

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

MEETING MINUTES

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

Meeting Date: February 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 1/17/13 meeting approved.	Information only.
III. ANNOUNCEMENTS		
A. Provider efficiency training reminder	Providers were reminded of the upcoming ccLink provider efficiency training next week and a flyer was printed out.	Information only.
B. Individual team meetings	There will be individual team meetings which are optional for providers, LVNs and care coordinators.	Sylvia Elizarraraz is going to be coordinating these meetings.
C. Workplace ergonomic evaluations	Providers are reminded that they can set up individual evaluations for workplace ergonomics.	Email Sylvia with your employee number and availability to request an evaluation.
D. Expired meds on med list	Providers reminded to please clean up the med list and to remove any discontinued meds prior to the After Visit Summary being printed in clinic.	Information only.

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E. Prenatal clinic	Count four hours of prenatal clinic at site counting toward the panel management bonus. Reference email from Jose Yasul which was also given to providers as a printout.	Information only.
F. Farewell to Dr. Palmer	Sincere fond farewell to Dr. Nancy Palmer. The Far East division appreciates all of her hard work over the years and wishes her good luck in the future.	Information only.
IV. QUALITY ASSESSMENT/ PERFORMANCE IMPROVEMENT		
A. MEC Highlights	MEC meeting was not held this week.	
B. Peer Review	Centralized in Martinez, meeting the third Thursday of every month, we have not had any reports back yet from them. We will need a new volunteer for Thursday afternoons. Dr. Chavez Carey approached Dr. Subash and she will consider volunteering for that. If we cannot find someone from Antioch to replace Dr. Wong when she goes on maternity leave, then hopefully we can get a Brentwood provider to go so that we have two reps for Far East.	Information only.
V. OLD BUSINESS		
A. HIM scanning policy	Group notified by Dr. Chavez Carey that he continues to work with HIM coordinator Donna Page on refining and improving the scanning policy from the Department of Family Medicine's perspective. Hopefully, we'll be rolling out a tutorial on the HIM scanning policy in the months to come.	Members directed to contact Dr. Chavez Carey offline if they want more detail about this.
B. Health Home panel management update	Announcement of the proposed Antioch Brentwood PCMH working group, with stakeholders including front-line MAs, LVNs, RNs, care coordinators and providers	Information only.

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	represented for monthly meeting at which any PCMH proposals would be evaluated and rolled out in a structured fashion.	
C. Second monthly meeting proposals	Discussion was held about what to do at the second monthly meeting. Plan to pursue monthly in-service.	Dr. Chavez Carey and Dr. Maramonte will be developing a schedule of in-service presentations to be held during our monthly meeting on the fourth Thursday of the month. Next month's in-service will be the First Hope program.
VI. NEW BUSINESS		
A. New DFM templates are starting on March 1	Extensive discussion was had clarifying specific slots, appointment types and who has access to schedule them and when. A handout was given with this information and a follow-up email was sent to the group with a revised hand-out after some corrections were made.	If anyone has questions or would like to review this handout, I have a copy. Dr. Chavez Carey can help, as well as Dr. Solomon can be a resource. It's very important that we all understand exactly how our templates work going forward so that we can help the system work as well as possible.
B. Volunteers need for Health Home implementation team, Peer Review, APC, IPC, Credentials Committee, Administrative Affairs Committee and the Narcotics Policy Group	Dr. Chavez Carey forwarded the email from Dr. Tzvieli with this information and also gave a hand-out and we briefly discussed the different committee roles. We did not have any volunteers from the group to take on any of these roles.	Anyone interested in joining one of these teams can email Dr. Chavez Carey.
VII. MEETING ADJOURNED	<u>ADJOURNED</u> Dr. Chavez Carey adjourned the meeting at 1:15pm. Next meeting date – 3/21/13.	The meeting was adjourned by Dr. Chavez Carey.

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