

**MEDICAL ASSISTANT ADVISORY BOARD**  
**Meeting Minutes**  
**April 12, 2017**

**ATTENDANCE**

Kathy Cook, Carle; Tara Hafner, Christie Clinic; Lenora Haggerty, Student; Dave Kietzmann, DACC V-P; Mariah Lillard, Student; Candice Milam, DACC Instructor; Bruce Rape, DACC Dean; Angela Seymour, Student

**REPORTS**

Candice gave a report on outlook for CMA's in the labor market. The projection is that employment will grow 23% in the next six years. Wages for Illinois are in the median range of about \$15 an hour after certification.

**OLD BUSINESS**

No old business to report

**NEW BUSINESS**

Mission, Goals & Assessment  
See attached yellow sheet

Outcomes

The discussion on outcomes revealed that placement of MA is steady. Ms. Hafner said that there are opportunities for MA to specialize, which also means an increase in pay depending on experience. Graduates are encouraged to see clinicals as an interview situation and are urged to apply even if the job description asks for experience. Turnover in the area of MA is mainly due to growth of the individual in education.

Curriculum

Some changes to the MA curriculum are as follows:  
MEDA 200 Clinicals/Office Internship, was changed from 8-weeks to a full semester. Students must complete 160 hours. MEDA 210 Medical Ethics, an online course was created for this class that includes a discussion board. Students like this format and speak up more when with this online class. The members suggested that students complete more Electronic Medical Records (EMR) course work. It is time consuming, the course best able to absorb this course work would be the Medical Office courses.

Credentialing

There are several tests that MA can choose for credentialing. Registered Medical Assistant (RMA) is 210 questions \$140 and must be completed every three years. National Certified Medical Assistant (NCMA) is 150 questions \$90 and must be completed every two years. Certified Clinical Medical Assistant (CCMA) is 150 questions \$155.

Strength/Weaknesses of Program

Program is working well for CNA's who are interested in moving into a MA position.

There was discussion about the MA Accelerated Program (see pink sheet). The members decided this would be a great program for those already working in as a Medical Office Assistant (MOA) to become certified. The business partner members agreed that the human resources or the Educator in Training Dept needs to be informed about this Accelerated program in order for their clinics to take advantage of this training.

Discussion of the Medical Assistant AAS degree program (see tan sheet) exposed some weaknesses in the curriculum. It was determined that in order for it to be a viable option Anatomy & Physiology would need to be added to the course offerings. The process for implementing an AAS degree is about 6-9 months and it must have support from the labor market, employers, and community. There is some interest, Patient Service Representatives (PSR) must have an associate's degree to be a manager or a lead.

**ITEMS FROM THE FLOOR**

Some items concerning clinicals were discussed by the members. Christie Clinic would like to have a log-in sheet for clinical hours and Candice would like to have weekly evaluations filled out for each student so she can monitor their progress and determine items that the student needs to work on.

There was also a question about DACC closures, are students in clinicals still allowed to report to work? If not, what is the reason?

**DATE of NEXT MEETING**

TBD

**MINUTES SUBMITTED by:**

Respectfully submitted,

*Lisa J. Osborne*

Lisa J. Osborne  
Administrative Assistant  
Business and Technology