

Pine Eagle Health Planning Committee Minutes

May 23, 2016

1. The meeting was called to order at 6:02 PM by David Williams.

David Williams, Rose Darting, Mike Higgins, Brian Pennick, Chris Lawrence, Pam Hall Brisk, Darla Hamstreet, Steve Hamstreet, Linda Bergeron, Kayla Young, Terry Schmoe, Susan Schmoe, Krissy Uehlin, Eileen Monti, Katy Bloom, Jodel Thatcher and Shawn Thatcher attended the meeting.

2. Minutes from April 25th meeting were approved as emailed.

3. Correspondence and public input

A letter from Shawn Thatcher regarding whether the newly hired front desk person was a qualified MA was read. Krissy responded that Kim Simpson has 6 years of work in an office at the front desk and she is receiving on the job training.

4. Mid Level Providers report

Kim Simpson who was recently hired to work in the front office is doing well and will have training for back office skills soon. There will be a high school student doing a job shadow tomorrow. The student will receive an evaluation and HIPPA form. Patients are asked if they want to participate in job shadow. Free skin exams have been given this month at the clinic for cancer awareness month. Kayla Young will be keeping track of OSHA training videos. Encounters for Krissy in April were 122. Patient surveys are reaching some patients but not others. They should be given to all patients.

5. Additions to the agenda

6. Ambulance Report

ZOLL training is this Wednesday. Nathan Jarrett has been here to do training on the Image Trend Elite. Electronic pre hospital reports are being implemented and can be accessed with an I Pad. Patient Care Reports may be complete by the time the ambulance reaches the hospital. Much of the information is collected with the push of a button and can be recorded automatically including vital signs, lung, cardiac and abdominal sounds. The hospital can watch this information in real time while the ambulance is in route. It also includes a billing module that can be accessed by billing person with a user name and password.

The ambulance would like to change to a new billing company due to North American recent failure to make timely collections from Medicare. Springfield Fire highly recommends Systems Designs. Terry will be checking with Lt. Taggert and staff from Baker to find and verify information. Systems Designs may be less expensive, more efficient and quicker at collecting than North American. North American has not collected from Medicare for any runs this year and some are still open from last year. There was a cash out of Edward Jones and a CD to cover ambulance bills due to the \$60,000 not collected from Medicare.

Recently there have been more young people expressing an interest in basic EMT training.

Ambulance personnel will be able to use an I Pad for storing information. System Design and Image Trend personnel would be helping to set up the application and train users.

Ambulance personnel are being trained to watch for bedbugs.

7. Clinic

a. Administrators report

Dr. Smithson spent his first day at the clinic and saw eight people. His wife worked with him as a scribe to enter information into Aprima. There is no charge to the clinic for scribe service. His contract is nearly ready.

In addition to free skin checks staff were also seeing patients for follow up on Health Fair lab results. Kim Simpson at the front desk is doing a great job and taking on additional tasks which frees Darla to do more administrative work.

Jim Farrell has been hired to take on lawn mowing and watering at the clinic for \$100 a month.

A new vacuum has been purchased for use for janitorial work.

The clinic has been rekeyed.

Cost report information has been sent to North American but there is a problem with it being received and paid at Medicare.

b. Financial report

January, February, and March financial reports are done. April's is almost done and after they are approved they will be posted on the clinic web site. Liz McClellan will be contacted this week about getting reports on line. Eileen will be sending Liz names for folders to be used on the website.

Jake from Guyer and Associates will be doing tax returns and will then have more information regarding possible financial review. Mike Higgins will check up on this.

c. Old business

The revised Investment Policy and Procedures was approved.

d. New business

The employee handbook revised by Pam, David and Eileen was approved with the understanding that further changes will be made as the policy handbook is edited and approved. There will be a work session on Friday, June 10th at 1 PM at the clinic to work on the policy handbook.

Dr. Smithson referred David to St. Luke's regarding Continuing Education classes. An "Investigation of Child Abuse" class will be offered. Cindy Denny will be in contact with clinic staff regarding classes.

Elections for the three open board positions are coming up. Ballots are printed. Candidates include: Robin Vance, Bill Johnson, Brian Pennick, Linda Bergeron, Bill Joseph and Loren Goracke. Ballots will be counted on June 23rd.

Ballots are available at Pine Eagle Clinic, City Hall or Post Office in Richland and Oxbow Post Office. Everyone who is a resident of Pine Eagle School District is eligible to vote.

e. Items for the June 27th agenda

Taxes update
Surveys
Ambulance billing

The meeting was adjourned at 7:08 PM.