

CONTRA COSTA REGIONAL MEDICAL CENTER DEPARTMENT OF FAMILY MEDICINE – FAR EAST COUNTY DIVISION MEETING

MEETING MINUTES

P	Joseph Chavez Carey	A	Jessica Roberts
P	Kwan Chun	P	Mark Smith
A	David Hearst	A	David Solomon
P	Michelle Holmes	P	Shyni Subash
A	Daniel Lee	A	Denice Tai
P	Elise Lewis	P	Michele Tomasulo
A	Daniel Lively	A	Christina Wong
A	Wilfredo Manuntag	A	Jose Yasul
P	Shelly Maramonte		Guest
P	Sandra Murguia-Gregory	P	Julie Freedman

Meeting Date: March 21, 2013		
Agenda	Discussion	Action/Responsible Party
I. CALL TO ORDER	<u>Call To Order</u> The meeting was called to order at 12:15pm by Dr. Joseph Chavez Carey.	Dr. Carey called the meeting to order.
II. APPROVAL OF MINUTES	Minutes of 2/21/13 meeting were approved.	Information only.
III. ANNOUNCEMENTS		
A. Christina Wong departure	Dr. Christina Wong will be leaving Antioch Health Center at the end of the month and not returning. She will be coming back to Concord after her maternity leave. CCHP patients will be assigned to a new PCP. Dr. Chavez Carey is going to manage her InBasket after she leaves and will forward items to other providers as they become the new PCP.	Information only.
B. Inservice next Thursday on the First Hope program	The First Hope program is a referral service for Pediatric schizophrenia.	Information only.

C. Availability of the Medical Staff Assistance committee	Information was shared on who to contact and how to make a referral for yourself or others with the Medical Staff Assistance committee.	Information only.
D. The Conversation Project	Julie Freedman presented on the Conversation Project. She is working with IHI to improve discussion of end of life care in the primary care setting.	Dr. Chavez Carey is going to email the group's email list and Dr. Freedman will reach out to individuals for potential volunteers for this issue.
E. "Expected by" dates for labs	Providers are asked to try to use the "expected by" dates if it matters when a lab is drawn. This was raised by our lab tech, Billy, who found that often providers are not adding an "expected by" date when they order a lab, so the lab does not know when it needs to be drawn. Dr. Chun mentioned that even when he does note an "expected by" date, oftentimes the lab is drawn at an inappropriate time.	Providers are going to work on using the "expected by" dates using the order entry tab, if necessary. Elise Lewis is going to speak with Billy about making sure that Lab is appropriately handling the orders and drawing them near the "expected by" date.
IV. QUALITY ASSESSMENT/ PERFORMANCE IMPROVEMENT		
A. MEC Highlights	MEC highlights were reported. The new ER project is not going forward, our roles are likely to increase and there is a budget crunch from the Affordable Care Act and other issues.	Information only.
B. Peer Review	No reports yet.	Information only.
V. OLD BUSINESS		
A. HIM scanning policy	Dr. Chavez Carey is partnering with Dr. Wildfire on that.	Information only.

B. Home Health Implementation Team update	Group cited concerns for continuity and the new OB slot often not being a PCP patient.	Dr. Chavez Carey already communicating with HHIT. Ori Tzvieli, DFM representative, was asked to bring up the new OB slot with that group to see if it can be opened up to our patients 1 week ahead, instead of 1 day ahead of time. As to continuity, individuals can monitor their continuity and we'll check in again on this issue in 3 months.
VI. NEW BUSINESS		
A. Same day absence policy	Same day absence policy proposed by Dr. Chavez Carey was reviewed and approved by the group. When someone is absent same day, Med Staff Office is going to contact the Resource Nurse pool, who will then review the patient calls, staff messages, cc'ed charts, referral messages, results and prescription refill folders of the absent provider and forward items as necessary to the officer of the day. Any forwarded items will be accompanied by a verbal. If there are many items, the issues can be shared among the other staff that are present.	Group found this plan agreeable and we will put it in place.
B. Team-building	There is a plan to go ahead and start a local meeting of patients and Medical Home group.	This will be spearheaded by Elise Lewis who will hopefully be setting up the first meeting in the next month or two.
C. Wall-mounted computers in Brentwood	(discussion held among Brentwood providers only) There is a plan to convert several more of our rooms to have wall-mounted computers.	Information only.
VII. MEETING ADJOURNED	<u>ADJOURNED</u> Dr. Chavez Carey adjourned the meeting at 1:15pm. Next meeting date – 4/18/13.	The meeting was adjourned by Dr. Chavez Carey.