



SoHum Health

Southern Humboldt Community Healthcare District

GOVERNING BOARD MEETING

August 31, 2023
1:30 p.m.

***(In person and Via Webex
Conferencing)***

**Sprovel Creek Campus
286 Sprovel Creek Road
Garberville, CA 95542**

MEETING NOTICE

Governing Board

A regular meeting of the Board of Directors of the Southern Humboldt Community Healthcare District will be held August 31, 2023, at 1:30 p.m., by teleconference and in-person. Members of the public may participate virtually via Webex or telephone, or appear in person at the Sprowel Creek Campus at 286 Sprowel Creek Road, Garberville, California 95542.

Call-In Information:

Tap to join from a mobile device (attendees only) [+1-415-655-0001](tel:+14156550001), [25961264606##](tel:+14156550001) US Toll
Join by phone +1-415-655-0001 US Toll

Webex Link:

<https://shchd.webex.com/shchd/j.php?MTID=mf382ec693b5af88dbd976938d91e6460>

Written comments may also be sent to boardcomments@shchd.org. Comments received no later than two hours prior to the start of the meeting will be provided to the Board or may be read aloud or summarized during the meeting. Members of the public may also comment in real time during the meeting by attending in person or via Webex or phone.

Agenda

Page	Item
	A. Call to Order
	B. Approval of the Teleconferencing of a Board Member
	C. Approval of the Agenda
	D. Public Comment on Non-Agenda Items See below for Public Comment Guidelines
	E. Board Member Comments Board members are invited to address issues not on the agenda and to submit items within the subject jurisdiction of the Board for future consideration. Please limit individual comments to three minutes.
	F. Announcements
	G. Consent Agenda –

- | | |
|-------|---|
| 1-13 | 1. Approval of Previous Minutes <ul style="list-style-type: none"> a. Governing Board Meeting Minutes, July 27, 2023 b. Special Governing Board Meeting Minutes, August 3, 2023 c. Special Governing Board Meeting Minutes, August 16, 2023 |
| 14-19 | 2. Approval of Quarterly Quality Assurance Performance Improvement Committee Report – (Feb, May, Aug, Nov) – See attached report |
| 20-24 | 3. Quarterly Reports - (Feb, May, Aug, Nov) <ul style="list-style-type: none"> i. Quality and Risk Management – Kristen Rees, Chief Quality and Compliance Officer and Risk Manager ii. Human Resources – Rachel Wells, Interim HR Manager – iii. Foundation – Chelsea Brown, Outreach Manager – See attached report |

H. Correspondence, Suggestions or Written Comments to the Board

I. Last Action Items for Discussion

J. Administrator’s Report – Matt Rees, CEO

- | | |
|-------|---|
| 25-28 | 1. Department Updates <ul style="list-style-type: none"> a. Milestones b. Monthly Department Highlight c. Approval of the Financial Reports – Paul Eves, CFO – See attached report |
| 29-30 | <ul style="list-style-type: none"> d. Nursing – Adela Yanez, CNO – see attached report e. Quality and Risk Management – Kristen Rees, CQO f. Family Resource Center – Amy Terrones – Mar and Oct |
2. Strategic Plan

K. Old Business

1. Strategic Items for Discussion
 - a. Future Facilities Planning
 - b. Services

L. New Business

- | | |
|-------|---|
| 31-44 | <ol style="list-style-type: none"> 1. Policies and Procedures – None 2. Strategic Items for Discussion <ul style="list-style-type: none"> a. Future Facilities Planning b. Services 3. Human Resources – Toni Genaro and Rachel Wells – See HR Packet <ul style="list-style-type: none"> a. Annual Benefits Rate Review b. Employee Handbook 4. Approval for Core Privilege update: Adding Hematoma Block and |
|-------|---|

Trigger Point Injections to Emergency Department, and Clinic MD and AHP privileges – Dr. Michael Newdow and Karen Johnson – See attached

5. Approval of Resolution 23:14 for \$2M loan for the purchase of EPIC EMR

M. Parking Lot

1. Sprowel Creek Campus parking

N. Meeting Evaluation

O. New Action Items

P. Next Meetings

1. Medical Staff Committee – Policy Development Wednesday, September 6, 2023 at 11:00 a.m.
2. QAPI Meeting – TBD
3. Finance Committee – Friday, September 22, 2023 at 10:00 a.m.
4. Governing Board Meeting – Thursday, September 28, 2023 at 1:30 p.m.

Q. Adjourn to Closed Session

R. Closed Session

1. Approval of Previous Closed Session Minutes
 - a. Closed Session Governing Board Meeting, July 27, 2023
2. Reports
 - a. Compliance and Risk Report [H&S Code § 32155] - Kristen Rees, CQO
 - b. Quarterly Reports [H&S Code § 32155] - Adela Yanez, CNO
 - i. Clinic Service Review – Jan., Apr., July, Oct.
 - ii. Patient Safety – Mar., June, Sept., Dec.
 - iii. Medication Error Reduction Plan – Feb., May, Aug., Nov
3. Medical Staff Appointments/Reappointments [Gov. Code § 54957] – None
4. Next regular meeting, Thursday, September 28, 2023
5. De-Brief with Attorney
6. Personnel matter –Evaluation § 54957
 - a. CEO Matt Rees (Feb, Apr, June, Aug, Oct, Dec)
 - b. CQO Kristen Rees (Jan, Mar, May, July, Sept, Nov)

S. Adjourn Closed Session; Report on Any Action Taken, If Needed

T. Resume Open Session

U. Adjourn

Abbreviations

<i>ACHD</i>	Association of California Healthcare Districts	<i>ACLS</i>	Advanced Cardiac Life Support Certification
<i>AR</i>	Accounts Receivable	<i>BLS</i>	Basic Life Support Certification
<i>CAIR</i>	California Immunization Registry	<i>CEO</i>	Chief Executive Officer
<i>CFO</i>	Chief Financial Officer	<i>CMS</i>	Centers for Medicare and Medicaid Services
<i>CNO</i>	Chief Nursing Officer	<i>COO</i>	Chief Operating Officer
<i>CPHQ</i>	Certified Professional in Healthcare Quality	<i>COO</i>	Chief Quality and Compliance Officer
<i>EMR</i>	Electronic medical record	<i>ER</i>	Emergency Room
<i>FTE</i>	Full Time Equivalent/Full Time Employee	<i>HIM</i>	Health Information Management
<i>HRG</i>	Healthcare Resource Group	<i>HVAC</i>	Heating, Ventilation and Air Conditioning system
<i>IGT</i>	Intergovernmental transfer	<i>IT</i>	Information Technology
<i>JPCH</i>	Jerold Phelps Community Hospital	<i>LCSW</i>	Licensed Clinical Social Worker
<i>LVN</i>	Licensed Vocational Nurse	<i>MPH</i>	Master of Public Health
<i>OBS</i>	Observation	<i>PALS</i>	Pediatric Advanced Life Support Certification
<i>PFS</i>	Patient Financial Services	<i>QAPI</i>	Quality Assurance Performance Improvement
<i>QIP</i>	Quality Improvement Project/Program	<i>RN</i>	Registered Nurse
<i>SHCC</i>	Southern Humboldt Community Clinic	<i>SHCHD</i>	Southern Humboldt Community Healthcare District
<i>SNF</i>	Skilled Nursing Facility	<i>SWG</i>	Swing beds
<i>DO</i>	Doctor of Osteopathic Medicine		

PUBLIC COMMENT ON MATTERS NOT ON THE MEETING AGENDA: Members of the public are welcome to address the Board on items not listed on the agenda and within the jurisdiction of the Board of Directors. 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. The Board limits testimony on matters not on the agenda to three minutes per person and not more than ten minutes for a particular subject, at the discretion of the Chair of the Board.

PUBLIC COMMENT ON MATTERS THAT ARE ON THE AGENDA: Individuals wishing to address the Board regarding items on the agenda may do so after the Board has completed their initial discussion of the item and before the matter is voted on, so that the Board may have the benefit of these comments before making their decision. Please remember that it is the Board's responsibility to discuss matters thoroughly amongst themselves and that, because of Brown Act constraints, the Board meeting is their only opportunity to do so. Comments are limited to three minutes per person per agenda item, at the discretion of the Chair of the Board.

OTHER OPPORTUNITIES FOR PUBLIC COMMENT: Members of the public are encouraged to submit written comments to the Board at any time by writing to SHCHD Board of Directors, 733 Cedar Street, Garberville, CA 95542. Writers who identify themselves may, at their discretion, ask that their comments be shared publicly. All other comments shall be kept confidential to the Board and appropriate staff.

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, if you require special accommodations to participate in a District meeting, please contact the District Clerk at 707-923-3921, ext. 1276 at least 48 hours prior to the meeting."

**Times are estimated*

COPIES OF OPEN SESSION AGENDA ITEMS: Members of the public are welcome to see and obtain copies of the open session regular meeting documents by contacting SHCHD Administration

Governing Board Meeting Agenda

August 31, 2023

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at (707) 923-3921 ext. 1276 or stopping by 291 Sprowel Creek Rd, Garberville, CA 95542 during regular business hours. Copies may also be obtained on the District's website, sohumhealth.org.

Posted Thursday, March 23, 2023

Governing Board

Date: Thursday, July 27, 2023
Time: 1:30 p.m.
Location: Sprowel Creek Campus and Via Webex Conferencing
Facilitator: Board President, Corinne Stromstad

Minutes

The following people attended at Sprowel Creek Campus and via Webex

Governing Board: Corinne Stromstad, Barbara Truitt, Galen Latsko, Kevin Church and Jay Sooter, all in-person

Not Present: None

Also in person: CEO Matt Rees, CFO Paul Eves, CQO Kristen Rees, CNO Adela Yanez, Rhonda Burnett, ED and Inpatient Manager, Joshua Andrews, Quality, Steven McShane, IT, Darrin Guerra, Administrative Assistant, and Karen Johnson, Board Clerk and Medical Staff Coordinator.

Also via Webex: Chelsea Brown Outreach Manager, Heidi Holtermann, Outreach, and Toni Genero, Human Resources

A. Call to Order – Board president Corinne Stromstad called the meeting to order at 1:33 p.m.

B. Approval of the Teleconferencing of a Board Member – None

C. Approval of the Agenda

Corinne called for a motion to approve the agenda. It was pointed out that Resolution 23:09 was incomplete, as the details weren't known, so no vote would be able to take place. We moved on to public comments (D) and no motion took place.

D. Public Comment on Non-Agendized Items - None

E. Board Member Comments – It was commented on that the board member always wondered why the room number isn't listed on the agenda. There was a last-minute change in room numbers in the minutes prior to the meeting, so the board understood why it's not stated. Generally, there are only 2 options at the meeting site.

F. Announcements – None

G. Consent Agenda

1. Approval of Previous Meeting Minutes
 - a. Governing Board Meeting Minutes, June 29, 2023
2. Approval of Quarterly Quality Assurance Performance Improvement Committee Report (Feb, May, Aug, Nov)
3. Quarterly Reports - None
 - a. Quality and Risk Management – Kristen Rees, Chief Quality and Compliance Officer and Risk Manager – Feb., May, Aug., Nov
 - b. Human Resources – Rachel Wells, Interim HR Manager – Feb., May, Aug., Nov.
 - c. Foundation – Chelsea Brown – Feb., May, Aug., Nov.

One correction should be made to the previous minutes. Agenda item “J-(1)(a)”, should read, “...what came up **in** the...”. Remove “...intu the...”

Motion: Kevin Church made a motion to approve the consent agenda, with the one correction to “J-(1)(a)” to read, “...what came up **in** the...”.

Second: Barbara Truitt

Ayes: Corinne Stromstad, Jay Sooter, Kevin Church, and Barbara Truitt

Noes: None

Not Present: Galen Latsko

Motion carried

H. Correspondence, Suggestions or Written Comments to the Board – None

I. Administrator’s Report – Matt Rees, CEO

Matt says EPIC has about 180 tickets open right now. It’s expected this week should be the most difficult.

We had an LCSW interviewing for the clinic yesterday and today. The applicant sounds interested in the position. We have an applicant for Occupational Therapy next week. We also have a provider position open in the clinic.

Matt has been meeting regularly with Alan French, OD, for the Optometry. One full-time registration position is open in Fortuna now. We’re still looking for another two Optometrists. We expect to have Alan French in Fortuna, and would like to have 2 more in Garberville, who’ll be rotating between the Garberville Optometry office and the mobile Optometry clinic.

The two-lane mobile Optometry unit is expected to arrive in December of this year, and we hope to have it up and running by January.

Our mobile clinic sustained some damage from the last trip out to Petrolia. A low-hanging branch took off the cover off the AC unit, so it's out of commission for the next week or two. We're evaluating if we're going out there, and how often. We've found out we can take our mobile clinic to Fortuna. We'll be exploring that idea.

We're working on both EPIC and the phone system. We've had problems with the phone system recently. It was suggested that we put a light-hearted ad out that lets people know we are "having growing pains" due to EPIC and the phone system. Chelsea said she would.

1. Department Updates

- a. Milestones - None
- b. Monthly Department Highlight – Joshua Andrews, Kristen Rees, Remy Quinn, Adela Yanez, Daisy Yanez, Pejman "PJ" Simanian, and Thomas from IT have been essential for this transition and have been outstanding.
- c. Approval of the Financial Reports – Paul Eves, CFO – See April's Financial report
 - Still having problems with posting to NetSuite. It seems to be the same problem for the last several weeks. These issues are different than the 180 tickets open for EPIC.
 - EPIC said this was one of the smoothest transitions, but we had a very slow day on roll-out.

Galen arrived at 2:00 pm

- We received a Rate Range IGT and a QIP in April, so cash was at \$10.5M. We paid 2 loans with it within a couple weeks of receiving the money.
- HRG report was reviewed. We're hoping to get the AR days down to 55 days, which is good for a hospital.
- Auditors said we can move the Medicare Contingency from Other Current Liabilities to Revenue.

Motion: Kevin Church made a motion to approve the April, 2023 Financial Report, as submitted.

Second: Barbara Truitt

Ayes: Corinne Stromstad, Jay Sooter, Kevin Church, Galen Latsko and Barbara Truitt

Noes: None

Not Present: None

Motion carried

- The June's HRG report was discussed. We went from \$1.65M to \$2M in patient revenue in June.
- We need a Property Tax Resolution prior to August 10th to authorize the county to collect the property taxes. A Special Board Meeting is to be scheduled for Thursday, August 3, 2023 at 10:00 a.m. for it.

d. Nursing – Adela Yanez, CNO

- Rhonda, the new ER Manager, is attending the meeting. Adela's report was discussed.
- The clinic had a survey and no deficiencies were found.
- The CT was back up on Saturday, July 22nd. It was suggested that there be some kind of public outreach that it's running again.
- Mammo is sometimes not working. The issues are being addressed and some of the problems are due to EPIC.

e. Family Resource Center – Amy Terrones – (Mar and Oct)

2. Strategic Plan

- Had a meeting with the architect and each of the managers spent about 45 minutes discussing the new hospital with them.
- People in the community are concerned about Alan French retiring. He'll be on another 2 years. Letters are going out next week to all his patients that says Fortuna Optometry is just under new ownership.

J. Old Business

1. Strategic Items for Discussion - None

- a. Future Facilities Planning
- b. Services

K. New Business

1. Approval of Resolution 23:08, Policies and Procedures

Disaster Plan Decontamination – Changes requested by the Board:

- Page 1: Under DCO, casualty was changed to patient. The board wants it reverted back to casualty, as casualty is defined just above in the policy.
- Page 2: Mass Casualty, there is confusion as to the definition, as stated. Adela will Re-define.
- Page 2: Radioactive “particle” should be radioactive “material”

Motion: Kevin Church made a motion to approve Resolution 23:08, Policies and Procedures, with the changes mentioned above.

Second: Galen Latsko

Ayes: Jay Sooter, Corinne Stromstad, Galen Latsko, Barbara Truitt and Kevin Church

Noes: None

Not Present: None

Motion carried

2. Strategic Items for Discussion - None
 - a. Future Facilities Planning
 - b. Services
3. Board items for discussion
 - a. Adding “Last action items for discussion” and “New action items” to future agendas – “Last action items for discussion” will be placed immediately after Correspondence, Suggestions or Written Comments to the Board. “New action items” will be placed immediately after Meeting evaluation.
 - b. Using room 105 for board meetings – This was discussed and it was decided that the board will begin using room 105 (286 Sprowel Creek Rd, Garberville) as their meeting room. Notices for the meetings will remain as 286 Sprowel Creek Rd, and not specify the exact room, as there are only 2 options.
4. Approval of Resolution 23:09 for a loan from RREDC for up to \$1M for startup costs for optometry services. – This resolution is incomplete. Paul Eves and Matt Rees will work on the correct wording, and this resolution will be added to the agenda for the Special Board scheduled for Thursday, August 3, 2023.
5. Approval of Resolution 23:10 to open a bank account at Tri Counties Bank for Fortuna Optometry and for check signing authority at said bank.

Motion: Galen Latsko made a motion to approve Resolution 23:10, to open a bank account with Tri Counties Bank for Fortuna Optometry and for check signing authority at said bank.

Second: Kevin Church

Ayes: Jay Sooter, Kevin Church, Galen Latsko, Corinne Stromstad, and Barbara Truitt

Noes: None

Not Present: None

Motion carried

6. Approval of Resolution 23:11 to update check signing authority, as authorized by the Board.

This resolution replaces Adela Yanez’s name as CNO. No other changes are made. Kristen mentioned we should make this resolution a policy.

Motion: Barbara Truitt made a motion to approve Resolution 23:11 to update check signing authority.

Second: Kevin Church

Ayes: Jay Sooter, Kevin Church, Galen Latsko, Corinne Stromstad, and Barbara Truitt

Noes: None

Not Present: None

Motion carried

7. Discussion on our attorney attending the board meetings.

It was discussed and decided that the Board will invite our attorney to the August meeting.

L. Parking Lot

1. Sprowel Creek Campus parking

We're currently waiting for the cost of the project.

M. Meeting Evaluation – Good meeting

N. Next Meetings

1. Medical Staff Committee – Policy Development, Wednesday, August 2, 2023 at 11:00 a.m.
2. QAPI Meeting – next is August 16, 2023 at 10:00 a.m. on Webex
3. Finance Committee – Friday, August 25, 2023 at 10:00 a.m.
4. Governing Board Meeting – Thursday, August 31, 2023 at 1:30 p.m.

O. Adjourn to Closed Session at 2:57 p.m.

P. Closed Session opened at 3:03 p.m.

1. Approval of Previous Closed Session Minutes
 - a. Closed Session Governing Board Meeting, June 29, 2023
2. Reports
 - a. Compliance and Risk Report [H&S Code § 32155] - Kristen Rees, Chief Quality and Compliance Officer and Risk Manager
 - b. Quarterly Reports [H&S Code § 32155] - Adela Yanez, CNO
 - i. Clinic Service Review – Mar., June, Sept., Dec.
 - ii. Patient Safety – Jan., Apr., July, Oct
 - iii. Medication Error Reduction Plan – Feb., May, Aug., Nov
3. Medical Staff Appointments/Reappointments [Gov. Code § 54957] –
 - a. Dr. Carl Hsu, Reappointment with Active Status, Emergency Department and Inpatient privileges, July 27, 2023 – July 26, 2025
 - b. Dr. Christian Ingui, Reappointment with Associate Status, Teleradiology privileges,

August 1, 2023 to July 31, 2025

- c. Dr. Kamiar Massrour, Reappointment with Associate Status, Teleradiology privileges, July 28, 2023 to July 27, 2025
- d. Dr. Dennis McDonald, Initial Appointment with Provisional Associate status, Teleradiology, including Mammography, privileges, August 1, 2023 to July 31, 2024.
- e. Dr. Truong Thinh, Time-limited 90-day reappointment with Active Status, Emergency Department and Inpatient privileges. Requesting time-limited appointment to complete credentialing process, July 28, 2023 to October 26, 2023

All attendees left the room, except for the Board members and Kristen Rees, at 3:31 pm.

4. Personnel matter –Evaluation § 54957

- a. CEO Matt Rees (Feb, Apr, June, Aug, Oct, Dec)
- b. CQO Kristen Rees (Jan, Mar, May, July, Sept, Nov)

Q. Adjourned Closed Session at 4:15 p.m.

R. Resumed Open Session at 4:15 p.m.

1. The following actions were taken in closed session:

Motion: Kevin Church moved to approve the previous closed session minutes of June 29, 2023.

Second: Barbara Truitt

Ayes: Galen Latsko, Barbara Truitt, Kevin Church, Jay Sooter and Corinne Stromstad

Noes: None

Not Present: None

Motion carried.

Motion: Galen Latsko moved to approve the reappointments of Dr. Carl Hsu, Reappointment with Active Status, Emergency Department and Inpatient privileges, July 27, 2023 – July 26, 2025; Dr. Christian Ingui, Reappointment with Associate Status, Teleradiology privileges, August 1, 2023 to July 31, 2025; and Dr. Kamiar Massrour, Reappointment with Associate Status, Teleradiology privileges, July 28, 2023 to July 27, 2025, as described above.

Second: Kevin Church

Ayes: Galen Latsko, Barbara Truitt, Kevin Church, Jay Sooter and Corinne Stromstad

Noes: None

Not Present: None

Motion carried

Motion: Kevin Church moved to approve the appointments of Dr. Dennis McDonald, for Provisional Associate status, Teleradiology and Mammography privileges, August 1, 2023 to July 31, 2024 as described above.

Second: Galen Latsko

Ayes: Galen Latsko, Barbara Truitt, Kevin Church, Jay Sooter and Corinne Stromstad

Noes: None

Not Present: None

Motion carried

Motion: Barbara Truitt moved to approve the time-limited 90-day reappointment of Dr. Truong Thinh, Active Status, Emergency Department and Inpatient privileges, for July 28, 2023 to October 26, 2023.

Second: Kevin Church

Ayes: Galen Latsko, Barbara Truitt, Kevin Church, Jay Sooter and Corinne Stromstad

Noes: None

Not Present: None

Motion carried

S. Adjourned Open Session at 4:15 p.m.

Submitted by Karen Johnson

Abbreviations

<i>ACHD</i>	Association of California Healthcare Districts	<i>ACLS</i>	Advanced Cardiac Life Support Certification
<i>AR</i>	Accounts Receivable	<i>BLS</i>	Basic Life Support Certification
<i>CAIR</i>	California Immunization Registry	<i>CEO</i>	Chief Executive Officer
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<i>CPHQ</i>	Certified Professional in Healthcare Quality	<i>CQO</i>	Chief Quality Officer
<i>EMR</i>	Electronic medical record	<i>ER</i>	Emergency Room
<i>FTE</i>	Full Time Equivalent/Full Time Employee	<i>HIM</i>	Health Information Management
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<i>JPCH</i>	Jerold Phelps Community Hospital	<i>LCSW</i>	Licensed Clinical Social Worker
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<i>OBS</i>	Observation	<i>PALS</i>	Pediatric Advanced Life Support Certification
<i>PFS</i>	Patient Financial Services	<i>QAPI</i>	Quality Assurance Performance Improvement
<i>QIP</i>	Quality Improvement Project/Program	<i>RN</i>	Registered Nurse
<i>SHCC</i>	Southern Humboldt Community Clinic	<i>SHCHD</i>	Southern Humboldt Community Healthcare District
<i>SNF</i>	Skilled Nursing Facility	<i>SWG</i>	Swing beds
<i>DO</i>	Doctor of Osteopathic Medicine		

Special Governing Board Meeting

Date: Thursday, August 3, 2023
Time: 10:00 a.m.
Location: Sprowel Creek Campus and Via Webex Conferencing
Facilitator: Board President, Corinne Stromstad

Minutes

The following people attended at Sprowel Creek Campus and via Webex

Governing Board: Corinne Stromstad, Kevin Church, Barbara Truitt, and Jay Sooter, all in-person

Not Present: Galen Latsko

Also in person: CEO Matt Rees; CFO Paul Eves, and Karen Johnson, Board Clerk

Also via Webex: CNO Adela Yanez

- A. Call to Order – Board president Corinne Stromstad called the meeting to order at 10:00 a.m.
- B. Approval of the Teleconferencing of a Board Member – None
- C. Approval of the Agenda –

Motion: Kevin Church made a motion to approve the agenda.
Second: Barbara Truitt
Ayes: Corinne Stromstad, Jay Sooter, Kevin Church, and Barbara Truitt
Noes: None
Not Present: Galen Latsko
Motion carried

- D. Public Comment on Non-Agendized Items - None
- E. Board Member Comments – Barbara is pleased to see the optometry sign out front.
- F. Announcements - None
- G. New Business

1. Approval of Resolution 23:09 for a loan up to \$1M from RREDC for startup costs for Optometry services

This is for the loan for the amount that was already approved. We're working on obtaining the equipment, and the mobile optometry unit has already been ordered. Matt is working with the Fortuna Optometry staff for their "hiring" with the District. Also, to discuss their workflows, needs, etc. Their staff is currently using the minimum wage for California, and we're higher than that, so they'll most likely receive pay increases.

Motion: Barbara Truitt made a motion to approve Resolution 23:09 for a loan up to \$1M from RREDC for startup costs for Optometry services.

Second: Jay Sooter

Ayes: Corinne Stromstad, Jay Sooter, Barbara Truitt, Kevin Church

Noes: None

Not Present: Galen Latsko

Motion carried

2. Approval of Resolution 23:12 for the Ordering of a Levy of a Special Tax and for Approving Collections of this tax for the 2023-2024 fiscal year.

Resolution 23:12 was read into the minutes by Barbara Truitt.

Motion: Kevin Church made a motion to approve Resolution 23:12 for the Ordering of a Levy of a Special Tax and for Approving Collections of this tax for the 2023-2024 fiscal year.

Second: Jay Sooter

Ayes: Corinne Stromstad, Jay Sooter, Barbara Truitt, Kevin Church

Noes: None

Not Present: Galen Latsko

Motion carried

H. Adjourned Open Session at 10:08 a.m.

Submitted by Karen Johnson

Abbreviations

<i>ACHD</i>	Association of California Healthcare Districts	<i>ACLS</i>	Advanced Cardiac Life Support Certification
<i>AR</i>	Accounts Receivable	<i>BLS</i>	Basic Life Support Certification
<i>CAIR</i>	California Immunization Registry	<i>CEO</i>	Chief Executive Officer
<i>CFO</i>	Chief Financial Officer	<i>CMS</i>	Centers for Medicare and Medicaid Services
<i>CNO</i>	Chief Nursing Officer	<i>COO</i>	Chief Operating Officer
<i>CPHQ</i>	Certified Professional in Healthcare Quality	<i>CQO</i>	Chief Quality Officer
<i>EMR</i>	Electronic medical record	<i>ER</i>	Emergency Room
<i>FTE</i>	Full Time Equivalent/Full Time Employee	<i>HIM</i>	Health Information Management
<i>HRG</i>	Healthcare Resource Group	<i>HVAC</i>	Heating, Ventilation and Air Conditioning system
<i>IGT</i>	Intergovernmental transfer	<i>IT</i>	Information Technology
<i>JPCH</i>	Jerold Phelps Community Hospital	<i>LCSW</i>	Licensed Clinical Social Worker
<i>LVN</i>	Licensed Vocational Nurse	<i>MPH</i>	Master of Public Health
<i>OBS</i>	Observation	<i>PALS</i>	Pediatric Advanced Life Support Certification
<i>PFS</i>	Patient Financial Services	<i>QAPI</i>	Quality Assurance Performance Improvement
<i>QIP</i>	Quality Improvement Project/Program	<i>RN</i>	Registered Nurse
<i>SHCC</i>	Southern Humboldt Community Clinic	<i>SHCHD</i>	Southern Humboldt Community Healthcare District
<i>SNF</i>	Skilled Nursing Facility	<i>SWG</i>	Swing beds
<i>DO</i>	Doctor of Osteopathic Medicine		

Special Governing Board Meeting

Date: Thursday, August 16, 2023
Time: 12:00 pm
Location: Sprowel Creek Campus and Via Webex Conferencing
Facilitator: Board President, Corinne Stromstad

Minutes

The following people attended at Sprowel Creek Campus and via Webex

Governing Board: Corinne Stromstad, Kevin Church, and Jay Sooter, all in-person

Not Present: Galen Latsko and Barbara Truitt

Also in person: CFO Paul Eves, Darrin Guerra, Board Clerk, Coral Ciarabellini, and CQO Kristen Rees

Also via Webex: Heidi Holtermann, Season Bradley Koskinen, Toni Genero, Karen Johnson, Board Clerk, and CEO Matt Rees

- A. Call to Order – Board president Corinne Stromstad called the meeting to order at 12:05 pm.
- B. Approval of the Teleconferencing of a Board Member – None
- C. Approval of the Agenda – None
- D. Public Comment on Non-Agendized Items - None
- E. Board Member Comments – None
- F. Announcements - None
- G. New Business
 - 1. Approval of Resolution 23:13 for the purchase of parcel number 032-051-008 – 817, 819 and 823 Redwood Dr in Garberville, California in the amount of \$300,000, and for signature authority for Kent Scown, COO.

This is estimated to have 10,000 sq ft. It was originally listed at \$800,000, but it needs significant remodeling. The floors need replaced, there is mold, and possible lead and asbestos that would need to be removed. The remodel is expected to cost around \$1M, and will include room for the retail pharmacy to move into, office space for several departments to move into and possible room for 2 storefronts.

Motion: Jay Sooter made a motion to approve of Resolution 23:13 for the purchase of parcel number 032-051-008 – 817, 819 and 823 Redwood Dr in Garberville, California in the amount of \$300,000, and for signature authority for Kent Scown, COO.

Second: Kevin Church

Ayes: Jay Sooter, Corinne Stromstad, and Kevin Church

Noes: None

Not Present: Galen Latsko and Barbara Truitt

Motion carried

2. Quality and Compliance Training for Board members – Kristen Rees, CQO

H. Adjourned Open Session at 1:53 p.m.

Submitted by Karen Johnson

Abbreviations

<i>ACHD</i>	Association of California Healthcare Districts	<i>ACLS</i>	Advanced Cardiac Life Support Certification
<i>AR</i>	Accounts Receivable	<i>BLS</i>	Basic Life Support Certification
<i>CAIR</i>	California Immunization Registry	<i>CEO</i>	Chief Executive Officer
<i>CFO</i>	Chief Financial Officer	<i>CMS</i>	Centers for Medicare and Medicaid Services
<i>CNO</i>	Chief Nursing Officer	<i>COO</i>	Chief Operating Officer
<i>CPHQ</i>	Certified Professional in Healthcare Quality	<i>CQO</i>	Chief Quality Officer
<i>EMR</i>	Electronic medical record	<i>ER</i>	Emergency Room
<i>FTE</i>	Full Time Equivalent/Full Time Employee	<i>HIM</i>	Health Information Management
<i>HRG</i>	Healthcare Resource Group	<i>HVAC</i>	Heating, Ventilation and Air Conditioning system
<i>IGT</i>	Intergovernmental transfer	<i>IT</i>	Information Technology
<i>JPCH</i>	Jerold Phelps Community Hospital	<i>LCSW</i>	Licensed Clinical Social Worker
<i>LVN</i>	Licensed Vocational Nurse	<i>MPH</i>	Master of Public Health
<i>OBS</i>	Observation	<i>PALS</i>	Pediatric Advanced Life Support Certification
<i>PFS</i>	Patient Financial Services	<i>QAPI</i>	Quality Assurance Performance Improvement
<i>QIP</i>	Quality Improvement Project/Program	<i>RN</i>	Registered Nurse
<i>SHCC</i>	Southern Humboldt Community Clinic	<i>SHCHD</i>	Southern Humboldt Community Healthcare District
<i>SNF</i>	Skilled Nursing Facility	<i>SWG</i>	Swing beds
<i>DO</i>	Doctor of Osteopathic Medicine		

QAPIC

Quality Assurance Performance Improvement Committee

Accounting

The accounting department went live on January 1, 2023 with Paylocity, which is the new HR and payroll software package we are using as part of the transition to Epic. We also went live with Netsuite on June 1, 2023 as the new accounting software as part of the Epic transition.

Both software implementations have had their associated problems with our transitions, which was not unexpected. Even after nearly eight full months Paylocity cannot generate the report need to interface with our Ameritas deferred compensation and pension plans. That means that Rachel has to create a spreadsheet manually, and then upload that file to Ameritas, in order for them to be able to transfer funds to their custodian. Paylocity also is not yet interfacing with Netsuite to transfer a file that has each payroll entry. That file must also be generated in Paylocity and entered manually.

We are accomplishing many tasks in Netsuite, but still not all of them. Additionally, we neglected to purchase Netsuite user licenses for the people at HRG to perform their tasks that create entries in the accounting system. So, while most of the accounting is being done in Netsuite, cash posting, which is done by HRG is still being done in Centriq.

We are working diligently to iron out these issues and reap the benefits.

Clinic

The clinic is now into almost week 4 after the EPIC roll out. We are excited for the new system. Of course, like with anything there are growing pains to work thru. One of the big wins with EPIC is that we have better tracking of patients care plans and where there are “care gaps”, so it allows us to better facilitate getting the patients scheduled for their routine exams, tests etc. One of the concerns for us in the clinic, is some of the providers still struggling to use the new system. It is causing some frustrations on their part, but we will continue to work thru it all.

Dietary Quarterly Report

Some issues have been resolved others not so much. Nursing and M.D.’s are still having a hard time entering the diet orders. Orders are not entered and/or seen timely and others are not discontinued when the patient is discharged. Admitting department states this has been brought up to OCHIN/EPIC and they are working on it. The issues are ongoing, but we hope to see resolutions and improvement soon.

Environmental Service

EPIC Concerns and Gains

Concerns: We had a few hiccups, but not too major. Josh was wonderful in figuring out our roadblock. Cathy from EPIC was awesome.

Gains: EPIC is an awesome program. It is nice to see everything, from discharges to bed cleaning.

Stay Tuned for More!!!

Health Information Management

Challenges:

- Deficiencies: We were taught how but not why. Large amount of learning of many hospital practices required to complete these.
- Duplication of views in many tools but specific data often only available through one path.
- Lack of ability to add criteria not in list to self-created reports.

Wins:

- ROI filling and automatic logging: HUGE win and time savings
- In-System mail. Very convenient.

Information Technology

The challenges we faced for the Go-Live were printing issues, Dragon Dictation, Credit Card machines, and OCHIN staffing. Print jobs were going to the wrong printers, label makers were printing off-center, Dragon Dictation was not working, and the Credit Card machines were disabled. During the night of Go-Live SoHum, IT staff was available and ready to assist. OCHIN did not have technical staff available for us during the night shift.

The most significant risk was the lack of OCHIN staff for IT related issues. And the ongoing risk that is still occurring is that the label printers are still printing off-center with no resolution from OCHIN.

The biggest success was the IT Department doing a thorough Technical Dress Rehearsal before the Go-Live. This saved countless hours of technical problems and narrowed the major issue down to printer and label issues. The IT Department worked cohesively as a team through this whole implementation.

I want to give kudos to the SoHum departments working together to implement this project. It was a lot of work, but I saw teamwork and co-workers helping each other.

Laboratory

Successes

- Core group of OCHIN, Epic, and SoHum resources for Beaker development achieved cohesion and made substantial development progress given the resources available during the weeks before go-live:
 - SoHum test procedure definitions
 - POC interfacing via middlewares Telcor & Infinity
 - Interfaces for all interfaceable lab analyzers via DI
 - Establishment of CalREDIE automated electronic reporting for positive COVID-19 results
- Collaboration with SoHum revenue cycle personnel allowed us to turn in a quality set of charge codes for laboratory and related procedures
- SoHum implementation team was heroic in their effort, skill, and collaboration throughout the period
- Some of the OCHIN and Epic personnel assigned to assist have been excellent
- Go-Live achieved on schedule (July 09)
- While many problems remain, we are managing to sustain care despite difficult circumstances and inching toward a stable lab & EMR system

Challenges

- Pre-go-live testing could not identify gaps effectively
 - OCHIN did not produce usable testing scripts
 - Some testing that did occur was done in a different build or version of Epic that did not reflect SoHum's configuration or post-go-live workflows
 - Some testing was scheduled to occur before development of necessary parts of the workflow was complete
- The build was never as complete as it should have been at go-live
 - OCHIN was very late delivering the Blood Product Administration Module, without sufficient input from SoHum and essentially no training for staff
 - Necessary functionality in the QC system was not completed
 - Quest and other reference-test workflows were not ready
- Resources for development and post-go-live support have been insufficient to the size of the task
 - Major development work was stalled earlier in the project by OCHIN's lack of Beaker development analyst resources, putting the whole build behind
 - Resources tasked shortly before and after go-live could not complete the amount of work left to do before go-live
 - OCHIN Beaker analysts have struggled to design and build important Beaker functionality, including:

- OCHIN Beaker consultant tasked with building Quality Control activities did not understand the way QC is performed in a typical hospital laboratory
- OCHIN Beaker analysts used incorrect settings for some test procedures because of a lack of understanding about how procedures are configured in Beaker
 - Both Beaker analysts on site for go-live spent substantial time working on issues with other OCHIN members' implementations because they had to (stretched too thin)
 - After initial go-live support, we have had to fight to get one hour a day of support, and it is being provided by analysts working 12+ hour days on other projects, leading some support sessions to be canceled
 - Beginning the week of Aug 28, support will be further cut to two sessions per week, of 30 to 45 minutes each, bringing development and fixes to an absolutely glacial pace
- Technical difficulties plagued implementation
 - Barcode printing errors forced workarounds of basic specimen collection and processing workflows for weeks
 - Interfaces that had been working in pre-go-live testing did not work at go-live
- Epic took away a piece of our transfusion workflow literally in the middle of the night without any discussion with SoHum
 - This issue created patient safety concerns and is best discussed in detail elsewhere
 - With surprisingly strong support from OCHIN, we are making progress to having this issue resolved
- Many aspects of the build were lost in migration from the development environments to the production environment, forcing us to identify what was missing and redo huge amounts of the work

Materials Management

Policy and procedure goal:

Materials: need to be split into the new format of Policy separated from Procedure. I will start this process next week hoping to have these completed by end September. I have tried to block out 2 hours daily toward this project.

340B: I will need to change this one completely. I will begin working on these as soon as I have Materials complete. I Hope to have completed by end of October.

Due to EPIC and Netsuite implementations our policies and procedures have been pushed out to later dates.

EPIC/OCHIN/Netsuite:

Netsuite implementation took place in June. This has gone well. With EPIC implementation in July, we have had some issues with Materials items being charged correctly and are currently working with billing

and EPIC/OCHIN to rectify the issues. Overall, implementation in Materials is running smooth. We would like to implement scanning of chargeable items starting in October.

CONTRACTING:

I have had a lot of contracts coming up for renewal or needing new contracts signed and loaded. I am also dealing with Garberville pharmacy contracting now. With the addition of this it is very important to take care of our post go live implementation on Vizient ADS feed. We are currently working with Netsuite, Caravel and Vizient to get this operational as soon as possible.

Nursing

EPIC SUCCESSES:

- Specimen labels in the ED are properly printing now.
- UA and Nurse on a Stick results are successfully uploading to Epic.
- Nursing is becoming more proficient with Epic.
- We have started a Webex group for Nursing Epic Situations to allow us to find solutions to issues before entering a Jira.
- Infection Prevention now knows how to enter orders for employee health labs and immunizations.
- We are continuing with Covid and immunizations reporting to NHSN for employees and SNF/SWG patients and residents.
- TB and FIT testing continue for employees, new hires and students.

EPIC CHALLENGES

- We are unable to scan meds originating from outside pharmacies for the SWG/SNF thus causing our scan rate numbers to be inaccurate.
- It has been a challenge acquiring and keeping staff.
- We are working towards ensuring that new staff are adequately trained.
- We are still trying figure out how to pull specific Infection Prevention reports.

Patient Financial Services

There was no report submitted for PFS, but they have been dealing with a variety of challenges including the patient label printing previously mentioned.

Pharmacy

Current items we are working on:

- Developing on-the-go procedures and updating policy and procedures to reflect such modifications warranted by EPIC implementation
- Maintaining 6 medication lists whereas previously there was one

- Supporting nurses and sending educational emails on how to use pharmacy-related tasks in EPIC
- Serving as a guide for orders between all of our providers and Garberville Pharmacy.

Radiology

- Our address is now correct on result letters.
- In the month of July Radiology performed 236 XR exams, 63 CT's, 24 Ultrasounds and 6 mammograms.
- Volume for these is lower partially due to Epic go-live.
- Work on removing old XR equipment continues.
- We continue to identify and work on issues with the new system.
- It has been a challenge to get correct numbers for reports as the Epic census for radiology is incorrect.

Skilled Nursing Facility Activities

Residents have engaged in a variety of activities. We have been working through EPIC access and other issues as we document activities.

Governing Board Report

Submitted by Chelsea Brown,
Development Director & Outreach Manager
August 22, 2023



SoHum Health
FOUNDATION

Foundation Report:

- The Foundation is holding their first ever Board Retreat on September 29th at Benbow Inn. On the agenda is strategic planning, a capital campaign discussion, and donor stewardship trainings. The retreat will be facilitated by Gregg Foster from RREDC
- The Benbow Wine auction is happening Saturday, November 11th (**save the date!**). The auction committee is currently seeking event sponsorships and auction items. Tom Allman will be our auctioneer again.
- The Foundation received a \$15,000 grant from the Christine & Jalmer Berg Foundation to provide supplies for the local unhoused population. Foundation staff have been partnering with Substance Use Navigator Leo Ramirez to purchase supplies for “care kits” that are being given out to clinic and ED patients. The kits include hygiene items, meal bars, hydration packets, socks, underwear, feminine hygiene, can openers, fentanyl test strips, Narcan, covid tests, condoms, solar powered flashlights, and more.



- With the passing of Frank Gloeggler, the Foundation is in the process of finding a new CPA who can complete our required tax filings. Currently getting quotes from the District's auditing firm Wipfli and a firm in Fortuna.

- Board Officers were instated at the June Meeting for 2 year terms
 - Pat Neighbors, Board Chair
 - Jen Gutierrez, Vice Chair
 - Justin Crellin, Treasurer
 - Nick Vogel, Secretary

End of Second Quarter (June 30) account balances:

HAF Mid-term Fund	\$679,508.78
HAF Long-term Fund	\$758,255.61
Vocality accounts	\$429,580.95
Total Assets	\$1,867,345.34
Outstanding pledges	\$1,245,286.72
	\$3,112,632.06

Outstanding Capital Campaign pledges:

Donor Type	Outstanding Pledges
Board Members (District & Foundation)	\$32,242.00
Employees	\$98,194.05
Foundations	\$59,491.26
Community Members	\$1,055,358.96
Total Outstanding	\$1,245,286.27

Outreach Report:

- We had a busy summer tabling at a number of events - Garberville Rodeo, Fortuna Farmer's Market, Summer Arts & Music Festival, Fortuna Rodeo, Wildwood Days, Garberville Market, Job Fairs in Fortuna, Redway and CR, and Alderpoint Volunteer Fire fundraiser and Redwood Trail summit.
- Outreach has been involved in bringing Fortuna Optometry into the fold at SoHum Health. A postcard was mailed to all of Dr. French's patients about the changeover last week. We are in process of getting new signage, business cards, materials, and updating our website.
- October is Breast Cancer Awareness month – we will be working with the Chamber to get our breast cancer banners hung on the light posts around town. We've ordered special giveaways for the patients and staff and will table at Garberville Farmer's Market on a Friday in October TBD

- Chelsea, Heidi and Adam Dias from the Quality Department attended a Grant Writing workshop put on by HRSA and HCAI in Sacramento August 2-3. We learned about grant opportunities we may qualify for and strategies for successful grant writing. We will be meeting on a regular basis to discuss grant leads and are focusing on finding grants that can support the new hospital build.

Upcoming events:

- Recovery Happens 2023 - September 9th 12-4pm at Sequoia Park in Eureka - Our Substance Use Navigator will be tabling with info about our services
- Holding Space Suicide Awareness & Prevention - Friday, September 15th 5-7pm at Garberville Town Square (see flier)
- Chamber Mixer – Friday, September 22nd 5:30-7pm in the Hospital Courtyard – Catering by Il Forno, refreshments and speakers
- World Heart Day – September 29th 11am-3pm – tabling at Garberville Farmer’s Market with info about heart health and smoking cessation with Caitlin Giddings from DHHS County Public Health
- Parent Café – October 5th 5:30-7:30pm at the FRC – parenting and discipline workshop with Changing Tides (see flier)
- Halloween at the Town Square – tabling with healthy snacks and toothbrushes

Southern Humboldt Family Resource Center
& SoHum Health present

HOLDING SPACE:

for suicide prevention & awareness

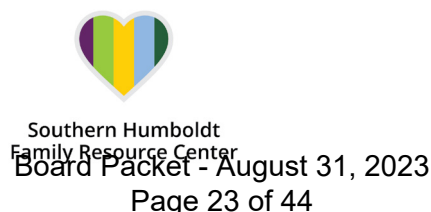
Friday, September 15th
Garberville Town Square
5-7pm

*To support the ones we love and
remember the ones we've lost.*

With live music, food, art, and a
community space to hold each other up.

Bring a photo or item to remember your loved one,
if you wish. Mental health resources and onsite
counseling will be available.

If you are interested in volunteering or speaking at
this event, please contact (707) 923-1147
or outreach@shchd.org.



In-Person

PARENT CAFÉ

JOIN THE CONVERSATION ON: Parenting and Discipline
ACT Raising Safe Kids



In partnership with:

Southern Humboldt Family Resource Center

344 Humboldt Avenue, Redway, CA, 95560

**Thursday,
October 5, 2023
5:30 PM - 7:30 PM**

Registration Required

**Join us for an in-person event to receive free meals, resources,
and activities for the whole family!**

This month, we will discuss parenting and discipline. Parents can share their experiences, what has worked for them, and what has not.

**Call us
to secure your
registration today!**

707-444-8293
800-795-3554



THE FIVE PROTECTIVE FACTORS

Parental Resilience • Social Connections • Concrete Support • Knowledge of Parenting and Child Development
• Social and Emotional Competence of Children

**Southern Humboldt Community
Healthcare District**

	June 22	July 22	Aug 22	Sept 22	Oct 22	Nov 22	Dec 22	Jan 23	Febr 23	March 23	April 23	May 23	Current 12 Month AVG	Year to Date- Current Year
In Patient Statistics														
Total Acute Patient Days	7	6	6	10	8	22	8	14	13	9	4	4	9	96
Total Swing Patient Days	3	3	26	37	51	91	95	95	95	80	91	95	61	573
Total SNF Patient Days	215	248	248	214	241	240	235	197	223	217	185	197	227	2,063
Total Patient Days	225	257	280	261	300	353	338	306	331	306	280	296	297	2,732
Total Acute Discharges	3	1	2	3	2	8	3	4	4	4	1	1	3	31
Total Swing Discharges	2	1	1	3	3	4	5	3	2	5	3	2	3	27
Total SNF Discharges	0	4	0	1	0	0	2	2	0	2	0	2	1	11
	5	6	3	7	5	12	10	9	6	11	4	5	7	69
Acute Length of Stay	2.33	6.00	3.00	3.33	4.00	2.75	2.67	3.50	3.25	2.25	4.00	4.00	3	31
ER Admits	3	1	2	3	2	8	5	6	4	4	1	1	4	35
I/P Lab Visits	23	41	61	15	20	27	27	34	17	33	13	23	28	275
I/P Radiology Visits	3	3	5	5	3	6	2	6	0	4	2	4	4	34
I/P CTs										3	1	4	3	
I/P EKG's	0	0	0	3	0	0	1	1	1	0	1	1	1	6
Out Patient Statistics														
ER Visits	270	278	287	259	226	271	277	239	219	211	233	301	250	2,267
Clinic Visits	479	466	581	415	467	463	468	407	363	467	425	510	461	4,097
SLS Visits				0	0	0	0	0	0	0	0	0	0	0
Outpatient Medical	1853	1859	2005	1184	839	905	701	712	437	1578	571	624	1,215	10,220
Laboratory Visits	702	753	1351	507	401	481	437	424	351	518	376	388	598	5,223
Radiology	193	162	160	173	171	166	147	164	129	199	171	199	165	1,471
Mammography	9	18	30	18	19	9	28	46	52	38	24	31	26	258
CT Scans	88	63	80	77	60	90	57	76	69	84	93	104	75	656
Ultra Sonography					8	30	75	25	58	86	105	153	47	282
EKG's	64	28	47	62	40	77	56	57	41	52	47	60	50	460
Total O/P Visits	3,658	3,627	4,541	2,695	2,231	2,492	2,246	2,150	1,719	3,233	2,045	2,370		24,934
Retail Pharmacy Rx's Sold	3,279	3,512	3,693	3,472	3,468	3,314	3,404	3,859	3,124	2,924	3,523	4,364	3,362	27,846
Salary Statistics														
Productive FTE's	81.2	81.2	80.2	87.4	90.7	98.4	87.5	92.3	94.8	98.0	97.8	98.2	86.0	
Paid FTE's	92.0	91.8	94.5	97.3	101.6	101.3	101.3	105.2	108.4	110.9	105.4	105.1	96.4	
Salaries & Ben as % of Net Rev	48.15%	2867.64%	56.79%	56.55%	82.33%	55.64%	69.71%	76.36%	60.63%	63.57%	62.64%	#DIV/0!		
Benefits as % of Salaries	-24.13%	11.55%	23.93%	19.68%	32.98%	38.32%	23.86%	31.70%	33.14%	24.58%	21.60%	#DIV/0!		
Revenue Statistics														
Gross A/R > 120 Days	1,799,059	1,676,234	1,718,059	1,160,605	794,385	751,731	532,080	752,580	787,397	915,239	914,329		1,465,723	
A/R>120 Days as % of Total AR	41.8%	43.8%	43.8%	39.3%	26.8%	26.8%	23.9%	23.9%	23.9%	23.9%	23.9%		36.4%	
Gross Days in A/R	82.9	83.4	77.0	72.0	60.0	55.0	51.7	54.0	51.7	54.0	55.2	60.4	73.6	
Net Days in A/R	75.0	77.3	71.0	67.0	54.0	49.0	49.0	47.2	48.0	51.7	55.8		67.3	
A/R Cash Collections	1,227,309	801,517	1,182,187	815,275	767,658	937,047	1,319,235	1,319,235	1,260,563	1,600,484	1,147,881		1,013,478	
Collections as % of Net Rev	95.1%	54.9%	2860.8%	55.6%	51.5%	82.0%	79.2%	71.6%	93.7%	91.3%	70.4%		302.9%	
Accounts Payable Days	3.9	2.1	1.1	0.8	2.2	2.2	2.2	2.2	2.2	2.2	2.2		3.7	
Cash Collections per Cal Day	39,591	25,855	38,135	26,299	24,763	30,227	42,556	42,556	40,663	51,629	37,028		32,693	347,603
Cash Disburs. per Cal Day	53,859	58,544	50,307	50,270	54,701	55,648	64,461	58,461	77,266	54,233	55,997		54,535	925,913

**Southern Humboldt Community
Healthcare District
Income Statement
May 2023**

Current Month			Year to Date			
\$					\$	%
Variance	Budget	Actual		Actual	Budget	Variance
			GROSS PATIENT REVENUE			
(22,538)	237,500.00	214,962.00	INPATIENT	2,461,502.00	2,375,000.00	86,502
26,580	41,670.00	68,250.00	INPATIENT ANCILLARY	636,526.00	416,700.00	219,826
521,003	1,202,080.00	1,723,083.00	OUTPATIENT ANCILLARY	15,915,108.00	12,020,800.00	3,894,308
525,045	1,481,250.00	2,006,295.00	TOTAL PATIENT REVENUE	19,013,136.00	14,812,500.00	4,200,636
						28%
			DEDUCTIONS FROM REVENUE			
95,440	515,630.00	611,070.00	CONTRACTUAL ALLOWANCES	5,183,148.00	5,156,300.00	26,848
54,807	71,670.00	126,477.00	PROVISION FOR BAD DEBTS	876,342.00	716,700.00	159,642
17,084	36,000.00	53,084.00	OTHER ALLOWANCES/DEDUCTIONS	850,777.00	360,000.00	490,777
	(300,000.00)	(300,000.00)	OTHER OPERATING IGTs & SUPPLEMENTAL	(3,100,000.00)	(3,000,000.00)	
167,331	323,300.00	490,631.00	TOTAL DEDUCTIONS	3,810,267.00	3,233,000.00	577,267
						18%
357,714	1,157,950.00	1,515,664.00	NET PATIENT REVENUE	15,202,869.00	11,579,500.00	3,623,369
						31%
63,663	12,000.00	75,663.00	OTHER OPERATING REVENUE	233,769.00	120,000.00	113,769
421,377	1,169,950.00	1,591,327.00	TOTAL OPERATING REVENUE	15,436,638.00	11,699,500.00	3,737,138
						95%
						32%
88,023	731,670.00	819,693.00	SALARIES & WAGES	8,083,410.00	7,316,700.00	766,710
18,722	158,330.00	177,052.00	EMPLOYEE BENEFITS	2,068,455.00	1,583,300.00	485,155
106,462	123,330.00	229,792.00	PROFESSIONAL FEES	1,998,791.00	1,233,300.00	765,491
(4,584)	112,500.00	107,916.00	SUPPLIES	1,771,784.00	1,125,000.00	646,784
23,952	21,670.00	45,622.00	REPAIRS & MAINTENANCE	238,637.00	216,700.00	21,937
34,023	110,000.00	144,023.00	PURCHASED SERVICES	1,915,522.00	1,100,000.00	815,522
32,254	14,170.00	46,424.00	UTILITIES	227,092.00	141,700.00	85,392
(10,304)	23,330.00	13,026.00	INSURANCE	140,442.00	233,300.00	(92,858)
0		0.00	INTEREST	7,479.00	0.00	7,479
(504)	38,330.00	37,826.00	DEPRECIATION/ AMORTIZATION	456,546.00	383,300.00	73,246
25,214	33,330.00	58,544.00	OTHER	674,684.00	333,300.00	341,384
313,258	1,366,660.00	1,679,918.00	TOTAL OPERATING EXPENSES	17,582,842.00	13,666,600.00	3,916,242
						29%
108,119	(196,710.00)	(88,591.00)	OPERATING PROFIT (LOSS)	(2,146,204.00)	(1,967,100.00)	(179,104)
						9%
3,272	95,000.00	98,272.00	TAX REVENUE	939,127.00	950,000.00	(10,873)
1,119,305	40,000.00	1,159,305.00	OTHER NONOPERATING REV (EXP)	2,435,411.91	400,000.00	2,035,412
0.00			INTEREST INCOME	56,297.00		
						-1%
1,122,577	135,000.00	1,257,577.00	NET NON OPERATING REV (EXP)	3,430,835.91	1,350,000.00	2,080,836
						154%
1,230,696	(61,710.00)	1,168,986.00	NET INCOME (LOSS)	1,284,631.91	(617,100.00)	1,901,732
						-308%

**Southern Humboldt
Community Healthcare District
Income Statement Trend**

	June 22	July 22	Aug 22	Sept 22	Oct 22	Nov 22	Dec 22	Jan 23	Febr 23	March 23	April 23	May 23	12 Month AVG: Jan '22-Dec 22	YTD - Current Year
Inpatient Daily Hospital Services	175,686	203,494	195,530	226,636	229,926	312,161	274,851	267,263	275,255	261,424	214,962	224,498	234,343	2,461,502
Ancillary Revenue	41,791	62,795	46,574	49,420	59,860	97,151	49,174	76,880	48,123	78,299	68,250	96,401	62,583	636,526
Outpatient Revenue	1,463,561	1,494,265	1,585,012	1,608,495	1,477,715	1,791,368	1,514,071	1,549,924	1,527,660	1,643,515	1,723,083	1,911,407	1,544,555	15,915,108
Total Hospital Revenue	1,681,038	1,760,554	1,827,116	1,884,551	1,767,501	2,200,680	1,838,096	1,894,067	1,851,038	1,983,238	2,006,295	2,232,306	1,841,481	19,013,136
Contractual Allowances	472,276	144,218	594,051	673,790	815,485	701,700	197,898	485,611	444,548	514,777	611,070	1,111,402	525,235	5,183,148
Provision for Bad Debts	43,045	76,189	12,288	96,895	34,203	64,639	53,223	334,487	17,232	60,709	126,477	(757,677)	75,868	876,342
Other Allowances/Deductions	21,290	191,920	73,992	78,939	90,138	84,880	78,020	49,789	52,567	97,448	53,084	138,286	75,851	850,777
Other Operating: IGTs & Supplemental	(300,000)	(300,000)	(300,000)	(300,000)	(300,000)	(300,000)	(300,000)	(300,000)	(400,000)	(300,000)	(300,000)	(300,000)	(307,692)	(3,100,000)
Total Deductions	236,611	112,327	380,331	549,624	639,826	551,219	29,141	569,887	114,347	372,934	490,631	192,011	369,262	3,810,267
Contractual %													20%	20%
Net Patient Revenue	1,444,427	1,648,227	1,446,785	1,334,927	1,127,675	1,649,461	1,808,955	1,324,180	1,736,691	1,610,304	1,515,664	2,040,295	1,468,599	15,202,869
Net Revenue %	86%	94%	79%	71%	64%	75%	98%	70%	94%	81%	76%	91%	80%	80%
Other Operating Revenue	15,242	15,449	20,822	16,920	15,442	15,842	16,490	21,700	16,354	19,087	75,663	15,922	22,296	233,769
Total Revenue	1,459,669	1,663,676	1,467,607	1,351,847	1,143,117	1,665,303	1,825,445	1,345,880	1,753,045	1,629,391	1,591,327	2,056,217	1,490,895	15,436,638
Salaries & Wages	926,391	1,062,282	672,518	704,531	707,695	669,912	1,036,649	780,344	798,310	831,476	819,693	828,372	788,051	8,083,410
Employee Benefits	(223,582)	122,742	160,924	138,636	233,405	256,697	247,346	262,745	264,545	204,363	177,052	184,988	184,948	2,068,455
Professional Fees	214,234	175,415	224,275	217,692	269,048	233,284	141,316	228,731	141,000	138,238	229,792	195,910	201,537	1,998,791
Supplies	64,935	103,987	132,886	89,573	137,641	164,621	150,619	175,771	595,910	112,860	107,916	244,513	155,704	1,771,784
Repairs & Maintenance	24,467	48,351	15,083	12,430	10,658	15,757	18,360	20,506	16,555	35,315	45,622	45,057	25,183	238,637
Purchased Services	427,722	189,613	202,305	195,034	197,269	169,223	193,708	198,548	234,161	191,638	144,023	140,090	204,071	1,915,522
Utilities	42,146	9,191	17,557	18,992	19,889	16,375	19,917	19,910	12,766	46,071	46,424	26,069	24,680	227,092
Insurance	13,111	13,117	13,117	13,026	13,026	13,026	13,026	13,026	13,026	23,026	13,026	13,026	13,829	140,442
Interest										7,479			7,479	7,479
Depreciation	48,603	47,210	47,210	48,125	48,125	48,127	48,128	48,128	45,841	37,826	37,826	37,826	46,335	456,546
Other Expense	77,739	42,944	73,651	70,056	58,985	82,417	129,231	64,567	41,345	52,944	58,544	64,565	65,280	674,684
Total Expenses	1,615,766	1,814,852	1,559,526	1,508,095	1,695,741	1,669,439	1,998,300	1,812,276	2,163,459	1,681,236	1,679,918	1,780,416	1,717,098	17,582,842
Expenses %	111%	109%	106%	112%	148%	100%	109%	135%	123%	103%	106%	87%	115%	4%
Profit/Loss from Operations	(156,097)	(151,176)	(91,919)	(156,248)	(552,624)	(4,136)	(172,855)	(466,396)	(410,414)	(51,845)	(88,591)	275,801	(226,204)	(2,146,204)
Tax Revenue	92,500	92,500	92,500	92,500	92,500	92,500	92,500	100,855	92,500	92,500	98,272	92,500	93,587	939,127
Other Non Operating Rev (Exp)	724,752	100,000	12,035	73,376	55,512		85,913	401,333	431,060	116,878	1,159,305		318,964	2,435,412
Interest Income				27,704		143	28,450						16,332	56,297
Net Non-operating Rev/(Exp)	817,252	192,500	104,535	193,580	148,012	92,643	206,863	502,188	523,560	209,378	1,257,577	92,500	428,882	3,430,836
NET INCOME/ (LOSS)	661,155	41,324	12,616	37,332	(404,612)	88,507	34,008	35,792	113,146	157,533	1,168,986	368,301	202,679	1,284,632

Southern Humboldt Community Healthcare District
Balance Sheet
May 2023

ASSETS		LIABILITIES & FUND BALANCE	
Current Assets		Current Liabilities	
Cash- Checking & Investments	3,738,341	Accounts Payable	48,571
LAIF Account	7,797,247	Accrued Payroll & Related costs	856,104
Humboldt County Property Tax Acct	191,444		
		Other Current Liabilities	
Patient Accounts Receivable	3,173,025	Deferred revenue IGT	
Less Allowances	1,500,681	A/R Credit balances	
Accounts Receivable- Net	1,672,344	Loan - HAF & RREDC	1,000,000
		Medicare Contingency	2,000,000
Other Receivables	941,455	CHFFA Help II Loan	1,195,929
Inventories	84,235	Maple Lane Loan	271,629
Estimated 3rd Party Settlements		Current Portion-Long Term Debt	
Prepaid expenses and Deposits	274,643	Other Short Term Debt - PPP Loan	
Total current assets	14,699,708	Accrued interest	
		Total current Liabilities	5,372,233
Property and Equipment		Long Term Debt, Less Current Portion	
Land	955,377		
Land improvements	553,251	CHFFA Bridge Loan	
Buildings	4,627,955		
Equipment	6,456,557	Less: Current Portion-Long Term Debt	
Construction in progress	4,016,312	Total Long-term debt	-
Total property and equipment	16,609,452		
Less : accumulated depreciation	(7,283,759)	Net Long Term Debt	-
Net property and equipment	9,325,693		
		Equity	
Other Assets		Unrestricted Fund Balance--Prior Years	15,105,592
Investments	5,852	Net Income (Loss)--Current Year	1,284,632
Total Other Assets	5,852	Restricted Fund Balance	
		Total fund balance	18,659,018
Total Assets	24,031,253	Total Liabilities and Fund Balance	24,031,253



CNO BOARD REPORT

Thursday, August 31, 2023

August 2023 Updates

We continue moving forward with EPIC, and every day, there are challenges and accomplishments that bring us satisfaction and encouragement to keep going. We continue to provide care for the community and maintain safety and quality of care despite the challenges of the new system. We continue to get support from the OCHIN team, our ESA group, and super users. We are working on getting more help for the ESA group to ensure staff members receive the needed support.

Infection Prevention/Employee Health

Last month (and this month) has been busy with EPIC Go-Live. Learning how to enter orders for employee health has been challenging, but Katherine has finally been shown how to do it. There is ongoing learning on pulling IP-specific reports and how it will help make the job easier. Katherine and everyone are still trying to figure out how everything works. Continues with daily (M-F) culture report review, NHSN weekly submission of SNF patient and staff COVID vaccination, keeping track of patients, employees, new travelers, and students' immunization status, and offering immunization when appropriate. FIT testing of new hires, annual FIT testing of current employees, and annual TB screening continue. We have a visiting nurse in the clinic who is assisting with FIT testing. Katherine has also spent much time helping to introduce the new visiting nurse to Negative Pressure Wound Therapy dressing changes and how to perform wound care in the home setting while being mindful of infection control practices.

ED/Acute:

The ED has been working hard with the new EPIC implementation and preparing for the state survey. **Unfortunately**, the ED/Acute manager is no longer part of the SoHum team, and a position opening is being advertised. We continue doing monthly nursing meetings and also, daily UR meetings to ensure communication and teamwork. We continue to work on finding new ways to improve patient care and patient satisfaction. The team is trying to start a new culture of excellence and wants to continue working on improving what we do every day better than before. Our goal is that our patients and the community get the highest quality of care, and when they come to our hospital, they can see that the care reflects excellence, compassion, and love.

Laboratory

Adam, our lab manager, reports that "the laboratory's work in July and August has focused on the Epic Go-Live. The development of the Beaker laboratory module in Epic was not as complete or accurate as we had expected, and we are struggling to find enough resources internally and from our OCHIN counterparts to get the system working correctly. We appreciate the additional help from our temporary lab scientist, Jennifer Henry – she has been essential – but we still feel stretched thin. Our non-covid testing volumes keep growing as we continue

to build a reputation for excellent service, and we seem to be getting a boost in lab patients from the district's expanded care offerings in other services. Burnout is a constant concern, but we are trying to keep ahead of it. We are all supporting each other and receiving the support of colleagues outside the lab as much as they can."

Skilled Nursing Facility

Mary, our NSF's DON, states, "We have had an adjustment period in the SNF due to the loss of our older residents, but the beds keep getting filled with new people who need our care and love. We have had our "shell-shock" from Epic, just like the rest of our facility, but we have teamwork on the unit, and we are pulling through. We appreciate the help and extra work Daisy Y. has been putting in. As usual, on a routine basis, she helps save the day.

We are planning some fun things for the residents to do while the weather is still lovely. We are looking into making a movie night happen and a trip to Shelter Cove for a daytime experience."

Clinic

April, our clinic manager, reports, "As with everyone else, the clinic has been working to keep our heads above water with EPIC. Things get better every day. We are wrapping up our summer schedule for the mobile clinic and are meeting soon to discuss the future location where we would like to go with the mobile clinic. We are excited to be starting our suboxone clinic days on Mondays from 2-5 on a walk-in basis, where patients in need of suboxone can see Dr. Emily and Leo, our substance use navigator, all on the same day, so that is exciting to be able to offer. "

Radiology

Our Radiology manager, Lora, reported, "Radiology performed 236 X-ray exams, 63 CTs, 24 ultrasounds, and six mammograms in July.

Volume was lower partially due to the July go-live.

Work on removing the old X-ray room equipment continues.

We continue to identify and work on issues in the new system."

Adela Yanez, RN, BSN, CNO

Southern Humboldt Community Healthcare District

REQUEST FOR PRIVILEGES**Name of Applicant:****Medical Staff Category:****Appointment Period:**

I wish to request the following privileges (attach supporting documents if necessary):

Clinic and Ambulatory Privileges (See Delineation of Privileges that follows.)

Signature: _____ Date: _____

CREDENTIALS REVIEW & RECOMMENDATION:Privileges: ☐ Should be granted ☐ Should not be granted ☐ Deferred

Physician's Signature: _____ Date: _____

MEDICAL STAFF REVIEW & RECOMMENDATION:Privileges: ☐ Should be granted ☐ Should not be granted ☐ Deferred

Chief of Staff's Signature: _____ Date: _____

Physician: _____**Page 1 of 4**

Delineation of Privileges Ambulatory Care/Primary Care

Obstetrics/Gynecology:	Requested	Approved
Routine Prenatal Care	<input type="checkbox"/>	<input type="checkbox"/>
Colposcopy	<input type="checkbox"/>	<input type="checkbox"/>
Cryocautery	<input type="checkbox"/>	<input type="checkbox"/>
Evacuation of vulvar hematomata	<input type="checkbox"/>	<input type="checkbox"/>
I & D - Bartholin duct abscess	<input type="checkbox"/>	<input type="checkbox"/>
IUD Removal	<input type="checkbox"/>	<input type="checkbox"/>
Pessary insertion	<input type="checkbox"/>	<input type="checkbox"/>
Perform pap smears	<input type="checkbox"/>	<input type="checkbox"/>
Removal of foreign body from vagina and uterus	<input type="checkbox"/>	<input type="checkbox"/>
Repair of cervical lacerations	<input type="checkbox"/>	<input type="checkbox"/>
Treat vaginitis	<input type="checkbox"/>	<input type="checkbox"/>
Endometrial Biopsy	<input type="checkbox"/>	<input type="checkbox"/>

Medicine:

Diagnosis & Treatment of uncomplicated:		
Allergy	<input type="checkbox"/>	<input type="checkbox"/>
Arthritis	<input type="checkbox"/>	<input type="checkbox"/>
Cardiac disease	<input type="checkbox"/>	<input type="checkbox"/>
Collagen diseases	<input type="checkbox"/>	<input type="checkbox"/>
Gastrointestinal diseases	<input type="checkbox"/>	<input type="checkbox"/>
Hematological diseases	<input type="checkbox"/>	<input type="checkbox"/>
Hepatic diseases	<input type="checkbox"/>	<input type="checkbox"/>
Hypertension	<input type="checkbox"/>	<input type="checkbox"/>
Infectious diseases	<input type="checkbox"/>	<input type="checkbox"/>
Metabolic/endocrine disease	<input type="checkbox"/>	<input type="checkbox"/>
Neurological diseases	<input type="checkbox"/>	<input type="checkbox"/>
Pulmonary diseases	<input type="checkbox"/>	<input type="checkbox"/>
Renal diseases	<input type="checkbox"/>	<input type="checkbox"/>

Ophthalmology:

Visual acuity screening	<input type="checkbox"/>	<input type="checkbox"/>
Tonometry	<input type="checkbox"/>	<input type="checkbox"/>
External eye examination	<input type="checkbox"/>	<input type="checkbox"/>
Treatment of conjunctivitis	<input type="checkbox"/>	<input type="checkbox"/>
Removal of foreign bodies on cornea	<input type="checkbox"/>	<input type="checkbox"/>
Treatment of corneal abrasion	<input type="checkbox"/>	<input type="checkbox"/>
Eye irrigation	<input type="checkbox"/>	<input type="checkbox"/>
Retinal examinations	<input type="checkbox"/>	<input type="checkbox"/>
Treatment and diagnosis of eye disease	<input type="checkbox"/>	<input type="checkbox"/>
Surgical treatment of minor lid problems	<input type="checkbox"/>	<input type="checkbox"/>
Complete medical evaluation for eye and associate structures	<input type="checkbox"/>	<input type="checkbox"/>

Physician: _____

Orthopedics:
Requested
Approved

Treatment of acute back and neck strain	<input type="checkbox"/>	<input type="checkbox"/>
Treatment of simple contusions and sprains	<input type="checkbox"/>	<input type="checkbox"/>
Treatment of bursitis and tendonitis	<input type="checkbox"/>	<input type="checkbox"/>
Treatment of simple closed fractures	<input type="checkbox"/>	<input type="checkbox"/>
Injection of joints and tendons	<input type="checkbox"/>	<input type="checkbox"/>

Pediatrics:

Medical pediatric care, including immunizations	<input type="checkbox"/>	<input type="checkbox"/>
Routine newborn care	<input type="checkbox"/>	<input type="checkbox"/>

Anesthesia:

Local infiltration and minor nerve blocks	<input type="checkbox"/>	<input type="checkbox"/>
Trigger Point Injections	<input type="checkbox"/>	<input type="checkbox"/>
Hematoma block	<input type="checkbox"/>	<input type="checkbox"/>
Regional nerve blocks	<input type="checkbox"/>	<input type="checkbox"/>
Specify: _____		

Podiatry:

Nail debridement	<input type="checkbox"/>	<input type="checkbox"/>
Nail avulsion	<input type="checkbox"/>	<input type="checkbox"/>
Lesion debridement	<input type="checkbox"/>	<input type="checkbox"/>
Wart destruction	<input type="checkbox"/>	<input type="checkbox"/>
I&D Paronychia	<input type="checkbox"/>	<input type="checkbox"/>
Ulcer debridement	<input type="checkbox"/>	<input type="checkbox"/>
Removal foreign body	<input type="checkbox"/>	<input type="checkbox"/>
I&D hematoma	<input type="checkbox"/>	<input type="checkbox"/>
I&D abscess	<input type="checkbox"/>	<input type="checkbox"/>
Treatment of corns and calluses	<input type="checkbox"/>	<input type="checkbox"/>
Prescription of orthotic devices	<input type="checkbox"/>	<input type="checkbox"/>
Manipulation of foot	<input type="checkbox"/>	<input type="checkbox"/>

Surgery:

I&D abscess	<input type="checkbox"/>	<input type="checkbox"/>
Suture lacerations-superficial	<input type="checkbox"/>	<input type="checkbox"/>
Evacuation of thrombosed hemorrhoid	<input type="checkbox"/>	<input type="checkbox"/>
Vasectomy		

Dermatology:

Treatment of simple and superficial skin lesions, acne, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Punch Biopsies	<input type="checkbox"/>	<input type="checkbox"/>

Physician: _____

Page 3 of 4

Other Special Procedures:	Requested	Approved
Lumbar puncture	<input type="checkbox"/>	<input type="checkbox"/>
Rigid sigmoidoscopy examination	<input type="checkbox"/>	<input type="checkbox"/>
General acupuncture	<input type="checkbox"/>	<input type="checkbox"/>
Anoscopy	<input type="checkbox"/>	<input type="checkbox"/>
Paracentesis	<input type="checkbox"/>	<input type="checkbox"/>
Other _____		

Psychiatry:

Limited office based supportive counseling	<input type="checkbox"/>	<input type="checkbox"/>
Prescription of Psychotropic medication	<input type="checkbox"/>	<input type="checkbox"/>

Physician Signature_____
Date**APPROVAL:**_____
Credentialing Physician Signature_____
Date_____
Chief of Staff's Signature_____
Date_____
Governing Board Signature_____
Date

Southern Humboldt Community Healthcare District

REQUEST FOR PRIVILEGES**Name of Applicant:****Medical Staff Category:****Appointment Period:**

I wish to request the following privileges (attach supporting documents if necessary):

Clinic and Ambulatory Privileges (See Delineation of Privileges that follows.)

Signature: _____ Date: _____

CREDENTIALS REVIEW & RECOMMENDATION:
CLINIC MDPrivileges: ☐ Should be granted ☐ Should not be granted ☐ Deferred

Physician's Signature: _____ Date: _____

MEDICAL STAFF REVIEW & RECOMMENDATION:Privileges: ☐ Should be granted ☐ Should not be granted ☐ Deferred

Chief of Staff's Signature: _____ Date: _____

GOVERNING BOARD:Privileges: ☐ Granted ☐ Not granted ☐ Deferred

President's Signature: _____ Date: _____

Physician: _____**Page 1 of 4**

Delineation of Privileges Ambulatory Care/Primary Care

Obstetrics/Gynecology:	Requested	Approved
Routine Prenatal Care	<input type="checkbox"/>	<input type="checkbox"/>
Colposcopy	<input type="checkbox"/>	<input type="checkbox"/>
Cryocautery	<input type="checkbox"/>	<input type="checkbox"/>
Evacuation of vulvar hematomata	<input type="checkbox"/>	<input type="checkbox"/>
I & D - Bartholin duct abscess	<input type="checkbox"/>	<input type="checkbox"/>
IUD Removal	<input type="checkbox"/>	<input type="checkbox"/>
Pessary insertion	<input type="checkbox"/>	<input type="checkbox"/>
Perform pap smears	<input type="checkbox"/>	<input type="checkbox"/>
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Repair of cervical lacerations	<input type="checkbox"/>	<input type="checkbox"/>
Treat vaginitis	<input type="checkbox"/>	<input type="checkbox"/>
Endometrial Biopsy	<input type="checkbox"/>	<input type="checkbox"/>

Medicine:

Diagnosis & Treatment of uncomplicated:		
Allergy	<input type="checkbox"/>	<input type="checkbox"/>
Arthritis	<input type="checkbox"/>	<input type="checkbox"/>
Cardiac disease	<input type="checkbox"/>	<input type="checkbox"/>
Collagen diseases	<input type="checkbox"/>	<input type="checkbox"/>
Gastrointestinal diseases	<input type="checkbox"/>	<input type="checkbox"/>
Hematological diseases	<input type="checkbox"/>	<input type="checkbox"/>
Hepatic diseases	<input type="checkbox"/>	<input type="checkbox"/>
Hypertension	<input type="checkbox"/>	<input type="checkbox"/>
Infectious diseases	<input type="checkbox"/>	<input type="checkbox"/>
Metabolic/endocrine disease	<input type="checkbox"/>	<input type="checkbox"/>
Neurological diseases	<input type="checkbox"/>	<input type="checkbox"/>
Pulmonary diseases	<input type="checkbox"/>	<input type="checkbox"/>
Renal diseases	<input type="checkbox"/>	<input type="checkbox"/>

Ophthalmology:

Visual acuity screening	<input type="checkbox"/>	<input type="checkbox"/>
Tonometry	<input type="checkbox"/>	<input type="checkbox"/>
External eye examination	<input type="checkbox"/>	<input type="checkbox"/>
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Removal of foreign bodies on cornea	<input type="checkbox"/>	<input type="checkbox"/>
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Eye irrigation	<input type="checkbox"/>	<input type="checkbox"/>
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Treatment and diagnosis of eye disease	<input type="checkbox"/>	<input type="checkbox"/>
Surgical treatment of minor lid problems	<input type="checkbox"/>	<input type="checkbox"/>
Complete medical evaluation for eye and associate structures	<input type="checkbox"/>	<input type="checkbox"/>

Physician: _____

Page 2 of 4

Orthopedics:

Requested

Approved

Treatment of acute back and neck strain	<input type="checkbox"/>	<input type="checkbox"/>
Treatment of simple contusions and sprains	<input type="checkbox"/>	<input type="checkbox"/>
Treatment of bursitis and tendonitis	<input type="checkbox"/>	<input type="checkbox"/>
Treatment of simple closed fractures	<input type="checkbox"/>	<input type="checkbox"/>
Injection of joints and tendons	<input type="checkbox"/>	<input type="checkbox"/>

Pediatrics:

Medical pediatric care, including immunizations	<input type="checkbox"/>	<input type="checkbox"/>
Routine newborn care	<input type="checkbox"/>	<input type="checkbox"/>

Anesthesia:

Local infiltration and minor nerve blocks	<input type="checkbox"/>	<input type="checkbox"/>
Trigger Point Injections	<input type="checkbox"/>	<input type="checkbox"/>
Hematoma block	<input type="checkbox"/>	<input type="checkbox"/>
Regional nerve blocks	<input type="checkbox"/>	<input type="checkbox"/>
Specify: _____		

Podiatry:

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Lesion debridement	<input type="checkbox"/>	<input type="checkbox"/>
Wart destruction	<input type="checkbox"/>	<input type="checkbox"/>
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Ulcer debridement	<input type="checkbox"/>	<input type="checkbox"/>
Removal foreign body	<input type="checkbox"/>	<input type="checkbox"/>
I&D hematoma	<input type="checkbox"/>	<input type="checkbox"/>
I&D abscess	<input type="checkbox"/>	<input type="checkbox"/>
Treatment of corns and calluses	<input type="checkbox"/>	<input type="checkbox"/>
Prescription of orthotic devices	<input type="checkbox"/>	<input type="checkbox"/>
Manipulation of foot	<input type="checkbox"/>	<input type="checkbox"/>

Surgery:

I&D abscess	<input type="checkbox"/>	<input type="checkbox"/>
Suture lacerations-superficial	<input type="checkbox"/>	<input type="checkbox"/>
Evacuation of thrombosed hemorrhoid	<input type="checkbox"/>	<input type="checkbox"/>
Vasectomy		

Dermatology:

Treatment of simple and superficial skin lesions, acne, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Punch Biopsies	<input type="checkbox"/>	<input type="checkbox"/>

Physician: _____

Other Special Procedures:	Requested	Approved
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Rigid sigmoidoscopy examination	<input type="checkbox"/>	<input type="checkbox"/>
General acupuncture	<input type="checkbox"/>	<input type="checkbox"/>
Anoscopy	<input type="checkbox"/>	<input type="checkbox"/>
Paracentesis	<input type="checkbox"/>	<input type="checkbox"/>
Other _____		

Psychiatry:

Limited office based supportive counseling	<input type="checkbox"/>	<input type="checkbox"/>
Prescription of Psychotropic medication	<input type="checkbox"/>	<input type="checkbox"/>

Physician Signature_____
Date**APPROVAL:**_____
Credentialing Physician Signature_____
Date_____
Chief of Staff's Signature_____
Date_____
Governing Board Signature_____
Date



733 CEDAR STREET
GARBERVILLE, CA 95542
(707) 923-3921

Southern Humboldt Community Healthcare District

REQUEST FOR PRIVILEGES

Name of Applicant:

Medical Staff Category:

Appointment Period:

I wish to request the following privileges (attach supporting documents if necessary):

Inpatient and Emergency Room Privileges (See Delineation of Privileges that follows.)

Signature: _____ Date: _____

CREDENTIALS REVIEW & RECOMMENDATION:

Privileges: ☐ Should be granted ☐ Should not be granted ☐ Deferred

Physician's Signature: _____ Date: _____

MEDICAL STAFF REVIEW & RECOMMENDATION:

Privileges: ☐ Should be granted ☐ Should not be granted ☐ Deferred

Chief of Staff's Signature: _____ Date: _____

GOVERNING BOARD:

Privileges: ☐ Granted ☐ Not granted ☐ Deferred

President's Signature: _____ Date: _____

Physician:

Privilege Period:

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Delineation of Privileges Inpatient Medicine

	Requested	Approved
Hepatic Diseases:		
Differential diagnosis	_____	_____
Differential diagnosis of jaundice	_____	_____
Cirrhosis	_____	_____
with bleeding varices	_____	_____
with coma	_____	_____
Other Hepatic Diseases	_____	_____
Gastrointestinal Diseases:		
Differential diagnosis	_____	_____
Cholecystitis	_____	_____
Malabsorption	_____	_____
Peptic ulcer	_____	_____
Pancreatitis	_____	_____
Intestinal obstruction	_____	_____
Regional ileitis	_____	_____
Ulcerative colitis	_____	_____
Diverticulitis	_____	_____
Appendicitis	_____	_____
Other Gastrointestinal Diseases	_____	_____
Renal Diseases:		
Peritoneal Dialysis	_____	_____
Renal Ureteral Colic	_____	_____
Other Renal Diseases	_____	_____
Pulmonary Disease:		
Differential diagnosis	_____	_____
Management of respiratory failure	_____	_____
Pulmonary embolism	_____	_____
Emphysema	_____	_____
Pneumonia	_____	_____
complicated	_____	_____
uncomplicated	_____	_____
Pneumothorax, spontaneous	_____	_____
Other Pulmonary Diseases	_____	_____
Cardiac Disease:		
Differential Diagnosis	_____	_____
Myocardial infarction	_____	_____
Myocarditis	_____	_____
Pericarditis	_____	_____
Cardioversion - medical	_____	_____
Cardioversion - electrical	_____	_____
Bacterial endocarditis	_____	_____
Cardiac arrhythmias	_____	_____

Physician:

Privilege Period:

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	Requested	Approved
Cardiac Disease (continued):		
Congestive heart failure	_____	_____
Coronary heart disease	_____	_____
Rheumatic fever	_____	_____
Other Cardiac Diseases	_____	_____
Cardiac Procedures:		
Cardioversion	_____	_____
Thrombolytic therapy	_____	_____
EKG interpretation	_____	_____
EKG Preparation	_____	_____
Other Cardiac Procedures	_____	_____
Double, triple lumen catheter or similar infusion lines for central venous access	_____	_____
Hypertension:		
Differential diagnosis	_____	_____
Essential	_____	_____
Malignant	_____	_____
Metabolic & Endocrine Diseases:		
Differential diagnosis	_____	_____
Parathyroid conditions	_____	_____
Diabetes mellitus	_____	_____
Pituitary conditions	_____	_____
Cushing's Syndrome	_____	_____
Addison's Disease	_____	_____
Pheochromocytoma	_____	_____
Hypothyroidism	_____	_____
Hyperthyroidism	_____	_____
Sex hormone abnormalities	_____	_____
Other Metabolic & Endocrine Diseases	_____	_____
Rheumatologic Diseases:		
Differential diagnosis	_____	_____
Rheumatic arthritis	_____	_____
Treatment of collagen vascular diseases	_____	_____
Osteoarthritis	_____	_____
Gouty	_____	_____
Other Rheumatologic Diseases	_____	_____
Neurological Diseases:		
Differential diagnosis	_____	_____
CVA	_____	_____
Meningitis-Encephalitis	_____	_____
Seizure disorders	_____	_____
Parkinsonism	_____	_____
Degenerative diseases	_____	_____
Demyelinating diseases	_____	_____
Other Neurological Diseases	_____	_____

Physician:

Privilege Period:

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733 CEDAR STREET
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	Requested	Approved
Hematologic/Oncological Diseases:		
Differential diagnosis	_____	_____
Hemorrhagic diathesis	_____	_____
Primary anemia	_____	_____
Leukemia	_____	_____
acute	_____	_____
chronic	_____	_____
Other Hematologic/Oncological Diseases	_____	_____
Hematology/Oncology:		
Chemotherapy	_____	_____
Allergy:		
Differential diagnosis	_____	_____
Urticaria	_____	_____
Contact Dermatitis	_____	_____
Other Allergies	_____	_____
Infectious Diseases:		
Differential diagnosis	_____	_____
HIV related diseases	_____	_____
Other Infectious Diseases	_____	_____
Respiratory/Pulmonary:		
Thoracentesis	_____	_____
Endotracheal intubation	_____	_____
Trans-tracheal oxygen placement	_____	_____

Applicant Signature

Date

APPROVAL:

Date

Credentials Review

Date

Chief of Staff

Date

Governing Board

Physician:

Privilege Period:

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Delineation of Privileges Emergency Room

General Surgery:	Requested	Approved
Skin and subcutaneous tissue (Minor Procedures)	_____	_____
I & D	_____	_____
Excision of lesions	_____	_____
Uncomplicated deep wound closure	_____	_____
Treatment of burns	_____	_____
Intravenous cutdown (infant/adult)	_____	_____
Foreign body removal, uncomplicated	_____	_____
Emergency thoracotomy	_____	_____
Respiratory:		
Emergency tracheotomy	_____	_____
Tube thoracostomy	_____	_____
Cricothyrotomy	_____	_____
Anus:		
Excision thrombosed hemorrhoid	_____	_____
Obstetrics and Gynecology:		
Emergency deliveries	_____	_____
Episiotomy and repair	_____	_____
Repair of cervical lacerations	_____	_____
I & D - Bartholin duct abscess	_____	_____
Treatment of medical complications	_____	_____
Eclampsia, pre-eclampsia, DKA bleeding	_____	_____
Evacuation of vulvar hematomata	_____	_____
Removal of foreign body from vaginal and uterus	_____	_____
Orthopedics:		
Reduction dislocation, closed	_____	_____
Reduction fracture, closed	_____	_____
Splinting	_____	_____
Casting	_____	_____
Ophthalmology:		
Cornea (removal of foreign body, superficial)	_____	_____
Otorhinolaryngology:		
Ear (minor surgery of lesions including excision and foreign body removal)	_____	_____
Nose (minor surgery of lesions including excision and foreign body removal)	_____	_____



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	Requested	Approved
Otorhinolaryngology (continued):		
Nasal packing	_____	_____
Septal Hematoma Drainage	_____	_____
Perichondria Hematoma (Cauliflower ear) drainage	_____	_____
Oral Surgery:		
Reduction tempo mandibular joint dislocation	_____	_____
Anesthesia:		
Local infiltration	_____	_____
Regional block, simple	_____	_____
Trigger Point Injections	_____	_____
Hematoma block	_____	_____
Internal Medicine:		
Arterial puncture	_____	_____
Joint aspiration/infusion	_____	_____
Lumbar puncture	_____	_____
Thoracentesis	_____	_____
Paracentesis	_____	_____
Cardio-pulmonary resuscitation	_____	_____
Central line placement	_____	_____
Emergency external pacemaker placement	_____	_____
Pericardiocentesis	_____	_____
Pediatrics:		
Intubation and resuscitation of infant	_____	_____
Lumbar puncture	_____	_____

Applicant Signature

Date

APPROVAL:

Date

Credentials Review

Date

Chief of Staff

Date

Governing Board

Physician:

Privilege Period:

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