



## **Education Committee Minutes From Wednesday, December 5, 2007**

### **ACTION ITEMS**

### **MOTIONS**

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

**Absent:** Carrie C., Dave J., Keri J., J. Paul O., Peggy W.

Ken Goodin, HBMA President, offered his thanks and praise to past chair, Rich Papperman for his work as the Education Chair. “Rich has set a new standard and established a Standard of Excellence during his tenure as Education Committee Chair.” He thanked all members of this committee for their diligence in providing the highest quality and quantity of education to the HBMA membership in 2007. Julie also offered her thanks for Rich’s leadership and is pleased that he will continue as a member of this committee in 2008.

Further, Ken acknowledged the exceptional work from Julie as a ‘stickler for both detail and organization’. We are fortunate to have such a hard-working committee and leaders who are so dedicated to one of the missions of HBMA – quality education!

**MOTION:** to approve the 11/7/07 Meeting’s Minutes was made by Barry. Seconded by Rich. Approved.

### **Old Business**

**Review of 2008 O&M Sessions:** On 8/27/07 the Ed. Sub-committee met on a conference call regarding the Ed. Committee’s review of the 2008 O&M sessions. As of today, nearly 3 months later, we have not received a response from Bob & Dave. As such, the Ed. Committee will formally close this matter.

#### **2007 Meetings remaining:**

- Dec. 13th – “Back to Basics – Using Modifiers to Acquire Payment” w/ Julie Van from Ingenix (Webinar) as of the date of this call, we have 32 registrations.
- Dec. 18th – “Congress, CMS & 2008 Physician Reimbursement” FREE Audio Cast with Bill Finerfrock. As of the date of this call, we have 100 registrations.

Rich offered his thanks to Sherri, Julie and Carrie for their vision in the number of Distance Learning opportunities in 2007 as well as their exceptional efforts in carrying them out to much success. Their energy and vision have brought great value to the entire HBMA membership!

## 2008 Meetings:

- **O&M – Winter – February 7-9 in Dana Point, CA.** As of the date of this call, we have 8 registrations.
- **Spring Conference – 15th Anniversary – April 6-8 at Contemporary Resort, Orlando, FL**
  - Updates for Conference Schedule/Topics/Potential Speakers: Gail reported the committee has done a good job of getting the speaker information in to her. She noted a change in speakers, Maureen Brooks will replace Debra Beauregard in the “Client Loyalty” General Session on Monday, April 7<sup>th</sup>.
  - **ACTION: Committee members are asked to follow-up with their speakers to assure all information is received in the National Office for inclusion in the advertising brochure.** Due date was November 30<sup>th</sup>. Gail has sent a reminder to all speakers as well as to all committee members already and will advise the committee further regarding any session information that is still missing after next week.
  - “Save the Date” postcards were mailed out to the membership on Monday, Dec. 3<sup>rd</sup>. The brochure will be sent to the designer and printer later this month. It will be mailed out in early January 2008. On-line registrations will open as soon as all the information has been received.
  - Gail has received links from Disney for the Hotel reservations, park tickets and special tours. These are now on the HBMA website.
  - Richard asked about speaker hotel reservations and how they should be handled. Gail referred him to the speaker agreement as this is handled on an individual basis. HBMA member speakers generally make their own reservations and are responsible for their own hotel bill. Room reservations for guest speakers and speakers who are Board Members are generally arranged for by HBMA.
  - Formal discussion on return transportation from special event will be discussed during the February committee call.
- **Compliance Course – May 6-9 at Fashion Island, CA.** As of the date of this call, we have 4 registrations.
- **O&M – Summer – July 10-12 at the Sheraton Station Square Hotel in Pittsburgh, PA. Contract signed**
- **Fall Conference - September 10-12 at Paradise Point, San Diego, CA.**

*Initial ideas for content:*

  - Keynote speaker – Keith Tozer
  - Pricing for profitability. A detailed breakout workshop....complete with formula template.
  - Mick Lunzer - a truly tremendous engaging sort of guy.
  - Testing for potential employees - a review of tests available on the web; billing employee test examples, office clerk, and various other positions in a typical billing office.
  - Payment audits and what to do if your insurance companies are not paying to contract.
  - “Get Involved with your Government – How Can I Be Heard?” session with Bill Finerfrock.
- **O&M – Fall – October 23 – 25 in Chicago.** No site has been contracted to date.

- **Disaster Plan Workshop** – Rich P. is leading a sub-committee that is looking into the logistics of this event. This committee has made plans to meet before the end of 2007.
- **Distance Learning - 2008** topics/speakers for Jan-April sessions are SET.
  - **ACTION:** Julie asked for any recommendations for a speaker who can cover the topic of Billing 102 on the May 15<sup>th</sup> Webinar. This topic would cover entering payments / credits / demographics / scanning forms / etc. It is designed to be a basic course and would be an excellent addition to the current ‘Back to Basics’ curriculum. Please send your recommendations to Julie or Paul as soon as possible.
  - Contracts have been sent out from the National Office to the speakers for the June and November webinars.
  - **ACTION:** Richard will ask the Technology Committee to offer topic and/or speaker recommendations for the October 16<sup>th</sup> WebCast. Since this WebCast will be taped in July (with the July 17<sup>th</sup> WebCast) it is imperative that we identify this information soon.
- **Compliance Workshop Pt. 2** – dates and locations yet to be determined.
  - **ACTION:** Paul will contact David Queen to see if he is interested and/or available to lead this session in 2008.

## New Business

**January 17, 2008 WebCast:** Julie asked the committee to assist with questions for the January ‘Ask the Experts’ Panel WebCast. Our goal is to have enough questions to offer this panel prior to the taping of the program to fill the first hour. There will be a Q&A session following the WebCast for additional questions.

**ACTION:** Committee members are requested to submit 2-5 questions to Paul or Julie for the panel. These questions should relate to any relevant billing topic - HR, Compliance, Technology, Benchmarking, Coding, Marketing or other concerns related to your billing operation. Questions should be submitted by Friday, December 7<sup>th</sup>.

Paul will compile all questions submitted and provide them to the panel prior to the call.

2008 Committee Goals:

**ACTION:** Committee members are asked to submit thoughts on 2008 Education Committee goals to Julie or Paul by the end of the year. These replies will be compiled and will be discussed on the next committee call, Tuesday, January 8<sup>th</sup>.

**DL Survey Results:** Julie advised the committee that the evaluations from all Distance Learning programs will be sent from the National Office to the entire committee following each program. Look for these to arrive about one week following the conclusion of the session. We will add these to our agenda as a regular item.

From the evaluations that were sent prior to this call, you will have noted that most of the issues with these programs have been of a technical nature. We are aware of these issues and are working to resolve them. These have occurred due to our attempts to produce the best quality product for the least expensive option to our membership.

**15<sup>th</sup> Anniversary Special Events Sub-committee:** Julie advised this committee that a sub-committee of Bing Herald, Joe S. Rich P and Julie D. are working on additional ideas to support the 15<sup>th</sup> Anniversary celebration at Disney World next April. If you have any ideas to share, please forward those to Julie or Paul.

**MOTION:** Richard moved for adjournment. Terry seconded the motion. Meeting adjourned in record time as a 'holiday gift from Julie' with holiday wishes to all.

**Next committee meeting: Tuesday, January 8th, NOON, EDT  
#888 757-2748 Pass code: 4357593**