

**Pine Eagle Health Planning Committee
Board of Directors Meeting
February 26, 2018**

Called to order by Loren Goracke at 6:00 pm.

Attendance: Board members Loren Goracke, Dave Schmitt, Tom Nash, Bill Johnson, & Brian Pennock (13 min. late); Office Manager Terra Lewis

Approval of minutes: motion made by Bill to approve minutes of January 22, 2018, meeting with noted changes, seconded by Tom; passed 4-0, unanimous.

Changes to the agenda: Loren asked for an executive session at the end of the meeting to discuss personnel issues.

Correspondence and Public Input: none

Ambulance Report: Terra - Training on Medicare billing has been scheduled for Terra, Terry, and Sam that will cover both Advanced (ALS) and Basic Life Support (BLS). Loren is still working on getting grant money to pay for recertification of EMTs here in Halfway. Loren is also working on having an appreciation dinner for clinic and ambulance workers on April 18, at the grange hall; two main dishes and drinks will be provided, potluck for side dishes and desserts.

Mid-Level Provider's Report: Terra - January outstanding account balance is down 3% to \$50,783 (43% of accounts), Sam is continuing to send out letters and trying to get payments. February office visits: Dr. Smithson had 13 in the one day he was here; Nancy had 123 in 14 days; and the MA did 102 procedures for patients. There has been some concern over communication of medication instructions that was resolved. Staff will make extra effort to be sure instructions are well understood. Billing code updates are going well with Aprima and are seeing changes within one day.

Clinic

Office Manager Report: Terra (see attached report)

Training for mental health will cost \$200 for the session plus \$2,050 instructor costs and \$2,200 for wages. The training for Dana and Sam so they can do blood testing is a two day session that will cost \$399/ employee plus housing, time, and travel for the instructor. It may take several years to recover the cost, but it will be a good community service opportunity making blood testing much more convenient for people in our communities needing a blood test for employment, as well as for our

ambulance and clinic workers. Motion made by Dave to go ahead with both trainings and use donated money to cover the cost; seconded by Brian; passed 5-0.

Finance: Terra

Pam ran into some issues with the financial balance statements and will try to have them updated by the March meeting. Our Blue Cross credentialing has been delayed, hopefully to be resolved soon.

Committees

Policy: Dave - Copies of the draft policy manual with comments were handed to Dave, who will get them to Eileen so that she can begin to work on them and have an updated version at the March meeting. A work sessions will be scheduled as needed to finalize policies.

Investment: Dave and Tom recommended investing \$45,000 in two Vanguard Mutual fund (Wellington and Admiralty). These are moderate risk funds invested in stocks and bonds, the money can be accessed quickly, and both funds have a good long term performance record. There was consensus that those with signature authority on the checking account (Pam, Bill & Dave) be the responsible parties for dealing with the account. Tom and Dave proposed not using a certified licensed broker to manage the accounts and evenly splitting the money between the two accounts. There was consensus agreement on these points. Changes will be needed to the investment policy to allow not having a certified manager; Dave will draft language for approval. **Motion made** by Dave to invest \$45,000 evenly split between Vanguard's Wellington and Admiralty funds; seconded by Brian; passed 5-0, unanimous. Dave and Tom will fill out the Vanguard forms to set up the accounts, and work with Terra to transfer money to the accounts.

Personnel: Bill - Dr. Smithson's contract has been signed (no changes were made to the version approved at the Jan. meeting). Terra did not get a final version of the Medical Assistant/Receptionist job description. She will have it for the March meeting. There has been no action on Hailey's interview with Nancy.

Grants: Loren - We received the Idaho Power grant for \$1,000 for the clinic; nothing yet for the ambulance. Part of the Leo Adler money has been spent for battery chargers.

Building: Loren - has estimates on carpet and vinyl replacements from Carpet Express and Carpet One. He needs to confirm that the Carpet One bid includes travel and delivery of materials to Halfway before confirming the lowest bid. There was discussion on whether the 2018 budget included money to cover this cost. Loren said it did. Loren also had a bid of \$1,250 from Eric Lower to remodel the office to better accommodate Sam and Kim. **Motion made** by Dave

to authorize Loren to award the contract to Eric for the office remodel and to the lowest bidder (once that was confirmed) to replace all the carpet and vinyl in the clinic building; seconded by Brian; passed 5-0, unanimous.

Old Business

Complaint Tracking Form: Terra passed out a revised form for tracking response to comments/concerns/complaints received by the Board and the Clinic. The forms would be kept by the Board Secretary and the Clinic Office Manager.

HCJ Article on NP vs PA – no progress.

New Business: none

Board Member Comments: Bill suggested we combine Office Manager and Administrator Report agenda topics into one topic. All agreed. Dave will do that on future agendas.

Topics for next meeting agenda:

Budget (Terra, Loren, & Pam)	Financial Statements (Pam)
Acupuncture update (Terra)	HIPPA video training (Terra)
Investment Policy (Dave)	MA/Receptionist Job Description (Bill/Terra)
Bad Debt Policy (Terra, for information only)	
Succession policy for financial investments discussion (Tom)	
Impacts on the clinic due to ACA going away and from Measure 101 (Tom)	

Assignments

Loren - Grant money to pay for recertification EMTs to be in Halfway
Appreciation dinner for clinic and ambulance workers on April 18
Award contracts for office remodel and flooring replacement

Pam - Complete financial balance statements

Eileen – Update policy manual

Dave – Revise investment policy
Complete forms for Vanguard investments

Bill – Ask Hailey to do interview with Nancy

Recess to Executive Session at 7:45 pm to discuss personnel issues.

Return to open session at 8:01 pm

Adjourn Meeting at 8:02 pm

Pine Eagle Health Planning Committee Board Meeting

02/26/2018

Office Manager Report

Terra Lewis

Ambulance Billing:

- Attended a free Medicare webinar on basic procedure codes for ambulance billing Feb. 20th.
- Future free Medicare webinar March 6th, regarding documentation requirements for ambulance billing. Terry & Sam will also be attending with me.
- Total of 6 ambulance runs billed for January 2018.
 - 5 ALS
 - 1 BLS

Provider Update:

- Nancy is continuing to notify Adam of template changes & charting needs. Those are updated either same day or next business day.
- Provider charting at home: Will is waiting for the statis IP address with Snake River PCS. He has checked in with them but does not have a status of when this will be complete. I've been touching base with Nancy and she is fine with continuing to wait for this option. She'll let me know if that changes.
- Will & I are meeting every Tuesday @ 3:30 to discuss ongoing projects & priorities.

Telephone System:

- No new update at this time.

Monthly Outstanding Accounts Receivable Report:

- Total Outstanding Guarantor balances for January 2018 are \$50,783 which represents 43% of the A/R. Of this amount, \$40,152 is over 120 days.
- Total Outstanding Guarantor balances for January 2018 has decreased by \$3,331 and over 120 days decreased by \$202.
- Sam continues to send letters and we've been able to clean up quite a few older accounts.

General Financial Information:

- January 2018 Encounters:
 - Dr Smithson: 13, 1 day per month
 - Nancy Wolf: 123, 14 days per month-Working on charting issues
 - Medical Assistant: 102

Patient Concern Report:

- Communication & Medication: The patient agreed to see our Medical Director for a second opinion and I reviewed the concern details with him prior to the visit. I touched base with the patient after and a positive plan of care was established.
- Billing: We have been working through many calls & concerns regarding billing. So far, we are able to come to fair resolutions.
- Blue Cross credentialing had to be restarted due to an unavoidable delay. New paperwork has been submitted and resolution should happen next month. Accounts are being monitored so patients are only being billed for their typical out of pocket expense.

Training Costs-donation dollars requested

- Continuing Education: Mental Health Conference March 9th & 16th
 - Cost-\$200 registration, Wages \$2050-\$2200. Total cost \$2250-\$2400
- DOT Physical Training-Nancy wants to attend in person & I don't have an estimate yet.
- Weinhoff training-Two day training, we pay instructor mileage, time & motel
 - \$399 per employee for urine
 - \$100 per employee for alcohol
 - \$20/hour trainer-16 hours: \$\$320

Acupuncturist:

- I'm working with Hopi on our referral system to her office and she gave us some pamphlets on acupuncture.
- She would like to start a group session for a minimal cost to the patient in our conference room. A contract for rent would be needed to maintain compliance with Stark Laws. With your permission, I'd like to move forward on what a contract might look like and develop all the details to present at the March board meeting.

General Updates:

- Referral status form. Sam developed a referral status form to be mailed out with our referrals. This has had an amazing return response & has aided in us closing the referral loop with our patients.
- Health Fair 2018-Confired April 7th 7am-11am. We are working through the checklist and are right on track with where we should be.
- Sam has been trained to update the webpage & has started doing so.
- New accounting software is moving forward nicely. Working to fine tune the charting of accounts which are the "buckets" of money associated with our budget.
- HIPAA Omnibus Rule: I've been evaluating our risk regarding electronic communication of Patient Health Information (PHI). We have some risk & we've made the changes necessary to minimize any future risk.
- March 2018 will be our Annual Training month. It's easier to have a specified month for annual training for the Board, Ambulance & Clinic members. This will ensure we don't let this lapse. Any future members will be trained upon starting & then also during our annual training month.

- Conference Room Schedule: We are getting more & more requests for the conference room. Please contact me to schedule meetings. I will post the schedule on the door when there are meetings scheduled for the day.
- We have noticed the children & adolescents have not been happy with our giveaways. We purchased some inexpensive but fun toys/giveaways. They seem to be a big hit & kiddos are leaving with smiles instead of tears or frowns. Tweens & teens even are having fun with picking a prize.
- Dr Smithson contract has been finalized and signed.
- Shredding: We were incurring additional cost for shredding each quarter. For a minimal increase to the base cost, we were able to increase our shredding container to a 65-gallon container. This will save \$7.95 for each additional container of shredding. We should see an overall savings in our shredding cost.
- The PEC bank account has been changed due to possible fraudulent activity. All money has been reimbursed and the bank is pursuing it as appropriate.
- Congratulations to Dana for getting Pine Eagle Clinic on the list of clinics who maintained 95% or greater vaccine accountability for the 4th Quarter of 2017. This is a fantastic accomplishment!