



Education Committee Minutes

October 23, 2006 at 12:00 pm EDT

#888 742-8686 Pswd: 4357593

PRESENT: Kathy C., Julie D., Carrie C., Rich P., Sherri D., Barry R., Joe S., Gail S, Brad
ABSENT: Judy C., Ken G., Dave J., Richard U., Lyle E., Keri J., Viggo M., Joe W., Paul M.

Approval of 8/10/06 Minutes. Motion passed unanimously.

Fall 2006 Review Of Evaluations & Survey

Rich identified the major area of complaint were handouts missing from a number of sessions. Discussion was held on lack of responsiveness from some speakers and possible policies to put in place in addition to what we already do for follow-up to correct this situation. A motion was made and passed unanimously to reduce speaker compensation by 10% if the deadline for submission of materials was missed and by 20% if no materials were made available for the program book. We will also include a notice in the Speaker Packets that Speakers are solely responsible for reviewing their materials for content as well as for the way they print out.

Other items mentioned as a result of the evaluations included the use of cell phones. We will add slides to the opening presentation reminding people not to use cell phones in the meeting rooms as well as repeat this reminder at appropriate times throughout the conference. Requests for more time for networking were also noted.

Spring 2007 Conference Planning

Spring 2007 Education Conference – Hilton Scottsdale Resort – March 8-10, 2007
(See updated Planning Template)

Status of assigned sessions was reviewed and additional sessions were designated as follows:

- Jeff Tobe as Keynote Speaker and Drew Kellogg for Benchmarking Breakout Session confirmed
- Barry is working with Bill Finerfrock on the ICD 10 topic. He will let Kathy know if he needs further assistance with this session.
- Point/Counterpoint session will address Negotiating Contracts. Kathy identified an attorney from California (Hilary Cohen?) as a resource for this session. This will again be a role-playing format that may include a “slick Willy,” a Doctor, an attorney. Handout materials should include specifics, i.e. sample clauses, what to look for, what to avoid, along with financial interest clauses.
- Carrie will contact Terry Cichon regarding the Pay for Performance session. She will work on determining the best approach and how this relates to us as billers.
- Joe S. suggested the topic of Secure Portals for the Saturday General Session. He can speak to utilization of portals in general and will secure the appropriate speaker for an overview of the topic.
- Keri had proposed Developing Useful Reports for Your Clients as a breakout session. She subsequently offered to present this session.
- Sherri suggested that the topic of HSAs be presented from two perspectives: how this affects the practice and its effect on our employees. Lyle was assigned this topic. Sherri will help as needed.

- Sherri suggested and will manage the breakout session on Developing a Business Plan. This session will address components of an effective business plan and could also include budgeting line items. She will research resources, perhaps a CPA firm or business consultant.

Kathy had also brought up the hot topic regarding how we charge our clients and efforts to prohibit percentage of collections as a possible session. This concern will go to Government Relations.

Fall 2007 Annual Conference

(See Separate Document on Site-Search sent from Gail prior to the call)

After discussion the committee preference was for Las Vegas or San Diego for the Fall conference. Gail will follow up with Caesar's Palace to verify that the meeting space allocation is appropriate for our meeting. She will also re-contact the San Diego properties regarding availability and meeting space allocation. Sherri indicated the JW Marriott as her preference, Julie was ok with either Las Vegas facility and Joe S. expressed his preference for returning to the same location.

Spring 2008 Conference

Orlando continues to be the choice for Spring 2008. Julie & Rich like the Contemporary Resort. The guest room rate offered at the Contemporary is \$225 and does include complimentary airport transportation on Disney's Magical Express between the airport and the hotel. The committee was ok with this rate. Sherri suggested it would be great if the room rates also included Internet Connection. Our Disney contact is re-checking availability and rates. Gail will follow up with him and report back on the status. The Grand Cypress may also be considered if the Contemporary doesn't work out.

Webcasts

Julie presented the future webcast, audiocast & webinar schedule for 2006/2007

Types: A = Audiocast
 WC= Webcast
 WB = Webinar

<u>Date:</u>	<u>Type:</u>	<u>Topic:</u>	<u>Speaker</u>
Dec. 6	A	Medicare Updates/Fed Register Updates	Carrie's Office?
Dec. 14	WC	Marketing & Growing Your Business	Bill Wheeler – Confirmed
Jan 18	WC	Employee Motivation	Dave Jakielo – Confirmed
Feb	A	Back to Basics – Billing 101	Jackie Davis. Claudia Murray ?
Mar	WB	Project Management	
April	A	Denial Management	
May	WC	Using the Internet for Follow-Up	Kris Cvikota?
June	A	Beyond HR- Being Creative with Incentives	Julie Demerath, Kathy McGuirk?
July	WC	AR Methods – How to know what to do	
Aug	WB	Compliance (timely topic)	Karen Collier?
Sept	A	EMR	
Oct	WC	Communication in the Office-Phone/People Skills	
Nov	WB	Coding and Audit Review	Melody?
Dec			

Workshop Oriented Compliance Course

The committee received a copy of the final proposal with additional details which will go to the Board at its next meeting. The basic idea was approved on the March 2006 conference call. No additional changes were suggested and the committee unanimously supported the concept.

Educational Strategies Sub-Committee

Rich will ask Richard to give his final report from the sub-committee on our next conference call.

New Business

- The idea of establishing a regular time for education committee calls was discussed and well received. Setting calls on the last Tuesday, Wednesday or Thursday of the month at 12 noon Eastern time was suggested. We will want to develop a calendar of calls for the upcoming year. Rich will develop the calendar and send it out next week.
- Brad clarified that working with APF would mostly entail the Education Committee providing a speaker should the content of an APF meeting be applicable.
- Sherri commented that the project of developing a Glossary of Terms would be appropriate at some time but was not a priority.