

Campbell County Health  
Finance Committee  
October 22, 2018

Dr. Swift called the Finance Committee meeting to order at 12:01p.m. Monday, October 22, 2018. The meeting was held in the Hospital Board Room.

**Members Present:**

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

**Member(s) Excused Absent:**

Dr. Sara Hartsaw, Trustee

**Staff Members Present:**

Mr. Andy Fitzgerald, Chief Executive Officer  
Mr. Dalton Huber, Chief Financial Officer  
Mr. Steve Crichton, Vice President of Facilities  
Mr. Bill Stangl, Vice President of Physician Services  
Ms. Deb Tonn, Vice President of Patient Services  
Ms. Heather Stucker, Controller  
Ms. Jonni Belden, Vice President of Continuing Health Services  
Ms. Yvonne Robinett-Hoiland, Revenue Cycle Director  
Karen Clarke, Director of Community Relations  
Ms. Denise Yvonne, Recorder

**Also Present:**

Ms. Perrin Stein, News Record

**Approval of Agenda**

*Mr. Adrian Gerrits moved, seconded by Ms. Ronda Boller, to approve the agenda as presented. Motion carried.*

**Approval of Minutes**

*Mr. Adrian Gerrits, moved, seconded by Ms. Ronda Boller, to approve the minutes with the corrections, pg. 2, 1<sup>st</sup> bullet, 2<sup>nd</sup> bubble, “cash decreased **to** \$3M” should read “Cash decreased **by** \$3M”. Motion carried as amended.*

**Old Business**

- Revenue Cycle Update
  1. Patient Financial Services –  
Hired three (3) new billers, caveat is it will take 12 weeks to train new staff due to immediate areas lack of experienced billers.

2. Medical Records –  
Department is down one (1) coder due to attrition, hiring process in progress for this deficiency.
3. X-tend Healthcare-  
Working accounts sixty-(60) days and older and have four (4) staff members dedicated to Greenway and another four (4) dedicated to Meditech. CCH staff are working on current accounts (<60 days)
  - A. Xtend IT is creating new reports that will help with the billing of these older accounts. In the interim, Shawn (Patient Financial Services) sends a weekly report to update their information.
4. Change Healthcare –
  - A. \$5.7M worth of claims held there. Recently, \$1M worth of claims from August 5, 2018 appeared in Change Health outstanding automatically uploaded by Meditech.
  - B. PFS will request a report from Change that provides a report of claims cleared or rejected.
5. Operating System Issues – (Meditech)
  - A. Meditech's daily close upload to Change Healthcare has been aborting; causing a disruption in the flow of account uploads. The reason for the upload glitch has not been reproducible; several different issues may cause the upload to fail, meaning the correction for the issue is difficult to pinpoint. Meditech and our IT are working on finding the cause.
  - B. Physician signatures are not translating to the completed Medical Record. MR staff are printing, sending record to physicians for another signature, scanning signed document back into the system then processing records as usual. This is causing duplicate work for staff and physicians.
6. Navin Haffty –  
A troubleshooter from this agency will be here next month to assist in resolving Meditech revenue cycle issues.
7. Acmeware –  
Granted access into Meditech to write reports on denials to allow staff to identify these claims easier and more timely.

### New Business

- Capital Requests
  - PLANT OPERATIONS
    1. Boiler Doors. -\_This request will replace the ceramic fire wall in the rear door assembly of Boiler # 1. The existing Boiler and fire wall is 8 years, installed during the initial expansion in 2010, it now requires maintenance to prevent deterioration. The pouring of the material is part of a scheduled routine preventative maintenance program common to industrial boilers. The project will take 5 days with all labor materials and travel included in this request.

**Budget: \$36,042**

**Actual: \$36,044**

2. Software Up-Grade - This request will upgrade the software for the Environmental Control System in Plant Operations. The current software code was written in the 1980's and has reached obsolescence. The direction of technology and the demands of building automation software have out grown the capabilities of the current platform. The new software will operate with a more secure Windows 2016 OS on a virtual server which will meet the needs of our facilities for the next 30 years. The existing PC based software will run parallel with the new system for several months until data transfer and training are complete.

**Budget: \$34,898**

**Actual: \$34,398**

○ CHILDCARE

Transport Van. This request will purchase a new 2018 Passenger Van for primary use in Childcare. It will replace an older, smaller and inoperable van retired from service last FY. The requested van will increase our transport capacity to 15 and alleviate frequent scheduling problems during inclement weather and summer field trips. It will have the largest carrying capacity of any vehicle in our fleet.

**Budget: \$32,000**

**Actual: \$32,000**

○ COMMUNITY RELATIONS

Audio Visual Equipment - This request will provide replacement audiovisual equipment for Class Rooms 1&2 that was installed in 2011. The existing analog system will be completely replaced with new digital cameras, audio amplifiers, switches and control board. The upgraded equipment will enable broadcasting and recording of Board meetings and other important information in HD video with greater audio fidelity. The adoption of a contemporary digital format for our broadcasting needs will integrate well with Gillette Public Access and other carriers.

**Budget: \$32,898**

**Actual: \$32,398**

○ INFORMATION SYSTEM

Computer Data Back-Up System - This request will purchase hardware, software and professional implementation services to establish comprehensive routines for computer data back-up. The need for data storage and periodic back up has out grown our ability to execute existing routines in a highly efficient manner. The system will have versatile applications capable of evolving with the needs of CCH as projected into the future. Nearly 100% of the data in all aspects of our enterprise will be backed up on a periodic basis as the system comes on line.

**Budget: \$769,353**

**Actual: \$608,543**

*Mr. Adrian Gerrits moved, seconded by Ms. Ronda Boller to approve the capital requests and send to Board meeting for approval.*

### **Monthly Financial Report**

Ms. Stucker presented the September 2018 financial data.

- Financial Narrative
  - EBIDA is currently meeting budget of 12%
  - Days Cash on Hand decreased to 154 in September. Cash decreased \$2M
  - September's accounts Receivable Days increased to 95 days
- Resolution of Collections

<b>Resolution of Collections</b>	
The Discharged debt for September 2018 by category is as follows	
Inpatient Returned to CCH	\$0
ER Returned to CCH	\$75,711
Outpatient Returned to CCH	\$55,082
Sent to Collections for Disposition	\$504,558
<b>Combined Total for SEPTEMBER 2018</b>	<b>\$635,351</b>

*Mr. Adrian Gerrits moved, seconded by Ms. Ronda Boller, to approve the Discharge of Collections for September 2018. Motion carried.*

### **Investments-**

- Bonds held by Wells Fargo Maturation –
  1. When the Bonds come due, instead of reinvesting in another Bond, the money is sitting in money market account. Currently there is \$3.9M. Another \$2M coming due this year.
  2. Next Finance Committee Meeting, a proposal will be presented addressing the following:
    - A. What are the limitations for investment?
    - B. Does CCH need some or all of the matured bond revenue for the operating checking account?

### **Adjournment**

The meeting adjourned at 1:03 p.m.

The next regularly scheduled Finance Committee meeting will be held on Monday, December 3, 2018 at 12:00pm in the Board Room.

Ms. Denise Yvonne, Recorder