

CHFM Administrative Staff Meeting Minutes

March 21, 2005

Attendance: Pam Barbee, Maria Bolanos, Christina Kuruppacherry, Bethany Min, Michele Romano, Nancy Stuart, Sherri Swilley, Judy Walch, Venice Walker, Art Watson, Cheryl Weston, Zachalis Rodriguez. Lavina Gramig, absent.

Pam:

- Finalizing AGH budget
- Contracts reconciliation
- Paying bills
- Referrals/clinic report cards
- Eastside reconciliation through March 2005
- Michele indicated that Enterprise Reporting is not working properly and 1 of 10 invoices gets temporarily jammed in the system

Zachalis:

- Working on Security project with Judy and Art; extensive discussion ensued about this project and its magnitude
- Assisting Judy with the 2005-2006 Budget

Bethany:

- Is processing all new Residents' packets and ensuring that the foreign students' paperwork is all in order.
- Processing new faculty appointments
- Following up on Time and Labor issues with Central Leave and Ed Poppel
- All Leave cash-outs (OT and compensatory) must be completed by May 19, 2005
- Instructor workload reports are due
- Faculty Activity Reports

Venice:

- Completed Ethics faculty evaluation folders and forwarded to Lavina
- Is working on establishing Summer courses

Christina:

- Presented her Resident/Faculty coding and compliance training methods at the monthly meeting of the NCFAAPC (Professional Coders' Meeting) on April 19, 2005
- Will attend the Florida AFPA meeting in Jacksonville on April 22, 2005 and share her methods with other Family Medicine Residency Administrators and Coordinators
- HIPAA training has been completed; following up on a few Confidentiality Statements still pending
- Completed gathering and sending records to Medicaid for their latest audit of FPMG
- Will begin soon the task of updating the Reimbursement Manual
- Getting all necessary materials ordered and ready to begin training the new Residents in July

Art:

- GW migration finally completed
- Terminated employees: important mail should be “preserved” prior to their leaving
- Clean-up of the U: drive progressing nicely
- Microsoft Office 2003 rollout completed in the Administrative Office; rollout at FPMG will begin soon
- Security project in progress; plan to install warning banners at all workstations
- AHEC: replaced *Grits* server with *Banjo* server; need to spend more time completing this task

Judy:

- Writing Security procedures
- Re-negotiating CSI, AGH, Tacachale contracts
- First Budget deadline: April 29, 2005
- Unveiled new brochure that will be distributed to medical students to encourage them to pursue a career in Family Medicine

Maria:

- CSI and FM brochures are at the Ad agency; we are waiting to review final layout
- Working on updating the Resident/Staff booklet
- Working on new project assigned by Judy of organizing contracts and grants files/database

Nancy:

- Announced Clerkship name change
- Currently has 4 groups of 30 students; will increase to a total of 185 students within the next couple of years

Sherri:

- Working on contracts: CSI, RAS, Needle Sticks, Tacachale, Starke; terminated Park Meadows Contract
- Working with Dr. Abernethy re: seeing patients at The Manor and providing indigent care.....
- Working on Housestaff Budget with Bethany
- Updating Fanning Springs Lease