



Education Committee Minutes
Tuesday, December 19th at Noon EDT

#888 742-8686 Pswd: 4357593

PRESENT: Kathy C., Carrie C., Julie D., Sherri D., Lyle E., Ken G., Dave J., Rich P., Barry R., Richard U., Brad L., Gail S., Paul M.

ABSENT: Judy C., Keri J., Viggo M., Joe S., Joe W.

Approval of 11/28/06 minutes: Motion from Lyle / Second from Sherri. Motion Passed.

Old Business

2007 Meetings

- Spring Educational Conference, March 8- 10 at the Hilton Scottsdale Resort, Scottsdale, AZ
(updates will come from Gail)

ACTION: Gail and Joe S. are working to get the final speaker information from Mark Anderson. Conference brochure is being created.

ACTION: Friday lunch will be an open Networking format. Saturday lunch will be formatted to encourage networking by Region.

Fall Annual Conference – Sept 9-11 in Las Vegas, NV

Status: Good discussion re: site and timing of the conference. Committee strongly supported the idea of having the conference at the Bellagio, however, the dates available; Sept. 5-7 conflicted too much with month-end commitments at member business.

ACTION: The committee recommends we stay with the dates of Sept. 9-11 at the JW Marriott in Las Vegas, NV. Gail will follow-up with them and get a signed contract.

Web casts

Dec. 14th, 2006 – completed / exceeded budgeted income.

ACTION: Brad will re-send the information for the HBMA Audio Cast to the membership today.

Spring 2008 Conference – 15th Anniversary – April 6-8 in Orlando, FL

Status: Contract signed.

- Final version of Sub-Committee work:

Good input from the committee with discussion. Final document from Richard U. to be presented to the BOD is attached with these minutes. Recommended changes included: review of web cast length as well as format of Regional meetings. These updates were added to the final report from the sub-committee by Richard Usry before it was sent for final review of the Board of Directors. Final document is attached to the e-mail with these minutes.

Old Business (cont)

Policy on sale of books and other materials by speakers:

ACTION: Sub-committee appointed to determine/recommend policy. Committee members will be Kathy C., Barry R., Lyle E & Gail S.

ACTION: Committee was requested to consider these questions as well as additional items as they are determined and be prepared to submit these recommendations to the Education Committee before our next committee call on February 8th:

- How should we handle multiple speakers selling books?
- What are the expectations of potential sales to the membership?
- How long will we allow the sales to continue?
- Where will sales be conducted?
- Appoint someone/group to review books for sale well before the conference.
- Determine number of copies to be submitted for review and time frame for review.
- Will HBMA receive a cut of the proceeds?
- Recommend updated wording on speaker contracts.

New Business

Call for Speakers - Committee supports this concept.

ACTION: Paul will get an estimate on the cost for this to be added to the website and get the info to Rich before the Board call on Wednesday, Dec. 20th.

- 2007 Committee Goals – all 10 goals are supported by the committee.
 - Sub-Committee is reviewing the overall Educational Program to determine effectiveness. Reviewing content, format, length and frequency of meetings, etc. **In process.**
 - Implement the Compliance Workshop concept. **In process.**
 - Work with RBMA to implement the speaker swap. **In process.**
 - Develop Glossary of Medical Billing Terms. **Paul to take lead.**
 - Develop a policy on sale of books and other materials by speakers - update verbiage on speaker documents. **In process with sub-committee appointed on this call.**
 - Develop a system / set of questions to do speaker reference checks for potential speakers.
 - Develop an online evaluation form for Webinars, web casts & audio casts.

ACTION: Develop a policy and procedure for speaker to create 10-15 questions before 'cast' for submission to the company for evaluation after the 'cast'.

- Set the 2007 education calendar by January 2007. **In process.**
- 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?
- Conferences booked 18 months in advance or more. **In process**

- "Billing 101" session at each meeting as a breakout?

ACTION: Recommendation from the committee that we use the web cast format for this instead of holding them at the National Meeting. Consider tracks that would target more specific issues for Small and Large companies at the National Meetings instead.

Commendations were given to the committee for their hard work in 2006 by Ken Goodin!

Adjournment - Next committee call, **Thursday, February 8th at Noon, EST.**

Education Committee Goals for 2006

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- Conferences booked 18 months in advance or more. **COMPLETED.**
- New Automated Conference Evaluation System based on the Speaker's "Program Requirements." **COMPLETED!**
- Consider setting a financial profit goal for each HBMA meeting. **TABLED**
- 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!**