

## Minutes

Point Roberts Public Hospital District

April 10, 2019

### **Call to Order:**

The meeting was called to order at 7:00 p.m. by Dick Williams, Commissioner

### **Attending:**

Commissioners: Dick Williams, Kandace Harper, Stephen Falk  
Superintendent: Barb Wayland  
Financial Advisor: Jackie Gibilterra, Paulette Ladner  
Recording Secretary: Farrah Carsten

### **Introduction of Guests:**

Virginia Lester, Andrew Grubb APB, John Shields

### **Approval of Prior Minutes:**

Approval of minutes from previous PR PHD Regular Meeting (March 13, 2019)

Motion: To approve minutes as presented. Motion carried.

### **Business:**

#### **Financial Report:**

Jackie Gibilterra presented the financial report. Current month payables \$17,055.28. Payroll is \$2,374.00

There are 5 items to note: Whidbey Telecom current invoice for April = \$54.67 includes Web Site for \$7.95 but we owe \$15.90 for March & April, Whatcom County Admin Services 1<sup>st</sup> Qtr. Payroll = \$160.00, Jackie Gibilterra reimbursement for Norton Security 1 yr. subscription renewal = \$54.24 and Carbonite Backup for 2 years = \$71.99, Point Roberts Bookkeeping Service/Paulette Ladner = \$98.00, Barba Wayland reimbursement 4 yr. MS Office Protection Plan = \$17.19 & 4 yr. Portable Electronics Protection Plan = \$6.04

#### **Bills presented for approval as follows:**

Bills paid after the March 13th meeting:

04/01/19 – SuperTrack Urgent Care PLLC - \$16,000  
03/31/19 – Jackie Gibilterra – Professional Services - \$301  
03/28/19 – Jackie Gibilterra – Reimbursement - \$126.23  
03/28/19 – Bellingham Business Machine - \$22.10  
03/29/19 – Point Roberts Press – Advertising - \$50  
04/01/19 – Whidbey Telecom – Telephone - \$54.67  
03/31/19 – Whatcom County Fire District 5 – Utility - \$220.05  
03/29/19 – Whatcom County Admin Service – Payroll QTR 1 - \$160  
04/09/19 – Paulette Ladner– Professional Services - \$98  
03/18/19 – Barbara Wayland – Reimbursement - \$23.23



**Payroll as follows:**

- Heather Dixon – Cleaner - \$448
- Barb Wayland - Superintendent - \$1,188
- Farrah Carsten – Recording Secretary - \$396
- Kandace Harper – Commissioner - \$114
- Dick Williams – Commissioner - \$114
- Stephen Falk - Commissioner - \$114

**Motion:** To approve warrants and payroll for prior months' expenditures as presented. **Motion carried.**

**Clinic Update:** New phone system installed. There was an issue with the speaker announcing who was calling which is a HIPAA issue. Barb was able to turn it off with a code.

Tech was able to fix the copier and fax so that all machines were 'talking' to each other.

Unity Care left containers of sharps which needs to be removed immediately. Currently FD5 is holding it. Virginia suspected they didn't want to cross the border with these items however they need to fund the bill for shipping it via Fed Ex.

Barb met with Alex (Dr. Mae's office manager) from SuperTrack and she is to provide quarterly reports on financials.

Clover is the current credit card payment system set up however it is for retail and not for a medical office. Barb advised to tell people you will be billed, no cash or checks.

DME Equipment (braces, crutches, etc.) Anthony Cooper is our current and local rep

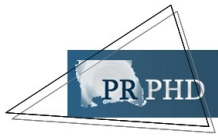
Deb provided report on patient #'s January through April 10<sup>th</sup>

MONTH	PT/INR	LABS	OV	TOTAL
January	2	9	80	91
February	6	19	63	88
March	14	11	68	93
April 1st - 10th	4	6	18	28

Suggestion was that the Doctor's should alternate visits to our quarterly meetings and stop by the clinic as well during the day in order to have community involvement.

**Superintendent Report:**

**Provider Report:**



2 issues raised:

- There isn't a copy of SuperTrack policies at the clinic.
- There is an issue of charting efficiency and difficulties using Dragon Medical One. She can only use it when the other Doctor's aren't on it (after hours) thus causing her to work overtime and not being able to provide patients with an After-Visit Summary due to licensing. Her suggestion is that the clinic be provided their own license that no one else can use & SuperTrack should pick up the bill or at least pay half with the agreement that it is exclusively for the Point Roberts Clinic use only.

Updates to be provided by Deb (or Virginia Lester, in her absence).

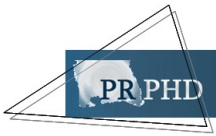
**Motion:** To approve the purchase by practioner Deb Shields of the Dragon license, for the exclusive use of the Point Roberts Clinic at the upfront cost of \$875 with a monthly license fee of \$99 for the first year and \$123 for the subsequent two years of the 3 year license, and to request reimbursement for purchase costs and ongoing license fees from SuperTrack.

**Motion carried.**

**Insurance Providers:** Nothing heard back from Kaiser per Bethany. Stephen Falk sent a complaint to the Insurance Commissioner listed on the Kaiser website. He did receive a response that it would be looked into.

Farrah contacted Kaiser HMO, they would not approve pre authorized visits at all however on an approved urgent care basis the deductible would be \$25.00. Unity Care is no longer covered by Kaiser HMO.

**Records Transfer:** Last month we were told by Unity that the .pdf records would be completed within 4 weeks. There has been no further update. Barbara was advised by our attorney that HIPAA does provide transfer of records from one practice to another in the event of a change in ownership/ management, but is not specific as to time allowed. HIPAA does not specifically give a time limit for fulfillment of a patient request for the transfer of records of four weeks, but many states have a shorter time frame such as two weeks. Barbara will follow up with the clinic to see if our individual patient requests are being fulfilled and what the legal time limit is in Washington State for such transfers.



**Next steps:**

- Contact Des (CEO of Unity Care) & Charlie (CIO) as to why record transfer issues are still ongoing
- Kandace, Dick & Barb to provide photos & bio's for website
- Barb to provide credentialing list of Insurance Providers (excluding Kaiser HMO & Core)
- Barb will follow up with SuperTrack regarding the need for a copy of SuperTrack policies, the Dragon costs, and SuperTrack attendance at quarterly meetings.
- Contact Dr. Mae & Dr. Sean for photos and detailed bio for the website to make it more personal for patients

Other:

- Dates for future meetings: June 5<sup>th</sup> & July 3<sup>rd</sup>

Next Meeting:

Regular Meeting: Wednesday May 1, 2019

Adjournment:

Meeting was adjourned at 9:00 p.m.

Signatures:

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Dick Williams

\_\_\_\_\_  
Stephen Falk

\_\_\_\_\_  
Kandace Harper

\_\_\_\_\_  
Farrah Carsten