

CHFM Administrative Staff Meeting Minutes May 19, 2005

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

Lavina:

- ❖ Faculty evaluations
 - Processing faculty evaluation letters.
 - Arranging meetings for Dr. Curry to meet with each faculty member and their program director.
- ❖ Processing Dr. Quillen's Promotion packet. We have not received the 2005 guidelines, but are sending letters to reviewers and drafting the packet based on the 2004 guidelines.
 - The packet deadline is usually in August.
 - Working on letters to reviewers and materials to send with the letters.
- ❖ Arranging a Sports Medicine Fellowship meeting for SHCC. This is an initial meeting to discuss the possibility of a sports medicine fellowship.
- ❖ Catching up from being out of the office.

Maria:

- ❖ Working on the Family Medicine and the CSI brochures. The CSI brochure has taken priority of the two.
- ❖ Developing the Reimbursement Manual for 2005 used by residents and faculty for coding procedures and diagnoses.
- ❖ Developing the Faculty and Resident booklet.

Venice:

- ❖ Familiarizing herself with WebCT to have it up and running for the Fall semester.
- ❖ Transferring materials and information from their current location to WebCT.

Bethany:

- ❖ Working on payroll. Thanked everyone for using their OTC by the deadline.
- ❖ Completed the Spring Instructor Workload.
- ❖ Working with PeopleSoft Faculty Activity reporting.
- ❖ Has completed all but three of the incoming resident appointments. The three outstanding are waiting to enter the country to obtain social security numbers.
- ❖ We are awaiting approval from Dr. Flynn to proceed with the Hospitalist Fellowship program. This position was given approval to go in budget if Dr. Flynn's area not funding.
- ❖ Appointments are being processed smoothly. Dr. Yancy will no longer work at the Residency Program or see patients for the Department. He will continue to have a courtesy appointment with the Department.

Art:

- ❖ Office 2003 Professional Rollout Status
 - Installed on 24 workstations (plus AHEC), 13 remain mostly FPMG.
 - Also updating other apps at same time.
 - Work At Home licenses for Office 2003 are ~\$4.70 ea.
- ❖ AHEC Server "Banjo" in Service
 - Spent last Friday migrating "Grits" data to "Banjo."
- ❖ End of Year Equipment
 - What to buy with this year's capital money.
 - Budgeting for next year.
- ❖ Handhelds
 - Getting ready for incoming FP Residents.
 - Explained the difficulty of using what incoming resident may have as a handhelds already. He has to get software for different hardware. Sometimes synchronization not possible. Judy recommended Art discuss with Dr. Curry about difficulty of this for new residents.

Judy:

- ❖ Provided a budget update.
- ❖ Discussed and rejected the DEA exemption projected.
- ❖ Explained that the Dept is budgeting for the 3.6% raises for TEAMS and Faculty effective August 1, 2005.
- ❖ Working with Cheryl Weston to provide clinic report cards to the ACU managers and Medical Directors
- ❖ Reminded staff to clean up the U drive and their C drive. Encouraged staff to delete at least ten files from each drive daily.

Pam:

- ❖ Reviewed deadlines and thanked Maria for volunteering to keep the fiscal calendar updated.
- ❖ Working on distributions and journal transfers.
- ❖ Completed 3rd quarter reconciliation.
- ❖ June 1 deadline for purchase orders. All requests must be submitted by May 27th to ensure processing by June 1st.
- ❖ June 1 deadline for cleaning up all purchase orders, including travel.
- ❖ June 17 deadline for PeopleSoft voucher input.
- ❖ At this time a deadline has not been designated for FCPA.
- ❖ Working on the HRSA financial issues.

Christina:

- ❖ Working on Reimbursement Manual with Maria. Needs to update/revise the introduction.
- ❖ Has been working with Ron Curry to obtain the RVU reports.
- ❖ Preparing for the July coding and compliance classes with the incoming residents.

Sherri:

- ❖ Working on clinical trials budget

- ❖ Working on contracts for the new fiscal year
- ❖ Handling issues surrounding the termination of the CSI contracts with the community physicians.
- ❖ Explained that the nursing home experience is moving from the Park Avenue nursing home to the Manor.

Nancy:

- ❖ Updating materials with the clerkship name change
- ❖ Preparing for the clerkship that begins on July 11th.

Meeting adjourned.