



Education Committee Minutes

Tuesday, March 4, 2008

Present: Judy C., Carrie C., Julie D., Sherri D., Lyle E., Ken G., Viggo M., Rich P., Peggy W., Brad L., Gail S., Paul M.

Absent: Dave J., Keri J., Terry M., J. Paul O’H., Barry R., Robin R., Joe S., Richard U.

Approval of 2/5/08 Meeting’s Minutes – MOTION: To Approve from Sherri. Second from Lyle. One abstention. Motion passed.

Old Business

A. Spring Conference – Gail sent the following updated count information as of today:

Total Registrations: 155

Early (by Feb 22) 146
After Feb 22 9

Medium Companies 27

Large Companies 31

Pre-Conference

First Steps: 2

Hot Topics: 17

Epcot Event: 194

Attendees 109

Guests 48

Children 3-9 1

Exhibitors 36

Concurrent Sessions

Finance/Acct: 30

Small Companies 37

Exhibit Booths: 55

- Title Sponsor** *Clinix MIS*
- Grand Opening Reception** *Advanced MD*
- Keynote Speaker** *Laserfiche*
- Luncheon** *JPI*
- Tote Bags** *Healthpac*
- Monday AM Break** *CPU*
- Badge Holders** *PSC Info Group*

ACTION: An E-blast to the membership will be sent out from the National office on Wednesday, 3/5/08. This will include a reminder to encourage members to sign up soon since the room block available at the host hotel is becoming more limited. This blast will also encourage people to sign up so we know how much material we need to order from the printer and from our suppliers.

Gail has been keeping an eye on the EPCOT special event and numbers per the contract. Adequate bus transportation will be ordered as the final counts are identified. Rich reminded Gail regarding additional space in the American Pavilion and the additional costs involved.

Gail is still awaiting speaker materials for the program book. The Disney Institute speaker will not have materials for the book. Denise Terry's PowerPoint has been received with her additional handouts to be sent this week.

ACTION: Committee members should follow-up with their respective speakers and urge them to adhere to the deadlines set.

ACTION: Brad will send an e-mail to the committee this week letting them know where we are to date in comparison to 1 year ago with registrations.

Since Disney is already a 'Green' property, and it is their protocol, we will provide water stations and not offer bottled water at our breaks or in the general sessions. Gail has looked into options to reduce the size of the program book. It appears that we will keep the 8 ½ x 11" size but reduce the number of pages. We hope to put in additional "green" practices at the Fall meeting since we will have more lead time to make use of options available.

ACTION: Paul will send the names and e-mail addresses of all who have signed up for the Round Table discussions to the facilitator identified for that session 2 weeks prior to the conference – due date March 17th. The facilitators will begin a dialogue with these attendees at that time to determine the topics that will be covered in these sessions. Julie and Peggy offered to take the lead with their groups. Kathy and/or Richard will work with the Large Company attendees.

B. Compliance Course – May 6-9 at Fashion Island, CA **REGISTRATIONS: 22**

C. O&M – Summer – July 10-12 at Sheraton Station Square Hotel in Pittsburgh, PA
REGISTRATIONS: 1

D. Fall Conference - September 10-12 at Paradise Point, San Diego, CA

ACTION: Committee members should continue to send the info from speakers contacted to Gail so she can send out the Speaker Packets.

Deadlines set for the speakers are:

- **Upon Receipt** – Signed Agreement & Preferred Title
- **April 18** – Session Descriptions Due
- **July 1** – Materials to Ed Committee member to review
- **August 1** – copy-ready materials due in HBMA office

The committee approved Sherri's recommendation that Chris Becroft will change his topic from HSA's and Collections to 'The Top 10 Things To Consider When Choosing a Collection Agency'. Sherri has reviewed the presentation and will work with him to expand it to include tailored information for HBMA members to be presented in a General Session.

Peggy and Judy volunteered to spearhead the HBMA Auction once again this year. Judy will talk with Marla to see if she will once again share her expertise with us as well. Themes we discussed and a final decision - centering on the 15th anniversary and SoCal, i.e. a nautical or beach theme - will be decided upon by this sub-committee.

E. O&M – Fall – 10/23-25, 2008 – The Pfister Hotel, Milwaukee, WI **REGISTRATIONS: 1**

F. Disaster Plan Workshop – A survey was sent to all Principal Members on Tuesday, March 3rd.

ACTION: Paul will send the compiled results to the sub-committee on Friday, March 7th as well as the following Friday, March 14th. Final compiled information will be shared with the committee prior to our next call.

G. Distance Learning – 2008 – Compiled evaluation results from both DL programs in February were sent to the committee on 2/25/08. Julie informed the committee that we will be taping 3 WebCasts (for the first time) in June. The joint HBMA/RBMA program – “Outsourcing” will be offered live on the day of the taping – Wednesday, June 18th. The July WebCast will remain as scheduled and the June WebCast will be shown in October.

An updated listing of the remaining **HBMA 2008 DL** programs is as follows:

- **March 20, 2008** – *Patient Collections in the Era of Consumer-Driven Health Care* (Webinar) – Elizabeth Woodcock
- **April 17, 2008** – *Hiring & Retaining Excellent Employees* (WebCast) – Dave Jakielo
- **May 15, 2008** – *Understanding, Selling & Marketing Your Billing Service* (Webinar) – Viggo Madsen
- **June 18, 2008** – RBMA/HBMA Joint Program – *Offshoring – Pro/Con* (WebCast) - Dave Jakielo from HBMA presenting PRO – speaker TBD from RBMA presenting CON
- **July 17, 2008** – *Maximizing Your Power by Improving Your Public Speaking and Presentation Skills* (WebCast taped on June 18th, Q&A Live on scheduled WebCast date) – Lori Miller
- **August 21, 2008** – *Compliance Annual Staff Training – OIG Compliance Guidelines and HIPAA Privacy Overview* (Webinar) – Jim Wieland, Esq. (no contract yet)
- **September 18, 2008** – *Back to Basics – Self-Pay Collections and Making Patient Phone Calls* (Webinar) – J. Dennis Mock
- **October 16, 2008** – *Benchmarking Accounts Receivable Management Performance* (WebCast will be taped on June 18th, Q&A Live on scheduled WebCast date) – Nicole Palmer
- **November 20, 2008** – *Back to Basics – Billing 103* (Webinar) – Claudia Murray/Barbara Rubel/Becca Goare
- **December 18, 2008** – *Technology in Banking* – Jim Moynihan (Webinar) – Richard Usry is contact
- **January 22, 2009** – *Mergers & Acquisitions* – Rick Cooper (no contract yet)

H. Sponsorship of DL programs – the committee was not comfortable with this idea and strongly recommended we remove it from discussion for now. We can re-visit the options at a later date if we choose.

ACTION: Judy will add the following agenda item to her Spring meeting with the vendors – Publish a ‘Preferred Resources’ listing – similar to ‘Billing’ that would offer a comprehensive listing of all HBMA vendor affiliates.

I. 2008 Goals - After a brief discussion, a **MOTION:** to accept the 2008 Committee Goals was made by Rich and seconded by Carrie. Motion passed.

ACTION: Committee members are encouraged to review these goals and send Julie or Paul an e-mail stating what goal(s) would be of particular interest to them so we can establish sub-committees (similar to the Disaster Recovery sub-committee) as appropriate. Due date – prior to our next call on Tuesday, April 15th.

New Business

The **2009 National Meeting sites** have been approved - Spring - Boca Raton, W-F, May 6-8 and Fall - Las Vegas, W-F, September 23-25. Please mark your calendars today!

2008 Fall Education Committee Planning Meeting will be held in San Diego on September 9th – beginning at 5:30pm (with dinner) and extending into the evening. Please make your travel arrangements accordingly so you will be able to attend.

MOTION: to adjourn was offered by Sherri and seconded by Judy. Motion passed.

Respectfully submitted,
Paul Myers

Next committee meeting: Tuesday, April 15, NOON, EDT
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