

Health Center
Quality Improvement Committee Minutes
Date

Attendees: (list all attendees)

Members Absent: (list all regular members that were not in attendance)

This example demonstrates how to document minutes that concisely reflect the discussion, recommendations, actions, responsible party and follow-up for all agenda topics. "Topics" should mirror agenda and capture goal areas of the quality plan.

Topic	Discussions	Recommendations	Action	Responsible Party	Follow-up Date
Welcome and Introductions	James Biloxi, M.D. convened the meeting of the Quality Improvement Committee and welcomed attendees. Introductions were made.		None	N/A	N/A
Approval of May 11, 2012 Meeting Minutes	Dr. Biloxi asked for approval or changes to the minutes. No changes were recommended. Kathy Owens, RN made a motion for approval, seconded by Jerry Wright. The committee voted to approve the minutes as written. Recommendations: Approve		Approved	N/A	N/A
ROUTINE COMMITTEE REPORTS					
Clinical Program					
Clinical Measures Review: 1. PAP Screens	Dr. Biloxi presented the results of the PAP screen audit <ul style="list-style-type: none"> - Performance targets have declined with implementation of EMR. See flow sheet.. - 15% of PAPs were not fully entered in EMR - Flow of lab results from reference lab to EMR is prompting delays in documenting and communicating PAP results. 	IT department and Lab director to work with Quest Lab to resolve the electronic transfer issue.	Lab director to arrange a meeting with Quest Lab Tech, Health Center IT Tech and Lab Director to problem solve the communication concern	Lab Director	July 10, 2012
2. Meaningful Use Implementation	Dr. House reports that 100% of eligible staff have attested for meaning use	Proceed to Phase 2 of meaningful use in fall 2012	Appoint a subcommittee to review meaningful use measures and communicate a summary to providers	Committee Chair	July 10, 2012

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Administrative Reports					
Patient Satisfaction Financial Measures Staff Competency / Credentialing / Privileging					
Dental Program Reports					
Dental Clinical Measures Review				N/A	N/A
Pharmacy Program Reports					
Pharmacy Clinical Measures Review					
Behavioral Health Program Reports					
Behavioral Health Program Clinical Measure Review					
OLD BUSINESS					
Old Business	<i>(Include items that were recommended for follow-up based on previous meetings. Maintain items in "Old Business" until they are completed or there is recommendation to discontinue.)</i>				
NEW BUSINESS					
PCMH Transformation	Max Munsford, CFO reported that funds were available to assist with projects designed to assist health centers in transforming into PCMH's. Group discussed need to assess patient scheduling process and to develop a patient portal in the new system.	Request that the Board consider bringing in a consultant to evaluate the health center for open access scheduling.	Request for consultant will be communicated by CEO	CEO	August 2012 Board Meeting
		Arrange with EMR vendor to demonstrate for professional staff the patient portal application.	IT shall arrange with EMR vendor to demonstrate for professional staff the patient portal application.	IT Coordinator	August 2012

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Meeting Adjournment	The meeting was adjourned at 1:00pm.				Next meeting July 10, 2012
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Date Minutes Accepted: _____

Committee Chairman: _____

NEXT SCHEDULED MEETING: July 10, 2012 in the Conference Room at the Health Center