

MAYERS
MEMORIAL
HOSPITAL
DISTRICT

Finance Committee Meeting

Wednesday, July 27, 2016 – 9:00 am

Board Room, Fall River

Meeting called by:	Allen Albaugh, Chair	Type of meeting:	BOD Committee
Attendees:	Allen Albaugh, Committee Chair, Board Member Art Whitney, Board Member Louis Ward, CEO Travis Lakey, CFO	Board Clerk:	Valerie Lakey

----- Agenda Topics -----

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1) Meeting Called To Order		Albaugh	
2) Requests from audience to speak to issues/agenda items		Albaugh	
3) Approval of FC Minutes (June 22, 2016)	A	Albaugh	Action
4) Department Reports (per schedule – one revenue and one non-revenue per month) <ul style="list-style-type: none"> • Dietary • Volunteer Services • Foundation 		Garcia Spalding McArthur	Reports
5) Financial Reviews – <i>(will be sent by T. Lakey, CFO)</i> <ul style="list-style-type: none"> a) June Financials b) Accounts Payables (AP)/ Accounts Receivable (AR) 		Lakey	Action Action Action
6) Administrative Report – Building Update, USDA, etc.		Ward	Information
7) Other			
Adjournment			

Posted: 07/22/16 by V. Lakey

MAYERS MEMORIAL HOSPITAL DISTRICT

BOARD FINANCE COMMITTEE MEETING
MINUTES – JUNE 22, 2016 9:00 A.M.

BFC Attendance:

Art Whitney
Beatriz Vasquez

<p>DRAFT Attachment A</p>

Louis Ward, CEO
Travis Lakey, CFO

Valerie Lakey, Clerk of the Board

Other:

Daryl Marzan
Dawn Johnson
Adam Dendauw

(These minutes are not intended to be a verbatim transcription of the proceedings and discussions associated with the business of the board's agenda; rather, what follows is a summary of the order of business and general nature of testimony, deliberations and action taken.)

SUBJECT	DISCUSSION	
CALL TO ORDER	The meeting was called to order by Albaugh at 9:05 AM in Fall River Mills.	
Requests from Audience to Speak	None	
Minutes	The minutes from the BFC meeting held 05.25.16 were approved. <i>(Whitney, Vasquez)</i>	Approved
Department Presentation	<p>Dawn Johnson, Staff Development: (see notes) Johnson was presented some questions about the CNA and LVN programs. There will be a CNA class beginning in August. This will reduce cost by reducing registry.</p> <p>Daryl Marzan, Physical Therapy: Power point (see attached) Personnel has been an issue with the income/expense of the department. Cost of travelers has impacted budget. Revenue in Acute, Swing, SNF does not reflect on PT man hour revenue.</p> <p>PT spends 2-3 hours per week for fall assessments – which we are not paid for. Need to document time which could help in cost recoup eventually.</p> <p>Hopefully will have 3 permanent employees by the end of the year.</p> <p>Adam Dendauw, Cardiac Rehab: Not a large revenue builder, the department hopes to utilize and help with PRIME project. They now have a contract with Partnership for cardiac rehab services. Dr. Dahle is getting certified for Cardiac Stress test program. This should be a good revenue generating service. The department received an \$11,500 grant to replace equipment from Sierra Health Foundation. Cardiac Maintenance numbers are up. Many referrals have come over after PT treatment is over.</p>	

Staff Development

Employee Health

Staff Development

Title 22 regulations state we must provide a director of staff development for 32 hours per week due to our bed capacity. CNA's must complete 48 hours of in-service every 2 years. We provide over 90 hours of in-service opportunities each year. There are two mandatory in-services that all CNA's must complete each year, those are dementia specific training and elder and dependent adult abuse reporting. By keeping our CNA's in compliance, we reduce the cost of registry. My goal is to reduce the use of paper as much as possible and utilize our new equipment in the board rooms.

Employee Health

I assist in the yearly employee physicals and administer immunizations and TB testing. I also review any workman's comp claims and follow up with employees.

IN SERVICE 2016

8 HOUR CLASSES

0900 - 1700

Feb 10 – Fall River – RISK MANAGEMENT: Understanding Fall Risks, Preventing Pressure Ulcers, Performing Safe Transfers, Urinary Issues, Wounds.

March 23 – Fall River – RESTORATIVE CARE: Restorative Care, Range of Motion, Activity for the Elderly, Mobility, Assistive Devices.

April 13 – Burney – DISEASE PROCESSES: Sepsis, Skin Conditions, Arthritis, Parkinson’s Disease, Diabetes.

June 8 – Fall River – CLIENT CARE: Bathing Tips, Beyond the Bathtub, Dressing and Grooming, Toileting Tips, Oral Care.

Aug. 10 – Burney – CARDIAC CONDITIONS: Heart Attacks, CPR Update, Oxygen Safety for CNA’s, Understanding Cardiac Conditions, Vital Signs.

Oct. 12 - Fall River – INFECTION CONTROL ISSUES: Infection Control Update, Understanding Drug Resistant Bacteria, Hand Washing, HIV/AIDS, MRSA.

4 HOUR CLASSES

1400 – 1800

Jan 20- Burney- HOSPITAL SAFETY: Fire Safety, Disaster Planning, First Aid

TBA – Burney – PSYCH. ISSUES: Understanding Schizophrenia, Common Phobias, Understanding Hoarding. Dr Jones

TBA– Fall River – PREPARING FOR SURVEY: The Survey Process, Quality Improvement, Customer Service in Healthcare. Carol Zetina RN

May 11 – Burney – HUMAN NEEDS: Understanding Human Needs, Intimacy in the Elderly, The Role of Animals in LTC.

July 13 – Fall River – PATIENTS RIGHTS: Bill of Rights, Confidentiality, Maintaining Dignity.

Sept. 21 – Burney – PROFESSIONAL GROWTH: Understanding Cultural Diversity, Ethical Dilemmas in Healthcare, Maintaining a Professional Distance.

Nov. 16 – Fall River – COMMUNICATION SKILLS: Reporting and Documenting Care, MSDS 1 and 2.

**DEMENTIA SPECIFIC TRAINING/REPORTING ELDER AND DEPENDENT ADULT
ABUSE**

MANDATORY ONCE YEARLY

8 HOUR CLASS

0900 – 1700

Jan. 13 – Burney

March 16 – Fall River

May 4 – Burney

July 6 – Fall River

Sept. 14 – Burney

Nov. 9 – Fall River

DIETARY/THICKENING FLUIDS

3 HOUR CLASS

1400-1700

LANI MARTIN RD

MANDATORY FOR ALL CERTIFIED AND LICENSED SNF STAFF ONCE YEARLY

March 15 – Burney

March 17- Fall River

April 19- Burney

April 21- Fall River

Sept. 13- Burney

Sept. 15- Fall River

SKILLS COMPETENCIES

SKILLED NURSING

0900-1130 OR 1300-1530

CNA	LVN/RN
JAN. 27	FEB. 17
JUNE 22	APRIL 20
AUG. 24	JULY 27
DEC. 21	OCT. 19

CNA SKILLS:

VITAL SIGNS

GOWNING AND GLOVING

RANGE OF MOTION (UPPER AND LOWER)

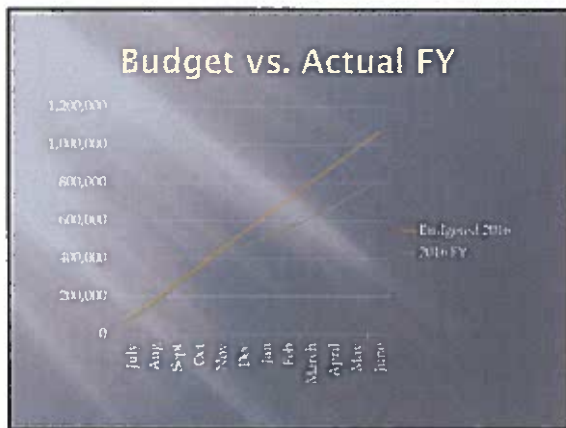
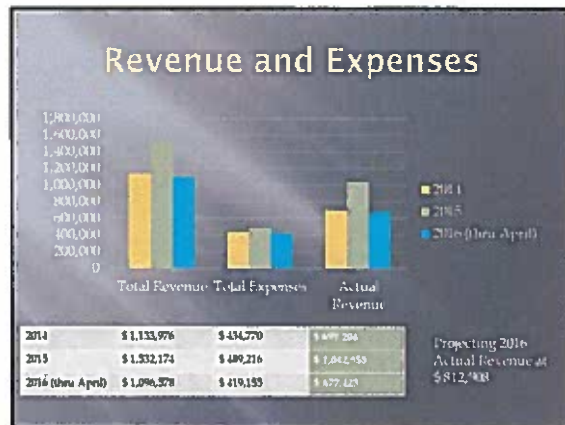
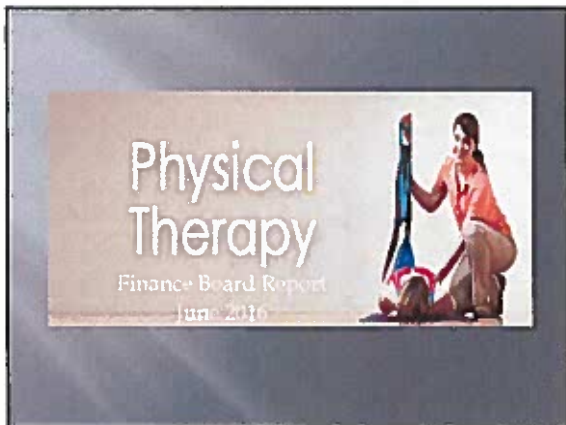
Peri Care with Urine Specimen Collection

LVN SKILLS:

AED

NG TUBE INSERTION

WOUND CARE



- ### Cost of Travelers
- ▣ Other Purchased Services
 - (ie. contracted travelers)
 - 2014: \$ 124,756
 - One contracted PT for 8 months
 - One contracted PT for 1 month
 - 2015: \$ 103,752
 - One contracted PT for 5 months
 - One contracted PTA for 3 months
 - 2016: \$ 119,908 (projected)
 - One contracted PT for 11 months
 - One contracted PTA for 5 months

- ### Man Hours
- ▣ 2014: 7,638
 - \$91.54 in revenue per man hour
 - ▣ 2015: 9,790
 - \$106.53 in revenue per man hour
 - Outpatient: 349 initial exams, 3559 daily notes, 236 progress notes and 317 discharge notes completed
 - ▣ 2016: 8,778 (projected)
 - \$92.61 in revenue per man hour
 - Outpatient: 314 IIs, 3446 DNs, 178 PNs and 336 D/C notes completed to date

- ### Where We Have Lost Money
- ▣ Fluctuating consistency of PTs in clinic over the last year
 - ▣ Fall assessments
 - ▣ Certain contracted insurances:
 - I.e. Sierra Pacific: will only allow \$75 per visit billed
 - Insurance will cover 80% of that
 - Patient only legally able to pay the difference

Payments by Insurance

Payor	Sum of Charge	Sum of Payment	Sum of Adjustment	Payment %	Contractual %
BLUE CROSS	\$ 190,918.30	\$ 112,213.81	\$ 78,780.29	58.82%	39.74%
COMMERCIAL	\$ 92,998.20	\$ 79,821.65	\$ 13,176.55	85.61%	84.58%
MEDICARE	\$ 485,100.19	\$ 236,926.57	\$ 248,173.54	48.83%	30.49%
MEDICAID	\$ 218,119.00	\$ 45,115.29	\$ 172,003.71	20.64%	28.92%
PARTNERSHIP	\$ 1,851.00	\$ 1,147.35	\$ 703.65	62.00%	29.32%
WOMEN'S COMP	\$ 75,614.40	\$ 39,222.30	\$ 36,365.10	51.87%	28.38%
TOTAL	\$ 1,800,142.09	\$ 486,307.94	\$ 712,819.39	48.83%	30.17%

- 1 In summary, we receive 48.83 cents per dollar billed
- 2 Our top 3 referral insurances
 - Medicare
 - Medicaid (Partnership and MediCal)
 - Blue Cross

Client Prices of Most Charged Items

- 1 Evaluation: \$309
 - 2 Gait Training: \$113.00
 - 3 Therapeutic Exercise: \$132.00
 - 4 Therapeutic Activity: \$150.00
 - 5 Manual Therapy: \$120.00
 - 6 Massage: \$111.00
 - 7 Electric Stimulation: \$74.00
 - 8 Ultrasound: \$74.00
 - 9 Paraffin Bath: \$63.00
 - 10 Iontophoresis: \$154.00
 - 11 Patient Education for Self Management: \$146.00
- Average charge of \$350 per visit
- With exception of Medicaid patients

Plans to Improve Revenue

- 1 Collections made at time of treatment
 - Totaled \$9,161.25 in 2016 FY to date (1.4% of revenue)
 - Co-pay
 - Partial payments
 - Began April 1, 2016
 - Able to collect from about 10% of insurance
 - Patients receive 25% discount for prompt pay
 - Average partial payment on qualifying insurances: \$12.50
- 2 Decreasing contracted positions
 - Current permanent employees: 1 PT and 1 PTA
 - One prospect for PT whom could start in September
 - One PT (graduating school 12/2016) anticipating starting January 2017
- 3 Plans to extend PT services to Burney
 - Anticipating early 2017
 - This should decrease cancellations

Goal is to use both of these to increase exposure to cardiac rehab and increased referrals as we have over the last Fiscal year as revenue is up roughly 20%, (68K over 55K) it's a start, but we are going to work on bringing that up.

Partnership Contract: Recently completed a contract with Partnership so that they will approve cardiac rehab for their patients, currently 3 in the process of joining the program.

Cardiac Stress Testing: Dr Dahle, will be attending the conference July 23rd and 24th

These tests are relatively short, 30 minutes and can be billed out at about \$1,000; goal is to perform on Tuesdays to begin with and stack these throughout the day to add revenue to cardiac.

Prime: Cardiac Rehab is poised to help us achieve our metrics required for the Million Hearts initiative which is part of the Prime Project, can bring in \$750,000/year for 5 years.

- Blood pressure metrics
- Smoking cessation Metrics
- Hope to increase maintenance PT

Approved for grant for \$11,500 replace two pieces of old equipment and help accommodate the new influx of Prime patients.

Criteria: All Plans

Date	A/R Days
06/18/2016	51.51
05/21/2016	51.29
04/23/2016	49.04
03/26/2016	50.52
02/27/2016	58.84
01/30/2016	61.04
01/02/2016	56.41
12/05/2015	56.49
11/07/2015	56.22
10/10/2015	59.50
09/12/2015	55.15
08/15/2015	53.70
07/18/2015	53.08
06/20/2015	56.93
05/23/2015	59.85
04/25/2015	61.82
03/28/2015	56.44
02/28/2015	56.89
01/31/2015	65.46
01/03/2015	69.25