

HEALTHCARE FINANCIAL MANAGEMENT ASSOCIATION
NEW JERSEY CHAPTER

Policy: E01
Title: NJ HFMA Checklist for Committee Member Planning for the Quarterly Educational Programs

Date Approved by the Board of Directors:
Most Recent Revision: June 11, 2009
Effective Date: June 11, 2009

Policy:

This Chapter Policy will be utilized for Committee Members, Chapter Administrator, President Elect and Speakers for Planning the Quarterly Educational programs.

Purpose:

The intent of this policy is to provide a detailed checklist to assist in organizing and presenting Quarterly Educational Programs for our membership. The specific responsibilities are as follows:

1. Quarterly Meeting Date Setting
2. Quarterly Meeting Committee Responsibilities
3. Quarterly Meeting Lead Committee's Responsibilities
4. Participating Committee's Responsibilities
5. Chapter Administrator's Responsibilities
6. President Elect Responsibilities
7. Logistical Responsibilities
8. Checklist for Speakers

Quarterly Meeting Date Setting

1. Quarterly Meetings are set on the same day as the scheduled Board meetings, which is the second Tuesday in January, March, June and September. If there are any conflicts with this date, the President-Elect (PE) will recommend an alternative date and request approval from the Board.
2. The dates for all other education meetings are determined by the specific committee with approval from the PE and the Board.

Quarterly Meeting Committee Responsibilities

The following lead committees are responsible for the preparation and coordination of the Quarterly Meetings as follows: January-Patient Financial Services & Patient Access, March-CARE, June-FACT and September-Proaction. Other committee's may be asked to participate at any Quarterly Meeting based on feedback from the lead committee or interest from the invited committee.

Quarterly Meeting Lead Committee's Responsibilities

Preparation for the Meeting:

1. Develop theme.
2. Coordinate participation with other HFMA committees, as applicable.
3. Finalize the topics to be presented.
4. If applicable, and with feedback from the President, the lead committee should coordinate communication with any other participating associations (AAHAM etc.).
5. If a speaker requires payment, obtain Board approval prior to agreeing to any terms.
6. If the speaker fee exceeds \$599, the lead committee must obtain speaker's social security number and address and forward to the Chapter Administrator and Treasurer.
7. Prepare Educational Flyer:
 - a. Lead committee is responsible to develop flyer, sample attached – **Attachment A**.
 - b. Flyer is to be mailed 6 to 8 weeks in advance of scheduled meeting. Flyer must be presented before the Board so that approval may be given to meet the 6 to 8 week advanced mailing of the flyer.
 - c. Request CPE allowable credits by seeking approval from the CPE Coordinator. The CPE Coordinator will require at least one week for review. The one week approval time should be considered in the delivery timing of the flyer as stated above. The current CPE Coordinator contact information is as follows:
Lewis D. Bivona Jr. CPA, AFE
Principal
Withumsmith+ Brown
lbivona@withum.com
 - d. Request ACHE award hours by seeking approval from the Assistant Director of Membership of ACHE by mailing the following documents:
 - Cover Letter – **Attachment B**
 - Copy of flyer with agenda
 - Brief Bio of each speaker
 - e. Any revisions to the flyer, once Board approved, must be forwarded to the PE for final determination. The PE will determine if the change/changes

require Board approval. This approval can be obtained via email or conference call.

- f. In all cases, PE reviews and approves flyer prior to final distribution. Submit flyer to Chapter Administrator for distribution **6 to 8 weeks prior** to conference date. (E-mail flyer will be sent first and printed copy will follow).

Please note printer takes a week to ten days to process the flyer and mail it out.

Develop a two paragraph meeting blurb to be utilized in the email to accompany the flyer. This blurb must be submitted to the PE for approval, who will email it to the Chapter Administrator for email and website distribution –

Attachment C.

8. Submit the Event Date Reservation Form to the PE as soon as possible following the finalization of the agenda and logistics for the meeting – **Attachment D.**
9. Send an e-mail reminder to the speakers informing them of the various deadlines, sample attached. – **Attachment E.**
10. Obtain speaker bios for the purpose of introductions.
11. Identify speakers requiring overnight accommodations and advise Chapter Administrator.
12. The lead committee is responsible to coordinate all speaker presentations onto one laptop and/or CD in advance of the meeting and provide a back-up laptop and CD of the presentations. The lead committee is responsible for providing a laptop.
13. Copies of the speakers' presentations must be forwarded to the CPE Coordinator.
14. The lead committee finalizes and changes audio-visual needs through the PE at least one week prior to the conference – **Attachment D.**
15. Prepare speaker evaluation form(s) which are to be submitted to the Chapter Administrator the Friday before the meeting date. These should be printed on color paper (i.e. something other than white). A sample is attached – **Attachment F.**
16. Establish and distribute emergency/last minute contact list for speakers and moderators.
17. Develop at least two questions for each speaker to answer in the event there are no questions from the floor.

For the day of the meeting:

18. The Chapter projector is held in the Sales office on the 2nd floor of the Hilton and must be picked up by a committee member the morning of the meeting.
19. A committee member must return the overhead projector to the Sales office on the second floor of the Hilton at end of the meeting day.
20. Determine who will moderate the meeting.
21. Determine who will introduce speakers.
22. Coordinate all handouts for distribution the day of the conference.
23. Before afternoon sessions starts, remind audience about the CPE sign-in sheets, social networking and completion of program evaluations.

24. Determine who will greet speakers arriving for the afternoon session.
25. Determine who will distribute any hand-outs that arrive for the afternoon session.
26. Assign two committee members to walk around with wireless microphones.
27. Assign a committee member to verify that food and bartenders are set and are appropriately timed with the event of the day (i.e. if session is running short in the morning advise hotel Sales staff that lunch should be moved up).
28. Assign a committee member to work with the Hilton contact regarding any issues; such as air conditioning/heating, chairs, etc.
29. Towards the end of the day, a committee member must be responsible to sign the invoice to verify that all AV equipment has been utilized.
30. Assign a committee member to coordinate obtaining membership's badges at end of day for the four Gift Baskets drawing.
31. Double check all tables and collect and tally results from speaker evaluations. Committee chairs will assemble evaluations and provide to Board liaison who will be responsible to make available for the next Board meeting, sample attached – **Attachment G**.
32. Final evaluations are to be sent to CPE Coordinator after they are tallied. These are required for CPE back-up.
33. Send thank you and results of evaluation to speakers.

OTHER QUARTERLY EDUCATION PROGRAM RESPONSIBILITIES

Participating Committee's Responsibilities

1. Participate in scheduled conference calls for Quarterly meetings.
2. Indicate whether the Committee can participate in Quarterly Session.
3. Provide input on several topics, if participating.
4. Confirm with lead committee topic(s) to present.
5. Select speaker(s) for topic/topics.
6. Coordinate the speaker'(s) presentation, to ensure the presentation covers requested topic, determine audio-visual requirements, and travel arrangements.
7. Develop at least two (2) questions for the respective speakers, in the event there are no questions from the audience.
8. The two questions for the speaker will be provided by the roving microphone committee members.
9. Send speaker'(s) presentations to the lead committee at least one week in advance of conference.

Chapter Administrator's Responsibilities

The Chapter Administrator (CA) prepares the limited information attendee list for distribution. The list only includes the name, title and employer. This list may be given to presenters and attendees. The Chapter Administrator will provide the following:

1. Bring the CPE credit sign-in sheet for both the morning and afternoon sessions. In the event there are breakout sessions, the CA will provide CPE sheets for each session.
2. Bring the evaluation forms.
3. Communicate the number of attendees to the PE, President and Co-chairs two weeks, one week and then 48 hours in advance of conference.
4. Bring the individual CPE sheet copies.
5. Bring an appropriate number of agendas.
6. Purchases four (4) Gift Baskets.
7. Forward the original CPE sign in sheets to CPE Coordinator.
8. Make arrangements with the hotel for the overnight stay of speakers, if applicable.
9. Provide an appropriate number of attendee lists

President Elect Responsibilities

1. PE books the Woodbridge Hilton one year in advance of the four Quarterly Meetings.
2. PE is responsible for all Woodbridge Hilton event orders.
3. PE coordinates with the Hilton, with as much advance notice as possible, all AV, food and other logistical needs based on the information provided on the Event Date Reservation Form.
4. PE orders food and coordinates timeframes when coordinating session with the Woodbridge Hilton.
5. PE communicates number of attendees to the Woodbridge Hilton 48 hours in advance.
6. PE will be responsible for any session issues on the day of the conference or assigned Board member.

Logistics

1. The Woodbridge Hilton designs the set-up of the room, depending on the number of attendees. There is flexibility if the committee chairs suggest a different approach.
2. All contracts are to be signed by the Chapter PE or President (Policy B03)
3. The PE coordinates, in communication with the committee chairs, or designees, all logistics with the hotel.

Checklist for Speakers

1. Inform speakers of the conference date and scheduled time of discussion.
2. Inform speakers on length of discussion.
3. Establish a date and time for a speaker conference call:
 - a. Inform speakers of expected audience
 - b. Ensure no overlap of speaker discussions
 - c. Obtain bios

- d. Ensure presentation covers requested topic
4. Provide e-mail address for presentation submission in advance of meeting date, at least one week prior to conference.
5. Determine specific audio-visual requirements and coordinate with lead committee. Lead committee will coordinate through PE.
6. Inform speakers of the required 'non-sales' format.
7. Inform speakers to ship copies of handouts one week prior of the conference to hotel. Make sure HFMA and date of conference is written on box.
8. Provide directions to speakers.
9. If travel is required, determine accommodation needs (if any). Inform Chapter Administrator, who will make arrangements.
10. Provide speakers with emergency contact name, e-mail address and phone number.
11. Obtain emergency/last minute contact phone numbers from speakers.

“GETTING TO THE BOTTOM LINE: INTEGRATING COMPLIANCE WITH OPERATIONS”

NJ HFMA Compliance & Ethics Committee; BJ Welsh, Chair; Nancy Graham, Co-Chair

Wednesday, March 14, 2007 at the Woodbridge Hilton

120 Wood Avenue South, Iselin, NJ 08830

For directions see <http://www.hiltonwoodbridge.com/>

Registration and Breakfast	7:30 - 8:30
Annual Meeting and Elections	8:30 - 8:45
Morning Session	8:45 - 11:45
Lunch	11:45 - 12:30
Afternoon Session	12:30 - 4:30
Social Open Bar and hors d'oeuvres	4:30 - 5:30

Morning Session 8:45-11:45

- **NJHA Regulatory Update**
- **Is Consistency Really the Hobgoblin of Small Minds? Wide Variation in NJ Compliance Programs**
 - John B. Reiss, Ph.D., J.D., Saul Ewing LLP
- **Implementation of Enterprise Risk Management at New York-Presbyterian Hospital**
 - Steven Forman, CPA, VP Internal Audit & Corporate Compliance, New York-Presbyterian Hospital
- **Break**
- **Compliance Essentials: Monitoring & Auditing**
 - Debra L. Hinton, MBA, CPC, Senior Consultant, Parente-Randolph, LLC
- **How Clinical Documentation Drives Compliance & Reimbursement**
 - Anne Goodwill Pritchett, MPA, FHFMA, VP Patient Financial Services, Hackensack UMC
 - Laurie Grey, Director Revenue Cycle Management, Princeton HealthCare System
 - Terry Kelly, Patient Financial Services Clinical Liaison, Meridian Health

Afternoon Session 12:30-4:30

- **Hospital/Physician Contracts – Evaluating & Documenting Compliance**
 - Thomas Flynn, MBA, FACHE, Chief Compliance Officer, Hackensack UMC
- **Integration of Compliance & Hospital Operations – Balanced Scorecard**
 - Gerry Blass, President & CEO, Blass Consulting, LLC
 - Steve LeFar, President, MediRegs
 - Steve Miller, Chief Compliance & Privacy Officer, Capital Health System
 - Trish Toole, Vice President, Carrier Clinic
- **Break**
- **State of HIPAA/EHR In New Jersey - RHIO, HISPC, NPI, and HINT**
 - Joseph A. Carr, Chief Information Officer, NJ Hospital Association
 - Shari Back, IT&S Manager, Client Services, Saint Barnabas Healthcare System
- **Medicare Administrator Contractor Reform**
 - Ben Hyman, Account Manager, VisionShare, Inc.
- **Compliance Can Be Fun – Quiz Show Demonstration**
 - Peter J. Hughes, Director Corporate Compliance, Meridian Health



Quarterly Meeting of HFMA, NJ Chapter

March 14, 2007

Please register the following participants:

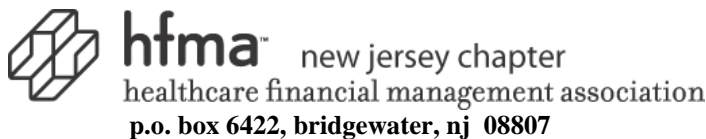
NAME	ORGANIZATION	TITLE	MEMBER YES / NO
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FEE:	ADVANCE REGISTRATION - MEMBERS.....	\$135.00
	ADVANCE REGISTRATION - NON-MEMBERS.....	\$160.00
	ADVANCE REGISTRATION - CERTIFIED MEMBERS (FHFMA, CHFP, CPAM)	\$100.00
	STUDENT REGISTRATION	\$35.00
	ON-SITE REGISTRATION – ON “SPACE AVAILABLE” BASIS.....	\$10 ADDITIONAL CHARGE

REGISTRATION INFORMATION:

- Make checks payable to **HFMA - NJ CHAPTER**, and please mail at least **10 days prior to the event**.
- Registration must be received **three working days prior to the event**, by mail or by fax.
- **REFUNDS WILL BE GRANTED ONLY IF CANCELLATION IS RECEIVED 48 HOURS PRIOR TO THE MEETING.**
- Dress is **Business Casual**
- Mail payment to: HFMA – NJ Chapter
 Laura Hess
 PO Box 6422
 Bridgewater, NJ 08807
- To fax your registration and reserve a seat, please **fax form to (908) 722-8775**
- Phone number for questions is **(888) NJC-HFMA**
- If paying by **CREDIT CARD**, please complete:
 Please circle card type: American Express Visa MasterCard
 Card Number: _____ Exp. Date: _____
 Name on Card*: _____
**Type in your name which will be taken as your signature authorizing the charge.*

NEW JERSEY BOARD OF ACCOUNTANCY CONTINUING PROFESSIONAL EDUCATION CREDITS
 Based on our understanding of the New Jersey State Board of Accountancy’s continuing professional education (CPE) requirements, Sponsor No. 185, this course will qualify for 7.0 CPE credits





Attachment B

March 13, 2010

Ms. Patricia Griffith, FACHE
Assistant Director, Membership
American College of Healthcare Executives
Suite 1700, 1 N. Franklin St., Chicago, IL 60606-3491

Dear Ms. Griffith:

Please find attached information pertaining to the education session titled: “**Insert Title Here**” that will be presented on **Month XX**, 20**XX**, by the New Jersey Chapter of the Healthcare Financial Management Association. We are requesting your approval to offer Category II (Non-ACHE) Continuing Education Credit to participants of this program.

You will find the following attached:

- Event brochure/flyer
- Agenda
- Short bio of each faculty member

Very truly yours,

Jane Smith
NJHFMA **Committee Name** Co-Chair

Enc (3)

**“GETTING TO THE BOTTOM LINE:
INTEGRATING COMPLIANCE WITH OPERATIONS”**

WEDNESDAY, March 14, 2007

Mark your calendars to join us at the upcoming NJ HFMA quarterly conference on **Wednesday, March 14, 2007**. This program will help attendees with practical insights into how NJ healthcare providers can integrate compliance with daily operations. The Corporate Compliance & Ethics committee, in coordination with the other NJ HFMA subcommittees, has prepared a schedule of impressive speakers that will provide practical information and tools to help drive compliance integration within your healthcare organization. Exciting topics of the day range from Enterprise Risk Management, Monitoring and Auditing, Clinical Documentation, Physician Contracting, HIPAA, and Medicare Contractor Reform.

WHO SHOULD ATTEND

- Health care compliance officers and risk managers
- VPs of Finance, CFOs and Internal Auditors
- Patient financial service directors and other key personnel in revenue cycle management
- Health care senior executives and leaders, including individuals involved in physician contracting
- Information Technology officers, Health Information managers and other key HIPAA and EHR personnel.
- Health care consultants and attorneys

The detailed flyer is available to download on the homepage of our web site:
www.hfmanj.org.

We look forward to seeing you there!
B.J. Welsh and Nancy Graham

NEW JERSEY HFMA

EVENT DATE RESERVATION FORM

WOODBRIIDGE HILTON FACILITY REQUEST

This form must be submitted to the NJHFMA President Elect no later than six (6) weeks prior to the planned event date for all NJHFMA events, regardless of location.

COMPLETE THE FOLLOWING FOR ALL EVENTS:

Committee Chair/Contact Name	
Contact Phone Number	
Contact Fax Number	
Contact Email Address	
Lead NJ HFMA Committee Name	
If event facility is other than the Woodbridge Hilton, please note facility name, address and phone number (otherwise leave blank).	
Function Name	
Event Date(s) ¹	
Event Time	Start: <input type="text"/> am/pm End: <input type="text"/> am/pm

COMPLETE THE FOLLOWING ONLY FOR WOODBRIDGE HILTON EVENTS:

Estimated # of Attendees	
Maximum # of Attendees (if applicable)	
Podium?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Head Table/Dais?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of Seats at Head Table	
Projector 2	<input type="checkbox"/> Yes <input type="checkbox"/> No
Projector Screen?	<input type="checkbox"/> Yes <input type="checkbox"/> No

NEW JERSEY HFMA DATE RESERVATION AND WOODBRIDGE FACILITY FORM

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Microphones (specify number of each type required) ³	Stationary: <input type="checkbox"/> Roving: <input type="checkbox"/> Lapel: <input type="checkbox"/>
Other Special Room Set-Up Logistics (specify) ⁴	
Catering Needs (i.e. continental breakfast, lunch, dinner, cocktail reception, or other special needs)	
Other special requests:	
Below to be completed by Vice President:	
Date Submitted	
Woodbridge Booking Agent	<input type="checkbox"/> Kristen Pakla <input type="checkbox"/> Nancy Rubin
Confirmation (BEO) Received Date (attach copy)	

Notes

¹ Event Date(s):

Note all applicable dates for event. If meeting is recurring it may be noted as, for example, “Second Wednesday of each month except February.”

² Projectors and Laptops:

A projector is available through NJHFMA and is stored in the business office on the second floor at the Woodbridge Hilton. **However, you must note the need for the projector to ensure its availability.** A laptop computer is not available and must be supplied either by the event planners or the speakers.

³ Microphones (Woodbridge Hilton only):

Microphones are paid for on a per unit basis – please specify the proper number. Always account for the need for roving microphones to facilitate Q&A sessions. Some speakers may request wireless lapel microphones.

⁴ Room Set-Up (Woodbridge Hilton only):

Quarterly Meeting – Round tables unless otherwise specified

Other Events – Specify required set-up (i.e. classroom, conference table, “U” table design, round tables, etc.)

Thank you all for volunteering to participate in the NJ HFMA FACT committee quarterly seminar on June 14, 2007. This is to confirm the housekeeping items we discussed:

1. Date of the conference: **June 14, 2007; plan on arriving at least 30 minutes prior to your presentation time. See the attached agenda for your scheduled time.**
2. Email your presentation by **May 24, 2007** to jgreen@parentenet.com and hweber@parentenet.com (all slides will be placed one on one central laptop to ease administration the day of the program).
3. Submit some questions on your topic along with your presentation by **May 24, 2007**. These will be "planted" in the house, to be posed to you only if the audience doesn't have questions.
4. Consider appending an expanded bio to the handouts as participants may wish to know more about your background.
5. Submit a 5 or 6 bullet point bio for purposes of a speaker introduction by **May 24, 2007** to jgreen@parentenet.com and hweber@parentenet.com
6. Notify jgreen@parentenet.com and hweber@parentenet.com of any specific audio-visual requirements, other than microphones, projector, projector screen, podium and laptop.
7. Important Reminder: your presentation can't be depicted as a sales job - however you will get exposure and can give out your email or cards so someone with questions can contact you.
8. Bring copies of handouts the day of the conference **or** ship to hotel in advance. If shipping to the hotel; address as follows:
 - i. Ms. Nancy Rubin
 - ii. Woodbridge Hilton
 - iii. Sales and Catering
 - iv. 120 Wood Ave South
 - v. Iselin, NJ 08830.

There must be indication on the mailing that the package is for: HFMA - NJ June 14, 2007 meeting; Contact phone number: 732-494-4964. Please be sure to label the box with NJ HFMA meeting handouts and the event date as well.

9. Directions to hotel: <http://www.hiltonwoodbridge.com>; hotel address: 120 Woodbridge Avenue South, Iselin, New Jersey 08830; general phone number: 732-494-6200.
10. Make note of these emergency phone numbers if something comes up last minute (miss plane, weather issues, etc.): Heather L. Weber: (267) 886 6617, Julius Green: (410) 598-3148.
11. Provide **your** emergency/last minute contact phone numbers (e.g. cell phones) to jgreen@parentenet.com and hweber@parentenet.com

Together, we are creating an exceptional educational experience for some very fortunate conferees. Thank you again for being a part of it!

Sincerely,



CONFERENCE & SPEAKER EVALUATION

“GETTING TO THE BOTTOM LINE: INTEGRATING COMPLIANCE WITH OPERATIONS” – March 14, 2007

Please Rate the Program: Poor – 1 2 3 4 5 - Excellent

Is Consistency Really the Hobgoblin of Small Minds; Wide Variation in NJ Compliance Programs

John B. Reiss, Ph.D., J.D., Health Law Practice, Saul Ewing LLP	1	2	3	4	5
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Implementation of Enterprise Risk Mgt at NY Presbyterian Hospital

Steven Forman, CPA, VP Internal Audit & Corporate Compliance	1	2	3	4	5
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Compliance Essentials: Monitoring and Auditing

Debra L. Hinton, MBA, CPC, Senior Consultant, Parente-Randolph, LLC	1	2	3	4	5
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How Clinical Documentation Drives Compliance & Reimbursement

Anne Goodwill Pritchett, MPA, FHFMA, VP Pt. Financial Services, Hackensack UMC	1	2	3	4	5
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Laurie Grey, Director Revenue Cycle Management, Princeton HealthCare System	1	2	3	4	5
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Terry Kelly, Patient Financial Services Clinical Liaison, Meridian Health	1	2	3	4	5
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Hospital/Physician Contracts – Evaluating & Documenting Compliance

Thomas Flynn, MBA, FACHE, Chief Compliance Officer, Hackensack UMC	1	2	3	4	5
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Integration of Compliance & Hospital Operations

Gerry Blass, President & CEO, Blass Consulting, LLC	1	2	3	4	5
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Steve LeFar, President, MediRegs	1	2	3	4	5
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Steve Miller, Chief Compliance & Privacy Officer, Capital Health System	1	2	3	4	5
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Trish Toole, Vice President, Carrier Clinic	1	2	3	4	5
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State of HIPAA/EHR in New Jersey – RHIO, HISPC, NPI & HINT

Joseph A. Carr, Chief Information Officer, New Jersey Hospital Association	1	2	3	4	5
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Shari Back, IT&S Manager, Client Services, Saint Barnabas Healthcare System	1	2	3	4	5
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Medicare Administrator Contractor Reform

Ben Hyman, Account Manager, VisionShare, Inc.	1	2	3	4	5
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Compliance Can Be Fun – Quiz Show Demonstration

Peter J. Hughes, Director Corporate Compliance, Meridian Health	1	2	3	4	5
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<i>Did You Find the Program Informative?:</i>	1	2	3	4	5
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<i>Suggestions for Program Improvement:</i>	
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<i>Changing Just One Aspect of the Program:</i>	
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<i>Did You Feel That Any of Today's Speakers Gave Sales Presentations? If Yes, which one(s):</i>	YES or NO
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MEETING ROOM

Check-in: **1 2 3 4 5**

Room: **1 2 3 4 5**

Food: **1 2 3 4 5**

HOTEL EVALUATION

Space: **1 2 3 4 5**

Lighting: **1 2 3 4 5**

Temperature: **1 2 3 4 5**

Thank you for your input!

EVALUATION RESPONSES SUMMARY

“Surviving the Revenue Cycle” Woodbridge Hilton January 9, 2007

There were 87 evaluations received. On a rating of 1 – 5, with 5 scoring as excellent and 1 as poor, the results follow:

	Score
Speaker – Scott Muns, The Advisory Board	4.61
Speaker – Steve Witter, Folio Associates	3.40
Speaker – Gregg Leff, MDX	4.44
Speaker – Dr. Bryan Patrick, MDX	4.50
Speaker – John Grogan, Bubba, Grogan and Cocca, LLP	4.25
Speaker – Scott Mariani, Withum Smith & Brown, P.C.	4.41
Speaker – Julie Wadell, IMACS	4.51
Speaker – Margaret Casey Ostermann, PNC Bank	4.38
Meeting Room Check-In	4.60
Meeting Room	4.26
Food	4.20
Hotel Space	4.37
Hotel Lighting	4.38
Temperature	3.71
Was Program Informative	4.42
Did you feel any of the speakers gave sales presentations	8 Yes; 41 No

Suggestions for Improvement:

- First speaker - need second set of slides. Second speaker gave the same pitch as last meeting; even used the same slides. What happened to UB04? Title very misleading.
- Second speaker should face audience; when facing screen could not hear very well. He was to speak on UB04 but entire presentation was NPI; NPI is a compliance issue not as much as a PFS issue. Sixth speaker’s presentation was excellent but should lower volume.
- Add one speaker in the morning; shorten the other two presentations.
- Much more interaction; less seminar.
- Meeting check-in and room too crowded.
- Nominations not so early so the late comers can participate; maybe 11:00 a.m.
- Room temperature is too cold and drafty.
- Define acronyms. NPI - never provided actual meaning for the lay people in healthcare.
- Ensure speaker presents topic requested.

Change One Aspect

- Shorter, to the point information.
- The volume of the microphone should be monitored and adjusted if necessary; too loud during community benefits speech.
- More presentations prior to lunch not after.
- Have longer program in the morning; serve lunch at 1:00 p.m.
- More networking time would be appreciated.
- More information on the UB04 implementation not just the NPI aspect of the UB04.

- Excellent information but one presentation too long.
- All presentations should be limited to 45 minutes.

Additional Comments or Suggestions

- Afternoon coffee service – ran out of cups early and never replenished.
- AC blew on me the entire presentation. Lunch was good but didn't have enough time to eat it; got up to get my dessert & when I came back my plate was gone & there has been half my lunch left on it.
- First speaker could have given a few practical ideas. Second speaker's presentation had excellent content; distracting voice away from mike.
- It was nice to sit through a program where all of the A/V transitions went smoothly with no delays or disruptions.
- Food was great.
- Second speaker – great topic; bad speaker. Seventh speaker very informative.
- Second speaker too dry. Sixth speaker too long and too loud.
- First speaker was excellent, a little too long but information was impressive. Hope we all look at benefit of study. NJ hospitals will be at a greater place. State should mandate. Many hospitals will be in better financial position given up front better tools and respect and recognition. Equal/higher pay gets better applicants and they stay.
- Very important revenue topics covered today.
- Good content; comprehensive.
- Overall sessions with panels are more interesting.
- Thank you for the nice selection of vegetarian food. Excellent agenda. Excellent presenters.
- Speakers should be advised as to best placement of hands-free microphone to assure audience can hear each one clearly. Sixth speaker was too loud. All PowerPoint of dark background and light letters easier on eyes.