



THE LIGHTHOUSE

The official publication of the Maine Association Medical Staff Services, published by and for the MeAMSS membership

President's Message

By Cheryl Schilke, CPMSM

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Inside this issue

1. President's Message
2. Annual Review of Credentialing Documents
The NPI in 2008
3. From the Editor
"Are You A Germaphobe?"
4. Who's Who in MeAMSS
5. Winner of 2008 Free Membership
MeAMSS Board
Helpful websites
Next Newsletter Deadline

Mark Your Calendars



Educational Meeting Schedule

Biennial Conference

May 8 and 9

Wells, Maine

Details to follow

Has it really been a whole year? Must have been because we actually accomplished a lot as an organization this year.

- Becky West posted the Maine applications on the MeAMSS website.
- Pat O'Connor and Tammera Race established a lending library of credentialing materials based at TAMC. Members can check out books and tapes for only the cost of postage.
- Ron Lambert spearheaded a scholarship policy and I am pleased to announce we will be awarding the first scholarship in 2008.
- Claudia Edwards brought order to association documents.
- Julie Plummer maintained and added photos to the official MeAMSS history.
- Rose Lyons orchestrated three successful day long education programs and a business writing workshop.
- Lisa Davis kept circulating those networking questions (and weren't there a lot this year!) and added her own touch of humor and wisdom to the messages.
- Pat O'Connor published fresh and lively bi-monthly newsletters.
- Deb Carter managed the checkbook and our investments so we could afford to do all these things.
- Lena, as president-elect, has been attentive to Board matters and continues to participate fully in Board meetings.

After all that, you would think we could rest for a while but we have plans for 2008! These include publishing the revisions to the Maine uniform applications, establishing a mentoring program, a two-day conference in Wells in May and continuing to make overtures to our quality colleagues. 2008 is also an election year and the Board needs new members and ideas. So in your 2008 plans, please consider volunteering your services. MeAMSS is YOUR organization. Let's make 2008 one of our best years ever!



Annual Review of Credentialing Documents

Dear credentialing colleague:

As the year end approaches, we are all scanning our "to-do" lists to ensure that we have not forgotten any part of our year-end processing. Sending out committee appointments for the upcoming year, appointing new officers, and running annual reports are likely atop your lists. However, one of the most crucial steps this time of year for MSPs is to ensure that their organization conducts, at minimum, an annual review of all medical staff governing documents and privilege delineations.

One of the most common reasons that regulators such as The Joint Commission (formerly JCAHO) and the National Committee for Quality Assurance (NCQA) cite organizations for noncompliance with standards is because the organizations have implemented a policy and then failed to follow it. If your practice does not mirror your policy, then one of the two must change quickly. Your organization should determine which is best-the policy or the practice-and then adjust accordingly. However, if your organization does not have the staffing or resources to mirror in practice what is in the policy, it may have to meet the minimum standard for the time being. Then, when the staffing or resources becomes available, the policy and/or practice can be revised to exceed the minimum.

With regard to privilege delineation, it is important to ensure that all procedures listed on your privileging forms continue to be available at your organization. Privilege delineations are developed by taking into consideration not only the requesting practitioner's training, education, and experience-but also the currently available equipment, staffing, and resources. In particular, any significant changes in staffing and resources during the past year may affect what clinical services are offered. Additionally, as healthcare organizations grow, they must update their privileges to reflect the new services and the minimum threshold criteria required by practitioners to request those new privileges.

Regulatory standards and legislature continue to change and evolve annually as well. For example, there continues to be controversy surrounding the revisions to Joint Commission standard MS.1.20, which is currently scheduled to take effect in July 2009. Many organizations may have to significantly revise the structure of their medical staff bylaws to comply with the new standards. Certain elements that are currently in documents that supplement the bylaws (i.e., policy and procedure documents) may be required to be moved into the bylaws themselves. As a result, MSPs must be familiar with state, federal, and regulatory requirements, and stay abreast of all changes to ensure that their governing documents and processes comply.

Anne Roberts, CPMSM, CPCS, is the director of medical affairs at Children's Medical Center in Dallas, where she oversees the medical administration, graduate medical education, and medical staff services departments

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Get Ready for the NPI in 2008

Starting January 1, 2008, providers must use their National Provider Identifier (NPI) numbers in all paper-based and electronic Medicare claims. Legacy numbers may be included on claims as long as it is accompanied by an NPI number; however, after May 23, 2008, all transactions filed using legacy numbers will be rejected.

Providers should verify their data in the NPI Registry as soon as possible to avoid delays in the billing and credentialing processes. Providers should ensure that their correct primary practice location address is listed and that their name in the Registry matches the name printed on their license.

To search the NPI Registry, click on the following link: <https://nppes.cms.hhs.gov/NPPES/NPIRegistryHome.do>.

Frequently Asked Questions on the NPI can be found here: http://www.cms.hhs.gov/NationalProvIdentStand/01_Overview.asp#TopOfPage

FROM THE EDITOR

Source: Wellness Letter, University of California, Berkeley, November 2006



Are you a Germophobe?



Germs seem to have moved toward the top of the national worry list.

What's the single most important way to prevent the transmission of infectious organisms?

Wash your hands often.

How should you wash your hands?

Thoroughly, with soap and water. Any kind of soap is fine. Warm water cuts through oil on your hands faster, but cold water will also do the job. Rub your hands with soap and water for at least 15 seconds to loosen germs and dirt, rinse all soap away, then dry well. Soap and water don't actually kill microorganisms, but they create a slippery environment so that the critters slide off.

Are antiseptic and antibacterial products better?

Not under normal household circumstances. Studies have found no additional benefit from using these products.

Should you use antibacterial sponges and cleansers in the kitchen?

They aren't necessary. Nothing can take the place of cleanliness – frequent washing of kitchen counters and utensils, particularly any that have come in contact with raw meat, and washing and/or replacing sponges and dishcloths often. An antibacterial sponge will not disinfect a countertop, and the sponge will eventually get dirty. Plain soap or detergent is just as effective in the kitchen as an antibacterial product.

Is it okay to use alcohol hand sanitizers?

When you don't have access to a sink, alcohol gels and wipes are convenient. The alcohol kills most bacteria and viruses, but unlike antibacterial soaps, it can't promote resistant bacteria. If you do use one of these gels, make sure it contains at least 60% alcohol; less is not effective.

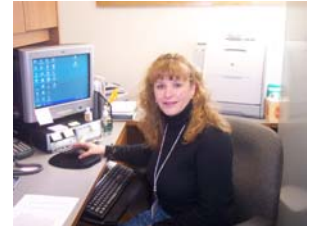
What about antibacterial toys, mops, phone-guards, etc.?

There's no evidence that household products impregnated with antibacterial chemicals reduce the risk of infections. The danger is that if people imagine that products are "self-sanitizing", they'll dispense with regular hygiene – that is, soap and water – to prevent the transmission of germs.

Covering your mouth and nose when you cough or sneeze is another important preventive. Just be sure to cough into the crook of your elbow rather than your hand.

Who's Who in MeAMSS

**Meet Linda Menard, Library/CME
Coordinator
The Aroostook Medical Center,
Presque Isle, ME**



Submitted by Julie Plummer, CPCS, The Aroostook Medical Center

How long have you worked in your current position? *3 months*

Please describe your primary duties: *I maintain all library materials, research journal and book requests for staff, set up all CME conferences for the Medical Staff, maintain records for CME information, and much more. I am also the librarian for the MeAMSS Lending Library.*

Please describe your department: *The Medical Staff Office includes (1) the Senior Manager of Medical Staff Services, (2) Credentialing Coordinator, (3) Managed Care Coordinator, (4) Administrative Assistant, (5) Communications Coordinator/Hospitalist Assistant, (6) Senior Manager of Hospitalist Services/Outpatient Clinics/Recruitment, and (7) myself.*

Please describe The Aroostook Medical Center (TAMC): *TAMC is the largest and most comprehensive healthcare organization in Aroostook County and is a member of Eastern Maine Healthcare Systems. Our mission is to restore, maintain and improve the health of our friends and neighbors in a compassionate and professional environment. Our vision is to be the best rural healthcare organization in America. TAMC has over 1000 employees and about 200 Medical & Allied Health Professional Staff members.*

Why did you apply for your current position? *I started out as a library volunteer in June. The position became available in mid-September and I applied for it.*

What are some other jobs you've had (or have)? *I worked as a librarian in a school system for eight years. Prior to that, I worked for the Presque Isle Recreation Department for ten years. I'm also the Northern Maine Representative for Lexia, a reading based software company that is designed to help children with reading disabilities.*

What is the most rewarding part of your job? *The research part.*

What is the most frustrating part of your job? *Lack of time to get it all done.*

What is the strangest thing you've encountered while performing your job? *People are very serious about the coffee being fresh!*

What do you like to do when you are not working? *Anything that involves outdoor activities and spending time with my kids. I especially enjoy snowshoeing and skiing in the winter.*

Where are some neat places you've travelled? *I have been really blessed at having the opportunity to travel lots of places. I have been to Europe three times, Quebec, Newfoundland, Toronto, and many places in the United States too.*

What's something you'd really like to do, but haven't had a chance to do yet? *I want to go to Ireland.*

If you won a million dollars, what's the first thing you'd like to buy? *If I won a million dollars I would have my own library based for kids K-5. I love children's literature and to expose kids to books.*

Do you have any children/pets? *Yes, two children (a boy and a girl)*

Thank you for your participation, Linda, and welcome to MeAMSS!! ☺



Thanks to all who contributed items for our 2007 newsletters

*The winner of the 2008 membership is Claudia Edwards, CPMSM.
Claudia's name was drawn from all of the 2007 contributors.*

****CHANGE IN THE FREE MEMBERSHIP CONTEST****

Previously, we had placed the names of people who had contributed to the newsletter in a drawing for a free membership. Beginning in 2008, each time you submit an article your name will be put into a drawing for a free 2009 membership. The more you contribute, the better your chances are of winning a free membership!

Remember – this is YOUR newsletter and the content reflects your input

Next deadline for submission of items is February 29
email to poconnor62@msn.com

2008 MeAMSS Board

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HELPFUL WEBSITES

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https://www.do-online.org/index.cfm?PageID=cme_guidereqs
<http://www.maine.gov/sos/cec/rules/10/chaps10.htm>
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