

**PINE EAGLE CLINIC HEALTH PLANNING COMMITTEE
BOARD of DIRECTORS
November 28, 2022**

Meeting Minutes Approved February 27, 2023

Zoom link: <http://us02web.zoom.us/j/84345067587>

Call to Order: Dave called the meeting to order at 6:01pm

Changes to the Agenda: There were no changes made.

**Approval of Minutes: September 26, 2022, Meeting
October 24, 2022, Meeting**

Dave requested a motion to approve the meetings of September 26, 2022 and October 24, 2022. Pam offered the motion to approve, Maureen seconded the motion. These meeting minutes were approved by a vote of 4/0.

Correspondence and public input: There was none.

Ambulance Report – Dana Simrell

Dana reported that there were 8 ambulance runs in the last month. 1 was a non-transport, 1 was a life flight, the rest were taken to Baker City. Everything requested from the Ambulance audit has been accomplished. Eric is working on the cabinets with only the nobbs or pulls left to put on them. **Terra will check that Eric is going to get these.**

The contracts have been signed and sent to the State to satisfy their requirement.

Terra will get copies of these contracts to the Board for review. The Board can then review them and tweak or clarify anything needed. When that's accomplished, the updated contracts can be signed and sent to the State.

The ambulance headlights have been taken care of. Ben Bishop contacted the manufacturer who informed him how to flip some wiring to have the lights be red. Except the lights on the ambulance grill that were constant blue. Those have been replaced with red ones.

Pediatric Restraint System – Pam

Pam reported that there is a grant for pediatric restraint systems through OHSU. The grant application has closed for now until early April. **Pam will follow up.** She will check our last year's application and be ready to file the minute the application submission is open. **Pam** will also contact OHSU to see if we can be reimbursed if we purchase them. We cannot wait to get these until April or later.

Pam mentioned that through the HERO grants there are other items such as a defibrillator that we could apply for. There is also grant money for EMT training and education.

Clinic Administrator's Report – Terra Lewis

Terra reported that while she was away Sam took care of all the paper work needed for making the Clinic's submission to the Medical Home Health Survey. Thank you Sam. We have been contacted for some additional information. Terra and Sam will follow up.

There is a virtual site visit scheduled for December 15th. It is a zoom visit. A few patients will be requested to be on a patient panel for this site visit.

The main ambulance snow tires had to be replaced. Through the Government program with Commercial Tire and Bridgestone, we were able to get 6 snow tires, all season, sipped, aligned and balanced, including labor for \$1,067.00. The second ambulance needs snow tires as well Terra is checking with Dusty at Main Street Tire to see what it would take to change the wheels to size 17. They are currently size 16. The hope would be to be able to get the same size tires for both ambulances so the tires could be rotated for longer use of all tires.

The request for the Health District Funds has been submitted. This provides the tax levy money for the Clinic. One-half the money comes in November, the second half in June.

The Pine Valley 2050 Committee, which Dave and Terra connect with, has developed a community survey. There will also be a website with links to all businesses. The Clinic will be listed with a link to our website. Dave asked that Terra check the website because some links don't go to the title; such as the link to the September Minutes bringing up the August ones.

Statistics for the month:

Accounts receivable for October = \$83,203.00. This is both insurance and patient payments.

There are some accounts that need to be written off. Terra will clean these up.

Clean claims = 16.6%. bench mark is 28.2%

Cancellations = 20.8% bench mark is 29.6%

No shows = 1.1% bench mark is 4.4%. Last month our No Shows were 3.8% so with all the effort to contact and remind people it seems to be working.

Average contact with providers during October is a bit skewed due to reporting deadlines and submissions.

Kate saw 10.52 – Dr. Defrees saw 11 – Dr. Smithson saw 8

Insurance denials= 5.9% bench mark is 10.5%

Days turnaround from submission to payment = 12, bench mark is 10.4

Committees:

Financial Committee:

Financial statements – Quarterly Statements and year end statements will be provided for the regular January 2023 meeting. Terra, Maureen and Pam will meet in January to review these prior to the 1.23.23 Board meeting.

Collections - none

Personnel:

Patient Surveys – update on tracking – Terra

Terra reported that there were 10 responses to surveys in October with an average of 91% rating. The Med Static average is 95.65%. **Terra will work with Athena to get the access we contracted to receive.** We have signed the contract to be able to view the detailed data, however, Athena's access to this has not yet been completed from Athena.

Staff Reviews: **Betsy and Terra** will follow this through in December. We will review the former forms and then set up review dates.

Policy Committee:

Take Action on updated Policy Dave called for a motion to approve the updated Policy document we reviewed in prior months. Betsy made the motion and Maureen seconded the motion to approve. The vote was 4/0 to approve.

Building Committee:

Water Heater update: Terra reported that the heaters have been ordered. Dave offered to help Joey with the removal of the old water heaters. Nothing will happen until after December 4th.

X-ray removal: update Pam reported that she has had zero response from the State Contractor and zero interest in anyone purchasing the newer machine. She did talk with the staff at Mountain Valley Dental in Baker. They are working with a person about Xray machines. Pam gave the information about our machine to the staff who will get it to the person they are working with and will give him Pam's contact information to be in touch.

OLD BUSINESS:

Health Fair – 2023 **Pam and Terra** will pick a date for this event. Then in early next year we will begin looking at the details to make it happen.

Update on future staff training – Betsy reported that there has been no opportunity to schedule this yet. We are looking at January.

Athena Billing for Ambulance – Terra reported that we need the access from Athena to add the Ambulance billing. Once that occurs, hopefully in January all the Clinic and Ambulance billing will be through Athena. **Terra** will work with our current contractor to continue doing the ambulance billing but using the Athena system.

NEW BUSINESS

Board member comments **Dave** mentioned he had some editorial edits to the October meeting minutes which he'll get to **Betsy**. She will incorporate these into the final copy for distribution and the website.

There was conversation and agreement on the next meeting date.

Next meeting date: January 23, 2023 (4th Monday)

Dave expressed appreciation to everyone for being present, therefore having the quorum. Also appreciation for the work done by staff and board members to follow through on the various items.

TOPICS FOR NEXT MEETING: Staff Reviews, Health Fair, Staff training update, Contracts from State Health Authority Review for Board review, 3rd and 4th quarter 2022 financial reports

ADJOURN Dave adjourned the meeting at 6:42pm.