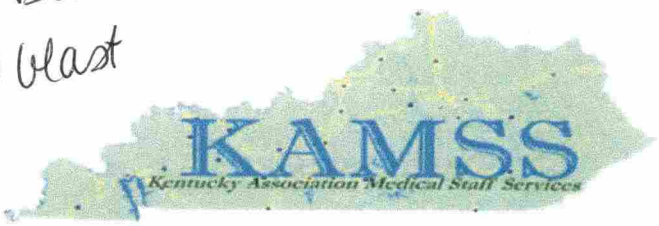
Carrie Williams
* Discussion Board Email Notifications - ask Shannon
- 1st email blast

Conference - 5/12
7:30a - 3:30p



Kentucky Association of Medical Staff Services
January 19, 2017 5:00 pm
Hardin Memorial Hospital

Speakers -
Joint Commission
Attorney

I. Call to Order

II. CEU Program
TB Regulatory Updates and Baptist Policy

Remove Signature and dates
Signature
on DOPs

III. Approval of previous Minutes

IV. Old Business

tacitly for April minutes

V. New Business
a. Installation of Officers

President:	Betty Grieshaber
President elect:	Tricia Brian
Secretary:	Lindsay Searing
Treasurer:	Jessica Williams

b. Treasurer's Repot
c. Membership/Recruitment [Report in February with organization of the below]
d. Position Statements
1} Treasurer and 2} Webmaster
The two above with communication serving as membership director[s]
e. 2017 Meeting Dates
April 20 - ~~EKU~~ MSNKY October
July 13 - Clark

VI. New Website – Encourage Use

Thank you to Debbie Wheeler and Hardin Memorial Hospital

KENTUCKY ASSOCIATION OF MEDICAL STAFF SERVICES
October 18, 2016
CAPS Office

The meeting of the Kentucky Association of Medical Staff Services was held on Tuesday, October 18, 2016. The meeting was called to order at 6:00 pm by Anita Walker, President. Those in attendance were as follows:

Betty Grieshaber, Baptist Health-LaGrange
Lindsay Searing, Healthsouth NKY
Jake Barrick- Medical Center - phone
Jessica Williams, CAPS
Leigh Shue, Ireland Army Hospital
Charlotte Muse, CAPS
Jennifer Howard, CAPS
Tricia Brian, Clark Memorial Hospital
Anita Walker, JSMC-Hopkinsville
Beth Cooper, TJ Samson-Phone
Megan Haile, TJ Sampson-Phone
Belinda Farley, Three Rivers Medical Center-Phone
Linda Woolridge, Norton Audubon Hospital
Tami Ramsey, Hardin Memorial Hospital
Debbie Wheeler, Hardin Memorial Hospital

SUBJECT	ISCUSSION	ACTION/FOLLOW-UP
PRESENTATION	Prior to the business meeting, our speaker, Jessica Williams spoke on "Maintenance of Certification: Useful for Privileging or too Cumbersome"	One hour of NAMSS CEU credit has been approved.
MINUTES	The minutes of July 26, 2016 meeting was distributed via email for review and approval.	Minutes of the bluegrass chapter meeting were approved as written.
▪ OLD BUSINESS	No old business for discussion	
▪ NEW BUSINESS		
▪ Treasurer's Report	Jessica has submitted the treasurer's report with a current ending balance of $ 38,689.83 as of 10/15/2016. An invoice for Netgain who was the previous web server, was discussed.	The Treasurer's report was approved as presented. Jessica will send a letter to Netgain and inform them of the cancellation of services.
▪ Membership/Recruitment	Jake reported on membership. We have a total of 90 members. 65 are active and 11 are associate. There was also a breakdown of 14 members who have registered on the website but have not paid dues.	A complete report is attached to the minutes.

SUBJECT	DISCUSSION	ACTION/FOLLOW-UP
Proposed Slate of Officers	The proposed slate of officers was reviewed with the committee: President-elect: Tricia Brian Secretary: Lindsay Searing	Ballots will go out with the names.
Nominations for Outstanding Medical Staff Professional	Anita Walker asked the membership present to please send in any nomination to her.	Nomination are being gathered,
Position Statements	The position statements for the Secretary, Treasurer, President, President-elect, past president and webmaster were reviewed and approved. A motion was made to draft a position statement for the membership chair. Jake Barrick, the current membership chairman will draft a statement and responsibilities and submit for review and comment.	Position statement will go out to the membership for review of the membership chair.
OTHER BUSINESS	The next meeting will be held at Hardin Memorial Hospital in Elizabethtown. A date will be decided later.	Information Only
CAQH vs. KAPER application	Anita reviewed the CAQH application with the committee. The CAQH is an online provider data collection solution. It can streamline provider data collection by using a standard electronic form that meets the needs of nearly every health plan, hospital and other healthcare organization. The committee discussed ways to have KY change the required KAPER application and use the CAQH application. Further discussion will be held.	Review of the application will continue.
ADJOURNMENT	There being no further business to discuss, the meeting adjourned at 6:45 pm.	

Respectfully submitted,

Tricia Brian, CPCS
KAMSS Secretary

KAMSS Balance		
4/15/2016	Balance	34430.87
4/30/2016	Deposit	4835
4/30/2016	Dividend	3.61
5/4/2016	Deposit	4655
5/17/2016	Anita Walker Ck 126	-312.84
5/17/2016	Tami West Speaker Balance	-1350
5/23/2016	C Ballard Speaker Fee	-2500
5/23/2016	Deposit	1470
5/31/2016	Dividend	4.3
6/13/2016	Joint Comission Speaker	-1500
6/14/2016	Terri Lynn	-1525.34
6/17/2016	Web Ditty	-182.9
6/20/2016	Greg Maggard	-98.38
6/30/2016	Dividend	3.89
7/2/2016	Balance	37933.21
7/31/2016	Dividend	3.87
8/31/2016	Dividend	3.87
9/15/2016	Deposit	745
9/31/2016	Dividend	3.88
10/15/2016	Balance	38689.83
10/31/2016	Dividend	3.89
11/1/2016	Balance	38693.72
12/22/2016	ASPCA Donation	-250
12/22/2016	Deposit - Dues	450
12/31/2016	Dividend	3.9
12/31/2016	Balance	38897.62
1/7/2016	Betty Grieshaber CEU Reimburse	-20
1/7/2016	Joint Commission Travel	-892.41
1/13/2016	Deposit - Dues	360
1/13/2016	Balance	38345.21

POSITION DESCRIPTION
AND TIME LINES

POSITION TITLE	Webmaster of Kentucky Association of Medical Staff Services	
DOCUMENT CREATED	October 2016	**Term of Office:** One year

Responsibility	**When**
Will serve as ex-officio member of the KAMSS Board	
Receive new member registrations and review for completeness and accuracy. Send New Member Letter to all applicants, and include Membership Committee members in the email and signature lines.	
Confirm dues payment with Treasurer prior to accepting and processing new registrations.	
Once dues payment has been confirmed, and approval by Membership Committee has been secured, change Applicant Status in KAMSS website Dashboard accordingly.	
Update the membership roster bi-weekly, at minimum, and publish on the KAMSS website. Serve as the point of contact for any and all "changes of information" from current members.	
Serve as the point of contact for any website content additions (forms, files, pinned discussion board topics, conference/meeting information and attachments, etc).	
Promote the improvement of professional knowledge and skills by uniting persons who are engaged in medical staff activity, credentialing/verification, and healthcare activities through this the Kentucky Association of Medical Staff Services	
Serve as the point of contact with our Website Manager, WebDitty (Shannon and Alex Savage), and alert them immediately if site issues or outages are occurring.	

POSITION DESCRIPTION
AND TIME LINES

POSITION TITLE	Treasurer of Kentucky Association of Medical Staff Services	
DOCUMENT CREATED	August 2004	**Term of Office:** Two years

Responsibility	**When**
Will serve as KAMSS Board member	
Checks U.S. Postal Office 1420 Gardiner Lane Louisville 40231	Bi-monthly
Upon receipt of bank statement, reconcile statement with Quicken data file and print reconciled report for Treasurers Report	Monthly
Present Treasurer's Report at KAMSS meeting and provides paper copy to the KAMSS Secretary for the minute book.	Quarterly
Make bank deposits accordingly	At least monthly
Process payables accordingly	At least monthly
Keep history records of all financials. At end of term, transfer to new Treasurer and present paper copy for scanning.	
Maintain and back up computer application on Quicken. At end of term, transfer to new Treasurer	
Order flowers for special occasions as directed by the Board	
Annually send dues notices to all KAMSS members to inform them of current dues rate and due date of April 31st to maintain their membership	Beginning of January
Send reminder notices as necessary or as directed by membership committee or Board	
Provide membership report at each quarterly meeting	Quarterly
Maintain Communication with Webmaster on membership status	
Promote the improvement of professional knowledge and skills by uniting persons who are engaged in medical staff activity, credentialing/verification, and healthcare activities through this the Kentucky Association of Medical Staff Services	

Revised: January 2006, October 2008, January 2009, October 2016

TB Regulatory Updates and Baptist Policy

BAPTIST HEALTH

Disclaimer

- Ownership of ensuring safety, infection control measures, and/or employee health requirements of medical staff may differ per hospital
- Monitoring, tracking, notification, documentation, and/or testing processes may differ per hospital and/or program
- All Baptist employees, including paid medical staff, are subject to Baptist policies in addition to state/federal regulations

BAPTIST HEALTH

State Regulatory Changes

- TB evaluation:
  - TB test (any method) and TB Risk Assessment (questionnaire)
  - TB RA only for previously documented positive test and/or TX LTBI
- Test Due:
  - New HCW- within one week of start
  - Annually- per staggered method of the facilities choosing
    - Entire month to complete (no longer 365 days to the day)

BAPTIST HEALTH

Regulatory Changes New Positive Findings

- New Positive Findings:
  - Positive TB test or symptoms of active TB disease (i.e. fever >100, night sweats, unexplained weight loss, poor appetite, fatigue, productive cough greater than 3 weeks, coughing up blood)
- Reportable:
  - To local health dept. (county of residence)
    - New HCW- within 5 business days of becoming known
    - Annual- within 1 business day of becoming known

BAPTIST HEALTH

Positive Findings Cont.

- Evaluation:
  - Required to rule out active TB disease
  - Billed to private insurance unless instructed otherwise
    - Includes physical exam
    - CXR (May be completed within EH program for paid HCWs)
      - CXR completed within previous 2 months accepted
    - Offer of HIV test
- Treatment:
  - Treatment of LTBI is encouraged
  - If declined or the individual is not a candidate for treatment, follow-up evaluations required:
    - TB Risk Assessments every six months x 2 years
    - Serial CXRs are no longer required

BAPTIST HEALTH

Differences to Note

Employed Practitioners

(Receive paycheck from Baptist)

- Staggered test method (Policy)- transitioning to birth month compliance
  - May require additional test during transition year
- Test methodology (Policy)-
  - T-SPOT standard
- Risk level assignment (Policy)-
  - Each department number assigned a risk level for evaluation
    - Absent to low risk receive RA only
    - Mod to high risk receive both RA and T-SPOT TB test
- Evaluation of new positive (Policy)-
  - Completed within 60 days

Independent Licensed Practitioners

- Baptist does not dictate staggered method for ILPs
- Any TB test acceptable (i.e. TST, T-SPOT, Q-Gold)
- No risk level assignment provided or managed for ILPs
- Screening test (TST) may be offered as a courtesy through EH programs- ongoing testing and/or evaluation not available through EH programs

BAPTIST HEALTH

Influenza Vaccination

- Vaccination status of all HCWs (including paid and unpaid medical staff) publicly reported annually per hospital facility
  - Official flu season (October 1 to March 31 each year)
  - Reporting deadline May 15 each year
- Baptist policy- requires vaccination for paid and managed HCWs unless approved deferral
  - Medical contraindication
  - Religious
  - Proof of vaccination or acceptable deferral documentation required
    - Deferral form to be completed annually
  - Additional infection control measures implemented during periods of peak flu activity
  - Baptist Policy subject to annual review

BAPTIST HEALTH