NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
MINUTES

DATE: **January 11, 2007**
TIME: **5:30 P.M.**
PLACE: **Student Union, room 209**

PRESENT: Kevin Berthot
            Neil Ford
            Mariam Mih
            David Peter
            Basil Swalley

PRESENT: Dr. Vicky R. Smith, President
            Dr. Brian Inbody, Vice President of Student Learning
            Ben Smith, Dean of Planning and Operations
            Sandi Solander, Dean of Finance
            Brenda Krumm, Dean of Outreach & Workforce Development
            Lisa Last, Dean of Student Development
            Chad DeVoe, Faculty Senate President
            Kent Pringle, Board Attorney
            Terri Dale, Board Clerk

The meeting was called to order by David Peter, Chairman at 5:30 p.m. in room 209 in the Student Union.

III: Public Comment
There were no speakers.

IV. Approval of the Agenda
There were no additions to the agenda.

Upon a motion and a second, the agenda was approved. Motion passed.

V. Consent Agenda

The following items were approved by consent.

> Amended Minutes for November 13, 2006
> Minutes from December 14, 2006
> Claims for disbursement for December 2006
> Approval of New Courses to Master Course List

Consent Agenda Item A: Approval of Amended Minutes for November 13, 2006

An error was found in the minutes that were approved for the November 13, 2006 meeting. On page 4 under President's Report, the amount of the low bid to demolish the smaller house and fill in both holes left by the two houses should be changed to $3400 from Kraft Construction. The approved minutes read $5200 as the amount of the low bid.

Consent Agenda Item V-D: Approval of New Courses to Master Course List

Before each semester begins, the Kansas Board of Regents asks coordinated institutions to submit a list of courses that the college is capable of teaching in that semester, but is not compelled to offer. This list of courses is referred to as the master course list. Each change to the list must be approved by the academic department where it originated, the curriculum committee, the Chief Academic Officer, the President of the

College and finally, the college Board of Trustees, as per NCCC policy.

Master Course List Changes for Summer 2007

Course Prefix Change
>   PHYS 103 Astronomy Lab, from CURR to PHYS

New Courses
>   ALHT 130 Introduction to Medical Coding, 3 credit hours
>   ALMA 125 Human Body in Health and Disease, 3 credit hours
>   ALHT 140 Advanced Medical Coding, 3 credit hours

Faculty Senate Report: Chad DeVoe, Faculty Senate President, reported that the faculty had been on Christmas break and that their first day back was today for Spring In-Service. He reported there are many new courses on-line and new textbooks. He reported that many faculty were "in-and-out" over the break checking emails and preparing for the spring semester. Mr. DeVoe also reported that Steve Yuza had passed his comps and would be starting his dissertation soon.

Dean of Planning and Operation Report: Ben Smith, Dean of Planning and Operations, distributed a written report and said that there were several areas that he would like to talk about.

Mr. Smith reported that the technology department is implementing and training on Inside NC Admissions portal which was funded by Kan-Ed Content and Services matching grant. The are also implementing and training on laser fiche document imaging system, starting in the registration department. A new backup server has been installed and implemented new policies, installed new JICS servers and migrated JICS funded by the Kansas State Technology matching grant. A streaming audio/video server which was also funded by the technology grant has been installed and is in test mode. WiFi projects on the Chanute and Ottawa campuses is complete, and the connectivity issues with Ottawa are minimal. Mr. Smith also reported that the Neosho County web site home page, developed by Kerry Ranabargar, was being tested.

Safety and security issues include installing new fume hoods in Stoltz hall, rooms 9 and 10, completing bleachers on the southeast exit stairs in the gym, recovered beam and end wall mats in the gym, replaced weight equipment in the Wellness Center. Added extra lights in Bideau and NeoKan residence halls, working on an Emergency Action Plan in conjunction with OSHA and Homeland Security, continuing to work with the city and county on pandemic flu and homeland security, and working on FEMA NIMS certifications.

The maintenance department has re-installed gym and locker room booster pumps and given the Wellness Center a facelift with new paint and a new rubberized floor. The house on 14th Street has been moved and demolition is in progress of the other house and repairs are being made to the garage on the property. Remodeling in Sanders Hall is complete and high speed GB infrastructure upgrade has been completed in NeoKan residence hall.

Custom Energy will be back on campus to do another detailed utility analysis and some training. Mr. Smith also mentioned concerns with the boiler and issues with the water loop header mixing valve. Tentative plans are being made to remodel the restrooms in NeoKan and the bookstore in the Student Union.

Treasurer's Report: Sandi Solander, Dean of Finance, distributed monthly reports outlining the financial condition of the college. She reported that typically December is a slow month and the cash balance reflects a decrease. Revenue and expenditure are pretty much in line with projected numbers.

President's Report: Dr. Smith reported that the lawyers are finalizing the agreement for the student health clinic with Panacea care. A copy of the final document was placed given to each Trustee with some items highlighted for revision.

Senator Schmidt has introduced a bill regarding deferred maintenance for universities and community colleges. Comments from other community college presidents include:

(Pratt) On the surface the bill appears to be a good alternative, but it has many drawbacks in Dr. Wojciechowski's opinion. First of all, it depends on a form of "donations". Secondly, if you check around your communities, as he has, you will find competing interests. In Pratt, there are at least three organizations, one being the local medical center foundation and another the community foundation, peddling tax credits for contributions. Thirdly, while the universities will have some form of guaranteed state funding, in effect, community colleges will be fending for themselves. He thinks community colleges deserve more consideration than what is being proposed. Fourth, the state only allows for a certain amount of tax credits to be issued which means community colleges will be competing with many other entities for the same privilege.

(Seward)I presented Sen. Schmidt's proposed bill for capital improvement tax credits to our Board this week and asked for their comments/input, etc. The Board was excited to see this type of legislation and felt it would be worthy of our support. There were some questions and I thought I'd let you know, perhaps Sheila can provide clarification, or others may also have ideas.

> What impact would this have on the individual's federal tax rates? The issue was whether the reduction in State tax rates by the credit would also allow the individual to reduce his/her federal taxable income.

> Clarification as to whether there is greater financial incentive to contribute directly to the college or to the KBOR pool of funds. Since the KBOR funds (sec. 2) would allow for a 3-year deduction, should that same time period be allowed for the direct college contribution (sec. 1)

> Is there an anticipated cap that a college could maintain in the fund?

Again, these were items brought to the discussion and I didn't have information for a response. SCCC certainly supports the concept and, at least in draft form, see no negative aspects to the legislation, other than a need to educate contributors to keep from losing support given to our foundation.

(Coffeyville) The big questions would be:

> Will taxpayers contribute to the fund?

> How will the KBOR decide who gets what funding? The draft says the funds will be applied for but who is to say what project is the more important. It might be better, since every college has capital infrastructure needs, to just set up an annual allocation formula.

Dr. Smith asked for comments from Trustees. Many of the same comments were heard as listed above. Dr. Smith will keep the Board informed on the issue.

Dr. Smith also congratulated the dance team, the Aristocats, who competed in Topeka at the Nations Best Championships. In the pom-pom dance division the Aristocats received first place. They also received the award of Collegiate Dance Grand Champions. Captains of the Aristocats competed in the dance solo division; sophomore Meghan Warhurst received first place and freshman Lacey Persell received second. Melissa Kiefer is coach of the dance/cheer team.

Dr. Smith shared enrollment comparisons with the first day of class for last spring. Overall, we are up about 2.3% overall.

Dr. Smith also distributed a presentation made by the joint community and college colleges presented to the Technical Education Commissions. She also distributed the interim report that the Commissions submitted to the Legislature.

Agenda Item VIII-A: Medical Transcribing Certificate and Medical Coding Certificate

Introduction

Neosho County Community College wishes to offer new certificate programs in medical transcription and medical coding. In April 2006, Neosho County Community College received approval from the Kansas Board of Regents to offer a two year associate of applied science (AAS) degree in health information technology (HIT). In the HIT request for approval, NCCC indicated that two sub-certificates would be developed under the HIT program. These certificates are: 1) Medical Transcription, and 2) Medical Coding. The HIT curriculum contains courses in medical transcription and medical coding; these new certificates will provide students additional opportunities to receive national certifications and to obtain gainful employment while pursuing the AAS degree in HIT.

Individual courses in transcription and coding are already developed and are being offered. This proposal simply groups the existing courses into certificate programs.

Program Ladder at NCCC

If these new certificate programs are approved, it is possible for students pursuing the AAS degree to obtain up to six (6) state and national certifications. All of these certificates provide opportunities for immediate employment.

The certificates are:
   Certified Nurse Aide (C.N.A.)
   Certified Medication Aide (C.M.A.)
   Registered Medical Assistant (R.M.A.)
   Certified Coding Associate (C.C.A.) or Certified Professional Coder (C.P.C)
   Certified Medical Transcriptionist (C.M.T.)
   Registered Health Information Technician (R.H.I.T.)

Three national organizations are available to assist with program development, program approval, and student credentialing: 1) The Association for Medical Transcription (AAMT); 2) American Health Information Management Association (AHIMA); and 3) American Academy of Professional Coders (the Academy).

1. The American Association for Medical Transcription (AAMT) has been the professional organization representing medical transcriptionists since 1978. AAMT sets standards of practice and education for medical transcriptionists, administers a certification program, has established a code of ethics, and advocates on behalf of the profession. AAMT developed the *Model Curriculum for Medical Transcription.* There is no formal accreditation for medical transcription programs; however, an approval process exists through the AAMT. Currently, there are NO AAMT approved programs in the state of Kansas.

The American Health Information Management Association (AHIMA) is the professional organization for health information management. AHIMA's 50,000 members are dedicated to the effective management of personal health information needed to deliver quality healthcare to the public. Founded in 1928 to improve the quality of medical records, AHIMA is committed to advancing the health information profession in an increasingly electronic and global environment through leadership in advocacy, education, certification, and lifelong learning.

3. American Academy of Professional Coders (AAPC) is an associate that leads the nation in certifying medical coders in physician offices, outpatient facilities, and claims processing positions. Founded in 1988 to raise the professional standards and recognition of coders, the AAPC offers a variety of methods to prepare students for employment, certification, and continuing education. There are over 38,000 members of AAPC who hold current certifications.

The AAMT and AHIMA created the first set of educational criteria to monitor the quality of medical transcription education. This process was an attempt to encourage training institutions to adhere to the *Model Curriculum for Medical Transcription* which sets the competencies for quality entry-level medical transcription. The national Medical Transcription Program Approval is modeled after AHIMA's Coding Program Approval process.

Two organizations offer credentialing in medical coding – AHIMA and AAPC. Both are nationally recognized and students will have the option of selecting which national organization's exam they wish to take. Transcription credentialing will be through the AAMT's certification examination process.

Neosho County Community College will pursue having our medical transcription and medical coding programs approved by AHIMA.

Program Descriptions and Objectives

The Medical Transcription Certificate program will prepare the student for entry-level employment as a medical transcriptionist by providing the basic knowledge and skills required to transcribe medical dictation with accuracy and clarity, meet timelines, and apply the principles of professional and ethical conduct. The program prepares the student to demonstrate successful competence in the outcomes established by the American Association for Medical Transcription. Students will be prepared to sit for the Certified Medical Transcriptionist (CMT) Examination administered by the American Association for Medical Transcription.

The medical transcription program will be offered as a one evening course per semester to allow working adults to participate. Eventually this program will be offered online.

Medical Transcription Program Outcomes

I. Anatomy and Physiology: The student will demonstrate a thorough knowledge of anatomy and physiology in the areas of dermatology, gastroenterology, cardiology and pulmonology, ENT/ophthalmology, pediatrics, genitourinary, obstetrics/gynecology, orthopedics, neuropsychiatry, hematology, oncology, and immunology as evidenced by unit assessments.

II. Medical Terminology: The student will demonstrate a thorough knowledge of medical terminology in the areas of dermatology, gastroenterology, cardiology, and pulmonology,

ENT/ophthalmology, pediatrics, genitourinary, obstetrics/gynecology, orthopedics, neuropsychiatry, hematology, oncology, and immunology as evidenced by unit assessments.

III. Medical Science: The student will demonstrate a thorough knowledge of the history and physical report as well as editing techniques as related to dermatology, gastroenterology, cardiology, and pulmonology, ENT/ophthalmology, pediatrics, genitourinary, obstetrics/gynecology, orthopedics, neuropsychiatry, hematology, oncology, and immunology as evidenced by unit assessments.

IV. Human Diseases or Disease Processes: The student will demonstrate a thorough knowledge of human diseases and the disease processes associated with dermatology, gastroenterology, cardiology, and pulmonology, ENT/ophthalmology, pediatrics, genitourinary, obstetrics/gynecology, orthopedics, neuropsychiatry, hematology, oncology, and immunology as evidenced by unit assessments.

V. Pharmacology: The student will demonstrate a thorough knowledge of pharmacology as related to dermatology, gastroenterology, cardiology, and pulmonology, ENT/ophthalmology, pediatrics, genitourinary, obstetrics/gynecology, orthopedics, neuropsychiatry, hematology, oncology, and immunology as evidenced on unit tests.

VI. Laboratory tests and Diagnostic Procedures in Medicine: The student will demonstrate a thorough knowledge of the laboratory tests and diagnostic procedures in the areas of dermatology, gastroenterology, cardiology, and pulmonology, ENT/ophthalmology, pediatrics, genitourinary, obstetrics/gynecology, orthopedics, neuropsychiatry, hematology, oncology, immunology, advanced medical imaging procedures and anatomic pathology, methodology, indications, and range of results as evidenced on unit assessments.

VII. Medical Transcription Practice: The student will demonstrate the ability to transcribe medical reports in the areas of dermatology, gastroenterology, cardiology, and pulmonology, ENT/ophthalmology, pediatrics, genitourinary, obstetrics/gynecology, orthopedics, neuropsychiatry, hematology, oncology, and immunology as evidenced by unit assessments.

VIII. Professional Issues: The student will demonstrate a thorough knowledge of professional issues related to the field of medical transcription as evidenced by unit assessments.

IX. Surgical Procedures: The student will demonstrate a thorough knowledge of surgical techniques, instruments, and operative procedures by body system as evidenced by unit assessments.

X. Surgery Medical Transcription Practice: The student will demonstrate a thorough knowledge and ability to transcribe physician-dictated surgery reports organized by medical specialty as evidenced by unit assessments.

XI. Transcription Skills: The student will demonstrate the ability to select the correct format for a dictated medical report; demonstrate the proper use of reference materials; transcribe the previously listed reports; edit the transcripts; identify obvious medical inconsistencies; produce a final, neat, error-free transcript; and increase productivity and speed.

The Medical Coding Certificate prepares students to be proficient in their profession upon completion of certificate requirement. The program prepares students to demonstrate successful competence in the outcomes established by AHIMA and AAPC for Medical Coding. Students will be prepared to sit for the CPC-A or CCA national examinations.

Upon successful completion of this program, the student should have the skills required to pass the CPC or CCA examinations and to obtain an entry-level position in the medical coding profession.

The medical coding courses have been offered as online courses and will continue to be offered as part of an online certificate program.

Medical Coding Program Outcomes

Demonstrate an understanding of coding and classification systems in order to assign valid evaluation and management CPT procedure codes.

a. Evaluation and Management codes 99201-99499
b. Anesthesia codes 00100-01999
c. Pathology and Laboratory codes 70000-99602
d. Surgery/Integumentary/Musculoskeletal/Respiratory/Cardiology/ Digestive/ Urinary/Male and Female Genital/Nervous/Eye and Ocular codes 10000-69999

II. Demonstrate an understanding of coding and classification systems in order to assign valid ICD-9-CM diagnostic codes.

Demonstrate an understanding of coding and classification systems in order to assign valid evaluation and management, radiology, and medicine codes.

Demonstrate an understanding of coding and classification systems in order to assign valid pathology/laboratory, integumentary, cardiovascular, hemic/lymphatic codes.

Demonstrate an understanding of coding and classification systems in order to assign valid musculoskeletal, mediastinum/diaphragm, respiratory, and digestive codes.

Demonstrate an understanding of coding and classification systems in order to assign valid male genital, female genital, urinary, nervous, maternity, and delivery codes.

VII. Demonstrate an understanding of coding and classification systems in order to assign valid endocrine, eye, anesthesia and auditory codes.

Demand for the Programs

A request to establish additional medical support programs by local physician Dr. Charles Vanhouden prompted NCCC to conduct a needs assessment to determine the viability of several medical support programs including a Health Information Technology program and sub-certificates under this program – Medical Transcription and Medical Coding. Forty-six of 276 surveys were returned for a 16% return rate.

Of the surveys returned, the following results were obtained regarding the medical coding component:

39% of survey respondents indicated they currently hire coding specialists.
43% indicated they would hire trained coding specialists if they were available.

When asked how many coding specialists they would hire, the answers were as follows:

Unsure how many would be hired: 25
One would be hired: 5
Two would be hired: 4
Eight would be hired: 1

Based on these results, 21 coding specialists are currently needed.

When asked about the level of training preferred, 30% desired a certificate program.

When asked about national credentialing, 90% indicated a national credential would not be required prior to hiring, however 91% indicated such a credential would be taken into consideration when making hiring decisions.

Of the surveys returned, the following results were obtained regarding the medical transcription component:

> 67% of survey respondents indicated they currently hire transcriptionists.
> 58% indicated they would hire trained transcriptionists if they were available.
> When asked how many transcriptionists they would hire, the answers were as follows:
>
> Unsure how many would be hired: 25
> One would be hired: 12
> Two would be hired: 3
> Six would be hired: 1
>
> Based on these results, 24 coding specialists are currently needed.
>
> When asked about the level of training preferred, 59% desired a certificate program.
>
> When asked about national credentialing, 91% indicated a national credential would not be required prior to hiring, however 93% indicated such a credential would be taken into consideration when making hiring decisions.

The Kansas Board of Regents' "Education Partners for Employment" document lists Medical Records workers (including transcription and coding) as one of the top 10 growth occupations in Kansas over a 10-year period. According to the Bureau of Labor Statistics the number of Medical Records workers (including transcription and coding) needed nationally will increase by 48% through the year 2014. Employment is expected to grow much faster than average, driven in part by an increasing number of group practices, clinics, and other health care facilities. Job prospects should be best for those with formal training or experience according to Jonathan W. Kelinson and Patricia Tate, authors of "The 1998-2008 Job," as part of the Spring 2000 Occupational Outlook Quarterly.

The median hourly pay for transcription and coding positions was $13.64 as of May 2004.

Duplication of Existing Programs

Evidence that the Program is Not Duplicative

To ensure the programs are unique to our geographic area, an extensive review of the Kansas Board of Regents' web site, the "Educational Partners for Education" document and catalogs of area colleges occurred. It was determined that true programs in the medical transcription and coding do not exist in an approximate 100-mile radius surrounding Neosho County Community College. A few institutions offer individual courses in related subject matter; however, full-blown programs do not exist. According to the American Association for Medical Transcription (AAMT), there are no approved medical transcription education programs in Kansas.

Already approved is NCCC's transferable 2-year AAS degree in Health Information Management. Please note that when the AAS degree in Health Information Technology was approved in April of 2006, that program request included the statement

> *Students may select program electives to complete one or both of the following certificate programs while pursuing the HIT degree.*
>
> *Certified Professional Coding Certificate*
>
> *Certified Medical Transcribing Certificate.*

These certificate programs complete the second component of the plan: a certificate program in medical transcription and a certificate program in medical coding.

It has been brought to our attention that Labette Community College has requested Kansas Board of Regents (KBOR) approval for a transcription program. It is our belief that this certificate is uniquely important for Neosho County Community College as a stepping stone accomplishment for students in our Health Information Technology Program. In the Innovative Technology Grant application submitted by NCCC in September 2006, an outline of a plan to have a medical transcription certificate program and a medical coding certificate approved through KBOR was identified. When our grant was not funded, KBOR staff indicated a strong desire to see us continue with the initiative. This sequence of programs has been researched and developed by Neosho County Community College since 2004, when a needs assessment indicated a strong need for health occupations programming. The first program submitted was our highly successful medical assistant program, which is now in its second year of operation. The second program submitted was our health information technology program, which is now in its second semester of implementation. Now, we are submitting medical transcription and medical coding to complete this specific health occupations career ladder. In short, the development of these programs is part of a long-term strategic plan.

<p align="center">Budget Requirements and Revenue Projections</p>

Current Enrollment Numbers for Spring 2007
    Coding Courses 19 students
    Transcription Courses 8 students

Budget Requirements Annual/On-going – These are not NEW costs as courses are already being offered, these are simply costs associated directly with the programs.

MEDICAL TRANSCRIPTION
    Adjunct/Overload Salary (15 cr/year) $6,000
    Instructional Materials $500
    Insurance $200
    Printing/Postage/Advertising $400
    Dues/Memberships (AAMT) $200
    Total On-going Costs $7,300
    One-Time Costs - This is a NEW cost.
    Program Approval Fee to AHIMA $1,500
    (programs must be in existence for 6 months before
    application for approval can occur)
    Medical Transcription Revenue Sources

Tuition/Fees: 8 students x $66/credit hour x 27 credits in the program $14,256
Local and State Funding: Approx. $80/credit hour x 216 credits $17,200
Total Revenue over 5 semesters $31,456

Medical Transcription Cost/Revenue Analysis with 8 Enrollees
Total Annual Revenue $31,456
Total Annual Expenses x 2 years -$14,600__
Net Revenue over 5 semesters $16,856

MEDICAL CODING
    Adjunct/Overload Salary (6 cr/yr) $2,400
    Instructional Materials $500
    Printing/Postage/Advertising $400
    Dues/Memberships (AAPC) $200
    AHIMA GAP analysis $200
    Total On-going Costs $3,700

One-Time Costs - This is a NEW cost.
Program Approval Fee to AHIMA $1,600

(programs must be in existence for 6 months before
application for approval can occur)
Medical Coding Revenue Sources
Tuition/Fees: 10 students x $66/credit hour x 6 credits of coding-specific courses $3,960
Local and State Funding: Approx. $80/credit hour x 60 credits $4,800
Total Revenue over 2 semesters $8,760
Medical Coding Cost/Revenue Analysis with 10 Enrollees
Total Annual Revenue $8,760
Total Annual Expenses -$3,700__

Net Revenue over 2 semesters $5,060

Resolution2007-1

RESOLVED, That the Board of Trustees of Neosho County Community College approves adding Medical Transcription and Medical Coding Certificates to the curriculum.

Advisory Committee Membership

Gretchen Keller, RHIA (Neosho Memorial Regional Medical Center)
Gina Bowman, RHIA, CCS (Labette County Medical Center)
Jennifer Williams, RHIT (Wilson County Hospital)
Angie Rourk, RN, Clinic Director (Ashley Clinic)
Rachel Robinson, CMA, CPC, Medical Assistant (Ashley Clinic)
Melinda Howard, RHIA (Fredonia Regional Medical Center)
Suzanne Stanley, Operations Manager (Ashley Clinic)
Sandy Moore, Manager (Guest Homes Estates III)
Annette Emmerson, Manager (Guest Home Estates II)
Shirley Showalter, Administrator (Applewood Rehabilitation)
Debbie Yatton, RHIT, CCS (Labette County Medical Center)
Kristin McClenning, RHIT (Labette County Medical Center)
Jeremi Jacquinot, RHIA (Labette County Medical Center)
Dr. Richard Good, DDS, (retired)
Kimberly Dickerson, RHIA (St. John's Regional Medical Center)
Tracy Clark, MS, RHIA, Director, Privacy Officer (St. John's Regional Medical Center)
Jennifer Newton, RN, Director of Nursing (Neosho Memorial Regional Medical Center)
Tawyna Greve, ARNP (SEK Primary Care Associates)
Paula Roberts, RN (Neosho County Health Department)
Jeff Scobee, RRT, RPSGT (Neosho Memorial Regional Medical Center)
Charles VanHouden, MD (Ashley Clinic)
Brenda Schoenecker, RN (Neosho County Community College)
Mary Harding, Administrator (Applewood Rehabilitation)
Sandi Staneart, Certified Medical Assistant,
Randy Alsup, Administrator, (Chanute Healthcare Center)
Karen Gilpin, RN, MSN (Director of Nursing)
Jean Erwin, RMA, CPC, (Medical Assistant Instructor/Coordinator)
Jo Jurgensen, RHIT, (Health Information Technology Coordinator)
Tracy Rhine, RN, BSN (Allied Health Coordinator)
Brenda Krumm, (Dean of Outreach and Workforce Development)

Medical Transcription Certificate

The Medical Transcription Certificate program will prepare the student for entry-level employment as a medical transcriptionist by providing the basic knowledge and skills required to transcribe medical dictation with accuracy and clarity, meet timelines, and apply the principles of professional and ethical conduct. The program prepares the student to demonstrate successful competence in the outcomes established by the American Association for Medical Transcription. Students will be prepared to sit for the Certified Medical Transcriptionist (CMT) Examination administered by the American Association for Medical Transcription.

Prerequisites

You will need to demonstrate proficiencies in reading, English writing and grammar, based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Proficiency in keyboarding is required. Some of the courses in this curriculum have specific prerequisites. Prerequisites can be found on the reverse side (Guide to Completing Program Requirements) or in the college catalog.

Program Prerequisites include:

ENGL 101 English Composition I, *CSIS 101 Microcomputer Applications I, Typing speed of 50 words/minute, or Permission of instructor

General Education (GE) Courses

The medical transcription program is designed as a terminal certificate program and is not intended to integrate into an Associate Degree. Students are not required to take specific elective courses for this program. Students completing this program will earn several credit hours that can be applied to the associate degree, if they choose to pursue that option at a later date. Students should work closely with their advisors to determine the most efficient method of obtaining career goals.

Program Core Courses
ALMT 135 Medical Transcription I, ALMT 235 Medical Transcription II, ALMT 236 Medical Transcription III, ALMT 237 Surgical Transcription, ALMT 238 Specialty Transcription, ALMT 239 Medical Transcription Affiliation
SUGGESTED ADDITIONAL COURSES
*Students not proficient in keyboarding must take BUSO 101 Keyboarding I

Course Sequence

The listing that follows is a suggested sequence of courses for full-time students. Consult your advisor for information specific to your academic situation.

Medical TRANSCRIPTION Certificate
recommended Sequence of Courses

Prerequisites
1) ENGL 101 English Composition I 3
2) CSIS 100 Microcomputer Business Apps 3
3) Typing Speed of 50 words/minute
4) Or permission of the Instructor

(Spring) Semester I
ALMT 135 Medical Transcription I 5
(Summer) Semester II (13-week session)
ALMT 235 Medical Transcription II 5

(Fall) Semester III
ALMT 236 Medical Transcription III 5

(Spring) Semester IV
ALMT 237 Surgical Transcription 5

(Summer) Semester V (13-week session)
ALMT 238 Specialty Transcription 5

ALMT 239 Medical Transcription Affiliation 2

Total Program Credits 27

OPTIONAL ADDITIONAL STUDY

Students completing the Medical Transcription program are encouraged to consider continuing their education to complete the Associate of Applied Science degree in Health Information Technology.

For more information contact:	Medical Transcription Certificate
Program advisors	*NEOSHO COUNTY COMMUNITY COLLEGE*
Jo Jurgensen, (620) 431-2820, ext. 534 jjurgensen@noesho.edu.	*MEDICAL TRANSCRIPTION CERTIFICATE*
	Guide to Completing Program Requirements

Directions: As you complete each course, indicate the semester taken (or transferred) and the grade received. The overall GPA must be no less than 2.0 to qualify for graduation. You should complete a graduation application in your last semester of courses.

PROGRAM REQUIREMENTS (15 cr)	Course Prerequisite	Credits Hrs Completed/ Transferred	Semester Completed	Grade Earned
ALMT 135 Medical Transcription I 5	ENGL 101 and CSIS 101 Typing speed of 50 words/minute Or permission of instructor			
ALMT 235 Medical Transcription II 5	ALMT 135			
ALMT 236 Medical Transcription III 5	ALMT 235			
ALMT 237 Surgical Transcription 5	ALMT 236 or permission of instructor			
ALMT 238 Specialty Transcription 5	ALMT 236 or permission of instructor			
ALMT 239 Medical Transcription Affiliation 2	ALMT 236 or permission of instructor			
DEVELOPMENTAL COURSES (*as needed by test score)				
BUSO 101 Keyboarding I				

TOTAL PROGRAM CREDIT HOURS (27 CR minimum)				

Medical Coding Certificate

The Medical Coding Certificate prepares students to be proficient in their profession upon completion of certificate requirement. The program prepares students to demonstrate successful competence in the outcomes established by AHIMA and AAPC for Medical Coding. Students will be prepared to sit for the CPC or CCA national examinations.

Upon successful completion of this program you should have the skills required to pass the CPC or CCA examinations and to obtain an entry-level position in the medical coding profession.

Prerequisites

You will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites. Prerequisites can be found on the reverse side (Guide to Completing Program Requirements) or in the college catalog.

Program Staff Prerequisites Recommendation:

ENGL 101 English Composition I, CSIS 101 Microcomputer Applications, BIOL 102 Introduction to Human Biology, ALHE 122 Introduction to Pharmacology, ALMT 135 Medical Transcription I or Permission of instructor.

General Education (GE) Courses

The medical coding certificate is designed as a terminal program. Contact the instructor for information on earning an Associate Degree. Certificate students are not required to take specific elective courses for this program. Students completing this program will earn several credit hours that can be applied to the associate degree, if they choose to pursue that option at a later date. Students should work closely with their advisors to determine the most efficient method of obtaining career goals.

Program Core Courses

ALHE 105 Medical Terminology, ALHT 130 Introduction to Medical Coding, ALMA 110 Medical Assisting I, ALHT 140 Advanced Medical Coding, ALMA 125 Human Body in Health & Disease

Course Sequence

The listing that follows is a suggested sequence of courses for full-time students. Consult your advisor for information specific to your academic situation.

This is the suggested sequence of courses for full-time students. If you are a part-time student or have transferred courses from another school, you should generally complete the courses listed under Semester I before moving on to Semester II. Please be sure to consult the course descriptions.

Staff Recommended Pre/Co-Requisites
   1) ENGL 101 English Composition I 3
   2) CSIS 101 Microcomputer Applications I 3
   3) BIOL 102 Introduction to Human Biology 3
   4) ALHE 122 Introduction to Pharmacology

or ALHE 104 3
5) ALHT 135 Medical Transcription I 3
6) Or permission of the Instructor

Medical Coding Specialist Certificate
recommended Sequence of Courses

(Fall) Semester I
ALHE 105 Medical Terminology 3
ALMA 110 Medical Assisting I 3
ALHT 130 Introduction to Medical Coding 3

(Spring) Semester II
ALHT 140 Advanced Medical Coding 3
ALMA 125 Human Body in Health & Disease 3

Total Program Credits 15

OPTIONAL ADDITIONAL STUDY

Students completing the Medical Coding Specialist Certificate are encouraged to consider continuing their education to complete the Associate of Applied Science degree in Health Information Technology.

For more information contact: Program advisor Jean Erwin, (620) 431-2820, ext. 214 Jerwin@neosho.edu

Medical Coding Certificate

NEOSHO COUNTY COMMUNITY COLLEGE

Guide to Completing Program Requirements

Directions: As you complete each course, indicate the semester taken (or transferred) and the grade received.

The overall GPA must

be no less than 2.0 to qualify for certificate. You should complete a certificate graduation application in your last semester of courses.

PROGRAM REQUIREMENTS (15 cr)	Course Prerequisite	Credits Hrs Completed/ Transferred	Semester Completed	Grade Earned
ALHE105 Medical Terminology (3cr)				
ALMA 110 Medical Assistant I (3cr)				
ALHT 130 Introduction to Medical Coding (3cr)	See Recommended Co/Pre-requisite			
ALHT 140 Advanced Medical Coding (3cr)	ALHT 130 Introduction to Medical Coding (3cr)			
ALMA 125 Human Body in Health & Disease (3cr)				

Recommended Co/Pre-requisite Or permission of the Instructor				
CSIS101 Microcomputer Business Applications (3cr)				
BIOL 102 Introduction to Human Biology (3cr)				
ENGL 101 English Composition I (3cr)				
ALHE 122 Introduction to Pharmacology (3cr) or ALHE 104				
ALHT 135 Medical Transcription I (5cr)				
DEVELOPMENTAL COURSES (*as needed by test score)				
TOTAL PROGRAM CREDIT HOURS (15 CR minimum)				

Advisory Committee Membership

-

Gretchen Keller, RHIA (Neosho Memorial Regional Medical Center)
Gina Bowman, RHIA, CCS (Labette County Medical Center)
Jennifer Williams, RHIT (Wilson County Hospital)
Angie Rourk, RN, Clinic Director (Ashley Clinic)
Rachel Robinson, CMA, CPC, Medical Assistant (Ashley Clinic)
Melinda Howard, RHIA (Fredonia Regional Medical Center)
Suzanne Stanley, Operations Manager (Ashley Clinic)
Sandy Moore, Manager (Guest Homes Estates III)
Annette Emmerson, Manager (Guest Home Estates II)
Shirley Showalter, Administrator (Applewood Rehabilitation)
Debbie Yatton, RHIT, CCS (Labette County Medical Center)
Kristin McClenning, RHIT (Labette County Medical Center)
Jeremi Jacquinot, RHIA (Labette County Medical Center)
Dr. Richard Good, DDS, (retired)
Kimberly Dickerson, RHIA (St. John's Regional Medical Center)
Tracy Clark, MS, RHIA, Director, Privacy Officer (St. John's Regional Medical Center)
Jennifer Newton, RN, Director of Nursing (Neosho Memorial Regional Medical Center)
Tawyna Greve, ARNP (SEK Primary Care Associates)
Paula Roberts, RN (Neosho County Health Department)
Jeff Scobee, RRT, RPSGT (Neosho Memorial Regional Medical Center)
Charles VanHouden, MD (Ashley Clinic)
Brenda Schoenecker, RN (Neosho County Community College)
Mary Harding, Administrator (Applewood Rehabilitation)

Sandi Staneart, Certified Medical Assistant,
Randy Alsup, Administrator, (Chanute Healthcare Center)
Karen Gilpin, RN, MSN (Director of Nursing)
Jean Erwin, RMA, CPC, (Medical Assistant Instructor/Coordinator)
Jo Jurgensen, RHIT, (Health Information Technology Coordinator)
Tracy Rhine, RN, BSN (Allied Health Coordinator)
Brenda Krumm, (Dean of Outreach and Workforce Development)

Medical Transcription Certificate

The Medical Transcription Certificate program will prepare the student for entry-level employment as a medical transcriptionist by providing the basic knowledge and skills required to transcribe medical dictation with accuracy and clarity, meet timelines, and apply the principles of professional and ethical conduct. The program prepares the student to demonstrate successful competence in the outcomes established by the American Association for Medical Transcription. Students will be prepared to sit for the Certified Medical Transcriptionist (CMT) Examination administered by the American Association for Medical Transcription.

Prerequisites

You will need to demonstrate proficiencies in reading, English writing and grammar, based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Proficiency in keyboarding is required. Some of the courses in this curriculum have specific prerequisites. Prerequisites can be found on the reverse side (Guide to Completing Program Requirements) or in the college catalog.

Program Prerequisites include:

ENGL 101 English Composition I, *CSIS 101 Microcomputer Applications I, Typing speed of 50 words/minute, or Permission of instructor

General Education (GE) Courses

The medical transcription program is designed as a terminal certificate program and is not intended to integrate into an Associate Degree. Students are not required to take specific elective courses for this program. Students completing this program will earn several credit hours that can be applied to the associate degree, if they choose to pursue that option at a later date. Students should work closely with their advisors to determine the most efficient method of obtaining career goals.

Program Core Courses

ALMT 135 Medical Transcription I, ALMT 235 Medical Transcription II, ALMT 236 Medical Transcription III, ALMT 237 Surgical Transcription, ALMT 238 Specialty Transcription, ALMT 239 Medical Transcription Affiliation

SUGGESTED ADDITIONAL COURSES

*Students not proficient in keyboarding must take BUSO 101 Keyboarding I

Course Sequence

The listing that follows is a suggested sequence of courses for full-time students. Consult your advisor for information specific to your academic situation.

Medical TRANSCRIPTION Certificate
recommended Sequence of Courses

Prerequisites
   1) ENGL 101 English Composition I 3

2) CSIS 100 Microcomputer Business Apps 3
3) Typing Speed of 50 words/minute
4) Or permission of the Instructor

(Spring) Semester I
ALMT 135 Medical Transcription I 5

(Summer) Semester II (13-week session)
ALMT 235 Medical Transcription II 5

(Fall) Semester III
ALMT 236 Medical Transcription III 5

(Spring) Semester IV
ALMT 237 Surgical Transcription 5

(Summer) Semester V (13-week session)
ALMT 238 Specialty Transcription 5
ALMT 239 Medical Transcription Affiliation 2

Total Program Credits 27

OPTIONAL ADDITIONAL STUDY

Students completing the Medical Transcription program are encouraged to consider continuing their education to complete the Associate of Applied Science degree in Health Information Technology.

For more information contact: Program advisors Jo Jurgensen, (620) 431-2820, ext. 534 jjurgensen@noesho.edu.	Medical Transcription Certificate *NEOSHO COUNTY COMMUNITY COLLEGE* *MEDICAL TRANSCRIPTION CERTIFICATE* *Guide to Completing Program Requirements*

Directions: As you complete each course, indicate the semester taken (or transferred) and the grade received. The overall GPA must be no less than 2.0 to qualify for graduation. You should complete a graduation application in your last semester of courses.

PROGRAM REQUIREMENTS (15 cr)	Course Prerequisite	Credits Hrs Completed/ Transferred	Semester Completed	Grade Earned
ALMT 135 Medical Transcription I 5	ENGL 101 and CSIS 101 Typing speed of 50 words/minute Or permission of instructor			
ALMT 235 Medical Transcription II 5	ALMT 135			
ALMT 236 Medical Transcription III 5	ALMT 235			

ALMT 237 Surgical Transcription 5	ALMT 236 or permission of instructor			
ALMT 238 Specialty Transcription 5	ALMT 236 or permission of instructor			
ALMT 239 Medical Transcription Affiliation 2	ALMT 236 or permission of instructor			
DEVELOPMENTAL COURSES (*as needed by test score)				
BUSO 101 Keyboarding I				
TOTAL PROGRAM CREDIT HOURS (27 CR minimum)				

Medical Coding Certificate

The Medical Coding Certificate prepares students to be proficient in their profession upon completion of certificate requirement. The program prepares students to demonstrate successful competence in the outcomes established by AHIMA and AAPC for Medical Coding. Students will be prepared to sit for the CPC or CCA national examinations.

Upon successful completion of this program you should have the skills required to pass the CPC or CCA examinations and to obtain an entry-level position in the medical coding profession.

Prerequisites

You will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites. Prerequisites can be found on the reverse side (Guide to Completing Program Requirements) or in the college catalog.

Program Staff Prerequisites Recommendation:

ENGL 101 English Composition I, CSIS 101 Microcomputer Applications, BIOL 102 Introduction to Human Biology, ALHE 122 Introduction to Pharmacology, ALMT 135 Medical Transcription I or Permission of instructor.

General Education (GE) Courses

The medical coding certificate is designed as a terminal program. Contact the instructor for information on earning an Associate Degree. Certificate students are not required to take specific elective courses for this program. Students completing this program will earn several credit hours that can be applied to the associate degree, if they choose to pursue that option at a later date. Students should work closely with

their advisors to determine the most efficient method of obtaining career goals.

Program Core Courses

ALHE 105 Medical Terminology, ALHT 130 Introduction to Medical Coding, ALMA 110 Medical Assisting I, ALHT 140 Advanced Medical Coding, ALMA 125 Human Body in Health & Disease

Course Sequence

The listing that follows is a suggested sequence of courses for full-time students. Consult your advisor for information specific to your academic situation.

This is the suggested sequence of courses for full-time students. If you are a part-time student or have transferred courses from another school, you should generally complete the courses listed under Semester I before moving on to Semester II. Please be sure to consult the course descriptions.

Staff Recommended Pre/Co-Requisites
   1) ENGL 101 English Composition I 3
   2) CSIS 101 Microcomputer Applications I 3
   3) BIOL 102 Introduction to Human Biology 3
   4) ALHE 122 Introduction to Pharmacology
      or ALHE 104 3
   5) ALHT 135 Medical Transcription I 3
   6) Or permission of the Instructor

Medical Coding Specialist Certificate
recommended Sequence of Courses

(Fall) Semester I
ALHE 105 Medical Terminology 3
ALMA 110 Medical Assisting I 3
ALHT 130 Introduction to Medical Coding 3

(Spring) Semester II
ALHT 140 Advanced Medical Coding 3
ALMA 125 Human Body in Health & Disease 3

Total Program Credits 15

OPTIONAL ADDITIONAL STUDY

Students completing the Medical Coding Specialist Certificate are encouraged to consider continuing their education to complete the Associate of Applied Science degree in Health Information Technology.

For more information contact:

Program advisor

Jean Erwin, (620) 431-2820, ext. 214
Jerwin@neosho.edu

Medical Coding Certificate

NEOSHO COUNTY COMMUNITY COLLEGE

Guide to Completing Program Requirements

Directions: As you complete each course, indicate the semester taken (or transferred) and the grade received. The overall GPA must be no less than 2.0 to qualify for certificate. You should complete a certificate graduation application in your last semester of courses.

PROGRAM REQUIREMENTS (15 cr)	Course Prerequisite	Credits Hrs Completed/ Transferred	Semester Completed	Grade Earned
ALHE105 Medical Terminology (3cr)				
ALMA 110 Medical Assistant I (3cr)				
ALHT 130 Introduction to Medical Coding (3cr)	See Recommended Co/Pre-requisite			
ALHT 140 Advanced Medical Coding (3cr)	ALHT 130 Introduction to Medical Coding (3cr)			
ALMA 125 Human Body in Health & Disease (3cr)				
Recommended Co/Pre-requisite Or permission of the Instructor				
CSIS101 Microcomputer Business Applications (3cr)				
BIOL 102 Introduction to Human Biology (3cr)				
ENGL 101 English Composition I (3cr)				
ALHE 122 Introduction to Pharmacology (3cr) or ALHE 104				
ALHT 135 Medical Transcription I (5cr)				
DEVELOPMENTAL COURSES (*as needed by test score)				
TOTAL PROGRAM CREDIT HOURS (15 CR minimum)				

Chairman Peter called a break at 6:55 p.m. The meeting resumed at 7:00 p.m.

Agenda Item VIII-B: Nursing Instructor at Independence

It was the President's recommendation that the Board employ Janet Mitchell and the nursing instructor for the LPN program at Independence Community College. Ms. Mitchell holds a BSN degree from Wichita State University.

Her work experience includes St. Mary's Hospital in Enid, Oklahoma as Staff Nurse, Nurse Manager, and Lactation Consultant from 1986-1996; Staff Nurse at Stillwater Medical Center from 1998-2005; Travel Nurse for PRN Health Services from 1996-2005; and Charge Nurse at Fresenius Medical Care in Enid, Oklahoma in 2006.

Ms. Mitchell will be placed at MS, Step 10 on the salary schedule, or $35,414 for the 9-month contract ($17,707 pro-rated for 2006-07).

Resolution 2007-2

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Janet Mitchell as the nursing instructor on the Independence Community College campus, starting January 11, 2007 and will be paid $17,707 (MS, 10 level, pro-rated for 2006-07 academic year).

Agenda Item VIII-C: Appointment of Trustee

At the time of the meeting, there were no letters of interest to fill the vacant board position.

Agenda Item VIII-D: Executive Session-Negotiations

Upon a motion and a second, the Board recessed into executive session for 10 minutes to discuss matters related to employee-employer negotiations and to include the President, Vice President for Student Learning, Dean of Finance and the Attorney. The Board entered executive session at 7:15 p.m.

The Board returned to open meeting at 7:25 p.m.

Upon a motion and a second, the Board returned to executive session for an additional 5 minutes to continue discussions of employee-employer negotiations. The board recessed into executive session at 7:26 p.m.

The Board returned to open meeting at 7:31 p.m.

Agenda Item VIII-E: Executive Session: Non-Elected Personnel

Upon a motion and a second, the Board recessed into executive session for 15 minutes to discuss personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and to include the President, Vice President for Student Learning and attorney. The Board entered executive session at 7:31 p.m.

The Board returned to open session at 7:46 p.m.

Upon a motion and a second, the Board returned to executive session for 10 minutes to continue discussion of non-elected personnel which if discussed in open meeting might violate their right to privacy and to include the President, Vice President and attorney. The Board returned to executive session at 7:47 p.m.

The Board returned to open meeting at 7:57 p.m.

Agenda Item IX: Adjournment

The meeting adjourned at 8:00 p.m.