different accrediting bodies.
2. Preceptor handbook – We will want the group to look at in the upcoming year.
3. All colleges are using alliance forms.
4. We will want feedback from the employer representatives to determine if the colleges are referring them to the web site.
5. Want the website added to the forms. Add the link to all of the forms. Deb Thompson will add them.
6. EPIC training – is it realistic that we get the training at the schools. The training is now at the clinical site. Have acute but do not have ambulatory at the college. It might be beneficial to have someone play around to see what the colleges have access to. Is it possible to have basic EPIC training at the colleges and the site would train them further? Bellin College, NWTC, UWGB, and Rasmussen have the acute epic. Globe does not have it. Cindy will take this and play with it to see if they can find ambulatory modules.
7. The group needs to Create a timeline and due dates for student placement requests. We will add to the October agenda.
8. Goals for 2016-2017 - Should we do PR campaign to get attendance to these meetings. Does not work for some because of the time. Resend the charter and ask the question what is a good time and day of the week. Work on growing the membership for 2016-2017. The group can review the list and make sure it's accurate. We can conduct a survey on availability. Create the survey at the October meeting. Put it on the agenda.
9. Do we have a medical office tab? Sandy will discuss with Debbie Thompson

Next meeting will be held on October 14th at 10:00 a.m. -11:00 a.m. at Rasmussen College.