



Health Care Administration and Medical Office Administration Advisory Committee Meeting:
Thursday, April 5, 2018 from 6:00-8:00 PM

Attendance:

1. Mario Alfaro, Planned Parenthood (Reproductive Health and Education)
2. Walene Herzog, Community Medical Providers (Medical)
3. Tanisha Garcia, CSU Fresno (Department of Public Health)
4. Brynne Valderama, Alsa Medical Group (Surgical Practice)
5. Valerie Fisher, Health Workforce Initiative (Central Region Deputy Sector Navigator)
6. Mechelle Perea-Ryan, CSU Stanislaus (Department of Nursing)
7. Suzzane Kotkin-Jaszi, CSU Fresno (Department of Public Health)
8. Robbie Kunkel, Clovis Community College (CTE Dean)
9. James M. Vea, Clovis Community College (Coordinator of Health-Related CTE Programs)

Minutes:

1. Introductions
2. Review Proposed Certificate of Achievement in Medical Office Administration & Associate of Science Degree in Health Care Administration
3. Advisory Board discussions include request for:
 - Multi-cultural competency in healthcare (need to add COMM10 to core classes)
 - Offer as an elective course – open to all students in healthcare fields
 - Health practices
 - Professionalism and Soft Skills
4. **Discussion of Certificate in Medical Office Administration**
 - BIOL 122 or BIOL5: Human Anatomy and Physiology or Biology
 - HCA3 – Medical Office Administration (or) COTR19G
 - HCA4 – Medical Billing Procedures
 - HCA5 – Introduction to Health Care and Careers
 - ~~HCA10: Health Care Administration Externship~~ (remove externship requirement)
 - IS15 – Computer Concepts
 - OT10 – Medical Terminology
 - OT17 – Job Retention and Responsibilities

**Unanimous vote by 7 Advisory committee members to adopt the above courses as the Certificate in Medical Office Administration

For questions contact:

James Vea | OTA Instructor | 559.325.5204 | james.vea@cloviscollege.edu

Robbie Kunkel | Dean of Instruction, CTE | 559.325.5208 | robbie.kunkel@cloviscollege.edu

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5. Medical Insurance: should be taught in HCA4
6. Lengthy discussion about full-fledged BIO and ANATOMY and the watered-down version
7. **Discussion of Associate of Science Degree in Health Care Administration**
 - BIOL 122 or BIOL5: Human Anatomy and Physiology or Biology
 - BUS 10 – Introduction to Business
 - BUS 33 – Human Relations in Business
 - BA 39 – Finite Mathematics for Business
 - ECON 1A – Principles of Macroeconomics or ECON 1B – Principles of Microeconomics
 - HCA3 – Medical Office Administration (or) COTR19G
 - HCA4 – Medical Billing Procedures
 - HCA5 – Introduction to Health Care and Careers
 - ~~HLTH 1: Contemporary Health Issues~~
 - IS15 – Computer Concepts
 - ~~MATH11: Elementary Statistics~~
 - OT10 – Medical Terminology

**Unanimous vote by 7 Advisory committee members to adopt the above courses as the Associate of Science in Health Care Administration

8. **Discussion of Associate Degree for Transfer in Health Administration**
 - More research is needed to determine courses for articulation

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