
ARKANSAS ASSOCIATION FOR MEDICAL STAFF SERVICES



An affiliate of the Arkansas Hospital Association

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Telephone #501-224-7878

WINTER 2004

mhorn@wcmc.org

ARKANSAS ASSOCIATION FOR MEDICAL STAFF SERVICES OFFICERS

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PRESIDENT ELECT

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VACANT

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President's Message

By: *Iris DeVore*

2004 has started out as a "particularly warm" year. Let's hope that we get back to normal even if it means cold weather. It seems I do better when I know what is expected and normal.

The same could be said for our work in Medical Staff Services. Our business resembles the weather at times. We think we know what is going to happen, but then things change. I have learned through the years is that change is to be expected.

Thanks to the 2004 Board of Directors for committing time and energy to our organization. We want to continue our trend of growing our membership this year. We have provided excellent education conferences in the past. Our plan is to continue this. We anticipate you will find the website a very useful resource for our members and also use it as a recruitment tool for non-members. Our goal is to continue to help each other and expand our networking opportunities.

I hope that you will participate in our organization. It is through the participation of members that an organization grows and meets the needs of its members.

With commitment from our board and members, I have no doubt that our organization will thrive in the changing environment that we are in.

CCVS Update

By: *Larissa Fore*

The CCVS department would like to remind our clients that once an Authorization and Release is faxed to the CCVS department, CCVS has 24 hours to input the information into the client's account. We would also like to remind you how to calculate your turn around time for CCVS orders. When the client places the order, the clock starts the following business day. This is a system function. For instance, on an expedited order (5 day turn-around) placed on Friday, the clock starts on the following Monday. An expedited order placed on a Friday would be due for release on the following Friday unless an observed State holiday falls during that week.

ARKANSAS ASSOCIATION FOR MEDICAL STAFF SERVICES BOARD OF DIRECTORS

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Please also be advised of our attachment policy, which is as follows:

When sending attachments through e-mail, please remember that due to the recent virus attacks which utilize file attachments for system access, we can accept attachments only in the form of PDF or ZIP file format.

They must be sent to our support department for virus scanning. The e-mail address for our support department is:

SUPPORT@ARMEDICALBOARD.ORG

The only other option is to add the information directly into the email itself as text. Please contact our support department if you require additional information about this policy.

In addition, we would like to encourage all facilities to send CCVS a quarterly roster to avoid our staff calling your Medical Staff Offices for verifications. Please see the "Downloads" section of our website for an example of the format that we need the roster as well as the most current CCVS forms. Thank you!

ArkAMSS Website : www.ArkAMSS.org

By: *Michelle Horn, MBA, RHIA*

The Arkansas Association for Medical Staff Services (ArkAMSS) at its November 13th Fall Conference announced to those present that its state association now had a home on the internet – www.arkamss.org. The ArkAMSS Board began looking into the feasibility of establishing a website for the organization in 2002. Provider Technologies was chosen to be our site's website developer. This company was highly recommended by other medical staff services associations and an evaluation of the submitted prospectus showed a good price with easy website management and updating capabilities.

The site offers many features. Along the left of the homepage are options to help you maneuver within the site. Interested in joining the association? Click on the "Join ArkAMSS" tab and follow the steps to be sent an application. The "ArkAMSS Board" will soon feature Officer and District Rep information and already shows the current "Newsflash" page of the NAMSS website. It even allows you to navigate the different areas of www.namss.org without having to leave the ArkAMSS website. Cool, huh!

Want to ask a question of a fellow member but don't have their contact information? Click on "Members Online". You can enter specific information for a search or leave the entry fields blank and click "search" to pull up all members. Click on member profile to get more information about the member.

The next section I think is the greatest benefit to our association – the Discussion Forum. To use the Forum to its potential, you will need to click on "register" in the upper right corner and create a username. To read or post a message, click on "Medical Staff Office" and choose from the list to read and respond or post a new thread (a.k.a. question or comment). This is a wonderful ability we now have to connect with our fellow colleagues in a whole new way. However, I would like to remind everyone that this is a professional organization, so posts to the discussion forum must be written in that manner.

Is your information wrong on your member profile? Do you have a suggestion or would like a form or document posted to the site? Then the "Support" tab is where you want to go. Documents approved for posting will show up under the "Documents" tab. Noticed the finger with the string tied around it? This unique feature allows you to set up

ARKANSAS ASSOCIATION FOR MEDICAL STAFF SERVICES UPCOMING EVENTS

March 24, 2004

Board of Directors Meeting
Holiday Inn Select-LR

March 25, 2004

Spring Education Conference
Holiday Inn Select-LR
*Credentialing & Privileges.. A Continuous Performance
Improvement Process*

Speakers:

Carol Cairns

Dr. Jonathan Burroughs

(Physician Profiles will be discussed)

April 30, 2004

White County Medical Center-Searcy
*Credentialing-Beginners Class 1/2 day session - Michelle
Horn, Instructor*

July 29, 2004

Summer Education Conference
Holiday Inn Select -LR

November 17, 2004

Fall Education Conference
Holiday Inn Select - LR

Newsletter Staff

A special thanks to Ruth Ann Stallings, Amy Williams and contributing authors. If you have any information for the quarterly newsletter contact Ruth Ann or Iris DeVore.

email reminders on a certain date to yourself and up to 4 others. Have a job opening? Click on the tab and follow the instructions – it is FREE to ArkAMSS members.

Be sure to check out the calendar. The 2004 ArkAMSS education meeting schedule plus some NAMSS events are already posted. Other tabs include “Links” which lists various healthcare, credentialing and legislative sites and a “Sponsorship” page in which companies may pay to advertise on the website.

This is just the beginning. Over the next few months as we become more familiar with the possibilities of the site, look for new polls and surveys, a question and answer section, more documents for you to reference, and a list of essential Arkansas website links. I am very excited and hope you will join me in utilizing this new benefit to being an ArkAMSS member. Log on to www.arkamss.org TODAY!

2004 JCAHO Medical Staff Standards

By: Iris DeVore

If you have not reviewed the 2004 standards, please do so. They are substantially revised. The standards themselves decreased in number from eight (8) to five (5). This does not mean that requirements were deleted; what you will find are additions and areas that you will need to review in detail to determine if you are in compliance. There is also a new scoring mechanism. We will need to fully understand how this works.

In my facility we are looking at:

- 1) The way we authorize PAs, APNs to practice
- 2) Practitioner specific data at initial appointment
- 3) Including all LIPs in impaired physician policies, not just physicians
- 4) Reviewing telemedicine and how it applies to us
- 5) Identity theft

We have already addressed MS.4.110 by using “disaster privileges” instead of emergency privileges.

Remember the above information is just a start. By the time we fully understand the 2004 standards, the 2005 standards will probably be in place.

If your facility has addressed these issues, please share with the rest of us. Our website is a great place to post information that we can all use.

Spring Education Conference 2004

Please make plans to attend the Spring Education Conference on March 25, 2004 at Holiday Inn Select in Little Rock. Dr. Jonathan Burroughs and Carol Cairns, Senior Consultants will be presenting. The Subject of the program is “ Credentialing & Privileging – A Continuous Performance Improvement Process”.

Registration starts at 8:30 am. The meeting will conclude around 4:00pm. Please make sure your quality department has information about the meeting. The subject of Physician Profiles will be discussed. Lots of great information will be available to attendees.