

**Minutes for the September 25, 2017
Pine Eagle Health Planning Committee Board Meeting**

The meeting was called to order by Chair Loren Goracke at 6:01 p.m.

Board Members Present: Loren Goracke, Pam Hall-Brisk, Dave Schmitt, Barbara Musser, Eileen Monti; Brian Pennock and Bill Johnson arrived a bit late
In attendance: Marsha Wilson and Terry Schmoe (Ambulance Report)

Pam Hall-Brisk moved that the minutes of the August 28, 2017 meeting be approved as presented (emailed), Barbara Musser seconded the motion; votes Yes = 4; Abstain = 1 (Dave Schmitt as he was not at the meeting).

Agenda – no changes to proposed agenda
Correspondence/Public Comment: none
Mid-Level Provider's Report: none

Clinic

Administrator Report: Marsha

Financial Statements - They are having some problems with the financial statements; problem has been resolved; will have Aug. & Sep. at next meeting.

Explanation of Benefits (EOB) – Need to get EOBs from North American; currently we are not. Marsha called Sue and should be getting them in the future. Also Marsha is not sure how North American knows what the ambulance is charging – **Marsha will call and find out to be sure they are billing correctly.**

Dr. Smithson Provider Liability Insurance – He is eligible for rural discount, but it has expired. Marsha sent off application and paperwork to get the discount reinstated; she is waiting for a reply.

Rural Health Review – Kim is cleaning light fixtures tonight; working on rest of the list. Also need to get an alarm for each public restroom (3); **Loren is working on getting alarms.**

National Health Services – **Loren and Marsha are working on getting application to get qualified (deadline on Oct. 3).** Lots of comments to be addressed on draft application Loren sent in; they want additional policies; **Loren and Marsha will continue working on and try to meet the deadline.**

Start date for Nancy – We may want her to start on Oct. 9 (Monday) to get some APRIMA training started with Adam. Contract states start on Oct 10. There are 8-10 people wanting appointments so nice to get her ready as soon as we can. **Marsha will get the training schedule worked out with Nancy.**

Ambulance Report: Terry Schmoe

Billing Services - Terry presented proposals for providing ambulance billing services:

Certified Ambulance Group (CAG), Springfield Ambulance, and Ability; no response from Metro West and we know about North American. Ability sells software and is not a billing company. CAG and Springfield will handle the billing both use Image Trend; CAG charges 7% and Springfield charges \$40 per claim. **Terry was asked to clarify what constitutes a claim; how they handle resubmitted billing, multiple charges on one run for a patient, and other anomalies.** Springfield has a relationship with Image Trend and will get notified when Halfway Ambulance makes a run so they can expect the billing, which may speed up the billing process. Board members agreed to review the proposals and meet on October to discuss the submissions and get consensus on a preferred billing company. **Marsha will call Adam at North American to see how much notice they need if we change companies and to be sure they are tied to Image Trend like Springfield seem to be.**

Signs – Bill said two of the signs have been posted, the third will be done soon.

Committees

Financial Committee: Pam

Explanation of Benefits (EOB) Information - Hilary could not access the EOB information from North American. We have not been able to reconcile our banking statements for the past 2 years or answer questions from patients. North American has now trained their person and we should be getting EOB now and can better track payments.

Regence/Blue Cross – Regence/Blue Cross is no longer depositing ambulance funds into the clinic account (Marsha). We have been transferring money after reviewing the bank statement to correct the accounts receivable; no longer have to do this.

Policy Committee: Eileen

New Certification Policy – Eileen presented a draft policy on “Credentialing for New Providers.” Eileen made motion to approve the draft policy, seconded by Pam. Several wording change were discussed; drop “types of” before “health care professionals”, drop the second “who” before “provide services”; drop “the” before “Pine Eagle Clinic” and add wording to next to last paragraph “The Pine Eagle Health Committee Personnel Committee will review any information from the above sources. In addition, references provided will be reviewed and verified by the Pine Eagle Health Committee Personnel Committee and considered in the hiring process. Information may be shared with the applicant.” Eileen read the revised wording and Eileen and Pam both agreed to accept the amendments. Vote was Yes = 7 No = 0.

Revised Policy Manual – Eileen will email the new draft policy manual to the Policy Committee (Dave and Brian); all agreed to meet at 3:00 PM, on Wed., Oct 11, to review the draft and get it ready for approval by the Board.

Personnel Committee: Bill

Contract for Nancy – Bill handed out the contract as will be given to Nancy for one last review by the Board. Two changes are needed: the contract states “Physician’s Assistant” - Nancy will be a “Mid-Level Provider” and change “clinic computer system” to “electronic

medical record". Eileen made the motion to accept the Mid-Level Provider job description as amended; second by Dave; vote Yes – 7, No – 0.

Grants: Loren

Loren wrote three grant applications: one for Leo Adler (for \$5,000) and two for Idaho Power (\$1,000 for the ambulance to cover batteries and charger for the gurneys and \$1,000 continuing general finding for the clinic). Waiting on replies.

Building: Loren

Loren and crew finished pouring the concrete for the front walkway. **Loren will get ahold of William to go through the computers in the back room** to get the hard drives out before we trash them.

Pam said that Linda Collier said she would ask the gardening group who does the Library if they are willing to do the Clinic garden space as well.

Old Business

Clinic Billing – already covered

Investment Committee – Previous meeting designated Brian, Dave, and Mike to be the committee. The committee needs to deal with money from the Vanguard Fund (+/- \$45K) and the Edward Jones CD (+/- \$20K). **Bill agreed to call Mike to see if he is willing to serve.**

Dr. Smithson Liability Insurance – already covered.

Board Training – There is a general Board Training available in Pendleton on October 14; nobody was interested in attending.

New Business

Office Manager – Marsha has resigned effective November 4. Pam asked to advertise the position for two week, with applications due October 9, Monday. Ideally we could have a replacement prior to Marsha leaving so she could train the individual on the administrative side of the job. Marsha is willing go come in to do the Payroll and Accounts Payable (15-20 hrs / week) for an undetermined period. Board members agreed to proceed with advertising. **Pam will get the ad into the Hells Canyon Journal this week.**

Oregon Rural Health – Eileen handed out Centers for Medicare and Medical Services, HHS regulations stating requirements for doing blood draws (491.8 Staffing and staff responsibilities). Discussion followed but no resolution; **Eileen will follow up with HHS.**

Site Application for NHSC – Loren received lots of comments on the application and they want several policies we do not have. **Loren will contact them to clarify when we need to have the policies. Eileen will add topics titles for the missing policies in the draft before sending to the committee and we will fill in the policy later.**

Board Member Comments

Eileen suggested a follow up article explaining the difference between a Nurse Practitioner and Physician's Assistant to address some misconceptions. Having a public meeting was discussed and the Board decided not to do that. **Eileen agreed to send her draft article to Bill for the Personnel Committee for review and then get it into the paper** and have an open house for the public to meet Nancy when she gets here.

Loren clarified that the clinic will be open next week (Oct 2-5) although there will not be a provider.

Topics for next meeting – Ambulance billing; blood draw requirements follow up, office manager update, and investment committee.

We will have a special meeting on October 12, Thursday, at 6:15 pm to discuss the office manager and ambulance billing provider.

Assignments -

Marsha –

*call North American to be sure they are billing correctly, to see how much notice they need if we change companies and to be sure they are tied to Image Trend like Springfield seem to be

*get the training schedule worked out with Nancy

Loren –

*get alarms for bathrooms

*get ahold of William to go through the computers in the back room

*contact NHSC to clarify when we need to have the policies in place

Loren and Marsha –

*finish the NHS application (deadline on Oct. 3)

Terry –

*clarify what constitutes a claim with Springfield Ambulance and how they handle resubmitted billing, multiple charges on one run for a patient, and other anomalies

Bill –

*call Mike to see if he is willing to serve on investment committee

*have Personnel Committee review article on PA vs NP and then get it into the paper

Pam –

*get ad in the Hells Canyon Journal this week for Office Manager position

*call Interpath to see how they deal with the requirements for blood draw

Eileen –

*follow up with HHS on blood draw requirements; add topics titles for the missing policies in the draft manual and sending to Brian and Dave

All –

*Review ambulance billing proposals for next meeting

Recess to executive session to discuss personnel issues at 7:53 p.m.

Reconvene regular session at 8:01p.m.

Meeting was adjourned by Chair Loren Goracke at 8:02 p.m.