

Campbell County Health  
Finance Committee  
March 25, 2019

Dr. Ian Swift called the Finance Committee meeting to order at 11:59p.m. On Monday, March 25, 2019. The meeting was held in the Hospital Board Room.

**Members Present:**

Dr. Sara Hartsaw, Trustee  
Dr. Ian Swift, Trustee  
Ms. Lisa Harry, Trustee

**Member(s) Excused Absent:**

Mr. Adrian Gerrits, Chairman

**Staff Members Present:**

Mr. Andy Fitzgerald, Chief Executive Officer  
Mr. Dalton Huber, Chief Financial Officer  
Ms. Misty Robertson, Chief Nursing Officer  
Mr. Bill Stangl, Vice President of Physician Services  
Ms. Jonni Belden, Vice President of Continuing Health Services  
Ms. Yvonne Robinett-Hoiland, Revenue Cycle Director  
Ms. Karen Clarke, Director of Community Relations  
Ms. Kim Johnson, Director CDI-Compliance & Privacy  
Ms. Sandy Cross, Director Medical Records  
Ms. Denise Yvonne, Recorder

**Also Present:**

**Approval of Agenda**

*Mr. Huber added Financial Statement Format to section III, New Business. Dr. Hartsaw moved, seconded by Dr. Swift, to approve the agenda as amended Motion carried.*

**Approval of Minutes**

*Dr. Hartsaw, moved, seconded by Dr. Swift, to approve the minutes as presented. Motion carried.*

**Old Business**

- Revenue Cycle
  1. Blue Cross receipts are down \$2.8M from previous months. Blue Cross/Blue Shield is having computer issues. Mr. Huber has request for interim payments, to date, Blue Cross has not responded.

2. RMB  
RMB is a contractor working self-pay accounts. Ms. Robinett has established weekly meetings with company representatives to discuss progress. RMB has increased their account representatives by four to work on CCH accounts.
3. Write offs  
Prior authorizations are an issue like Oncology. Long-term plan is to study centralized scheduling. Currently focus is to ensure prior authorization is established for procedures, medications etc. before being administered to patient.
4. VA update  
The VA in Sheridan has received all CCH accounts but we have not received any payments to date.
5. The Patient Financial Services Manager has tendered her resignation effective April 4 2019. Ms. Robinette already has an interim manager in place who will remain until the position is filled permanently.

### New Business

- Capital Requests
  - a. DIALYSIS CENTER  
**Dialysis Machines.**  
 This request will purchase 2 new Dialysis machines to replace units that are more than 7 years old. The replacements are part of our ongoing schedule to phase in the latest technology for our patients and staff. The new machines have a bicarbonate mixing system for easy accurate formulation of buffers and photo optic Crit-Line monitoring technology to supplement the intense scrutiny needed during dialysis sessions. The new machines will make it easier for our staff to manage treatments while maintaining the high degree of safety we provide for our patients.  

**Budget: \$35,000**
**Actual: \$35,000**
  - b. INFORMATION TECHNOLOGY  
**Quality Reporting Software and Portal.**  
 This request will purchase software and implementation services to create a real time portal for quality measures. The product is web based and provides reporting, analysis and trending of healthcare information for clinical and business executives. It can be customized to incorporate Meditech and Non Meditech data in user specific formats for detailed review and assimilation. The system methodology is certified as a reporting intermediary for regulatory agencies which will accept reports directly through the business providing the software. Funds will be derived from the Business and Clinical Analytics Budget.  

**Budget: \$575,120**
**Actual: \$90,000**

## c. REVENUE CYCLE

**Insurance Eligibility Software**

This request will purchase software and implementation services to check patient eligibility with insurance carriers. The product will integrate with Meditech and will allow patient access and registration to verify eligibility and benefit status on patients in real time. The product will also allow for verification of multiple patients in one file so that the information will be available upon patient check in with different departments throughout the organization. Use of this tool will provide improved upfront collections along with decreased claims rejections due to lack of coverage and incorrect insurance information from patients. Funds for the project will come from CCMG contingency.

**CCMG Contingency Budget: \$200,000**

**Actual: \$17,000**

**Monthly Financial Report**

Mr. Huber presented the February 2019 financial data.

- Financial Narrative
  - February 2019 Operating Income Margin -26.66% actual, -9.6% budgeted.
  - Days Cash on Hand decreased to 161, Cash decreased \$3.7M
  - Accounts receivable days increased to 88

**Resolution of Collections**

<b>Resolution of Collections</b>	
The Discharged debt for February 2019 by category is as follows	
Collections Sent to CPI	\$759,508.17
Collections Sent to Chapman	\$1,104,066.07
<b>Combined Total for February 2019</b>	<b>\$1,863,574.24</b>

*Dr. Hartsaw moved, seconded by Ms. Harry, to approve the Uncollectable Debt for February 2019. Motion carried.*

**Adjournment**

The meeting adjourned at 1:05 p.m.

The next regularly scheduled Finance Committee meeting will be held on Monday, April 22, 2019 at 12:00pm in the Board Room.

Denise Yvonne, Recorder