



MEDICAL OFFICE SUBCOMMITTEE MEETING MINUTES

Friday, March 11, 2016

Rasmussen College – 10:00 to 11:00 AM

ATTENDEES: Karen Bialcik-CMN, Catherine Mraz-Hoffman-Bellin Health, Katie Olp-Rasmussen College, Julie Serstad-CMN, Cindy Theys-NWTC, Amber Young-Prevea, Ann Franz-GGBHA, Debbie Thompson-GGBHA

FORMS REVIEW

Employer surveys will not be on the website. The following is a list of clinical forms that can be used by the Medical Office Subcommittee. If deemed necessary, the forms will be modified for the medical office setting.

- Affiliation Verification
- Background Approval Policy
- Clinical Placement Request
- Confidentiality Agreement and Acknowledgement of Orientation Modules
- Epic Access Request
- Mandatory Modules (HIPAA & Infection Control)
- Preceptor Agreement
- Student Evaluation of the Clinical Site or Precepted Clinical

PRECEPTOR HANDBOOK

The preceptor handbook and preceptor evaluation form will be updated for the medical office setting by Cindy, Katie and Veronica. They will make the handbook and evaluation form generic, in an effort to cover more medical office fields. A draft will be prepared by April. The goal will be to have the handbook ready for the 2016 fall semester.

MEDICAL OFFICE CONTACTS

Amber Young will be updated as the contact for Prevea Health. Carrie Lemke will be added as the medical office placement contact for Aurora. Cindy will email to Debbie an updated Medical Office Subcommittee contact list so she can add phone numbers and have the list ready for the 4/8/2016 meeting. Subsequently, Ann's Outlook distribution group will be updated.

GGBHA WEBSITE

A separate GGBHA website page will be added for the Medical Office Subcommittee. At the April 8 meeting, members will review the GGBHA "College/University Coordinators" website page, making modifications for the new medical office website page. **See the attachment.**

OUTREACH TO POTENTIAL MEMBERS

Potential members who have not responded to the meeting requests will be contacted. This will be discussed at the April 8 meeting.

NEXT MEETING

The next meeting of the Medical Office Subcommittee will be on **Friday, April 8, 2016 at Rasmussen College, 10:00 to 11:00 a.m.** Agenda items include the following.

- Preceptor Handbook
- Review the GGBHA "College/University Coordinators" website page, for modification to the new medical office page. **See the attachment.**
- Review/update the contact lists. Cindy will email the list to Debbie so she can add phone numbers the 4/8/2016 meeting.
- Employer Survey – Update from Gwen regarding Aurora's employer survey results (# of sites requested, # granted, # of students hired).
- Outreach to Potential Members