



**COALINGA REGIONAL MEDICAL CENTER  
BOARD OF TRUSTEES**

**Wednesday, August 27, 2014- 5:30 p.m.  
Pavilion Conference East**

**AGENDA**

**MISSION STATEMENT**

*Coalinga Regional Medical Center Is Committed To Provide Personalized, Quality-Oriented Healthcare Through An Ethically And Fiscally Responsible Service Network, Enhancing The Health Of The People We Serve.*

**I. CALL TO ORDER**

**II. DETERMINATION OF QUORUM**

**III. OPEN SESSION**

**IV. PUBLIC COMMENTS/PRESENTATION**

This section of the meeting is reserved for members of the public to address the Board on any matter not on this agenda but within the jurisdiction of the Board. The Board is prohibited by law from taking action on matters not on the agenda, but may ask questions to clarify the speaker's comment and/or briefly answer questions. Any person addressing the Board will be limited to a maximum of three (3) minutes. At all times, please state your name and address for the record.

**V. CONSENT CALENDAR.....Action Item**  
*(All matters under the Consent Calendar will be approved by one motion, unless a Board member requests separate action on a specific item).*

1. Minutes of Board Meeting: July 28, 2014.....Action Item

2. June 2014 Interim Financial Statements

- a. Warrants/Check Register..... \$1,657,965.91
- b. Unpaid Register ..... \$640,900.04
- c. Bad Debt Write-offs .. .....\$150,001.28
- d. Charity Write-offs..... \$-
- e. Kings Credit Charity Write-offs ..... \$1, 400.00
- f. Rural Health Clinic Charity Write-offs ..... \$-

3. Medical Executive Committee Recommendations: August 12, 2014

a. Re-appointments.....Action Item

- 1. Tanaka, Nils MD-Emergency Medicine
- 2. Dizon, Dominic MD-Emergency Medicine

b. Initial Appointment.....Action Item

- 1. Lauber, Martin MD-Emergency Medicine
- 2. Terry, Michael-Telepsych Nurse Practitioner

c. Performance Improvement/Quality Assurance Matrix.....Action Item

d. Pharmacy Policies and Procedures Reviewed.....Action Item

- 1. 400.200 Pyxis Authorized Access & Privileges
- 2. 400.204 Override Capability



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3. 400.205 Pyxis Medication Removal
4. 400.212 Pyxis Problem Solving
5. 400.213 Pyxis Reports & Forms
6. 400.214 Pyxis Charges & Credits
7. 400.215 Downtime of Pyxis MedStation
8. 400.216 Archiving Pyxis Data
9. 400.219 Pharmaceutical Theft Impairment
10. Controlled Substance Sign-Out Sheet
11. Medication for Credit Form
12. Medication Sign-Out Sheet
13. Narcotic Discrepancy Log for Resolution Follow Up
14. Narcotic Waste Form
15. Password Verification Statement
16. Pyxis Override Documentation Form
17. Pyxis Override Request Form
- e. HIM Policies and Procedures Reviewed.....Action Item
  1. HIM P&P Table of Contents
  2. 60.28 Medical Staff Ongoing Practice Management (Peer Review)
  3. Coding Guidelines
- f. Emergency Department Policies and Procedures Reviewed.....Action Item
  1. 200 Mission Statement
  2. 200.1 Scope of Services
  3. 200.2 Standards of Practice or Care
  4. 200.3 Purpose and Objectives
  5. 200.4 Cobra Guidelines
  6. Code Lockdown
  7. Mini Red Manual with all Codes
- g. Human Resources Policies and Procedures Reviewed.....Action Item
  1. 800.046 Medical Exams
  2. 800.047 Conflict of Interest



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- 3. 800.048 Verification of Employment
- 4. 800.049 Solicitation
- 5. 800.050 Fitness for Duty
- 6. 800.051 Verification of Degree
- 7. 800.052 Media
- 8. 800.053 Cell Phone Use
- 9. 800.054 Employee Housing

**VI. NEW BUSINESS**

- 1. None

**VII. REPORTS**

- 1. Administrator’s Report (Handout) .....Sharon A. Spurgeon
- 2. Personnel Committee, August 4, 2014..... Mark Gritton
- 3. Facilities Management, August 13, 2014..... Bill Lewis
- 4. Skilled Nursing Facility, August 19, 2014..... Sandy Beach
- 5. Finance Committee, August 21, 2014.....Catherine Underwood
  - a. June 2014 Financial Statements/AR Summary ..... Sandra Earls, CFO
  - b. HIPAA Audit Proposal.....Action Item
- 6. Planning Committee, July 10, 2014.....Sandy M.

**VIII. CLOSED SESSION**

- 1. Consent Calendar ..... Action Item
  - a. Approval of Minutes July 28, 2014..... Action Item
- 2. Quality Review Report for July 2014.....Sharon A. Spurgeon
- 3. Old Business:
  - a. CEO Contract.....Action Item
- 4. New Business:
  - a. None



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**IX. RECONVENE OPEN SESSION** .....Closed Session Announcements

**X. MEETING**

- a. The next regular monthly meeting will be Wednesday, September 24, 2014 at 5:30 p.m.

**XI. ADJOURNMENT**

*Disabled individuals who need special assistance to attend or participate at the Board of Trustees meeting may request assistance by contacting the Administrative office at 1191 Phelps Ave., Coalinga, CA 93210, telephone (559) 935-6562. Every effort will be made to reasonably accommodate individuals with disabilities by making meeting materials available in alternative formats. Requests for assistance should be made at least three (3) working days in advance whenever possible.*

*If you would like to review or copy writings from the Board of Trustees meeting you may do so at the Administrative office located at 1191 Phelps Ave., Coalinga, CA 93210, during normal business hours.*