

CHFM Administrative Staff Meeting Minutes August 18, 2005

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

Maria:

- ❖ CSI brochure-reviewed the brochure and informed staff that the brochure will be distributed via a mass mailing with magnets when a mailing list is received from Marketing.
- ❖ Family Medicine brochure-Displayed the Eastside draft and explained that each clinic brochure would be modeled after the Eastside Community Practice brochure. Completion date is unknown at this time.
- ❖ Continues to work on the Annual Report.
- ❖ The contracts, grant and clinical trials filing system is an ongoing project.

Lavina:

- ❖ Updating the Department's Location Guide, the BellSouth Business White Pages, and the State of Florida web directory.
- ❖ Finalizing Promotion packets for Dr. David Quillen, Dr. David Feller and Dr. George Wilson.
- ❖ Searching for a pharmaceutical sponsor for Grand Rounds held on August 25th.
- ❖ Arranging various meetings for Dr. Curry.
- ❖ Discussed moving the older faculty files from Dr. Curry's office to another secured location.

Venice:

- ❖ Ethics course begins on Tuesday, August 23rd.
- ❖ Creating student notebooks and the syllabus.
- ❖ Setting up a website with Gene Cornwell

Sherri:

- ❖ Kudos for retrieving the phone message regarding phone issues from BLMP's move to the 1329 Building. A \$3,000 credit should be received.
- ❖ Working on issues regarding the VA and the amount of funding from the Dean's office.
- ❖ Housestaff has been finalized.
- ❖ We are requesting a waiver for a new Student Health faculty position.
- ❖ The Self Insurance Program Underwriter's Report is due, which reports how much time our faculty spend with patients. Our Department submitted the report before the deadline.
- ❖ Will conduct interviews next week for a student assistant position.
- ❖ Working on Student Health Care Center payment and Aventis close out issues.
- ❖ Reminded staff of the administrative retreat scheduled on Tuesday. The Dean's office will cover the telephones and staff were asked to change their individual voice mail messages. Retreat goals are to improve internal and external communications.
- ❖ The Department is waiting for an invoice to resolve Student Health clinical trials issues.
- ❖ Dr. Deepa Kamath's Medicare number and P-card are both outstanding.
- ❖ The CSI team is having difficulty as physicians are overworked due to high census.
- ❖ The CSI contract is being updated.
- ❖ The PEAR grant was funded and the Department will hire a part-time LPN to work with patients enrolled in the grant.
- ❖ Faculty raises have been input into the system. Please forward all calls from faculty to Sherri or Dr. Curry.
- ❖ The Clinical Computing Committee is waiting on a contract changeover, and the Lake Shore contract will be the same as the Starke contract.

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Nancy:

- ❖ Preparing for the 1st-year preceptorship in December.
- ❖ Preparing for 3rd-year student's beginning in October.
- ❖ The College of Medicine Education Office is working on the LCME Accreditation project preparing a college-wide database. Nancy is responsible for the preceptorship and clerkship information which is due in October.

Judy:

- ❖ A meeting is being scheduled to discuss the variance report with the Dean's office.
- ❖ Reviewed fiscal year end balance.
- ❖ Explained that she is looking forward to the retreat and how funds from the sales of the Reimbursement Manual will be used to support next year's retreat.
- ❖ Provided a Fanning Springs clinic update.

Art:

- ❖ Updated staff regarding printer installations and computer repairs.
- ❖ Informed staff the Department has a new video projector for use in the administrative conference room.
- ❖ Dr. Curry's old Notebook has been updated for Sherri and can be used with the new video projector.
- ❖ Needs to discuss purchasing of new equipment.
- ❖ Art-Oberfest will be held on October, stay tuned for details.
- ❖ Reminded staff to updated virus strings on a regular basis.

Christina

- ❖ Informed staff she is working with the new residents on coding and dictation.
- ❖ Working with Cindy Schmeck to reduce transcription costs.
- ❖ Performing a coding audit for Haile Family Medicine clinic.
- ❖ Forwarded her Annual Report section to Sherri for review.
- ❖ Will distribute a flyer announcing the sale of the Reimbursement Manual to the AAPC member list and set up a table at the Coding Fiesta.
- ❖ Has purchased new coding books for 2006. The new ICD-9 codes go into effect in October.
- ❖ Working with Susan Sellers on CSI self-pay project.

Pam:

- ❖ The Fiscal section is working on year end reconciliations.

Michele:

- ❖ Continues efforts to have the Department's address in PeopleSoft updated.

Meeting adjourned.