

**Committee on Physician Quality
March 8, 2016
Meeting Minutes**

Attendance

Members & MMA Staff

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|--|---|
| <input checked="" type="checkbox"/> Jeff Brown, M.Ed. | <input type="checkbox"/> Buell Miller, MD (Excused) |
| <input type="checkbox"/> Rick Cabot, MD | <input checked="" type="checkbox"/> Dianna Poulin |
| <input checked="" type="checkbox"/> David Dixon, MD | <input type="checkbox"/> Roderick Prior, MD (Excused) |
| <input checked="" type="checkbox"/> Lindsey Kerr, MD | <input type="checkbox"/> Gordon Smith, Esq. (Excused) |
| <input type="checkbox"/> Lisa Letourneau, MD | <input checked="" type="checkbox"/> James Timoney, MD |
| <input type="checkbox"/> David McDermott, MD (Excused) | <input type="checkbox"/> Martyn Vickers, Jr., MD |
| <input type="checkbox"/> Lindsey Kerr, MD (Excused) | <input checked="" type="checkbox"/> Angela Westhoff |
| | <input checked="" type="checkbox"/> John Yindra, MD |

Guests:

[Redacted]

Topic	Discussion	Action/Follow-up
Call to Order	The meeting was called to order at 4:10 p.m. D. Poulin reported that Dr. Lindsey Kerr has joined CPQ. Dr. Kerr is a urologist in Bangor. She was unable to attend this evening but hopefully will be able to join us in May.	Informational
September 8, 2015 Meeting Minutes	The November 2015 meeting minutes were included with the agenda packets. <i>A motion was made and seconded to approve the minutes as mailed. Vote: Motion Carried.</i>	Accepted
Old Business	[Redacted]. They were asked at the last meeting to provide more information in their QI plan and resubmit it for today. However, Ms. [Redacted] asked this could be tabled to May as their practice is in the process of moving to a new location.	Tabled until May. Jeff Brown will be assigned to do the review
New Plans	[Redacted] Medical Group. Dr. Yindra reviewed the plan prior to the meeting as he was not able to attend. Being a new plan there is no data to compare to, but for the data that was provided there is no narrative concerning the evaluation and corrective action plan if needed around the adverse findings. In addition, there was no HIPPA policy provided and no discussion of the procedure for allowing an audit of the QI program by the MMA. Those present agreed with Dr. Yindra that this plan is a good start and the missing pieces should be in the next report to the	Accepted with recommendations as noted. Ms. [Redacted] will submit the requested documentation to D. Poulin.

	committee. Following discussion and review, a motion was made and seconded to accept [REDACTED] Medical Group's plan following inclusion of the missing documentation. VOTE: Motion carried.	
	[REDACTED] Specialists. Dr. Timoney reviewed this QI plan and stated that [REDACTED] initial quality improvement plan is a reasonable primary step in an office QI program. Overall the document was light of some of the details of the program. Dr. Timoney and Mr. [REDACTED] spoke over the weekend to discuss the plan and talk about specific QI indicators that [REDACTED] plans to implement. Specifically, the concept of correcting a potential loss of early follow-up using these [REDACTED] agents is commendable. As the program is implemented, their QI plan and indicators will be better defined and they will be prepared to submit their conclusions, etc. when they submit their annual plan. Dr. Timoney also suggested that they expand their plan to be more of an office-wide plan rather than a focused plan on a specific indicator. Dr. Timoney suggested acceptance of the plan with the recommendations as noted above. <i>Following discussion and review, a motion was made and seconded to accept [REDACTED] Specialists QI plan as submitted. VOTE: Motion Carried.</i>	Accepted with recommendations as noted.
Annual Plan Review	[REDACTED] Health Center. Jeff Brown reviewed the plan. He found the documentation to be thorough and it reveals consistent and effective processes for reporting, reviewing, and improving quality of care consistent with [REDACTED]'s Quality Improvement Plan. He recommends acceptance of [REDACTED]'s annual plan. <i>Following discussion and review, a motion was made and seconded to accept [REDACTED]'s Annul QI plan as presented. VOTE: Motion Carried</i>	Accepted with no recommendations.
Peer Review & OBQI Program	D. Poulin reported two new practices are joining the Office-Based QI Program: Eastport and St. Croix. Peer review business continues to be brisk. D. Poulin shared and highlighted several comments from the summary of the reviews gathered in 2015 by requester, reviewer and person reviewed. D. Poulin highlighted several comments from those reports. One of the issues we found was that hospitals were not providing the reviewers with all the documentation they needed to do a complete review. As a result, Ms. Poulin now includes language in her confirmation letters to reviewers that specifically states that if the reviewer needs additional information then they need to contact Ms. Poulin or the requesting organization	Informational

	directly.	
Assignments	<p>At May's meeting there will be multiple practices reviewed. D. Poulin will assign the same folks who did reviews last year for some of the practices; however, there are still some that she needs to find reviewers for. Assignments are as follows, but subject to change pending confirmation from those physicians who were unable to participate in the meeting:</p> <ol style="list-style-type: none"> 1. Family Planning Assoc. of Maine – Dr. Rod Prior 2. Bucksport Regional Medical Center 3. DFD Russell – Dr. David McDermott 4. Fish River Rural Health Center – Jeff Brown, M.Ed. 5. Healthways: Lubec 6. InterMed – Dr. Rod Prior 7. Sacopee Valley Health Center 	
Next Meeting(s)	The next meeting is scheduled for Tuesday, May 10th, 4-6 p.m. Because there are so many practices to be reviewed, the meeting will be held at MMA Headquarters.	D. Poulin will send out a reminder to everyone next week.

Meeting adjourned at 5:00 p.m.

Minutes respectfully submitted by Dianna Poulin, Coordinator for Peer Review & Quality

2016 Meeting Schedule, 4-6 p.m. (Subject to change)
May 10, 2016, September 13, 2016, November 8, 2016