

PLATEAU VALLEY HOSPITAL DISTRICT BOARD MEETING MINUTES
Monday, January 19, 2009

Attendance: Board: Helen Spence, Frank Wagner, Dave Bristol, Bob Wilson, Denny Holmes
 Staff: Shannon Currier, Jessi Clark, Dr. Woodyard (17:20), Dr. Rollins (17:20).

MEETING WAS CALLED TO ORDER AT 17:16 BY HELEN SPENCE, PRESIDENT.

1. MINUTES

December 15, 2008 Regular Meeting

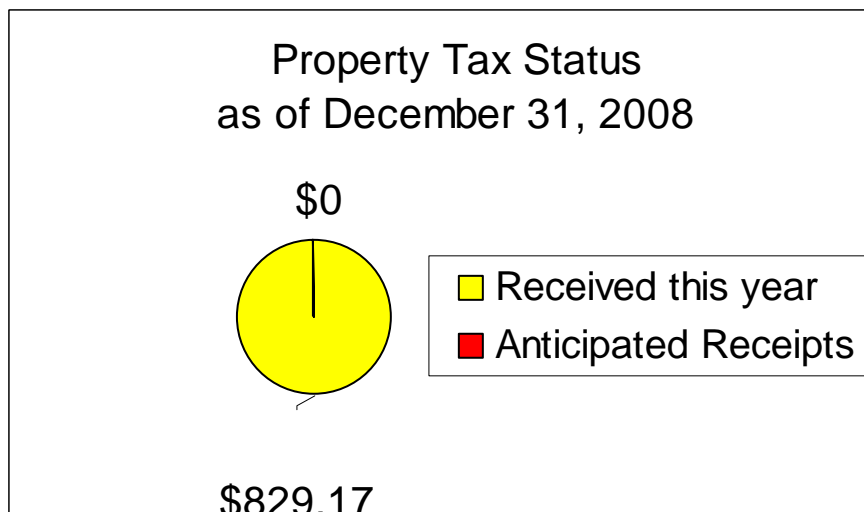
- **Resolution 1:** Be it resolved that the minutes of the December 15, 2008, regular meeting be approved as presented. Bob Wilson motioned and Denny Holmes seconded. Motion carried unanimously.

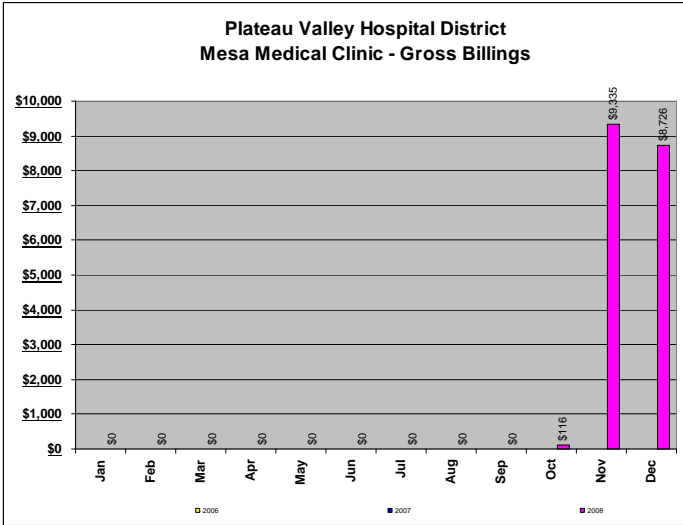
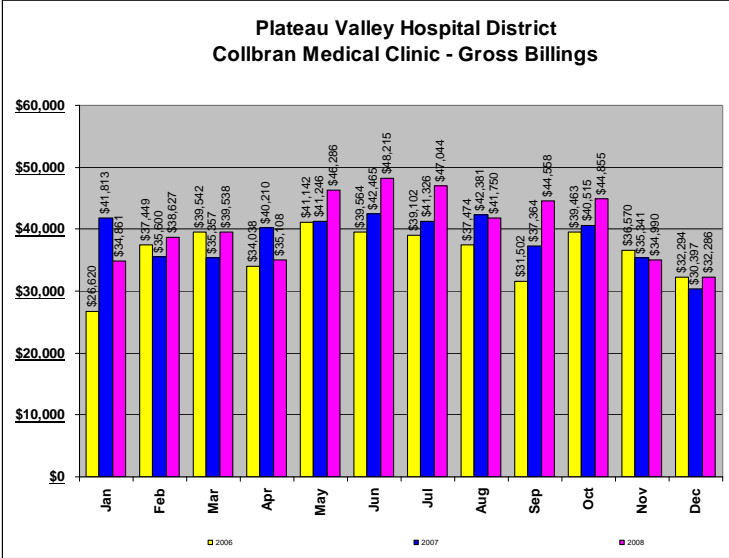
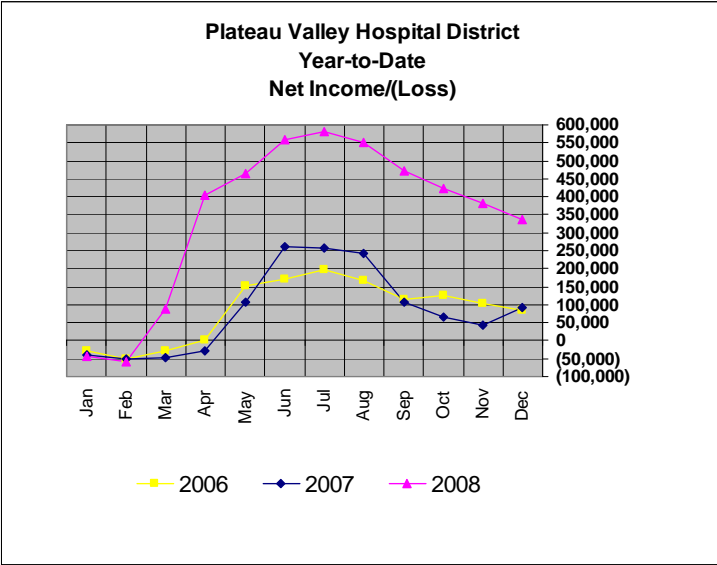
2. CLINIC CONSULTANT REPORT

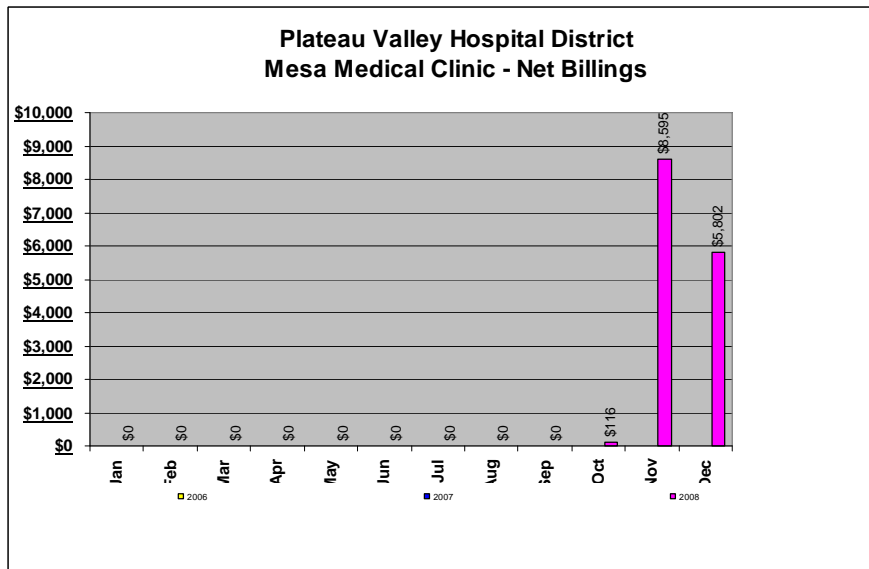
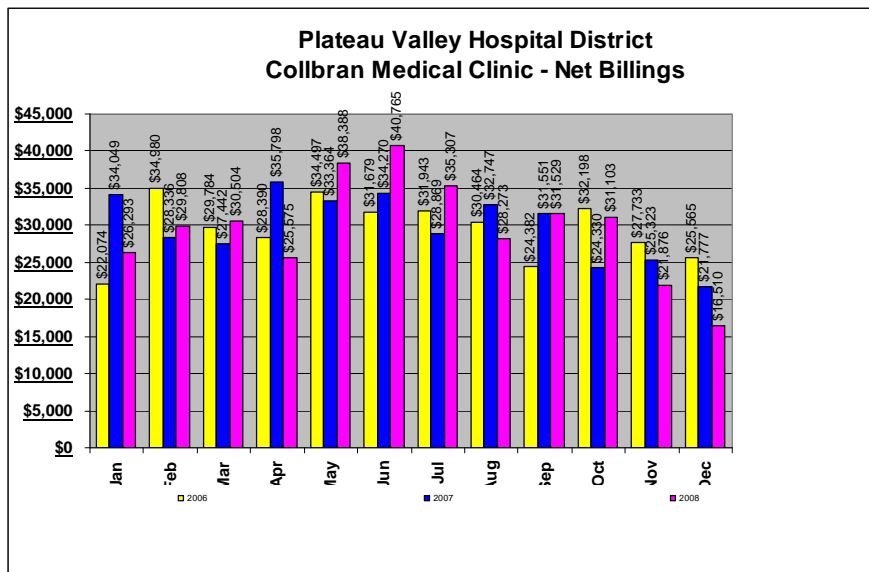
- The high write-off amount for this month is from some end of the year clean-up of accounts. Several accounts had balances that the secondary insurances would not pay on. There were a bunch of accounts with after hour charges that the insurance companies paid the after hour charge but refused to pay the actual charge for being seen. After these were appealed, the insurances still would not pay on them. We have several accounts with Medicare as a secondary insurance which is unusual. The primary private pay insurance pays the bigger amount and the remainder had to be written-off. There were also some Medicaid vaccine charges that have to be billed and then written-off as we receive free vaccine for Vaccines for Children.
- There is a chance that the Rocky Mountain fee schedule may increase this year on certain codes. We do not know yet which codes.
- The 2009 insurance contracts are freezing their reimbursements at the 2008 level so reimbursements should remain relatively stable for the year.
- Several of the out source insurance companies that take over Medicare benefits are no longer receiving subsidies so they will probably stop offering Medicare plans. This means most Medicare patients will end up going back to straight Medicare.
- The ICD-9 codes are being projected to become obsolete and the new ICD-10 implemented in 2014.

3. CONSULTANT CPA REPORT

| | | | | December, 2008 | | | | |
|-----------------|------------------|----------------------------------|-------------------------|---------------------------|------------------------------|------------------------------------|-----------------------------|------------------------------|
| | Charges | Write Offs Misc. Inc. | Net Receipts | | Operating Expense | Net Ordinary Income | Other Income/Exp | Net Income/(Loss) |
| Clinic-Collbran | 32,285.60 | -15,775.29 | 16,510.31 | | -85,503.12 | -68,992.81 | 0.00 | -68,992.81 |
| Clinic-Mesa | 8,725.90 | -2,923.89 | 5,802.01 | | -12,308.94 | -6,506.93 | 0.00 | -6,506.93 |
| Construction | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 |
| Grant | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 |
| Administrative | <u>1,348.30</u> | <u>0.00</u> | <u>1,348.30</u> | | <u>0.00</u> | <u>1,348.30</u> | <u>28,446.26</u> | <u>29,794.56</u> |
| Total | <u>42,359.80</u> | <u>-18,699.18</u> | <u>23,660.62</u> | | <u>-97,812.06</u> | <u>-74,151.44</u> | <u>28,446.26</u> | <u>-45,705.18</u> |







- **Resolution 2:** Be it resolved that the accounts payable and payroll checks (#46532-46601) are approved. Denny Holmes motioned and Frank Wagner seconded. Motion carried unanimously.
- **Resolution 3:** Be it resolved that the Board of Directors approves the December write-offs in the amount of \$18,699.18. Dave Bristol motioned and Bob Wilson seconded. Motion carried 3-1 with Frank Wagner as the nay vote.

4. ENVIRONMENTAL SERVICES

- The coordinator position is open again. There was discussion of why and finding a new person.
- There was discussion of getting the door sweeps on the doors in Mesa to reduce noise.
- There was discussion of signage for the Mesa Clinic. We will get another sandwich board made in brighter colors with hours open to leave at the corner.
- **Resolution 4:** Be it resolved that the Board of Directors approves the expenditure to Lunsfords Mechanical of \$696.34 to fix the hot water heater and inspect the controls. Denny Holmes motioned and Bob Wilson seconded. Motion carried unanimously.

5. OLD BUSINESS

- Mesa Clinic – There was discussion of the doctors' schedules for the Mesa Clinic as to what hours we are open versus what hours the appointments are made for. There was also discussion of how to decide when to address expanding hours. It was decided that when we start reaching 8 patients per half day consistently, we need to address it.
- PXP/OXY Rental – We received a formal letter declining the rental of the east end of the building.

- Wage Scale – Dave brought in two versions to look at, one a stepped scale and one on percentage. The Board will review it individually and discuss it at the next meeting.

6. NEW BUSINESS

- Doctor's contracts – There was discussion of changes in wording that need to happen. Jessi will clear up the major one with Shannon and the attorney if needed. They should be ready to sign at the next meeting, retroactive to January 1, 2009.

7. CLINIC REPORT
Census

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Year to Date |
|------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------------|-------------|--------------|
| Total Dr Appt | 279 | 279 | 315 | 292 | 315 | 346 | 365 | 329 | 304 | 329 | 245 | 244 | 3642 |
| # Days | 22 | 21 | 21 | 22 | 21 | 21 | 22 | 21 | 20 | 23 | 17.5 | 20 | 251.5 |
| Ave/Day | 12.68 | 13.29 | 15.00 | 13.27 | 15.00 | 16.48 | 16.59 | 15.67 | 15.20 | 14.30 | 14.00 | 12.20 | 14.48 |
| Lab/Inj | 87 | 65 | 67 | 70 | 77 | 89 | 100 | 89 | 88 | 95/45 | 99/27 | 86 | 818 |
| Pharm | 7 | 4 | 8 | 19 | 10 | 9 | 8 | 14 | 12 | 7 | 3 | 13 | 114 |
| AH Pharm | 0 | 0 | 0 | 0 | 3 | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 6 |
| After Hours | 2 | 10 | 10 | 8 | 17 | 25 | 16 | 18 | 3 | 4 | 8 | 4 | 125 |
| Other | 14 | 18 | 15 | 8 | 12 | 9 | 12 | 27 | 17 | 16 | 8 | 14 | 170 |
| Paged Calls | 72 | 104 | 52 | 76 | 66 | 103 | 112 | 87 | 84 | 89 | 61 | 71 | 977 |
| Clinic New Pt | 28 | 31 | 22 | 7 | 17 | 23 | 19 | 34 | 21 | 32 | 12 | 8 | 254 |
| Clinic 1X Pt | 4 | 1 | 0 | 9 | 21 | 18 | 27 | 8 | 2 | 4 | 4 | 4 | 102 |
| M - Dr Appt | | | | | | | | | | | 55 | 52 | 107 |
| M - # 1/2 Days | | | | | | | | | | | 12 | 13 | 25 |
| M - Ave/1/2 day | | | | | | | | | | | 4.58 | 4.00 | 8.58 |
| M - New Pt | | | | | | | | | | | 11 | 14 | 25 |
| M - 1 X Pt | | | | | | | | | | | 0 | 0 | 0 |

- Physician Report s
There was discussion of closing at lunch from 12-1. The front will log the amount of business done during that time and it will be addressed at the next meeting.
- Office Manager Report
There is a new HIPAA regulation that we need to verify the patient's identity in case we have to take them to collections in the future.
There was discussion of when to hold the monthly meetings and decided to change them.
- **Resolution 5:** Be it resolved that the Board of Directors designates 5:20PM on the 3rd Tuesday of the month as the regular meeting time. Bob Wilson motioned and Frank Wagner seconded. Motion carried unanimously.

8. JANUARY EVALUATION / RAISES

- Annual: Joy Campbell
- 3 Month: Patty Sturm
- **Resolution 6:** Be it resolved that the Board of Directors accepts the evaluation of the employees and approves the annual raises applicable. Denny Holmes motioned and Bob Wilson seconded. Motion carried unanimously.

Meeting adjourned at 19:05.
Respectfully submitted,

Jessi Clark, secretary to the Board