

CREDENTIALING CHATTER

3RD QUARTER — 2009

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POST-MEETING PROCESSES

In our last two newsletters, we discussed preparing for Committee meetings and working with Credentials Committee Chairs. To conclude the series, this article will discuss post-meeting processes.

Following the conclusion of the committee meeting, optimally the coordinator will return to the office and begin typing the meeting minutes while the discussion is still fresh in his/her mind. Because time does not always allow for creating minutes immediately after the meeting, the final deadline should be no later than five working days after the meeting. Completing the minutes in a short timeframe will not only result in increased accuracy, but will also provide a sense of accomplishment for the coordinator. The minutes are off of your desk and your To Do list, the credentials files are put away, and all other documents are filed or thrown out.

The following are suggested steps for completing this task:

- Type the draft minutes
- As you are typing the minutes, begin drafting the agenda for the next meeting, to include de-

ferred agenda items and any items requiring follow-up and report back to the committee

- Place an original agenda and copies of all documents distributed at the meeting in the Committee meeting binder (i.e., the binder where all original documents from the meetings and the approved, signed minutes are kept)
- If you track it, enter meeting attendance into the database

The day after you have completed the above tasks, review the minutes. You will be amazed at how effective this can be. You will often find typo's that didn't seem to be there when you first reviewed the document and you will also find that you may want to change the way in which some of the information was written. After your final review, inform the Chair that a draft of the minutes and follow-up documentation are available for his/her review. You may also want to inform presenters that their section of the minutes can be reviewed, helping to ensure that your documentation accurately reflects their presentation. Granted,



sometimes presenters will change the minutes and when you review their notes you wonder, "Was I in the same meeting they were in?" It's okay. You have the option of not making the changes and, if any of the committee members feel the documentation should be altered, they have the option at the next meeting to make a motion to amend the minutes. No harm, no foul.

After the review has been completed, make the final edits to the minutes and any follow-up correspondence, forward the follow-up correspondence to the appropriate recipient(s), and you are done until it's time to prepare for the next meeting. Again, you have removed all of this from your desk and do not need to think about it again for another couple of weeks, letting you spend time on those day-to-day tasks without that nagging in the back of your head reminding you that your next meeting is coming up and you have yet to close out the last meeting!

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CHATTER BOX

Go to our website www.lsmssc.com/credentialingchatter.html and vote on this issue's polling question:

What is your actual timeframe for completing meeting minutes?

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POST-MEETING PROCESSES — CON'T

If any of our readers have ideas to share regarding this series, we would enjoy hearing from you. Please write to us at lynn@lsmssc.com or sarah@lsmssc.com and we may print your comments/suggestions in an upcoming newsletter. Thank you for your time and support of LSMSSC.

LS Medical Staff Services Consulting, LLP, is dedicated to providing quality and timely credentialing & privileging services to the Medical Staff/Credentialing Office. We have over 30 years of experience in the field and have been certified by the National Association Medical Staff Services.

We formed our company with you in mind. Our services are customized to meet the needs of your organization. Whether providing assessments, consulting, training or temporary staffing, our mission is to equip your Medical Staff/Credentialing Office with the tools needed to enhance and further promote the success of your organization.

Are you ready for tomorrow? Don't wait; call us today and find out how we can help get you on track!

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