



Education Committee Minutes from Tuesday, May 6, 2008

Present: Judy C., Carrie C., Julie D., Sherri D., Lyle E., Viggo M., Terry M., J. Paul O'H., Rich P., Barry R., Robin R., Joe S., Peggy W., Gail S., Paul M.

Absent: Ken G., Dave J., Richard U., Brad L.

Approval of April 15, 2008 Meeting's Minutes – MOTION: to approve from Barry. **Seconded by J. Paul. Passed unanimously.**

Old Business

2008 Meetings

- **Spring 2008** – Paul will follow-up with Richard U. on status of compiled evals. Gail is still waiting to receive all of the bills from the hotel. She will have a report compiled prior to our next meeting.
- **Compliance Course** – May 7-9 at Fashion Island, CA.
- **O&M – Summer** – July 10-12 at Sheraton Station Square Hotel in Pittsburgh, PA.
- **Fall Conference** - September 10-12 at Paradise Point, San Diego, CA
Not open for reservations at this time. A save-the-date postcard is in the works. The current advertisement in BILLING includes most of the information available. Gail has begun to work on the brochure. Brad will be speaking with Dr. Rogers to confirm his topic.
Peggy shared some comments she heard from the RBMA conference 'going green'. We will look to Brad for more information as well. The smaller book format worked well for us this past spring. Gail will review some comments/suggestions made by committee members as we look more toward going green as well:
 - Charge more for those who want all of the material printed.
 - Offer one or the other to attendees prior to the conference.
 - Give audience plenty of time to download and print materials prior to the sessions.
 - Offer materials electronically to those who missed.
 - Educate our attendees on better ways to capture notes.
 - Offer a survey of 5-6 questions to our members re: these options.
- **O&M – Fall** – October 23-25, 2008 – The Pfister Hotel, Milwaukee, WI.
- **Advanced O&M** – December 3-5, 2008 – in SoCal or Scottsdale
- **Disaster Plan Workshop** – On Hold. Considering offering a Pre-Conference session led by Rich & Julie.
- **Distance Learning – 2008**
Survey results from prior program were sent on 4/21/08 to the committee and to the speaker.
Upcoming DL programs include:
 - May 15 "Building your Billing Business" with Viggo Madsen
REGISTRATIONS: 35 as of the date of this call.
 - June 18 "Outsourcing PRO & CON" joint WebCast with RBMA
 - July 17 "Public Speaking Skills" with Lori Miller (*to be taped on June 18th*)

▪ **Distance Learning – 2009**

The sub-Committee met to draft first outline for 2009 DL programs. Sherri and Dave will review the HBMA library on Tuesday, May 14th and will share any recommendations with the sub-committee for DL programs that would fill in the gaps. Recommendations from the sub-committee were shared with this committee and all were encouraged to offer recommendations for speakers or additional topics to the sub-committee. GOAL: Have 2009 DL program in place by Fall Annual Conference.

2008 Committee Goals ACTION: Julie asked everyone to review the goals set and to let her know if you feel you could take the lead, or would like to work directly on any of these specific goals.

2008 Fall Education Committee Planning Meeting ACTION: Julie is open to recommendations from committee members and will begin to compile this information within the next 2 months.

Program with HFMA in September: In process. No updates.

HBMA & APF: In process. No updates.

Calendar: Working to publish by the fall annual conference.

Advanced O&M: In process. No updates.

Committee member updates: none at this time.

New Business

Education Committee Time-Line – Julie, Paul and Gail are working to complete a compiled activity time-line for the activities of this committee. Thank you to Sherri and Rich for their overview and input. A copy will be sent to all committee members upon completion.

Barry asked if there were photos that could be added to the website from the Spring Educational Conference. Don Rodden will be contacted as he was taking quite a few photos for the Publications Committee. We will look into adding a link for these photos on the HBMA website.

V. **Adjournment – MOTION:** Rich moved that we adjourn. Terry seconded. Passed unanimously.

Next committee call: Tuesday, June 10th, NOON, EDT
#866 642-1665 Pass code: 6235245

Education Committee Goals for 2008

1. Continue to review Compliance Workshops concept – IN PROCESS

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. Considering adding a new pre-conference session that will follow-up with members who have completed the Compliance Course but got 'stuck' along the way. *Julie, Holly and Paul*

2. Consider offering a Disaster Planning Writing Workshop - IN PROCESS

Workshop concept has been put on hold due to lack of membership support financially. There is interest for this topic and we are currently considering hosting a pre-conference session led by Julie & Rich in the fall of 08 or spring of 09. *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. *Carrie, Peggy, Julie & Paul*

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. *Rich*

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

10. Review materials offered in HBMA library. Determine needs and fill those gaps. *Sherri, Dave and KELLIE (?)*

11. Consider not offering Regional Meetings in 2008. – COMPLETED. (*Midwest still in discussion.*)

12. Carefully monitor and review all profit/loss reports for each meeting. - ONGOING
13. Schedule Education Committee Planning Meeting in September, 2008. – set for SEPT. 9th at 5:30pm. Agenda in process.
14. Prepare master calendar of to do lists and due dates for the Education Committee. – IN PROCESS
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.
Peggy