

# Minutes

## Minutes for the Beacon CORE Team Meeting

### Key Information

Date: March 13, 2017

Start Time: 2:00pm

End Time: 3:00pm

Meeting Location: LHCP 4146 /

Conf. Line 1-800-684-2658

Code: 5399699697

### Key Roles

Chair: Dr. Judy Smith, Angie Ditmar

Core Leads: Nikki Coy, Mary Dougherty, Tammi Tyson

Minute Taker: Kristin Caudill

Agenda Item	Discussion	Action	Process Owner/Deadline
Stories of Excellence	Sarah Darrow recognized Lisa Russo's team for stepping up to help out and make calls to our patients. Dr. Seamon will be out of the office on restrictions and the team called 300 patients to let them know how important they are to the practice.	Inform	Team
Change Management and Communication	Kristine Konopka will be replacing Carrie Porter. New to Spectrum Health – prior healthcare experience.	Inform	Mary
Training and Education Content	<ul style="list-style-type: none"> <li>Sent out a small list related to outpatient infusion nurse workflow.</li> <li>Prior authorization coming to Lisa.</li> <li>Working on consent piece – educated that we wouldn't board or schedule a patient without consent.</li> </ul> <p>Sites going live this summer in advance of Beacon will receive in basket training in their course of training. Minor changes will come out via email or Insite.</p>	Inform	Mary

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	Medical assistant sending and signing scripts off to pharmacy without provider even looking at order. Epic ambulatory is not training for infusion RNs – it's the clin doc team. Make sure you are engaged in project team weekly meeting. Brandi doesn't see this weekly meeting as driving practice; mostly just an update call. Touchbase with Ben tomorrow to set up a meeting to talk through careflows.		
Revenue / Charge Capture	Doing revenue DCI. Identified that a medication was on the wrong encounter and it was a \$15,000 med. Had this not been caught we may never have been able to charge. Shows as a pharmacy/revenue error.	Ryan to send details to Stacy so they can connect offline. Provide update at the next meeting of root cause and what could have been done to avoid the error.	Ryan/Stacy
Order Sets	<ul style="list-style-type: none"> <li>Turbo session for BMT – agreed to one admission order set.</li> <li>Stem cell infusion – waiting on one more order</li> <li>Meeting this coming Friday for chemo hypersensitivity</li> <li>Bone marrow biopsy set has not been prioritized for our service line.</li> <li>Pathology has their 8 hour session next week to review their orderables.</li> </ul>	Kayla to send Jenn what has been built for hypersensitivity.	Team

Recorded by: Kristin Caudill

Next meeting: Monday, March 20, 2017

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