



MEDICAL OFFICE SUBCOMMITTEE MEETING MINUTES

Friday, August 12, 2016

Rasmussen College – 10:00 AM

ATTENDEES: Cathy Mraz-Hoffman – Bellin Health
Michelle Vanden Heuvel-Globe University
Richelle Vandenberg- Rasmussen College
Katie Olp-Rasmussen College
Cindy Theys-NWTC
Ann Franz
Debbie Thompson
Lori Kroenke – College of Menomonee Nation

Notes:

- Educational institution Members were asked to review projections for the next calendar year to review at the next meeting
- Discussed the requirement of which forms the schools need to retain for the 4 online orientation modules. We are looking for consistency. The only form the school needs to retain is the [confidentiality agreement and acknowledgement of PowerPoint orientation learning modules](#).
- Revised the above signature forms in the modules to only list the appropriate modules

Assignments for next meeting (September 9)

Educational Institutions – provide a projections for all allied health programs where student placement is in a clinic setting for Jan – Dec 2016 (MA, MLT, HIT, LPN)

All – Review the forms online for any changes or adjustments for ease of use

All – think of what we'd like to accomplish for our goals in the upcoming school year

Next meeting:

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)

Agenda

- ✓ Review cumulative site request project
- ✓ Review spreadsheet with school sessions
- ✓ Review website forms
- ✓ Revisit and define charter goals for 2016-17 school year- Please come with goals you/your organization wishes to accomplish for 2017