

Campbell County Health
Finance Committee
May 20, 2019

Mr. Adrian Gerrits called the Finance Committee meeting to order at 12:01p.m. Monday, May 20, 2019. The meeting was held in the Hospital Board Room.

Members Present:

Mr. Adrian Gerrits, Chairman
Dr. Ian Swift, Trustee
Ms. Ronda Boller, Trustee

Member(s) Excused Absent:

Dr. Sara Hartsaw, Trustee

Staff Members Present:

Mr. Andy Fitzgerald, Chief Executive Officer
Ms. Colleen Heeter, Chief Operating Officer
Ms. Misty Robertson, Chief Nursing Officer
Mr. Steve Crichton, Vice President of Facilities
Mr. Bill Stangl, Vice President of Physician Services
Ms. Noamie Niemitalo, Vice President of Human Resources
Ms. Jonni Belden, Vice President of Continuing Health Services
Ms. Heather Stucker, Controller
Ms. Yvonne Robinett-Hoiland, Revenue Cycle Director
Ms. Dane Joslyn, Marketing/Community Relations
Ms. Denise Yvonne, Recorder

Approval of Agenda

Mr. Gerrits requested that discussion of a Financial Glossary be added to New Business. Dr. Swift moved, seconded by Ms. Boller, to approve the agenda as amended. Motion carried.

Approval of Minutes

Dr. Swift, moved, seconded by Ms. Boller, to approve the minutes as presented. Motion carried.

Old Business

- Ms. Robinett presented the Revenue Cycle accomplishments and Issues.
 1. Accomplishments-
 - a. Committee discussion centered on bullet two (identified 2 issues) regarding Contractual Adjustments. Many contractual adjustments were sitting in the books, not worked on by staff due to interpretation of consultant's advice. After review, Ms. Robinett determined that these adjustments needed to be worked in a specific order. Staff will be working on edits to clean up these adjustments.
 - b. PFS has hired a new Manager and HIM added two additional coding specialists.

2. Issues-
 - a. Completed Waystar and Quadax Demonstrations. Both vendors had excellent features. Reference calls will be scheduled by June 2019.
 - b. Meditech expects a specific number of receipts to generate dependent on insurances. Receipts never rolled to next level. PFS is working to ensure the correct number of receipts are generated and the billing processed correctly.
 - c. Received \$2.2M in accounts from clearing house that will be sent to Board for discharge.
 - d. Blue Cross/Blue Shield- Mr. Fitzgerald and Ms. Heeter met with BC/BS representative Diane Gore to discuss payments and a possible renegotiation of the contract. Ms. Dore indicated that they are working on cleaning up the outstanding claims on their side.
 - e. VA-CCH legal representation has issued a demand for payment letter to the VA. Colleen will follow up with our legal team for an update.

Dr. Swift requested that the Issues and Win reports be limited to a rolling three months to include the current month.

New Business

- Capital Requests
Steve presented Facilities Capital Amendments to FY2019
 1. PET/CT Installation-Room Modifications
Budget: \$120,000 **Total Request: \$ 35,000**
 2. Legacy Shower Installation/Modification
Budget: \$787,148 **Total Request: \$104,136**
 3. Pharmacy Storage and Hood Room Addition (USP800 Project into FY2019)
Total Request: \$382,600

Dr. Swift, moved, seconded by Ms. Boller, to approve the FY2019 capital amendment requests and send for full Board approval. Motion carried.
- Patient Billing Education-
Ms. Robinett walked through a recent insurance issue that a patient experienced. The entire issue was based on an insurance plan that is not accepted by CCH. Once the customer received a bill for the entire procedure/visit, they contacted our vendor who gave the wrong information. The issue was resolved when our staff advised the patient to submit the paid bill to their insurance for payment. Vendor staff are being trained for these situations to ensure patient experience with billing issues is positive. Ms. Boller suggested also posting signage to help educate patients.
- Title 25 Funding Discussion
Mr. Fitzgerald spoke about meeting with County Attorney and several County Commissioners to discuss costs. According to Wyoming Title 25 Statute, the County of residence for a patient admitted under Title 25 will pay for 72 hours of care and the cost of that care. This discussion helped County representatives have a better understanding of the statute. Current contract with Campbell County for Title 25 is for 2 years. Mr. Fitzgerald recommended having next contract signed by all parties 120 days before last contract expires. Ms. Heeter interjected that outstanding Title 25 claims will be remitted to the County for payment.

- Proposed Capital Budget Update FY2020
Dr. Swift requested that the capital amendments for FY2019 be removed from Capital Budget FY2020, and put in an action item.
- Proposed Operating Budget FY2020
 1. Goal for EBIDA is at 12%
 2. Planning for Spine Surgeon-Increase of Admits affecting Med/Surg, Outpatient cases and The Surgery Center.
 3. Increase FTE by ~2%
 Work session June 11 will provide an itemized breakdown. Ms. Stucker will present both Capital and Operating budget at this work session.
- Financial Glossary
Mr. Gerrits is requesting that Ms. Robinett and Ms. Stucker create a Financial Glossary of standard accounting and revenue cycle terms and their meanings. The Glossary will be worked on the beginning of FY2020 and be available by end of August 2019.

Monthly Financial Report

Ms. Stucker presented the April 2019 financial data.

- Financial Narrative
 - April 2019 Total Income Margin 1.34% actual, 0.30% Budgeted, YTD 0.74% actual, 0.74% budgeted.
 - Days Cash on Hand remained at 141. Cash remained steady at \$66M.
 - Accounts receivable days decreased to 87 days.

Ms. Stucker also explained that Capital Expenditures to date (tab 10) would include payments (spent) and dollars “committed” for specific items that will be purchased.

Resolution of Collections

Resolution of Collections	
The Discharged debt for April 2019 is as follows	
Collections Sent to CPI	\$1,692,236.44
Collections Sent to Chapman	\$ 79,386.86
Combined Total for April 2019	\$1,771,623.30

Dr. Swift moved, seconded by Ms. Boller, to approve the Uncollectable Debt for April 2019, Motion carried.

Adjournment

The meeting adjourned at 1:17 p.m.

The next regularly scheduled Finance Committee meeting will be held on Monday, June 24, 2019 at 12:00pm in the Board Room.

Denise Yvonne, Recorder