

**Holmes County Hospital Corporation  
d/b/a Doctors Memorial Hospital  
Board of Trustees Meeting  
October 22, 2019  
Agenda**

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**1.0 Call to Order:**

**2.0 Topic: Approval of Minutes – September 30, 2019**

**3.0 Unfinished Business:**

Warbird Consulting Partners – Bruce Deskin

**4.0 Chairman of the Board Update: Joseph Sowell, Chairman**

**5.0 New Business:**

**5.1 Utilization Review Report- Kyle Contini, M.D.**

**5.1.1 Topic Utilization Review Report**

**July2019**

**August 2019**

**1 Inpatient Transfers**

**3 Inpatient Transfers**

**1 Inpatient AMA**

**1 Inpatient AMA**

**0 Readmit within 30 days**

**0 Readmit within 30 days**

**0 Readmit within 15 days**

**1 Readmit within 15 days**

**5.2 Medical Records Review- Leisa Bailey, M.D.**

**5.2.1 Topic: Delinquent Record Report**

**Conclusion/Recommendation:**

**Stats**

For July and August we had the following delinquencies noted:

July: 22 History & Physicals  
11 Discharge Summaries  
1 Op Reports/Notes  
0 Signatures

August: 22 History & Physicals  
11 Discharge Summaries  
1 Op Reports/Notes  
0 Signatures

**Recommendation/Actions:**

For the past 12 months, there is an average of 34 charts over 30 days past due. Total admissions and surgeries for this period are 1,201. The average delinquent rate for 2019 was 40 charts. This must remain below 50 for the year to meet JCAHO standards.

History and Physicals for July and August was a total of 18 for July and 22 for August. We are averaging 12 History and Physicals for the last 12 months. H&P's are to be on the charts within 24 hours of admission. Signatures reflected 2 charts delinquent in July and August 0 in June. Average for the 12 months is 4.

Discharge summaries must be dictated and signed within 30 days of discharge. We are averaging 17 delinquent charts each month. May and June had 28 delinquent charts for D/C summaries. Of this 12 were in July and 16 in August.

**5.3 Surgical Case Review- Dale Mitchum, M.D.**

**5.3.1 Topic: Surgical Case Reviews for January, February, March 2019**

September: Total Activity: 55; 36 endoscopies, 7 major, 10 minor, 0 blood transfusions, 0 pain management, 2 therapeutic phlebotomy, 2 miscellaneous procedures.

**5.4 Pharmacy & Therapeutics Review- Patrick Hawkins, M.D.**

**5.4.1 Medication Error Update**

**5.4.2 Anticoagulation Update**

**5.5 Chief Nursing Officer Update-Janet Smith, RN DON**

**5.6 Chief of Staff Update- Kyle Contini, M.D.**

**5.6.1 Topic: Medical Staff Fund:**

**\$ 218.22 Account Balance as of July 15, 2019**

**\$ 218.22 Balance as of September 9, 2019**

**Expenses: None**

**Income: None**

**6.0 Chief Executive Officer Update: JoAnn Baker**

**6.1 Hospital Operations Update**

**6.1.1 Physician Recruitment**

**6.1.2 Grant -Revenue Loss submitted/In review**

**6.1.3 Reopening Cost Report/Mid-levels**

**6.1.4 MRI Agreement NWFCH-Update**

**6.1.5 Glucose Machine**

**6.1.6 Equipment needs/Wish list**

**6.1.7 JCAHO Survey-Laboratory/Respiratory Therapy**

**6.1.8 Potential New Board Member**

**6.1.9 Site Visit Ascension/Bay Medical**

**6.1.10 Rodeo Participation/Concessions/Float**

**6.1.11 Marketing- Infusions**

**6.1.12 Buzzer Emergency Room**

**6.1.13 Hometown Health Board Education**

**6.1.14 Indigent Care Tax- Referendum / Marketing Strategy**

**6.1.15 Overtime Forms**

**6.1.16 USDA Refinancing-Update**

**6.1.17 CPSI Training Workshop 10/16/2019**

**6.1.18 Annual Inservice 10/21/2019-10/25/2019**

**6.2 Financial Report**

**6.2.1 Budget 2019-2020**

**7.0 Legal Update:**

**8.0 Adjournment:**