



Education Committee Minutes  
from Tuesday, 11/28/06 at 12:00 pm EDT

**ACTION = RED**      **MOTIONS = BLUE**

**Present:** Judy C., Carrie C., Sherri D., Lyle E., Ken G., Viggo M., Rich P., Barry R., Joe S., Richard U., Joe W., Brad L., Gail S., Paul M.

**Absent:** Kathy C., Julie D., Dave J., Keri J.

Approval of 11/7/06 Minutes – Motion from Richard. Second by Sherri. Minutes approved.

### Old Business

Spring Educational Conference.– Hilton Scottsdale Resort, Scottsdale, AZ. • March 8- 10

Topics & speakers are pretty well set.

- Save the Date postcards are ready to send out.
- Gail requested information that is still outstanding for speakers get to her as soon as possible so she can send out the contracts and we can begin to advertise the conference on the website and in the brochure.
  - Paul and Joe S. will follow-up on Randy Johnson and Mark Anderson references and get info to Gail by the end of the day if possible.
  - Paul to follow-up with Peggy (RBMA) to finalize negotiations with Jay M. and get info to Gail so she can send a contract to him.
  - Sherri to follow-up with SCORE to identify speaker name and get info to Gail so she can send a contract by the end of this week.
- Richard U. will research more information on the grant discussed re: EMR/HER and the new government regulations.
- Paul or Gail will let Rich know if speakers are not set by the end of the day tomorrow (11/29/06).

Fall Annual Conference – JW Marriott, Las Vegas, NV on Sept 9-11, 2006.

Web casts 2006 – 2007 – Dec. 14th and January 18th are 'set and ready'.

- Brad will continue to work with Bill Finerfrock on the Dec. 6<sup>th</sup> audio cast to the membership.

Spring 2008 Conference – 15th Anniversary – Disney Contemporary Resort, Orlando, FL on April 6-8, 2008. Contract has been sent.

Speaker for the RBMA Exchange Program at their meeting on May 5-7 in St. Louis.

- Paul has confirmed with Peggy that Jay M. will speak on the same topic for HBMA as well as RBMA.

Conference Evaluations – by consensus vote of the committee we will evaluate by TOPIC from now on. Comments on individual speakers will still be captured as they are submitted in the written comments.

Provide HBMA Education to other associations.

- Brad spoke to the opportunity to share HBMA education knowledge with other associations like APF, **Radiation** Oncology and AHRA. Such offering could be prior web casts that are 'in the can' would be sold to them as well as offer speakers from the association for their conferences.
- Kathy C offered herself as a potential resource as well as recommended Bing H. on our last call. On this call Richard U. and Judy C. offered assistance as well.

Sub-Committee Work Completed – Richard U. presented an abbreviated version of the work completed by the sub-committee. The final minutes from the work of that committee will be sent with the minutes from this call.

- **The Education Committee is asked to review this information and submit any questions to Richard U. between now and our next call. We will review and discuss this at the next call in preparation for it to be presented to the Board of Directors in January 2007.**

## **New Business**

Rich announced the Julie D. has been appointed as Vice-Chair of the Education Committee in preparation for her to lead the committee beginning Dec. 1, 2007. This was met with great approval from the committee.

Brad asked that the Decision Health proposal be tabled until he has had additional time to discuss it with the Board of Directors and the Executive Committee.

Rich asked the committee to review the Potential Education Committee Goals for 2007 and be prepared to make any recommendations on our next call.

## **Potential Education Committee Goals for 2007**

- Sub-Committee is reviewing the overall Educational Program to determine effectiveness. Reviewing content, format, length and frequency of meetings, etc. **Richard U. In process.**
- Implement the Compliance Workshop concept. **Cmte**
- Work with RBMA to implement the speaker swap. **Paul to recommend.**
- Develop Glossary of Medical Billing Terms **Paul to recommend.**
- Develop a policy on sale of books and other materials by speakers - update verbiage on speaker documents. **Paul to recommend.**
- Develop a system / set of questions to do speaker reference checks for potential speakers. **Paul to recommend.**
- Develop an online evaluation form for Webinars, web casts & audio casts. **Paul to recommend.**
- Set the 2007 education calendar by January 2007. **Brad**
- Establish a speaker remuneration policy for various types of speakers (National, Regional, General vs. Breakout session, etc.). What do other associations do? Who negotiates the fees? **Paul to recommend.**
- Conferences booked 18 months in advance or more. **Gail**

## **Adjournment**

**NEXT CALL: Thursday, January 4th at Noon, EST**

As a reminder the call in # and Password remain the same for every call:

**#888 742-8686 Pswd: 4357593**

As you prepare your 2007 calendars, future calls have been set for NOON, EST on the following dates:

Thursday, January 4<sup>th</sup>

Thursday, February 8

Tuesday, March 6 (right before the Spring Meeting & may also be cancelled if no pressing business)

Wednesday, April 4

Thursday, May 3

Wednesday, June 6

Thursday, July 5

Tuesday, August 7

Thursday, Sept. 6

Thursday, October 4

Wednesday, November 7

Wednesday, December 5

### **Education Committee Goals for 2006**

- Conferences booked 18 months in advance or more. Gail. **COMPLETED!**
- New Automated Conference Evaluation System based on the Speaker's "Program Requirements." **COMPLETED!**
- Consider setting a financial profit goal for each HBMA meeting. **Committee decided not to pursue.**
- Hold an annual Education Committee Planning meeting to coincide with the Spring Conference. **COMPLETED!**
- Develop a Speaker's "Program Requirements" document. Committee member to review content & value and approve handouts. **COMPLETED!**
- Develop an Education Committee survey to assist the committee to understand members' needs. Julie. **COMPLETED!**