



**Education Committee Minutes
Tuesday, December 9th**

Present: Judy C., Susan C., Carrie C., Julie D., Sherri D., Lyle E., Cindy G., Jud N., Rich P., Barry R., Mary Ellen S., Joe S., Roxanne S-K., Peggy W., Brad L., Gail S., Paul M.

Absent: Ken G., Dave J., J. Paul O'H., Kellie S., Richard U.

Welcome & Role Call: Julie thanked Sherri for her dedication to this committee and recognized that this would be her last call (*on a regular basis*) with this committee. All on the call also recognized her dedication to HBMA Education and wished her well with the new duties she will be working on for HBMA.

Approval of Nov. 11, 2008 Meeting's Minutes – **MOTION** from Barry. Second from Rich. Passed.

Old Business

2008 Meetings

- Fall Conference – Gail updated a ballpark figure of @ \$83K net from the conference as well as @ \$26K from the auction. Complete figures will be reported to this committee once all invoices have been paid. Brad noted this was very good for an HBMA Fall conference.
- Advanced Executive O&M – 15 registered (14 attended). Cindy offered a brief overview of her impressions which were overall very positive. Jud will also be sharing his thoughts on the program. Once the comments on the evaluations have been compiled they will be distributed to this committee.
- Distance Learning – December 10 Audio Cast “Washington Update” with Bill Finerfrock has 76 registrations as of the time of this call. The December 18 Webinar “New Technologies and Best Practices” with Jim Moynihan and Renae Price has 20 registrations as of the call.

DL Library Review – there are still programs that need to be reviewed. Michelle will send a program to Jud, Carrie and Mary Ellen this week. She and Paul will update the spreadsheet to identify what programs still need to be reviewed. We will add this to the agenda for review on our January call.

ACTION: Michelle to send CD's for review.

2009 Compliance Course – **ACTION:** Please send Paul any comments ASAP. He will compile them and they will be offered to the faculty in the same way we completed the O&M comments for 2009.

Spring Conference – Good discussion and clarification of sessions still needing updated information.

ACTION: Gail will send an updated template to the committee. We will maintain information re: Insurance break-out session to see if we can add it to the fall 2009 program. All committee members should update Gail with any information they have from their speakers.

Joint ACMCS/HBMA meetings – sub-committee is still in discussion phase. We will offer a recommendation to the Board of Directors that we identify this as a goal for Q3 of 2009, not Q1.

Sites for Spring Educational Conference 2010 – Brad reiterated his impressions of Memphis and a desire to not use this site. Fran and Gail did more research and the recommendation to use the Marriott Inner-Harbor in Baltimore on W-F, April 14-16, 2010 was presented. Room rates are \$229 and include complimentary internet in the rooms.

MOTION: to approve this location was made by Rich. Second from Cindy. Passed.

ACTION: Julie will bring this to the Board of Directors for final approval before a contract is signed.

2009 DL program pricing packages / vendor sponsorship – the Vendor Committee will meet to discuss this on Wednesday, 12/10. Package pricing is almost complete on the website and will be opened as soon as possible to allow members time to purchase before the end of the year.

Dates for committee calls in 2009 on Tuesday, Noon ET – Julie asked the committee to please note these dates and time on their 2009 calendars:

January 13	May 12	November 10
February 10	June 9	December 8
March 10	July 14	
April 7* (<i>first week – due to Easter holiday</i>)	August 11	
	September 8	
	October 13	

AHRA Break-out sessions - Sherri has completed a great deal of leg-work re: speaking at their conference next June. From a phone call on Monday, Dec. 8th the following topics were identified:

- 1) So you want to get into practice management - a basic course on revenue cycle management in a fee for service environment. A discussion of terminology to include ratios and their calculations and the potential meaning behind trends. To include: days in AR, GCR, NCR, % of 90, denial rates, rejection rates, modality breakout reports, average collection ratios. Also how this environment might differ from a prospective payment system.
- 2) Contract negotiations – between billing companies and practices; Management care contracts – between payers and practices
- 3) PQRI
- 4) Finance 101 – Profit & Loss, Cash Statements, Balance Sheets, Month-end reports and what every practice should see
- 5) Billing and Compliance
- 6) Technology – the types of technology deployed in effective billing environments

ACTION: A sub-committee of Peggy, Carrie, Randy Roat, Sherri and Brad has been formed to continue to work on this project.

2009 Committee Goals – thanks to all committee members who submitted comments on the goals from the SPS.

ACTION: If committee members have not submitted their comments, please do so ASAP to Paul. He will compile all of the comments and Julie will present them to the Board for final approval before the end of the year.

MOTION to Adjourn from Rich. Second from Barry. Passed.

Next committee call: Tuesday, January 13th, NOON, EDT
#866 642-1665 Pass code: 6235245

Education Committee Goals for 2008

1. Continue to review Compliance Workshops concept – COMPLETED
Future workshops will be coordinated with the Compliance Committee. We will continue to build concepts into pre-conference compliance courses. We will add at least one Compliance DL program in 2009. Add a new pre-conference session that will follow-up with members who have completed the Compliance Course but got ‘stuck’ along the way. Sub-committee: Julie, Holly and Paul
2. Consider offering a Disaster Planning Writing Workshop – SPRING 2009
Workshop concept has been put on hold due to lack of membership support financially. There is interest and we will provide a pre-conference session in spring of ‘09. Considering updated proposal from Randy Johnston as well. Sub-committee: Sherri, Rich, Joe S., Viggo, Julie & Paul
3. Consider offering an Executive Forum
Organizational issues
Fiscal management
See information from HFMA (December 11 e-mail from Brad)
4. Continue to produce cost-effective Distance Learning. Tune in to new technology to reduce expenses and produce a consistently better quality product. Determine if we should offer discount pricing for participating in multiple Distance Learning programs in 2009.
5. Update Distance Learning evaluations to establish the best value of information is received and is being used to promote better education. COMPLETED
6. Build HBMA Curriculum = HBMA University.
Become the premier source of information for the third-party medical billing community. Create it, own it and brand it.
Create, control, and develop our own HBMA programs for Billing 101, 102, Denial Management, Internet Follow-up, Medicare 101, Disaster Recovery, CPT 101, CD9 101, Diagnosis 101, Coding Basics for the Non-Coder, etc.
Hire our own trainers – even (especially) if some are our members - implement the "Train the Trainer" concept.
7. Push out a re-run of the Audio Cast: “What Does HBMA Do for You - 101” Offer it as a free marketing tool to all members. Invite members who have not renewed to join the program. ACTION: Brad will record the presentation he gives at the O&M meetings and we will attach it to the website. Timeline to complete is Q4, 2008.
8. Continue to re-evaluate the pros and cons of booking conferences 18 months out. – IN PROCESS
9. Establish a draft of the 2009 Educational Calendar by May 1, 2008. Finalize DL speakers by August 31, 2008 for 2009 sessions. - IN PROCESS. Contracts sent November 4, 2008.

10. Review materials offered in HBMA library. Determine needs and fill those gaps.
IN PROCESS Sub-committee: Sherri, Dave, Joe, Rich, J. Paul, Lyle, Jud
11. Consider not offering Regional Meetings in 2008. – COMPLETED
12. Carefully monitor and review all profit/loss reports for each meeting. - ONGOING
13. Schedule Education Committee F2F Planning Meeting in September, 2008. -COMPLETED
14. Prepare master calendar of to do lists and due dates for the Education Committee. -
COMPLETED
15. Create a training program for new hires. IE: PowerPoint self-paced basics about the inter-workings of a billing office, how a "bill becomes a law", and other basics such as specialty overviews, etc. Sub-committee: Peggy