



Education Committee Agenda

Thursday, September 6, 2007 at 5pm PDT

- I. **Role Call. Paul**
- II. **Approval of Previous Meeting's Minutes – 8/7/07 (attached)**
- III. **Old Business**

A. 2007 Meetings

- Fall Annual Conference – Sept 6-8th at the Bellagio in Las Vegas, NV
 - Speaker Introductions **Rich** (*document attached*)
 - Grand Rounds **Peggy**
- Regional Meetings
 - Atlanta, GA – Friday, Oct. 5th
 - Baltimore, MD – Tuesday, Oct. 9th
 - Chicago, IL – Thursday, Oct. 11th
- O&M – October 25-27th at the Hotel DuPont, Wilmington, DE **Booked**
- November – Compliance Workshop Part 1 (Policies) (**needs Board approval**)
- February - Compliance Workshop Part 2 (Procedures) (**needs Board approval**)
- Distance Learning **Julie**
 - September 20th – “EMR” w/ Mark Anderson (WebCast) **SET**
 - Oct. 18th – “Office Communication” w/ Eddie Williams (Webinar) **SET**
 - Nov. 15th – “Coding and Audit Review” w/ Melody Mulaik (Webinar) **SET**
 - Dec. 13th – “Back to Basics – Using Modifiers to Acquire Payment” w/ Julie Van from Ingenix (Webinar) **SET**

B. 2008 Meetings

- **Spring Conference** – 15th Anniversary – April 6-8 at Contemporary Resort, Orlando, FL **Booked**
 - Conference Schedule/Topics/Potential Speakers (*document attached*)
 - Formal discussion on return transportation from special event
 - Cost per person for family members for special event (**needs to be decided**)
- **Distance Learning** - 2008 topics/speakers (TBD) **Julie**
- **Compliance Workshop** – (mid to late January – **needs approval**)
- **Compliance Course** – March 4-7, 2008
 - Potential sites: Marina del Rey, CA; San Diego; Phoenix/Scottsdale; San Francisco
- **O&M – Winter** – February 7-9, 2008
 - Potential sites: Marina del Rey, Dana Point, San Diego, Santa Monica
- **O&M – Summer** – June 19-21, 2008
 - Seattle, WA
- **Fall Conference** - September 10-12, 2008 at Paradise Point, San Diego, CA **Booked**

- **O&M – Fall** – October 30- November 1st
 - Potential sites: East Coast – Salem, MA, Philadelphia, PA, Providence RI
- **Compliance Workshop (TBD)**
- **Regional Meetings (TBD)**

C. Evaluations/Survey (online post meeting vs. current)

Goals remaining for 2007

EC 4 - Establish a speaker remuneration policy for various types of speakers (National, Regional, General vs. Breakout session, etc.): *Brad will research and determine what other associations do. The committee recommended ISAM staff also put together a history of costs to HBMA in various categories to give us a base line to work with.*

EC 5 - Conferences booked 18 months in advance or more. *Gail & Fran are in process*

SPS 10 - Price regional and National Meetings to allow additional staff to register at a lower price: *Recommend we get input from the Treasurer. Consider how this would affect us financially using the current statistics.* Paul has provided a worksheet outlining information on the last 4 years. *(document attached)*

IV. New Business

V. Adjournment

Next committee meeting: Thursday, Oct. 4th, NOON, EDT
#888 757-2748 Passcode: 4357593

Completed 2007 Goals

EC 1 - Implement the Compliance Workshop concept: **COMPLETED**

EC 2 - Develop Glossary of Medical Billing Terms: **COMPLETED** – with recommended updates from the committee as determined.

EC 3 - Develop a policy on sale of books and other materials by speakers - update verbiage on speaker documents. **COMPLETED**

EC 7 - Develop an online evaluation form for Webinars, web casts & audio casts: **COMPLETED**

EC 8 - Set the 2007 education calendar by January 2007. **COMPLETED**

EC 9 - Sub-Committee is reviewing the overall Educational Program to determine effectiveness. (Reviewing content, format, length and frequency of meetings, etc.): **Richard U. and committee have COMPLETED this.**

EC 10 - Develop a system / set of questions to do speaker reference checks for potential speakers. **COMPLETED**

SPS 1 - Add Medicare 101, CPT101,1CD9101 & Billing 101 Course: **ISAM staff**

SPS 2 - Audio Cast HBMA 101 to help employees understand what HBMA does: **Delegated to the Public Relations and Membership Committees for completion. Recommend taping and adding to website for future new members to be able to view.**

SPS 3 - Review Management and Staff Program Tracks at conferences: **COMPLETED with recommendations that HBMA is not ready to proceed at this level at this time.**

SPS 4 - Ask Committee Chairs for ideas and speakers: **ISAM will continue to do this**

SPS 5 - Minimize vendor presenters: **Ed Committee already takes this into account when planning.**

SPS 6 - Develop HBMA Library and organize content: **Brad is in process**

SPS 7 - Build Curriculum that contributes to the HBMA Library: **in process**

SPS 8 - Certification program connection: **PASSED ON to Certification Committee, Barry R. Chair.**

SPS 9 - Continue to offer cost-effective distance learning: **Julie and committee are in process**

SPS 12 - Graph attendance and first time attendees: **COMPLETED.**

SPS 11 - Move break-out sessions so they are not last on the program: **Committee recommends we consider a Noon to Noon timeline. COMPLETED for the fall 2008 conference.**

SPS 13 - Encourage evaluation completion by offering incentives: **Committee recommends we stick with the current policy for now.**

SPS 14 - Replace New Member Breakfast by establishing new member curriculum packet: **goal turned over to the Membership Committee – Patrick Lucas.**

SPS 15 - Call for Speakers tool: **COMPLETED**