

## **CMHAMM IS Work Group**

### **Meeting Minutes 1/7/04**

CEI – Joanne Holland, Chuck Dougherty, John Hill, Tracey Partridge  
Gratiot – Absent  
Ionia – Lori Richardson

Manistee-Benzie – Brenda Monk  
Newaygo – Randy Betts, Debbie Cline

1. IS Items from Retreat – The group discussed areas of technology and the direction of the affiliation. The group agrees that the affiliation should move toward standardization wherever possible.
2. Document Imaging – Manistee-Benzie’s contract allows for the development of 125 forms in an updateable .pdf format. Staff will enter data into the form, which will be uploaded into the Echo System. They are in Second phase of development with their vendor and ready to conduct some preliminary testing. The decision to go with document imaging was made by the administration and the board.
3. Video Conferencing Proposal – Manistee-Benzie sent documentation to CEI’s finance department, Chuck Dougherty will advise the finance department on handling the cost. Written confirmation from MB’s Executive Director is also needed before moving forward with the use of video conferencing equipment at CEI. Brenda Monk indicated implementation would be 30-60 days as Ameritech needs to be involved.
4. Work Group Report to Core Group – Chuck Dougherty will present to the Core Group on February 4<sup>th</sup> to discuss areas of technology, affiliation purchasing power, and IS requests from other work groups. The work group is concerned that technological decisions being made by individual boards is contrary to the goal of standardization. MB has a signed contract for document imaging that will work with the Echo system. Ionia is meeting with vendors on an electronic medical record.
5. Update on 837 Dental – If Netwerkes were to produce the 837 dental files, its process would then submit those files on to DCH. CEI will ask Netwerkes if they can send the file to CEI so that CEI may submit all affiliate data to DCH. This will require CEI to produce or update existing software to handle this. Chuck Dougherty will provide the information to Bob Sheehan and/or Ken Slater for a decision on how to proceed.
6. Provider Tracking Database for the Affiliation – Chuck Dougherty attended the Provider work group as they requested a database that will maintain the contract provider’s, the contract information and the service array. IS estimates this will take 80-200 hours. Since resources are currently not available, IS will provide a recommendation to the Provider group for contracting the work.
7. 837 Status – MB’s goal is to have encounter files to CEI by the end of January. All other boards have submitted their files, although problems have been found. CPT codes are being received that are not on the DCH crosswalk. CEI asks that only CPT codes that are listed be submitted. If this is not possible, the financial ‘bucket’ the code should go into should be identified.
8. Echo Demonstration – Did not have time to conduct the demonstration.

The next meeting is February 4<sup>th</sup> from 10:00 – 12:00 at Gratiot (same day as Core Group)

Joanne Holland, CEI Business Analyst