

## Board of Directors Meeting, Executive team summary-May 24<sup>th</sup> 2016

Medical Director-Mark Apfel:

I am continuing to work on developing the required policies and procedures for PCMH.

We continue to be short staffed on the Nursing Department and the addition of another MA should help greatly

Chart Reviews are almost complete and only require reviewing them with Cindy and Logan.

I completed the required training to prescribe Suboxone which is used to treat opiate dependency and is a much safer alternative for Chronic Pain than opiates. Logan will also be taking this training and we will receive supplemental payments from Partnership for doing this. I also completed the required Continuing Education so that we can maintain our X-Ray Certificate. I will be attending a train the trainer workshop next week on Shared Decision Making

Executive Director-Chloe Guazzone:

HR

- We have had preliminary interviews with 2 candidates for the Behavioral Health position. Second interviews will be held with both the week of June 6-10<sup>th</sup>.
- We have also been contacted and conducted a preliminary and working interview with a candidate for the Medical Assistant position that we had included in next FY budget. The candidate is Spanish speaking and a MD in Mexico but unlicensed here. We also have interest from an RN to fill in as needed. We will contact her for an interview as well.
- Chart reviews and 6 month check-ins to be scheduled this month

OUTREACH

- Despite the rain, all events happened! Day of the child (Tere), Pinot fest (higher percentage margin on sales), Beer fest and Health and heroes (not as successful due to the rain).
- Short Brief Intervention Referral to Treatment (SBIRT) train the trainers- Stephanie and Mitzi attended and will train our staff. We can bill for these brief intervention talks with patients.
- Meeting with George Ortiz from ?? re farm worker outreach event. Decided to combine this with harvest fest. Tentative date Oct. 22<sup>nd</sup>.

## IT/EMR

- Workflow documentation continues, exploring wiki options. There are a couple projects in the pipeline, Partnership HCP data is due July 31 for the fiscal year. We will clean and submit. Also, we are participating in a collaborative through ARCH to review UDS data quarterly using PopIQ (built through I2I).

## COLLABORATION

- ARCH strategic planning-two sessions with Bobbie Wunch
- Will attend county release of healthy Mendocino study results and have a planning meeting.
- Attended the Partnership Medical Directors Forum.

## PERFORMANCE IMPROVEMENT/QUALITY IMPROVEMENT

- Nurse Practitioner protocols updated and brought to PI
- Job descriptions found for most, working on BH and Dental, Chaperone policy brought to PI
- PCMH next big focus
- Stephanie delegation Dispensary and vaccines responsibilities, blocking time, & documenting workflows
- Meaningful use application attestation for Logan and Phan submitted to State and pending
- Trainings to be scheduled for prenatal care and “professional conduct”

## FINANCE/Billing

- Vanessa working many of the things ID'ed by Kelly already have seen an uptick in revenue from splitting claims for code 18 for medi-medi patients
- Working on FY16-17 budget
- Working on our data reporting to Partnership for maximum reimbursements for SBIRT, POLST, BMI etc.
- Contract with FIX HT (back billing for retro Medicaid), still playing with the report
- Year-end report submitted to Barstow foundation.

## All Other Business

- FTCA 2017 due this Friday.

- There have been no letters of intent to sue filed at AVHC. We have arranged for each provider to receive a newsletter from NorCal, our malpractice insurance provider.