



Mayers Memorial Hospital District

Chief Executive Officer

Matthew Rees, MBA

Board of Directors

Allen Albaugh, President
 Brenda Brubaker, Vice President
 Abe Hathaway, Treasurer
 Michael D. Kerns, Secretary
 Art Whitney, Director

BOARD of DIRECTORS
MEETING AGENDA
 July 30, 2014, 1:00 PM
 Board Room (Fall River)

Mission Statement

Mayers Memorial Hospital District serves the Intermountain area providing outstanding patient-centered healthcare to improve quality of life through dedicated, compassionate staff and innovative technology.

1	CALL MEETING TO ORDER – Allen Albaugh, President	
2	CALL FOR REQUEST FROM THE AUDIENCE: PUBLIC COMMENTS OR TO SPEAK TO AGENDA ITEMS: Persons wishing to address the Board are requested to fill out a "Request Form" prior to the beginning of the meeting (forms are available from the Clerk of the Board (M-W), 43563 Highway 299 East, Fall River Mills, or in the Board Room). If you have documents to present for the members of the Board of Directors to review, please provide a minimum of nine copies. When the President announces the public comment period, requestors will be called upon one-at-a time, please stand and give your name and comments. Each speaker is allocated five minutes to speak. Comments should be limited to matters within the jurisdiction of the Board. Pursuant to the Brown Act (Govt. Code section 54950 et seq.) action or Board discussion cannot be taken on open time matters other than to receive the comments and, if deemed necessary, to refer the subject matter to the appropriate department for follow-up and/or to schedule the matter on a subsequent Board Agenda.	
3	APPROVAL OF MINUTES: 3.1 Regular and Special Meetings – June 25, 2014 (ATTACHMENT A)	ACTION ITEM
4	OPERATIONS <ul style="list-style-type: none"> ▶ C3 Report (CEO, CNO, CCO) (ATTACHMENT B) ▶ Facilities Management Report – Louis Ward, Director of Support Services ▶ Support Services Report/EMR Report by Louis Ward, Director of Support Services 	Information
5	BOARD COMMITTEES: 5.1 Finance Committee – Chair Allen Albaugh 5.1.1 Committee Meeting Report 5.1.2 June 2014 Financial review and acceptance of financials (<i>dispersed separately</i>)..... 5.1.3 Health Insurance Recommendation and Approval..... 5.1.4 USDA Loan Resubmission review and approval..... 5.2 Strategic Planning Committee – Chair Abe Hathaway 5.2.1 Committee Meeting Report 5.3 Quality Committee – Chair Brenda Brubaker 5.3.1 Committee Meeting Report	Information ACTION ITEM ACTION ITEM ACTION ITEM

Date: June 25, 2014
Time: 1:01 P.M.
Location: Mayers Memorial Hospital
Fall River Mills, California

(These minutes are not intended to be a verbatim transcription of the proceedings and discussions associated with the business of the board's agenda; rather, what follows is a summary of the order of business and general nature of testimony, deliberations and action taken.)

1. CALL MEETING TO ORDER: President Allen Albaugh called the regular meeting to order at 1:01 p.m. on the above date with the following present:

Allen Albaugh, President
Brenda Brubaker, Vice President
Mike Kerns, Secretary
Abe Hathaway, Treasurer
Art Whitney, Director

Board Members Absent: none

Staff Present: Matt Rees, CEO; Keith Earnest, CCO; Sherry Wilson, CNO; Valerie Lakey, Board Clerk; Travis Lakey, CFO; Louis Ward, Director of Support Services; Caleb Johnson, Compliance; Marlene McArthur, IHF CEO

2. CALL FOR REQUEST FROM AUDIENCE TO SPEAK TO ISSUES OR AGENDA ITEMS: None

3. APPROVAL OF MINUTES – A motion/second (Kerns/Hathaway), and carried, (Whitney abstain) the Board of Directors accepted the minutes for the regular meeting - May 28, 2014.

4. OPERATIONS REPORT:

In addition to the written operations report included in the board packet, the following verbal reports and discussions are summarized below:

- ▶ **Matt Rees, CEO:** Rees has been working with CCHAN (33 members) group looking at a self-funded employee health benefit plan (15 members to potentially be involved) There will be a meeting on July 10 and they will be looking at what we can do in the future:
 - Potentially bringing in the community businesses.
 - Healthcare payments will be changing in the future.
 - Control health of population by offering incentives and encouraging prevention. Example: Incentives – lower healthcare cost based on BMI, Blood pressure, etc. There would be stop-loss insurance in order to provide protection.
 - The group is trying to plan for the future as payment structure changes are anticipated.

Rees also reported that **OSHPD** is doing meetings around the state – to see what concerns are, etc.

- ▶ **Keith Earnest, CCO:** In the Lab we have a contract with Shasta College for phlebotomy training – we previously worked with Boston Reed College which has closed. There is a new program for Shasta College starting in September. Earnest also noted that we are working on recruiting a CLS – a part-time potential employee in the community.

Imaging – We have had some issues with the company that has the remote PACS system – we had a contract with them. As we started transferring stored images to our own system, we encountered problems and the company has locked Soda out of system. We have talked to legal – it has not been a smooth process.

Medication on Crash Carts – will be adding epi-pens as we sometimes have patients with no IV access that may have need.

Sleep studies – in exploratory phase.

- ▶ **Sherry Wilson, CNO:** LTC Census at 70 – There have been 2 CNA's hired and 2 going to the CNA class.

We received a grant for 2 medication carts. Maintenance is working on the lifts. Ordered two lifts for Burney Annex.

There has still been no CDPH visit and we are still anticipating the survey. Wilson has had continued communication with CHA regarding recent surveys. One thing they are focusing on is trying to show lag time from time CDPH shows up and when the report is issued.

Brubaker had a question about who facilitated MVHC meetings – She noted that she thinks it is very positive and a great way to bridge the gap with the clinic. Louis Ward has taken the lead to set up meetings, etc. There will be another meeting July 2.

Whitney asked Wilson if there have been any mock surveys – She said there had not, but will when the consultant is available.

- ▶ **EMR – Louis Ward, Director of Support Services**

- Ward gave the board a handout on where we are with Meaningful Use. We are 7 days away from meeting meaningful use; but the criterion has changed. We will be achieving Stage 1, Year 2, although we still actually meet the criteria for Stage 2. We will put in for payments – then will start Stage 2 – the first day allowed to begin the process is October 1, 2014
- MVHC and MMHD have 2 separate kinds of records – Ward is working with them to interface the portals
- Working with Northstate Health connect – on a Health Information Exchange system (HIE)
- Dr. Dahle has done well with being an advocate for EMR processes.
- Facilities – Dave Burks has been running the crew and is doing a great job.
- Brubaker has concerns about construction questions that may come up – Ward assured her he is getting up to speed and is working to build a relationship with OSHPD; which is critical

- ▶ **Marlene McArthur – IHF CEO** –McArthur reported that the Foundation has 2 new board members; Jim Hamlin and Martin Johnson. There are 11 board members total. Capital Campaign – they have had 3 trainings – McArthur is excited about how the trainings have gone. They are working on a video and updating the power point. McArthur said they need to finalize the numbers to move forward. Trying to set up meetings

Other Foundation Highlights:

- Filed extension – on form 990 – August 15
- Meeting with organizations
- 2 scholarships were awarded – one graduating senior, one MMHD employee
- Grant year - \$66,000 awarded so far - \$100,000 left to apply for
- Working with Rotary to help with ambulance financing
- Golf tournament – working on getting registration forms in

- Sponsorships – Grand Raffle
- Healthcare Heroes – tomorrow night in Redding – Honoring Dr. Matthews
- LAFCO (re-submit application) meeting in July - will go back before the board

5. BOARD COMMITTEES:

5.1 Finance Committee – Chair Allen Albaugh

5.1.1 Committee met prior to board meeting and various issues were discussed – including new facility financing - Whitney reported on the meeting with USDA Tuesday, June 24. Our loan application package needs to be re-structured to be sent back to federal by July 17.

5.1.2 May 2014 Financial Reports **(Whitney/Kerns) Approved (All) (Exhibit A)**

5.1.3 2014-15 Budget Adoption **(Kerns/Whitney)** (Exhibit B)

5.2 Strategic Planning Committee – Chair Abe Hathaway

5.2.1 Committee Meeting Report – Hathaway reported on the June Committee meeting. Minutes were sent out to all board members.

5.2.2 The 2014- 2015 Strategic Plan was approved.**(Kerns/Whitney) Approved**

5.3 Quality Committee – Chair Brenda Brubaker

5.3.1 Committee Meeting Report: Quality Committee meeting. Brubaker referenced the committee meeting minutes that were sent out and noted that Physical Therapy is re-establishing the Fit for Duty/Return to Work program which will aid in workers' comp (our rates and modifier went down)

6. NEW BUSINESS

6.1 July meeting date –It was decided to move the July meeting from July 23 to July 30, 2014
(Albaugh/Brubaker) Approved

6.2 Ad Hoc Committees

Chairman Albaugh appointed the following board members to AdHoc Committees:

- Employee Health Benefits – Brubaker, Whitney
- CEO Evaluation Process – Hathaway, Kerns

8. INFORMATION/BOARD EDUCATION/ANNOUNCEMENTS

- ▶ Board Education – QHR Webinar 2nd Tuesday each month, 10 a.m. PST
- ▶ CCHAN Meeting July 10

9. ANNOUNCEMENT OF CLOSED SESSION: 3:36 pm

9.1 Government Code Section 54962

Quality Assurance: Quality Improvement Issues, Medical Staff Report (Dr. Dan Dahle, Chief of Staff)

9.2 Government Code Section 54957: Personnel – CEO Evaluation

10. RECONVENE OPEN SESSION: REPORT ACTIONS TAKEN DURING CLOSED SESSION

New CEO contract beginning in July for 2015, 2016 - Kerns/Whitney approved

11. ADJOURNMENT: There being no further business, at the hour of 3:53 p.m., President Albaugh declared the meeting adjourned. 3:53 pm

Attachment A
DRAFT

Mayers Memorial Hospital District
Board of Directors – Special Board Meeting

Date: June 25, 2014

Time: 1:01 P.M.

Location: Mayers Memorial Hospital
Fall River Mills, California

(These minutes are not intended to be a verbatim transcription of the proceedings and discussions associated with the business of the board's agenda; rather, what follows is a summary of the order of business and general nature of testimony, deliberations and action taken.)

1. CALL MEETING TO ORDER: President Allen Albaugh called the regular meeting to order at 3:53 p.m. on the above date with the following present:

Allen Albaugh, President
Brenda Brubaker, Vice President
Mike Kerns, Secretary
Abe Hathaway, Treasurer
Art Whitney, Director

Board Members Absent: none

Staff Present: Matt Rees, CEO; Keith Earnest, CCO; Sherry Wilson, CNO; Valerie Lakey, Board Clerk

2. CALL FOR REQUEST FROM AUDIENCE TO SPEAK TO ISSUES OR AGENDA ITEMS:

No public comments.

3. ANNOUNCEMENT OF CLOSED SESSION: 3:54 pm

10.1 **Government Code Section 54962**

Quality Assurance: Quality Improvement Issues, Medical Staff Report (Dr. Dan Dahle, Chief of Staff)

Medical Staff REAPPOINTMENT

✓ Frederic Jones, PhD

MEDICAL STAFF APPOINTMENT

✓ Dale Syverson, MD, General Surgery
✓ Michael Owens, MD Family Practice Core Privileges

4. RECONVENE OPEN SESSION: REPORT ACTIONS TAKEN DURING CLOSED SESSION

5. ADJOURNMENT: There being no further business, at the hour of 4:07 p.m., President Albaugh declared the meeting adjourned. 4:07 pm

Critical Access Hospital

Keith Earnest, Pharm.D., Chief Clinical Officer

Physical Therapy

- Due to changes in the local physicians the PT department has seen a decrease in referrals.
- PT will be promoting our services to orthopedic surgeons in Redding and Yreka.
- Jolene Platko, PT, department manager, is working with Paul Eves in billing in reviewing denials.
- The newly added therapeutic massage modality is being reimbursed.

Laboratory

- A new hire CLS, Marsha Veldhuizen, is orienting in lab. Her family has relocated to the area from Visalia.
- The new glucometers are in place in all areas in the hospital and are being implemented on the ambulances.
- Mayers has been performing the parallel testing for Modoc Medical Center's new chemistry analyzer.
- Lab personnel is replanting the planters at the Burney Annex.

Imaging

- The department planned and participated in a mock code in the CT trailer. Lesson learned during the mock code will be reflected in the policy and staff training.
- A letter drafted by legal counsel and Mayers compliance department was sent to the company handling our remote PACS system so we can get images and reports transferred to our new PACS system. This is needed before it goes live.

Pharmacy

- The afterhours pharmacy company that Mayers was contracted with has closed its doors effective July 1st.
- The go live date with the new afterhours company is August 13th. In the interval between companies I am processing orders remotely afterhours.
- The new company will be less expensive and have additional services such as remote verification of patients own medications via remote image capture.

Acute

Prepared by Sherry Wilson, RN, Chief Nursing Officer

Obstetrics

- As the New OB department manager, I am happy to say that we have all the criterion in place and our two nurses Erin Reeves, and Richelle Pasadore will be commencing OB training July 28th with UCDMC! Next, I am currently reviewing all policies and practices in place and sorting through CAH guidelines pertinent to California. It is my goal to revise any policies in place so that we are up to ACOG (**American Congress of Obstetricians and Gynecologists**), and AWHONN (**The Association of Women's Health, Obstetric and Neonatal Nurses**) standards of practice, and to be following JCAHO (The Joint Commission on the Accreditation of Health Care Organizations) standards for national patient safety goals in healthcare practice. Also, I am very excited to be opting in this fall with BetaRM in the continued education for core measures in obstetrical care for our staff. I have chosen Post-Partum Hemorrhage and Pre-Eclampsia to be our focus for QI projects

for this year and am currently working on building our PP hemorrhage cart. I look forward to working with our staff and creating a tight cohesive group to manage these emergencies in the future.

Holly Green BSN, RNC

Emergency Department

- ED seen total of 335 patients. Many of these patients were very sick needing extensive care keeping our ED staff quite busy. The last week of June we shipped 8 patients to Redding requiring an ICU, 3 of them were intubated.
- Ambulance calls total: 35 (IFT: 10, Big Valley: 7)
- The loss of Pat Baremore greatly saddens our department. She was the ED manager for decades. Many of us took our EMT I and other courses from her. She molded our ED and EMS of the Inter-Mountain Area to what it is today. She will be greatly missed and always looked up to as our mentor and selfless leader.
- New Hires -- increasing our available staff to do inter-facility transfers, which will likely increase over the summer: 1 paramedic – casual status, 3 EMT1 – casual status
- Kathy Broadway, Margret Truan and Dave Robb doing a presentation for the Burney Rotary club July 17, 2014 in hope to be awarded \$30,000 towards our Ambulance Fund
- Many ED members attended the HICS (Hospital Incident Command Systems) training. Great information on how to work an incident, either big or small.
- 3 ED Nurses and at least 2 paramedics attended the STABLE class learning more about neonatal care.

Surgery

- Dr. Guthrie continues doing surgery one day a month.
- Dr. Syverson is anticipated to start in the clinics August 11.
- He has requested specific items for laparoscopic cholecystectomies that he is currently using in Alturas. These items are patient chargeable.
- Surgery hired a housekeeper to take the place of our previous housekeeper. We hope to have her completely oriented prior to Dr. Syverson’s start.

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**Skilled Nursing Facility – Burney & FRM**

*Submitted By: Sherry Wilson, RN, CNO*

- Census is at 74
- The Burney Annex put the float together for Burney Basin Days and won 2<sup>nd</sup> Place.

**Approved Policies**  
**April 1, 2014 through June 30, 2014**

| <b>Document Name/Policy</b>                                  | <b>Department</b>     | <b>New/Revised</b> |
|--------------------------------------------------------------|-----------------------|--------------------|
| Resident Activities Treatment Plan MMH121                    | Activities            | R                  |
| Adverse Event Report MMH304                                  | Acute - Med Surg      | R                  |
| Bucks Unilateral Leg Traction (one leg) Attachment           | Acute - Med Surg      | R                  |
| Discharge Instructions for Paracentesis MMH449               | Acute - Med Surg      | R                  |
| Inmates, Care of                                             | Acute - Med Surg      | R                  |
| Inpatient Admission Certification Statement MMH523           | Acute - Med Surg      | R                  |
| Notice of Privacy Practices MMH454                           | Acute - Med Surg      | R                  |
| Paracentesis                                                 | Acute - Med Surg      | R                  |
| Possible Medical Records Breach Report MMH305                | Acute - Med Surg      | R                  |
| Pressure Ulcer Turn Clock                                    | Acute - Med Surg      | N                  |
| Unusual Event Flow Sheet MMH302                              | Acute - Med Surg      | R                  |
| Unusual Events                                               | Acute - Med Surg      | R                  |
| Physician Orders for Life Sustaining Treatment (POLST)       | Acute Social Services | R                  |
| Administrator On Call                                        | Administration        | R                  |
| Annual Program Evaluation                                    | Administration        | R                  |
| Anesthesia Administration - Informed Consent                 | Anesthesia            | R                  |
| Anesthesia Administration, Location of                       | Anesthesia            | R                  |
| Anesthesia Questionnaire and Informed Consent MMH29          | Anesthesia            | R                  |
| Clinical Indications for Anesthesia MMH480                   | Anesthesia            | R                  |
| General Principles of Anesthesia Care                        | Anesthesia            | R                  |
| Local Without Sedation Flow Sheet FORM MMH53                 | Anesthesia            | R                  |
| Medication Audit Record, Anesthesia MMH424                   | Anesthesia            | R                  |
| Outdated Medications, Anesthesia                             | Anesthesia            | R                  |
| Public Forum During Bd Mtgs and Req to be Heard              | Board of Directors    | R                  |
| Public Interface                                             | Board of Directors    | R                  |
| Succession Plan BOD-Approved 12.22.2009                      | Board of Directors    | R                  |
| Compliance with Fed State and Local Laws and Regs            | CAH                   | R                  |
| Compliance With Hospital Requirements at Time of Application | CAH                   | R                  |
| Nutrition                                                    | CAH                   | R                  |
| Nutritional Screening Form MMH225                            | CAH                   | R                  |
| Organ, Tissue and Eye Procurement                            | CAH                   | R                  |
| Physical Plant and Environment - Life Safety From Fire       | CAH                   | R                  |
| Resident Behavior and Facility Practices                     | CAH                   | R                  |
| Special Requirements, Eligibility, SNF Services              | CAH                   | R                  |
| Staffing and Staff Responsibilities                          | CAH                   | R                  |
| Work, Mail, Access, Personal Property, Married Couples       | CAH                   | R                  |
| Cardiac Rehabilitation-Phase III                             | Cardiac Rehab         | R                  |
| Emergency Management Committee                               | Disaster              | R                  |
| Emergency Management Program Manager Responsibilities        | Disaster              | R                  |
| Emergency Operations Plan Activation Evaluation Form MMH387  | Disaster              | R                  |
| Emergency Operations Plan-Exercises and Improvement Plans    | Disaster              | R                  |
| Adult Crash Cart DAILY CHECK LIST MMH87                      | Emergency Department  | R                  |

**Approved Policies**  
**April 1, 2014 through June 30, 2014**

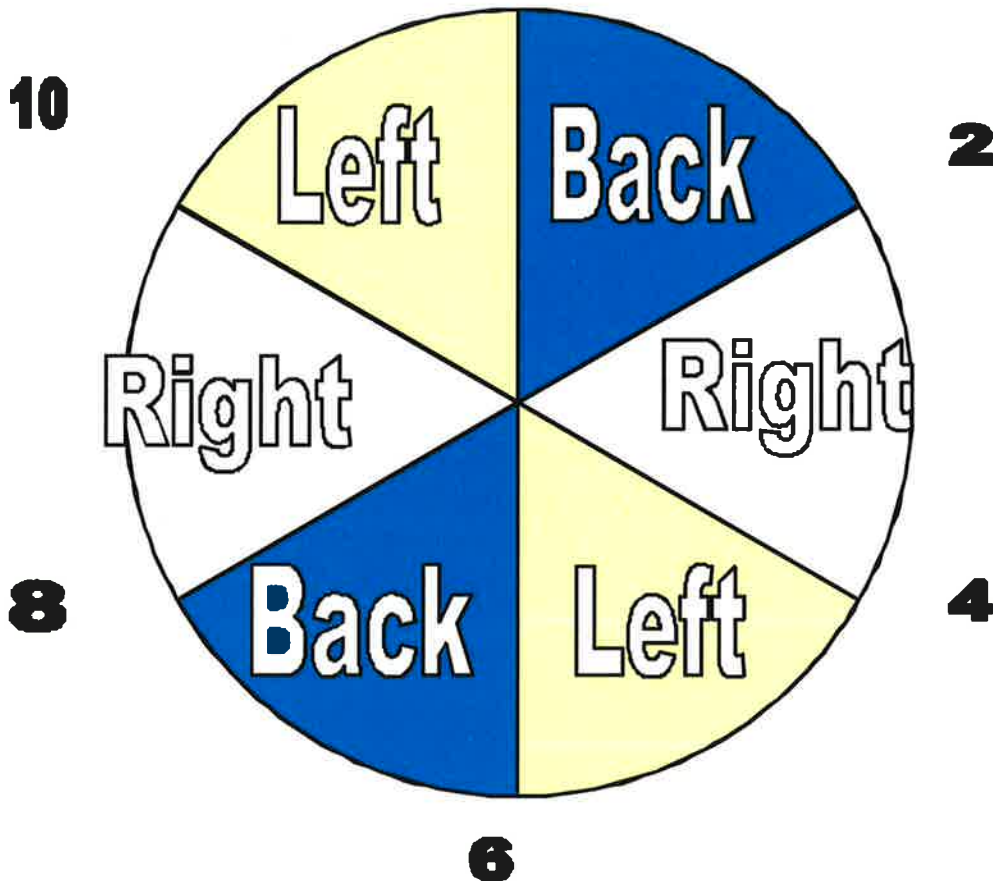
| <b>Document Name/Policy</b>                                         | <b>Department</b>      | <b>New/Revised</b> |
|---------------------------------------------------------------------|------------------------|--------------------|
| Crash Cart                                                          | Emergency Department   | R                  |
| Crash Cart Lock Change Log MMH428                                   | Emergency Department   | R                  |
| Electrocardiogram                                                   | Emergency Department   | R                  |
| Scope of Service, Emergency Room                                    | Emergency Department   | R                  |
| Sedation Post-Procedural Quality Monitor MMH165                     | Emergency Department   | R                  |
| TPA Nursing Protocol - Acute Coronary Syndrome -Acute M.I. Nursin   | Emergency Department   | R                  |
| Transferring Trauma Patients                                        | Emergency Department   | R                  |
| Daily Dining Room Cleaning Log MMH484                               | Environmental Services | R                  |
| Unit Daily Cleaning Occupied Room                                   | Environmental Services | R                  |
| Electronic Communication of Protected Health Information (PHI)      | HIPAA                  | R                  |
| ABI/Risk Assessment Form MMH478                                     | Imaging                | R                  |
| Artificial Nails                                                    | Infection Control      | R                  |
| Cauti Urinary Catheter Reminder and Justification MMH486            | Infection Control      | R                  |
| Flu Vaccine Declinations Statement MMH447                           | Infection Control      | R                  |
| Health Care Associated Infections (HAI) Surveillance in Surgery     | Infection Control      | R                  |
| Health Care-Associated Infections (HAI) Surveillance, Acute Care-SN | Infection Control      | R                  |
| Infection Control Monthly Tracking Letter MMH505                    | Infection Control      | R                  |
| Influenza Vaccination Received Elsewhere MMH445                     | Infection Control      | R                  |
| Medical Waste Management Plan                                       | Infection Control      | R                  |
| MEDICAL WASTE MANAGEMENT PLAN CERTIFICATION                         | Infection Control      | R                  |
| Monthly Infection Tracking Report MMH506                            | Infection Control      | R                  |
| Physician Orders Influenza-Pneumococcal-MRSA Screening MMH32        | Infection Control      | R                  |
| Pneumococcal Vaccine                                                | Infection Control      | R                  |
| Prevention of Catheter-Associated Urinary Tract Infection (CAUTI)   | Infection Control      | R                  |
| Respiratory Hygiene/Cough Etiquette                                 | Infection Control      | R                  |
| Surgical Site Infection Worksheet MMH504                            | Infection Control      | R                  |
| Anaphylaxis Treatment and Management                                | IV-Med                 | R                  |
| Medical Waste Management Guidelines CHART MMH70                     | Maintenance            | R                  |
| Application for Medical Staff Reappointment                         | Medical Staff          | R                  |
| Cleaning Between Patients - Outpatient Department, Room             | Outpatient Medical     | R                  |
| Intravenous Immune Globulin (Human) (IVIG) Infusion                 | Outpatient Medical     | R                  |
| IV Immune Globulin Patient Information Handout MMH459               | Outpatient Medical     | R                  |
| Photographic Wound Documentation MMH78                              | Outpatient Medical     | R                  |
| Physicians Order - IVIG Therapy/Central Line Care MMH421            | Outpatient Medical     | R                  |
| Rabies CDC Vaccine Information and PEP Schedule                     | Outpatient Medical     | R                  |
| Rabies Confidential Morbidity Report - From A                       | Outpatient Medical     | R                  |
| Rabies Vaccination Consent Form mmh430                              | Outpatient Medical     | R                  |
| Shasta Co Rabies Control Investigation Record (Animal Bite Report)  | Outpatient Medical     | R                  |
| PUB325 Your Rights To Make Decisions (Advance Directives)           | Patient Access         | R                  |
| Request to Be Cleard for Scheduling MMH493                          | Patient Access         | N                  |
| addEase Binary Connectors, Use of                                   | Pharmacy               | R                  |
| Ambulance Narcotic Log MMH441                                       | Pharmacy               | R                  |

**Approved Policies**  
**April 1, 2014 through June 30, 2014**

| <b>Document Name/Policy</b>                                            | <b>Department</b>   | <b>New/Revised</b> |
|------------------------------------------------------------------------|---------------------|--------------------|
| Intravenous Drug Guidelines                                            | Pharmacy            | R                  |
| List of IV Guidelines                                                  | Pharmacy            | R                  |
| Patient Charging Physical Therapy                                      | Physical Therapy    | R                  |
| Acetaminophen Overdose Protocol MMH507                                 | Preprinted Orders   | R                  |
| Physician Orders - Imaging - Spanish MMH469S                           | Preprinted Orders   | R                  |
| Physician Orders - Imaging MMH469E                                     | Preprinted Orders   | R                  |
| Physician Orders - Zoledronic Acid Reclast Referral MMH270             | Preprinted Orders   | R                  |
| Cancellation of Purchase Orders                                        | Purchasing          | N                  |
| Communications                                                         | Purchasing          | N                  |
| Construction Purchase Orders                                           | Purchasing          | N                  |
| Credits to Stock                                                       | Purchasing          | N                  |
| 6 Minute Walk Test Recording Sheet - RT MMH514                         | Respiratory Therapy | N                  |
| COPD Patient Knowledge Assessment MMH511                               | Respiratory Therapy | N                  |
| Initial Respiratory Evaluation - MMH513                                | Respiratory Therapy | N                  |
| Oxygen Mist Tent                                                       | Respiratory Therapy | R                  |
| Pulmonary Rehab Tracking Sheet MMH515                                  | Respiratory Therapy | N                  |
| Abuse Resident, SNF                                                    | Skilled Nursing     | R                  |
| Physicians Orders, SNF                                                 | Skilled Nursing     | R                  |
| Power Failure Contingency                                              | Skilled Nursing     | R                  |
| Room, Resident                                                         | Skilled Nursing     | R                  |
| Assistants for Surgery                                                 | Surgery             | R                  |
| Colonoscopy                                                            | Surgery             | R                  |
| Event Related Guidelines and Responsibilities for Central Sterile Tech | Surgery             | R                  |

# Turn Clock

12



Identify those patients at risk for developing pressure ulcers and post the Turn Clock on the doors to the rooms for those patients. The turn clock tool is posted to alert staff that this patient has been identified as being at risk for pressure ulcers. It serves as an important reminder to reposition the patient every two hours, a key component of care for at-risk patients.

**MAYERS MEMORIAL HOSPITAL DISTRICT**

REQUEST TO BE CLEARED FOR SCHEDULING

Date of Request: \_\_\_\_\_ By: \_\_\_\_\_

Department requesting clearance: Check One

- Outpatient Surgery: \_\_\_\_\_ (Description of Service)  Inpatient
- Outpatient Services: \_\_\_\_\_ (Description of Service)
- Respiratory Therapy: \_\_\_\_\_ ( W/wo Abg Labs)
- Cardiac Rehab: \_\_\_\_\_ (How many sessions ordered)
- Dietician: \_\_\_\_\_ E-Raf/TAR Required \_\_\_ Yes \_\_\_ No
- Telemedicine: \_\_\_\_\_ E-Raf/TAR Required \_\_\_ Yes \_\_\_ No

Pre Authorization Required : \_\_\_ Yes \_\_\_ NO \_\_\_ Not Required: Verified by: \_\_\_\_\_

ICD-9 code: \_\_\_\_\_ Anticipated CPT code: \_\_\_\_\_

Ordering Physician: \_\_\_\_\_ Date of Service/Time: \_\_\_\_\_

Patient Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Patient notified? \_\_\_ Yes \_\_\_ No

Med Rec #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Demo's attached? \_\_\_ Yes \_\_\_ No

**\*\*Please attach copies of all orders and demographic information received from the ordering physician. If missing request could be denied. Diagnosis and procedure are needed to verify coverage.\*\***

Request Receive: \_\_\_\_\_ Time Request received: \_\_\_\_\_ By: \_\_\_\_\_

Primary Insurance: \_\_\_\_\_ Member ID: \_\_\_\_\_

Effective Date of Coverage: \_\_\_\_\_ Co-pay:\$ \_\_\_\_\_ Remaining Deductible: \$ \_\_\_\_\_

Secondary Insurance: \_\_\_\_\_ Member ID: \_\_\_\_\_

Effective Date of Coverage: \_\_\_\_\_ Co-pay:\$ \_\_\_\_\_ Remaining Deductible: \$ \_\_\_\_\_

Cleared

Notes : \_\_\_\_\_

Denied: Returned to Requesting Department

Reason:

- Pre-Authorization needs to be obtained by ordering physician
- Demographic information incomplete/incorrect
- Service not covered by insurance.
- Other: \_\_\_\_\_

Date Request Completed: \_\_\_\_\_ By: \_\_\_\_\_

APPROVALS: HIM: 3/12/12; ER: 12/22/11; P&P: 5/13/14;  
MMH493 /MK

**MAYERS MEMORIAL HOSPITAL DISTRICT**  
**POLICY AND PROCEDURE**  
**CANCELLATION OF PURCHASE ORDERS**

**POLICY:**

The Materials Management Department will review all purchase orders that are more than six (6) months old or more than sixty (60) days past the expected delivery date.

**PROCEDURE:**

- The Purchasing Agent or the Materials Management Director will discuss the need for the item with the user department.
- The Purchasing Agent will notify the vendor that the order will be canceled if it is not received within ten (10) days.
- Purchasing will notify Accounts Payable, Receiving and the user department of the cancellation.
- The user department must request a re-order of the item if it is needed before a new purchase order will be processed.
- All canceled purchase orders will be filed for three (3) years on the Materials Management Department.

## **MAYERS MEMORIAL HOSPITAL DISTRICT**

### **POLICY AND PROCEDURE**

#### **COMMUNICATIONS**

##### **POLICY:**

- The Materials Management Department will maintain a communication book. The Director is responsible for noting changes, notices and important information in the notebook daily.
- Notations in the communication book will be clear and concise. All entries will be signed.
- Staff members will read the communication book each day when they arrive at work.
- Another means of communication will be a bulletin board in the department. All official notices, memos, minutes of meetings, procedures and policies, departmental changes, activities, etc., will be posted on the board. Each employee will initial the memo that he/she has read it. Once the memo has been initialed by all employees, the memo will be filed.
- All written communications will be approved by the Materials Management Director.



## **MAYERS MEMORIAL HOSPITAL DISTRICT**

### **POLICY AND PROCEDURE**

## **CONSTRUCTION PURCHASE ORDERS**

### **POLICY:**

- A construction purchase order will be used for supplies and equipment that are a part of new construction and major renovation.
- The Chief Executive Officer will review and approve all items. The Engineering Department will complete a list of items necessary for construction.

### **PROCEDURE:**

- Exact specifications must be listed on each purchase order including, but not limited to:
  - Quantity
  - Description of item (size, color)
  - Model number
  - Price
  - Total
  - Terms of shipping
  - Anticipated delivery date
  - Installation
  - Warranty
  - Instructions
- The purchase order will be forwarded to the Materials Management Director for signature.
- The following will be sent a completed purchase order:
  - Chief Executive Officer
  - Accounts Payable
  - Purchasing Agent
  - Receiving
  - Vendor
- Accounts Payable maintains a copy of the confirmed purchase order until items and invoices are received.
- When items are received, Receiving will indicate receipt of items as per department policy and procedure. When all items have been received, the completed purchase order and invoice will be forwarded to Accounts Payable for processing.
- Accounts Payable will compare the invoice to the purchase order and schedule the invoice for payment.
- All completed purchase orders will be filed according to vendor in the completed construction file.

## **MAYERS MEMORIAL HOSPITAL DISTRICT**

### **POLICY AND PROCEDURE**

#### **CREDITS TO STOCK**

##### **POLICY:**

Credits to stock will follow the same procedure as issues. The procedure is processed as a negative issue and the quantity is added to stock and deducted from the department's cost center accounts.

##### **PROCEDURE:**

- Credits to stock require the following information:
  - Cost center of department being credited
  - Item number
  - Quantity and unit
- The returning department completes a Stock Requisition Form in red ink and prints "Credit" on the form.
- The Inventory Control Clerk will review, prepare and enter all credits to stock. "Posted" will be marked on all completed credits to stock.

# MAYERS MEMORIAL HOSPITAL DISTRICT

## Six Minute Walk Test Recording Sheet

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Age: \_\_\_\_\_

Current Respiratory Medications: \_\_\_\_\_

Predicated Max Heart Rate: \_\_\_\_\_

Pre: \_\_\_\_\_

|           |           |                        |
|-----------|-----------|------------------------|
| BP: _____ | RR: _____ | Supplemental O2: _____ |
|-----------|-----------|------------------------|

| Minutes    | SpO2 | HR | Work Of Breathing | Rests |
|------------|------|----|-------------------|-------|
| Pre        |      |    |                   |       |
| 1          |      |    |                   |       |
| 2          |      |    |                   |       |
| 3          |      |    |                   |       |
| 4          |      |    |                   |       |
| 5          |      |    |                   |       |
| 6          |      |    |                   |       |
| Recovery 1 |      |    |                   |       |
| Recovery 2 |      |    |                   |       |

Distance: \_\_\_\_\_

Post: \_\_\_\_\_

|           |           |                        |
|-----------|-----------|------------------------|
| BP: _____ | RR: _____ | Supplemental O2: _____ |
|-----------|-----------|------------------------|

Notes: \_\_\_\_\_

APPROVALS: P&P: 4/29/14

MMH514/JH

Permanent Part of Medical Record

Page 1 of 1

**6 Minute Walk Test Recording Sheet - RT**

## MAYERS MEMORIAL HOSPITAL DISTRICT

### COPD: True or False

1. COPD is a curable disease process: True or False
2. A healthy diet does little to help improve COPD: True or false
3. COPD is the fourth leading cause of death in the U.S.: True or False
4. COPD causes my airways to be weakened and excessive mucus production: True or False
5. Worsening of a COPD symptom is known as an exacerbation: True or False
6. With COPD it is easy to get my air out: True or False
7. COPD is something that only older people get: True or False
8. 12 million people are currently living with COPD and do not know it: True or False
9. COPD patients should get a flu vaccination every year: True or False
10. COPD is diagnosed with blood work and a Doctor's visit: True or False

# MAYERS MEMORIAL HOSPITAL DISTRICT

## Pulmonary Rehab

### Initial Respiratory Evaluation

1. Current Respiratory Medications:
2. Oxygen Requirements:
3. Smoking History:
4. Diagnosis and Length of Diagnosis
5. Restrictions and Limitations:
6. Environmental/ Hazardous Exposures:
7. Shortness of Breath:
8. Social/physiological concerns:
9. Patient Vitals:
10. Height/ Weight
11. Knowledge Assessment

**MAYERS MEMORIAL HOSPITAL DISTRICT**

**Daily Tracking Sheet:**

Patient Name: \_\_\_\_\_

MR #: \_\_\_\_\_

|     | <b>Date:</b> | <b>Pre Vitals</b> | <b>Exercise #1</b> | <b>Midway Vitals</b> | <b>Exercise #2</b> | <b>Post Vitals</b> |
|-----|--------------|-------------------|--------------------|----------------------|--------------------|--------------------|
| 1.  |              |                   |                    |                      |                    |                    |
| 2.  |              |                   |                    |                      |                    |                    |
| 3.  |              |                   |                    |                      |                    |                    |
| 4.  |              |                   |                    |                      |                    |                    |
| 5.  |              |                   |                    |                      |                    |                    |
| 6.  |              |                   |                    |                      |                    |                    |
| 7.  |              |                   |                    |                      |                    |                    |
| 8.  |              |                   |                    |                      |                    |                    |
| 9.  |              |                   |                    |                      |                    |                    |
| 10. |              |                   |                    |                      |                    |                    |
| 11. |              |                   |                    |                      |                    |                    |
| 12. |              |                   |                    |                      |                    |                    |
| 13. |              |                   |                    |                      |                    |                    |
| 14. |              |                   |                    |                      |                    |                    |
| 15. |              |                   |                    |                      |                    |                    |
| 16. |              |                   |                    |                      |                    |                    |
| 17. |              |                   |                    |                      |                    |                    |
| 18. |              |                   |                    |                      |                    |                    |
| 19. |              |                   |                    |                      |                    |                    |
| 20. |              |                   |                    |                      |                    |                    |
| 21. |              |                   |                    |                      |                    |                    |
| 22. |              |                   |                    |                      |                    |                    |
| 23. |              |                   |                    |                      |                    |                    |
| 24. |              |                   |                    |                      |                    |                    |
| 25. |              |                   |                    |                      |                    |                    |
| 26. |              |                   |                    |                      |                    |                    |
| 27. |              |                   |                    |                      |                    |                    |
| 28. |              |                   |                    |                      |                    |                    |
| 29. |              |                   |                    |                      |                    |                    |
| 30. |              |                   |                    |                      |                    |                    |
| 31. |              |                   |                    |                      |                    |                    |
| 32. |              |                   |                    |                      |                    |                    |
| 33. |              |                   |                    |                      |                    |                    |
| 34. |              |                   |                    |                      |                    |                    |
| 35. |              |                   |                    |                      |                    |                    |
| 36. |              |                   |                    |                      |                    |                    |

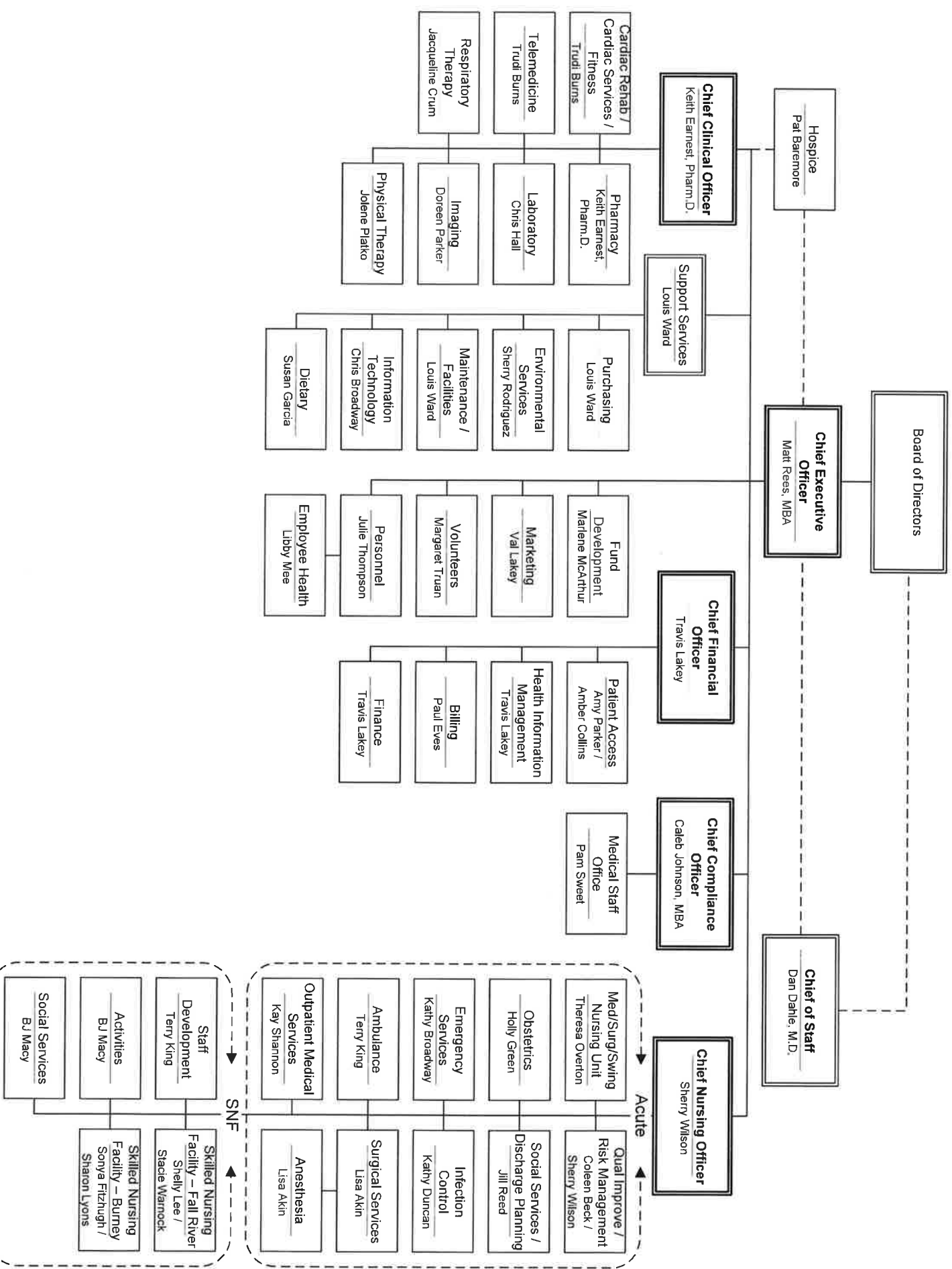
APPROVALS: P&P:

MMH515/JH

Permanent Part of Medical Record

Page 1 of 1

**PULMONARY REHAB TRACKING SHEET**



\*Bolded double-lined boxes indicate rotating Administrator On Call (AOC)

Approved by the Board of Directors: Month XX, 20XX

# **Mayers Memorial Hospital District**

## **Resolution No. 2014-03**

RESOLUTION ORDERING AN ELECTION, REQUESTING COUNTY ELECTIONS TO CONDUCT THE ELECTION AND REQUESTING CONSOLIDATION.

WHEREAS, pursuant to Elections Code §10002, the governing body of any city or district may, by resolution, request the Board of Supervisors of the county to permit the county elections official to render specified services to Mayers Memorial Hospital District relating to the conduct of an election; and

WHEREAS, the resolution of the governing body of Mayers Memorial Hospital District shall specify the services requested; and

WHEREAS, pursuant to Elections Code §10002, Mayers Memorial Hospital District shall reimburse the county in full for the services performed upon presentation of a bill to the district; and

WHEREAS, pursuant to Elections Code §10400, whenever two or more elections including bond elections, of any legislative or congressional district, public district, city, county, or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections; and

WHEREAS, pursuant to Elections Code §10400, such election for cities and special districts may be either completely or partially consolidated; and

WHEREAS, pursuant to Elections Code §10403, whenever an election called by a district, city or other political subdivision for the submission of any question, proposition, or office to be filled is to be consolidated with a statewide election, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the district, city or other political subdivision shall, at least 88 days prior to the date of the election, file with the board of supervisors, and a copy with the elections official, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot. Upon such request, the Board of Supervisors may order the consolidation; and

WHEREAS, the resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance., resolution, or order calling the election; and



WHEREAS, various district, county, state and other political subdivision elections may be or have been called to be held on **November 4, 2014**;

**NOW, THEREFORE BE IT RESOLVED AND ORDERED** that the governing body of the Mayers Memorial Hospital District \_\_\_\_\_

hereby orders an election be called and consolidated with any and all elections also called to be held on **November 4, 2014** insofar as said elections are to be held in the same territory or in territory that is in part the same as the territory of the Lassen County

requests the Board of Supervisors of the County of Lassen to order such consolidation under Election Code §10401 and §10403.

**BE IT FURTHER RESOLVED AND ORDERED** that said governing body hereby requests the Board of Supervisors permit the Lassen County Elections Department to provide any and all services necessary for conducting the election and agrees to pay for said services, and

CHECK THE FOLLOWING THAT APPLY:

**BE IT FURTHER RESOLVED AND ORDERED** that the Lassen County Elections Department conduct the election for the following offices on the **November 4, 2014 ballot**:

| <u>Seats Open</u> | <u>Office</u> | <u>Term</u> | <u>Dist/Div (if app)</u> |
|-------------------|---------------|-------------|--------------------------|
| Michael Kerns     | Trustee       | 2014-2018   |                          |
| Brenda Brubaker   | Trustee       | 2014-2018   |                          |

The Foregoing resolution was adopted upon motion by Trustee \_\_\_\_\_, Second by Trustee \_\_\_\_\_

At a regular meeting on this 30<sup>th</sup> day of July 2014, by the following vote:

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Board President

# **Mayers Memorial Hospital District**

## **Resolution No. 2014-04**

RESOLUTION ORDERING AN ELECTION, REQUESTING COUNTY ELECTIONS TO CONDUCT THE ELECTION AND REQUESTING CONSOLIDATION.  
MODOC COUNTY

WHEREAS, pursuant to Elections Code, the governing body of any city or district may, by resolution, request the Board of Supervisors of the county to permit the county elections official to render specified services to Mayers Memorial Hospital District relating to the conduct of an election; and

WHEREAS, the resolution of the governing body of Mayers Memorial Hospital District shall specify the services requested; and

WHEREAS, pursuant to Elections Code, Mayers Memorial Hospital District shall reimburse the county in full for the services performed upon presentation of a bill to the district; and

WHEREAS, pursuant to Elections Code, whenever two or more elections including bond elections, of any legislative or congressional district, public district, city, county, or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections; and

WHEREAS, pursuant to Elections Code, such election for cities and special districts may be either completely or partially consolidated; and

WHEREAS, pursuant to Elections Code, whenever an election called by a district, city or other political subdivision for the submission of any question, proposition, or office to be filled is to be consolidated with a statewide election, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the district, city or other political subdivision shall, at least 88 days prior to the date of the election, file with the board of supervisors, and a copy with the elections official, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot. Upon such request, the Board of Supervisors may order the consolidation; and

WHEREAS, the resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance., resolution, or order calling the election; and

WHEREAS, various district, county, state and other political subdivision elections may be or have been called to be held on **November 4, 2014**;

**NOW, THEREFORE BE IT RESOLVED AND ORDERED** that the governing body of the Mayers Memorial Hospital District \_\_\_\_\_

hereby orders an election be called and consolidated with any and all elections also called to be held on **November 4, 2014** insofar as said elections are to be held in the same territory or in territory that is in part the same as the territory of the Modoc County

requests the Board of Supervisors of the County of Modoc to order such consolidation under Election Code.

**BE IT FURTHER RESOLVED AND ORDERED** that said governing body hereby requests the Board of Supervisors permit the Modoc County Elections Department to provide any and all services necessary for conducting the election and agrees to pay for said services, and

CHECK THE FOLLOWING THAT APPLY:

**BE IT FURTHER RESOLVED AND ORDERED** that the Modoc County Elections Department conduct the election for the following offices on the **November 4, 2014 ballot**:

| <u>Seats Open</u> | <u>Office</u> | <u>Term</u> | <u>Dist/Div (if app)</u> |
|-------------------|---------------|-------------|--------------------------|
| Michael Kerns     | Trustee       | 2014-2018   |                          |
| Brenda Brubaker   | Trustee       | 2014-2018   |                          |

The Foregoing resolution was adopted upon motion by Trustee \_\_\_\_\_, Second by Trustee \_\_\_\_\_

At a regular meeting on this 30<sup>th</sup> day of July 2014, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Board President