

HFMA – Western New York Chapter 62
Minutes of April 22, 2008 Board Meeting



Attendance (x=present):

OFFICERS: President: Bruce K. Liebel X
 Pres-Elect: Lawrence E. Nowak, FHFMA X
 Secretary: Susan M. Brown X
 Treasurer: Jennifer L. Dunn, FHFMA X

DIRECTORS:

<u>Class of 2008:</u>	Rachel Davis		<u>Class of 2009:</u>	Christine Blidy	X
	Susan Dybas	X		Judy Conti	
	Mary Mahaney	X		Tamara Dickey	
	Michael Osborne	X		Ed Thomas	

COMMITTEES:

- Membership:	Jill Schaefer	X
	Mary Mahaney	
- Patient Financ'l Svcs:	Suzanne Roccisano	X
	John Galley	X
- Reimbursement:	Paul Sweet, CPA, FHFMA	
	Russell A. Previte, CPA, FHFMA	
- Patient Access:	Debi Stull	
	Rose Taddio	
- Davis Chapter Mgt.:	Susan Dybas	
- Activities:	Michael Sammarco, FHFMA	X
	Mary Ann Miccichi	X
- Website:	Robert Bragg	
- Sponsorship	Debbie Cudzilo	X
	Peggy McDonough	X
- Certification	John Eichner	X

Meeting was called to order by Bruce Liebel at Max's Grill at 7:45 a.m.

A motion was made by Mary Mahaney and seconded by Christine Blidy to approve the minutes from the March meeting.

Presidents Report:

We will be in good hands with Larry progressing to President, after serving as an officer for 5 years.

Yerger- Our Chapter has submitted for 5 Yerger awards. Bruce submitted for Certification and Improving Sponsorship and Jill submitted one for Membership. Announcements will be made two weeks before ANI. Chapters need to achieve 40 points for their Chapter Balanced Scorecard this year, we will have no problem meeting that, as we are 75 points currently. We are in good position to win education and membership awards this year in addition to gold in certification.

Founders Awards (Bronze, Silver & Gold) will be presented to members at the Spring Institute, while at the Banquet, we will present the 'Member of the Year' Award.

Certification:

Study group will begin at the end of the summer with a projected test date in the fall. Christine has the study guide. We will need some new ones.

Treasurer's Report:

Jen-Sponsorship was at approximately \$4000, \$2100 for Sabres event. Expenses: \$821 for education of which \$321 was for the charge master, \$950 in expenses for airfare, \$451 for Sabres tickets, \$100 deposit for banquet. There should be a few more added expenses by year end. The budget was developed for next year with \$950 being put in for certification study guides. Between checking and savings, we have approximately \$55,000. Sponsorship was up. We were able to stay within the budget. Mary inquired as to whether we had information on which programs made money for the chapter. Jen indicated she does have that data available. A motion was made to approve the budget; Suzanne accepted the motion and Mary seconded the motion. Budget was approved.

Education:

Larry- Jen, Jill and Larry attended Leadership Training Conference in San Antonio. There were a lot of sessions for the incoming presidents. Larry found them to be very helpful as he plans for next year. Jill attended the Yerger sessions. She felt that our Yerger presentations were very well done based on what they were looking for. Suzanne inquired if any other chapters had Pt. Access committee's and how they were doing things. Bruce recommended she check with National. Jen attended some treasurer sessions. National wants us to use Quick Books. We currently use Quicken.

Mini LTC is scheduled for Rochester and Larry needs to know who is planning on attending. He will provide the information as to where we will stay etc. It is set for June 8th and June 9th. There should be good attendance.

The Chapter Balance Scorecard was given out and reviewed, the first page included 2008-2009 goals, the second page current info. Education hours should increase 3% or be where we expect to end at, increase where we think we will be. Membership- need to maintain. Membership satisfaction survey exceeded target. Days cash on hand is ok. DCMS timely reporting is no problem. The minimum required by National is 40 points; we are at 75 for 2007-2008. We could reach 100 by end of year.

Larry explained that our chapter has had many accomplishments to be proud of. No one had any questions.

Membership Committee Co-Chair has an opening and Larry contacted Kathy Hamilton from Lockport but has not heard back as of today's meeting. Christine indicated she will do it if no else can.

Spring Institute will be 4/29 at the Millennium Hotel. Too date 55 people are signed up but we could end up with 60. There will be 7 vendors as well.

Open items: Bruce will do the evaluations; Mary will do registration along with Rachel and Tamara if needed. Mike O. volunteered to do the binders, Jill will pick up the speaker gifts, Jen volunteered to sit in the back to take care of housekeeping issues if any arise. A suggestion was made to put questions for Trusiak on cards and present the cards to him ahead of time.

Cost report seminar was well attended. The evaluations were very positive.

Communication:

Bruce: Loralee will continue as editor. The report to National for the Newsletter is already in.

Membership

Jill: As of 3/31/08 we 186 members with 4 new members. We should qualify for the Bronze award. We need one new member to qualify for the Silver award. Survey was passed out and everyone was asked to review and make suggestions if anything needed to be added or deleted before distribution.

Sponsorship:

Deb C. \$27,000 was collected. Thank you cards need to be sent out. Peggy will be the new Committee Co-Chair.

Davis Chapter Mgt:

Susan- The 2007-2008 Interim DCMS Acknowledgement Report (5/1/07-4/1/08) was published on 4/11/08. Discrepancies need to be reported by 4/25/08 to National. (A copy of the report was routed for Board meeting attendees to review.) If anyone participated in an officer or committee audio webcast throughout the year, please verify that you see it listed. If it is not listed, please provide Susan the specific details, so it can be researched why it is not included and have it added. The 4th reporting period is the last reporting period for this year. It runs from February 1, 2008 through April 30, 2008.

The chapter requirements that have been completed but not checked off on this report are the Leadership Training Conference (LTC) and Member Communications.

The remaining reports due to National by May 10, 2008 include:

- Program Planning Tool- Final Updates for 2007-2008
- Member Communications Report- Final Reports 2007-2008

Program Planning Tool Updates to be submitted include:

- 4/29/08- Spring Institute.

Patient Financial Services:

Suzanne-No meetings have been held as we have been assisting with the Pt. Access education session being planned. Time has been very tight and it is hard to get meetings together. For next year we are thinking in terms of best practices and general meeting set ups. Suzanne introduced Kathy Roza, who will be heading the Chargemaster Committee this coming year.

Reimbursement:

Bruce- Cost report Group will start meeting in May

Social Activities:

Maryann-To date we have 28 people signed up for the banquet to be held at Salvatore's Italian Gardens on Transit Road on 5/9/08 from 6pm-11pm. We need to get more people signed up. Estimated 50 when booking.

(Cont.)

Mike S.- Euchre tournament had 17 people. We will plan another one. The golf committee needs to get going. Rochester asked if we would be interested in a Buffalo Bills day for opening day. They buy a block of tickets each year. They take a bus to the game. The Rochester chapter needs to know by May.

Patient Access:

Deb would like to do a presentation in May on Worker's Compensation at Classics which would include billing as well as the legal aspects. There is an issue getting someone for the billing piece. Someone inquired about the cost and wanted to know if we could lower it. The pricing will depend on how long the session is going to be. Tentatively scheduled for 5/16/08.

Other Matters:

Charge master questionnaire was sent out and we received about half back. Meeting in May is being planned for the first session.

Meeting adjourned at 8:55. There will be no May meeting due to the banquet.

Respectfully submitted,
Susan M. Brown
2007-08 Chapter Secretary