



2023-12-18 Regular Meeting of the Truckee Surgery Center Board of Managers

December 18, 2023 at 12:00 p.m.

Tahoe Forest Hospital - Human Resources Conference Room

10024 Pine Avenue, Truckee, CA 96161



2023-12-18 Regular Meeting of the Truckee Surgery Center Board of Managers

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TRUCKEE SURGERY CENTER REGULAR MEETING OF THE BOARD OF MANAGERS

AGENDA

Monday, December 18, 2023 at 12:00 p.m.
Human Resources Conference Room – Tahoe Forest Hospital
10024 Pine Avenue, Truckee, CA 96161

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **CLEAR THE AGENDA/ITEMS NOT ON THE POSTED AGENDA**

4. **INPUT – AUDIENCE**

This is an opportunity for members of the public to address the Board on items which are not on the agenda. Please state your name for the record. Comments are limited to three minutes. Written comments should be submitted to the Board Clerk 24 hours prior to the meeting to allow for distribution. Under Government Code Section 54954.2 – Brown Act, the Board cannot take action on any item not on the agenda. The Board may choose to acknowledge the comment or, where appropriate, briefly answer a question, refer the matter to staff, or set the item for discussion at a future meeting.

5. **APPROVAL OF MINUTES** ♦

- 5.1. 09/06/2023 Regular Meeting ATTACHMENT
- 5.2. 10/25/2023 Special Meeting ATTACHMENT

6. **ITEMS FOR BOARD ACTION** ♦

6.1. **Updated Policies** ♦

Truckee Surgery Center Board of Managers will review and consider for approval the following updated policies:

- 6.1.1. Pay and Differentials (HR-2206) ATTACHMENT
- 6.1.2. Intermittent Pneumatic Compression Devices (NS-1911) ATTACHMENT

6.2. **Updated Pre-Printed Orders** ♦ ATTACHMENT

Truckee Surgery Center Board of Managers will review and consider approval of updated pre-printed orders.

7. **ITEMS FOR BOARD DISCUSSION**

7.1. **Financial Reports**

Truckee Surgery Center Board of Managers will review the following financial reports:

- 7.1.1. Q1 FY24 Financial Statement..... ATTACHMENT
- 7.1.2. Surgical Notes Dashboard..... ATTACHMENT

7.2. **Coding Review Report**..... ATTACHMENT

Truckee Surgery Center Board of Managers will review the Third Quarter 2023 Coding Review Report.

Regular Meeting of the Truckee Surgery Center Board of Managers
December 18, 2023 AGENDA – Continued

7.3. Administrator Update..... ATTACHMENT
Truckee Surgery Center Board of Managers will receive an update from the Administrator on operations, staffing, facility and equipment needs.

8. CLOSED SESSION

8.1. Approval of Closed Session Minutes ◆

09/06/2023 – Regular Meeting

10/25/2023 – Special Meeting

8.2. Hearing (Health & Safety Code § 32155) ◆

Subject Matter: Third Quarter 2023 Infection Control Data Summary

Number of items: One (1)

8.3. Hearing (Health & Safety Code § 32155) ◆

Subject Matter: Third Quarter 2023 Quality Assurance Performance Improvement Data

Number of items: Ten (10)

8.4. Hearing (Health & Safety Code § 32155)

Subject Matter: Managed Care Contract Rate Reimbursement

Number of items: One (1)

8.5. Hearing (Health & Safety Code § 32155) ◆

Subject Matter: Medical Staff Credentials Report

9. REPORT OF ACTIONS TAKEN IN CLOSED SESSION

10. ITEMS FOR NEXT MEETING

11. ADJOURN

*Denotes material (or a portion thereof) may be distributed later.

A copy of the board meeting agenda is posted on Tahoe Forest Hospital District’s web site (www.tfhd.com) at least 72 hours prior to the meeting or 24 hours prior to a Special Board Meeting. Materials related to an item on this Agenda submitted to the Board of Managers, or a majority of the Board, after distribution of the agenda are available for public inspection in the District’s Administration Office, 10977 Spring Lane, Truckee, CA 96161, during normal business hours.

Note: It is the policy of Tahoe Forest Hospital District to not discriminate in admissions, provisions of services, hiring, training and employment practices on the basis of color, national origin, sex, religion, age or disability including AIDS and related conditions.

Equal Opportunity Employer. The meeting location is accessible to people with disabilities. Every reasonable effort will be made to accommodate participation of the disabled in all of the District’s public meetings. If particular accommodations for the disabled are needed (i.e., disability-related aids or other services), please contact the Executive Assistant at 582-3481 at least 24 hours in advance of the meeting.



TRUCKEE SURGERY CENTER REGULAR MEETING OF THE BOARD OF MANAGERS

DRAFT MINUTES

Wednesday, September 6, 2023 at 12:00 p.m.
Human Resources Conference Room – Tahoe Forest Hospital
10121 Pine Avenue, Truckee, CA 96161

1. CALL TO ORDER

Meeting was called to order at 12:02 p.m.

2. ROLL CALL

Board of Managers: Harry Weis, Louis Ward, Crystal Felix, Dr. Jeffrey Dodd
Staff in attendance: Courtney Leslie, Truckee Surgery Center Administrator; Heidi Fedorchak, Truckee Surgery Center Nursing Supervisor; Jan Iida, Chief Nursing Officer; Martina Rochefort, Clerk of the Board

3. CLEAR THE AGENDA/ITEMS NOT ON THE POSTED AGENDA

No changes were made to the agenda.

4. INPUT – AUDIENCE

No public comment was received.

5. APPROVAL OF MINUTES

5.1. 05/17/2023 Regular Meeting

ACTION: Motion made by Dr. Jeffrey Dodd, to approve Truckee Surgery Center Board of Manager meeting minutes of May 17, 2023 as presented, seconded by Crystal Felix.

AYES: Dodd, Felix, Ward, Weis

Abstention: None

NAYS: None

Absent: None

6. ITEMS FOR BOARD ACTION

6.1. Fiscal Year 2024 Budget

Truckee Surgery Center (TSC) Board of Managers reviewed the Fiscal Year 2024 Budget.

Courtney Leslie, Truckee Surgery Center Administrator, worked with the District's Controller on the budget. Discussion was held. Bad debt and wages were higher than last year.

Equipment seemed lower than it should be if we have to purchase anything. The Capital Expenditure Request for the Stryker towers has not yet been approved by CFO.

ACTION: Motion made by Crystal Felix, to approve the Fiscal Year 2024 Budget as presented, seconded by Louis Ward.
AYES: Dodd, Felix, Ward, Weis
Abstention: None
NAYS: None
Absent: None

6.2. Annual Policy Approvals

Truckee Surgery Center Board of Managers reviewed and considered for approval the following policies:

6.2.1. Policy & Procedure List

6.2.2. Truckee Surgery Center Medical Staff Bylaws

6.2.3. Truckee Surgery Center Medical Staff Rules & Regulations

6.2.4. Preprinted Orders

Discussion was held.

ACTION: Motion made by Louis Ward, to approve items 6.2.1. through 6.2.4. as presented, seconded by Dr. Jeffrey Dodd.
AYES: Dodd, Felix, Ward, Weis
Abstention: None
NAYS: None
Absent: None

6.3. New Policies

Truckee Surgery Center Board of Managers reviewed and considered for approval the following proposed new policies:

6.3.1. Travel Expense Reimbursement (HR-2301)

6.3.2. Travel Hours Reimbursement (HR-2302)

6.3.3. Contract Review & Approval (GOV-2301)

6.3.4. Business Plan Development (GOV-2302)

6.3.5. Administrative Delegation of Authority (GOV-2303)

6.3.6. Purchase Authorization (GOV-2304)

6.3.7. Special Items Purchase (GOV-2305)

Discussion was held.

Travel reimbursement is processed through payroll but CFO wanted to confirm it is not taxable.

ACTION: Motion made by Crystal Felix, to approve items 6.3.1. through 6.3.7. as presented, seconded by Louis Ward.
AYES: Dodd, Felix, Ward, Weis
Abstention: None
NAYS: None
Absent: None

6.4. Retired Policies

Truckee Surgery Center Board of Managers considered retiring the following policies:

6.4.1. COVID-19: Screening of Patients, Employees and Vendors (IC-2002)

6.4.2. COVID-19: Vaccine Policy (IC-2100)

Discussion was held.

ACTION: Motion made by Dr. Jeffrey Dodd, to retire items 6.4.1. and 6.4.2. as presented, seconded by Louis Ward.

AYES: Dodd, Felix, Ward, Weis

Abstention: None

NAYS: None

Absent: None

7. ITEMS FOR BOARD DISCUSSION

7.1. Financial Reports

Truckee Surgery Center Board of Managers reviewed the following financial reports:

7.1.1. FY23 Year End Financial Statement

Medical Supplies and office supplies are always large expenses.

Discussion was held.

Harry Weis, President and Chief Executive Officer, and Louis Ward, Chief Operating Officer thanked TSC Administrator for her work on Accounts Receivable.

CFO feels the billing company should have their legs under them at this point and should be doing much better than they are. CFO would like to establish Blue Shield representative to move it along.

7.1.2. Surgical Notes Dashboard

No additional comments were made.

7.2. Coding Review Report

Truckee Surgery Center Board of Managers reviewed the Second Quarter 2023 Coding Review Report.

Overall, they do a good job. Surgical Notes contracts with a company to do the coding and then they do the audit. There should be separation with the auditors. The District's HIM department can assist with streamlining.

7.3. Administrator Update

Truckee Surgery Center Board of Managers received an update from the Administrator on operations, staffing, facility and equipment needs.

Volumes continued to remain low.

Urology has started doing procedures as of July.

Dan Coll would like to move IOVERA procedures to TSC. The orthopedics office does not have the space to do IOVERA. TSC has ultrasound which can assist with guidance for IOVERA.

TSC will continue to work with Perioperative Governance Committee on block scheduling. TSC does not have the issues of needing a block release policy.

TSC Administrator reviewed an update on staffing.

TSC Administrator and Nurse Supervisor completed high reliability training.

Open Session recessed at 12:32 p.m.

8. CLOSED SESSION

8.1. Approval of Closed Session Minutes

05/17/2023

Discussion was held on a privileged item.

8.2. Hearing (Health & Safety Code § 32155)

Subject Matter: Second Quarter 2023 Infection Control Data Summary

Number of items: One (1)

Discussion was held on a privileged item.

8.3. Hearing (Health & Safety Code § 32155)

Subject Matter: Second Quarter 2023 Quality Assurance Performance Improvement Data

Number of items: Eight (8)

Discussion was held on a privileged item.

8.4. Hearing (Health & Safety Code § 32155)

Subject Matter: Operation Zephyr Event Report Out and Second Quarter Fire Drill Report

Number of items: Two (2)

Discussion was held on a privileged item.

8.5. Hearing (Health & Safety Code § 32155)

Subject Matter: Annual Formulary Review

Number of items: One (1)

Discussion was held on a privileged item.

8.6. Hearing (Health & Safety Code § 32155)

Subject Matter: Managed Care Contract Rate Reimbursement

Number of items: One (1)

Discussion was held on a privileged item.

8.7. Hearing (Health & Safety Code § 32155)

Subject Matter: Medical Staff Credentials Report

Discussion was held on a privileged item.

Open Session reconvened at 12:59 p.m.

9. REPORT OF ACTIONS TAKEN IN CLOSED SESSION

Item 8.1. was approved on a 4-0 vote. There was no reportable action on items 8.2 through item 8.6.
Item 8.7. was approved on a 4-0 vote.

8. ITEMS FOR NEXT MEETING

No discussion was held.

9. ADJOURN

Meeting adjourned at 1:00 p.m.

DRAFT

**TRUCKEE SURGERY CENTER
SPECIAL MEETING OF THE
BOARD OF MANAGERS**

DRAFT MINUTES

Wednesday, October 25, 2023 at 12:15 p.m.
Human Resources Conference Room – Tahoe Forest Hospital
10121 Pine Avenue, Truckee, CA 96161

1. CALL TO ORDER

Meeting was called to order at 12:18 p.m.

2. ROLL CALL

Board of Managers: Harry Weis, Crystal Felix, Louis Ward, Dr. Jeffrey Dodd
Staff in attendance: Jan Iida, Chief Nursing Officer; Courtney Leslie, Truckee Surgery Center
Administrator; Martina Rochefort, Clerk of the Board

3. CLEAR THE AGENDA/ITEMS NOT ON THE POSTED AGENDA

No changes were made to the agenda.

4. INPUT – AUDIENCE

No public comment was received.

Open Session recessed at 12:18 p.m.

5. CLOSED SESSION

5.1. Hearing (Health & Safety Code § 32155)

Subject Matter: Medical Staff Credentials Report

Discussion was held on a privileged item.

5.2. Hearing (Health & Safety Code § 32155)

Subject Matter: Quality Assurance Report

Number of items: One (1)

Discussion was held on a privileged item.

6. REPORT OF ACTIONS TAKEN IN CLOSED SESSION

Item 5.1. was approved on a 4-0 vote. There was no reportable action on item 5.2.

7. ITEMS FOR NEXT MEETING

The Board of Managers would like to discuss plastics at the next meeting.

8. ADJOURN

Meeting adjourned at 12:32 p.m.



Origination N/A
 Last N/A
 Approved
 Last Revised N/A
 Next Review N/A

Owner Courtney Leslie:
 Administrator
 Department Human
 Resources
 Applicabilities Truckee
 Surgery
 Center

Pay and Differentials, HR-2206

PURPOSE:

~~To provide fair, competitive salaries based on previous experience and differential for work out of classification.~~

RISK:

The risks associated with an employee not being aware of the outlined pay scale placement and differentials below is that an employee may be unaware of the compensation they are entitled to or how their minimum starting wage was determined.

PAY SCALE PLACEMENT:

To provide fair, competitive salaries based on previous experience, management may hire licensed and certified personnel into the salary structure above the minimum on the salary range based on qualifications and experience.

- A. During the interview process the Nurse Manager and/or Administrator must determine an applicant's years of relevant previous experience and take into account an applicant's breaks in employment, or employment in other areas. Based on the applicable years of previous experience, the Administrator will determine the range in which they can offer a hiring wage.

B.

YEARS OF EXPERIENCE	MINIMUM STARTING PAY RATE
0 - 2 years	Between pay range minimum, up to 5% above pay range minimum
3 - 5 years	Between pay range minimum, up to 10% above pay range minimum

YEARS OF EXPERIENCE	MINIMUM STARTING PAY RATE
5 + years	Between pay range minimum, up to 15% above pay range minimum

- C. The Administrator will review internal equity of existing staff to determine a wage within the above guidelines.
- D. The Administrator **may not** pay over guidelines without approval from the Chief Nursing Officer of TFHD. In certain circumstances, including hard-to-fill positions or applicants with considerable experience, an employee may be hired over the mid-point in the salary range.

PAY SCALE PLACEMENT FOR CHANGE OF STATUS OR PROMOTION:

- A. Employees changing status from per diem to full or part time status will be placed on the salary range based on previous experience and years of employment.
- B. Employees transferring to a job in a higher pay range may receive an increase of at least 2.5% in base hourly rate by virtue of any promotion. A promotion shall mean a position in a different and higher paying job classification. The determination of salary increase will be based on skills, ability and experience.

DIFFERENTIALS:

Employees who are assigned to work in a higher paying hourly job classification may be eligible for higher rate of pay.

A. Procedure for Licensed Job Classification:

1. Employees scheduled to work, or accepting positions outside of their job classification, will be paid in addition to their base hourly rate based on the following guidelines:
 - a. Lead; charge nurse roles 5% differential
 - i. Responsibilities
 - a. Day to day operations
 - b. Represent area in meetings
 - c. In-service department employees
 - d. Update policies and procedures
 - e. Ordering
 - f. Staff Scheduling
 - g. After hours responsibilities

B. Procedure for Non-Licensed Job Classifications:

1. Employees who are assigned to work in a higher job classification by their Manager

shall be paid 5% above their base pay, or the pay range minimum of the higher classification, whichever is higher.

2. Employees covering for a Manager for a period of greater than three (3) days will be paid 5% above their base pay unless such coverage is required by their job description.
3. Employees who assume responsibility on an interim basis shall have the right to negotiate, with their Manager and the ~~Adminsitator~~Administrator, for an increase related to the amount of management responsibilities assumed.

Employees who are assigned to work Nights are entitled to additional compensation.

A. Night Differential:

1. Employees working between the hours of 9:00pm and 5:00am will receive a night shift differential of \$5.50 per hour.

B. Shift differentials only apply to hours worked

Approval Signatures

Step Description

Approver

Date



Origination 07/2019
Last Approved N/A
Last Revised 10/2023
Next Review 1 year after approval

Owner Heidi Fedorchak:
Nurse Manager
Department Nursing Services
Applicabilities Truckee
Surgery
Center

Intermittent Pneumatic Compression Devices, NS-1911

PURPOSE:

To prevent ~~deep vein thrombosis~~ venous thromboembolism (VTE) in patients at Truckee Surgery Center.

POLICY:

~~The employees and physicians at Truckee Surgery Center will follow accepted standards of medical practice and a risk factor assessment sheet for use of DVT (Deep Vein Thrombosis) stockings/ Intermittent Pneumatic Compression on patients. This policy excludes pain clinic patients.~~

Intermittent Pneumatic Compression Devices, also called Sequential Compression Devices (SCD's), are used during surgery to prevent pooling of blood in the lower extremities, and the potential development of VTE. However, compression devices are not suitable for use on all patients. As part of the patient assessment process, all surgical patients will be assessed for risk factors for VTE, as well as for contraindications to the use of compression devices. The decision to use or decline to use compression devices ultimately lies with the attending physician.

PROCEDURE:

- A. Prior to surgery, a risk factor assessment will be completed on ~~ALL~~ surgical patients by utilizing the MedVantage risk assessment form. The pre-operative nurse's assessment will be based on the patient's demographics ~~and~~, history and physical ~~form~~ and planned surgical procedure to determine whether it is medically necessary for the patient to have intermittent pneumatic compression stockings.
- B. The patient will also be assessed for contraindications to the use of compression devices. Such contraindications include, but are not limited to:
 1. Severe arteriosclerosis or other ischemic vascular disease
 2. Known or suspected acute current Deep Vein Thombosis ("DVT") or phlebitis

3. Severe congestive cardiac failure, or any condition in which an increase of fluid to the heart may be detrimental
 4. Pulmonary embolism
 5. Any localized condition which the devices could potentially exacerbate, such as:
 - a. Gangrene
 - b. Recent skin graft
 - c. Dermatitis
 - d. Untreated, infected wounds
- C. The physician will then review the risk factor assessment and sign **the form in the place to show to indicate** that the DVT prophylaxis is, in fact, medically necessary based on the patient's risk factors.
- D. Any patient with a total risk factor of two or greater (moderate risk) as stated on the risk factor assessment will receive intermittent pneumatic compression stockings.
1. The scale is as follows:
 - a. Low Risk: < 2 points
 - b. Moderate Risk: 2 points
 - c. High Risk: 3+ points
 - d. Very High Risk: 5+ points
- E. The following surgical patients will be excluded from the use of pneumatic compression devices:
1. Planned local only anesthesia
 2. Planned monitored anesthesia care (MAC), unless there is a history of previous VTE
 3. Patients less than 16 years of age
- F. See attached release form and Venous ~~Thrombosis~~Thromboembolism Risk Factor Assessment provided by MedVantage.

Effective: June 2011, Revised: December 2013, November 2016

Approval Signatures

Step Description	Approver	Date
	Courtney Leslie: Administrator	Pending
	Heidi Fedorchak: Nurse Manager	10/2023

General:

Vital Signs per facility policy

Respiratory:

Oxygen at 1-6 L/min by nasal cannula continuous to maintain SpO₂ ≥90% or _____
 Oxygen at 6-15 L/min by face mask, face tent, blow-by or non-rebreather to maintain SpO₂ ≥90% or _____

Nursing Order:

- 1. Warming therapy prn temp < 36° C or comfort.
- 2. Discharge from PACU when discharge criteria is met.

IV Fluids:

IV @ KVO Limit P.O. Fluids until voids then encourage oral fluid intake x 48 hrs.
 LR NS _____ IV at _____ mL/hr IV bolus _____ mL PRN SBP < _____

IV Pain Management (Number in the order to be given):

_____ Fentanyl IV Q 5 min PRN as follows:
 _____ mcg MILD _____ mcg MOD _____ mcg SEV Max: _____ mcg
_____ Hydromorphone (*Dilaudid*) IV Q 10 min PRN as follows:
 _____ mg MILD _____ mg MOD _____ mg SEV Max: _____ mg
_____ Meperidine (*Demerol*) IV Q 10 min PRN as follows:
 _____ mg MILD _____ mg MOD _____ mg SEV Max: _____ mg
_____ Morphine IV Q 5 min PRN as follows:
 _____ mg MILD _____ mg MOD _____ mg SEV Max: _____ mg
 Naloxone (*Narcan*) 0.1 mg IV if RR < 8/min, repeat Q2 min x 4 doses
 Ketorolac (*Toradol*) _____ mg IV x 1 dose, PRN pain
 1,000mg IV Tylenol (*Ofirmev*) x 1 dose PRN MOD or SEV pain

Pain Level:
Mild 1-3
Mod 4-6
Severe 7-10

Hold for
RR < _____

PO Pain Management:

_____ Tramadol Hydrochloride 50mg PO x 1 dose PRN pain
_____ Oxycodone PO x 1 dose PRN as follows: 5mg MOD 10mg SEV
_____ Oxycodone/Acetaminophen (*Percocet*) PO x 1 dose PRN as follows: 5/325mg MOD 10/650mg SEV
_____ Hydrocodone/Acetaminophen (*Norco*) PO x 1 dose PRN as follows: 5/325mg MOD 10/650mg SEV
_____ Okay to take first dose of home PO pain medication (if available)

On-Q Pain Pump:

Ropivacaine 0.2% begin infusion rate at _____ mL/hr

Shivering:

_____ Meperidine (Demerol) _____ mg IV PRN x _____ doses q _____ min

Nausea/Vomiting (Number in the order to be given):

_____ Ondansetron (Zofran) 4mg IV PRN x 1 dose
_____ Promethazine (Phenergan) 6.25 mg IV x 1 dose
_____ Metoclopramide (Reglan) _____ mg IV PRN x _____ doses q _____ min
_____ Ephedrine _____ mg/Hydroxyzine _____ mg IM for persistent N/V
_____ Ondansetron (Zofran) 8mg PO PRN x 1 dose if PIV not present
_____ Scopolamine Patch 1.5mg PRN x 1
_____ Aprepitant _____ mg PO PRN x 1 dose

Hypertension (wait 5 min after Labetalol & 15 min after Hydralazine before switching):

For SBP > _____ and/or DBP > _____ give the following:
 If HR > 70, Labetalol _____ mg IV Q 5 min, slowly over 2 min, Max _____ mg, Hold if HR < _____
 If HR < 70, Hydralazine (Apresoline) _____ mg IV Q 15 min, Max _____ mg

Hypotension:

SBP < 90 and HR < _____ give Ephedrine _____ mg IV, MR Q _____ min x _____ and call Anesthesia.
 SBP < 90 and HR > _____ give Phenylephrine _____ mcg IV, MR Q _____ min x _____ and call Anesthesia.

Pruritus, Medicate with:

_____ Diphenhydramine (Benadryl) 12.5 mg IV Q 30 min PRN, NTE 50 mg IV Q 6 H
_____ Ondansetron (Zofran) 8 mg IV PRN x 1 dose

Physician Signature: _____ Date: _____ Time: _____

RN Signature: _____ Date: _____ Time: _____



POST ANESTHESIA ORDERS

[PATIENT STICKER]

PATIENT INTERVIEW (list pertinent information):

- Allergies NKA _____
- Medical history reviewed _____
- Social history reviewed _____
- Surgical history reviewed _____
- Anesthesia problems Yes No _____
- Patient medications reviewed _____
- Pre-op vital signs reviewed _____
- Test/lab results reviewed _____

ASSESSMENT:

- ASA Status: I II III IV V E
- General Appearance: WNL Other: _____
- Pulmonary: CTAB Other: _____
- Cardiac: RRR Other: _____
- Extremities: Warm & well perfused Other: _____
- Mallampati Airway Classification: I II III IV
- Cervical ROM: Full ROM Other: _____
- TM Distance: >3FB Other: _____
- Comments: _____

ASSESSMENT AND PLAN: Anesthetic options were discussed with the patient. Pertinent risks of regional/general anesthesia were discussed. All questions answered. The patient consents to proceed with the planned anesthetic technique described below.

Consent signed
Planned Anesthetic Technique: _____

Provider Signature: _____ Date: _____ Time: _____

PREOPERATIVE ORDERS:

- Tylenol _____ mg PO Rectal Supp. Scopolamine patch 1.5mg
- Versed _____ mg PO IV Aprepitant _____ mg PO
- Other: _____
- Provider Signature: _____ Date: _____ Time: _____
- RN Signature: _____ Date: _____ Time: _____

POST ANESTHESIA ASSESSMENT:

If YES to all findings, check box below. CIRCLE any findings that are answered NO, and COMMENT below. All other findings are considered as YES.

1. Respiratory function: Airway patent, rate and oxygenation within expected parameters
2. Cardiovascular function: Pulse and blood pressure within expected parameters.
3. Mental status: Arousable and able to follow simple commands, or returned to baseline.
4. Temperature: Within expected parameters.
5. Pain: Within expected parameters. Post-procedure orders written.
6. Nausea & Vomiting: No acute nausea or vomiting.
7. Hydration: Appears adequately hydrated.
8. No apparent complications during post-anesthesia recovery.

YES to all findings.
Comments on "NO" findings: _____
Comments on follow-up care: _____

Provider Signature: _____ Date: _____ Time: _____



Truckee Surgery Center FY2024 Q1

	Actual	Budget	Variance
Ordinary Income/Expense			
Income	-	-	-
Patient Revenue	-	-	-
Private Pay	15,576	15,000	576
Commercial & Government Payors	434,669	427,908	6,761
Patient Revenue - Other	-	-	-
Total Patient Revenue	450,245	442,908	7,337
Refunds			
Insurance Refund	(1,847)	-	(1,847)
Patient Refund	(10,147)	(1,500)	(8,647)
Total Refunds	(11,994)	(1,500)	(10,494)
Total Income	438,251	441,408	17,831
Gross Profit	438,251	441,408	17,831
Expense			
Service Fee	450	450	-
Purchased Services	4,597	12,710	8,113
Bad Debt	4,271	35,876	31,605
Aged AR	(175)	2,250	2,425
Billing Fee - Other	13,782	15,059	1,276
Total Billing Fee	13,608	17,309	3,701
Collection Agency Reimbursement			
HELP Refund	-	650	650
Collection Agency Reimbursement - Other	-	60	60
Total Collection Agency Reimbursement	-	710	710
General Office			
Document Destruction	276	350	74
Dues and Subscriptions	2,738	7,200	4,462
Office Supplies	2,864	2,340	(524)
Postage and Delivery	134	255	121
General Office - Other	123	400	277
Total General Office	6,135	10,545	4,410
Liability Gen'l, Prof Insurance	1,362	1,362	0
Licenses and Permits	1,474	475	(999)
Linen	9,683	12,180	2,497
Medical Supplies Total			
Implants-Tissue Products	4,010	-	(4,010)
Gas Medical	5,128	6,334	1,206
Implants	37,712	60,413	22,701
Instrument Expense	1,793	90	(1,703)
Medical Supplies	26,843	66,015	39,172
Pharmacy	12,569	15,103	2,534
Patient Nutrition	414	682	268
Medical Supplies Total - Other	-	60	60
Total Medical Supplies Total	88,469	148,697	60,228
Other Expenses			
Bank Charges	237	210	(27)
Cleaning Supplies	42	180	138
Educational	2,033	2,000	(33)
Equipment Rental/Lease	-	-	-
Interest Expense	37	25	(12)
Meals & Entertainment	608	180	(428)
Merchant Fees	2,549	1,500	(1,049)
Travel	1,890	600	(1,290)
Total Other Expenses	7,395	4,695	(2,700)

Payroll Expenses

Voluntary Benefits	778	675	(103)
Basic Employee Life AD&D	95	105	10
Health Insurance Total			
Health	31,822	36,175	4,353
Dental	2,334	2,109	(225)
Vision	357	307	(50)
Health Insurance Total - Other	-	150	150
Total Health Insurance Total	34,512	38,741	4,229
Employee Benefit	949	1,125	176
Payroll Taxes	34,803	28,669	(6,134)
Retirement Contribution	4,145	4,390	245
Wages	188,891	260,625	71,734
Work Comp	2,605	1,321	(1,284)
Payroll Expenses - Other	2,054	1,725	(329)
Total Payroll Expenses	268,831	337,376	68,545
Professional Fees			
Consulting	500	700	200
Pension Fees	100	611	511
Transcription Services	977	2,215	1,237
Total Professional Fees	1,577	3,526	1,948
Rent & CAM	44,513	45,293	780
Repairs			
Building/Equipment Repairs	2,259	3,000	741
Instrument Refurbishing	-	450	450
Instrument Repairs	-	900	900
Maintenance-Preventative	23,244	15,000	(8,244)
Total Repairs	25,503	19,350	(6,153)
Taxes			
Property	12,292	6,375	(5,917)
State	-	1,700	1,700
Total Taxes	12,292	8,075	(4,217)
Utilities			
Alarm Monitor	283	255	(28)
Cable	247	195	(52)
Gas and Electric	10,182	12,075	1,893
Medical Waste	6	-	(6)
Telephone	1,417	1,500	83
Total Utilities	12,136	14,025	1,889
Depreciation Expense	21,944	21,944	0
Total Expense	524,239	694,597	170,358.02
Net Ordinary Income	(86,007)	(253,189)	(152,527)
Other Income/Expense			
Other Income			
Other Income	-	-	-
Interest Income	488	15	473
Total Other Income	485	15	470
Other Expense			
Amortization Expense	65,239	65,239	0
Total Other Expense	65,239	65,239	0
Net Other Income	(64,751)	(65,224)	473
Net Income	(150,758)	(318,413)	167,654

Truckee Surgery Center LLC
Balance Sheet
 As of September 30, 2023

	Sep 30, 23	Jun 30, 23
ASSETS		
Current Assets		
Checking/Savings		
US Bank	144,680.04	136,056.70
Bank of the West	-2,132.61	8,654.49
Petty Cash	308.02	413.07
Total Checking/Savings	142,855.45	145,124.26
Accounts Receivable		
Accounts Receivable		
Allowance for Doubtful Accounts	-75,148.73	-70,877.13
Accounts Receivable - Other	387,293.72	339,549.57
Total Accounts Receivable	312,144.99	268,672.44
Total Accounts Receivable	312,144.99	268,672.44
Other Current Assets		
Other Receivable	8,169.29	19,718.76
Prepaid Expense		
Franchise Tax Prepaid	13,600.00	6,800.00
Preventative Maint	3,354.26	2,039.56
Worker's Comp	3,963.74	5,285.00
Prepaid Expense - Other	3,897.83	1,827.18
Total Prepaid Expense	24,815.83	15,951.74
Total Other Current Assets	32,985.12	35,670.50
Total Current Assets	487,985.56	449,467.20
Fixed Assets		
Computer/Office Equipment	7,051.91	7,051.91
Furniture & Fixtures	14,087.00	14,087.00
Instruments	27,805.38	27,805.38
Leasehold Improvements	1,017,519.04	1,017,519.04
Machinery & Equipment	345,833.02	345,833.02
Surgical & Medical Equipment	231,098.69	231,098.69
Accumulated Depreciation	-749,696.27	-727,752.17
Goodwill	3,914,333.00	3,914,333.00
Accumulated Amortization	-3,327,183.43	-3,261,944.56
Total Fixed Assets	1,480,848.34	1,568,031.31
Other Assets		
Rent Deposit	20,256.00	20,256.00
Total Other Assets	20,256.00	20,256.00
TOTAL ASSETS	1,989,089.90	2,037,754.51
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	1,612,612.20	1,495,761.58
Total Accounts Payable	1,612,612.20	1,495,761.58
Credit Cards		
BankCard	1,570.55	6,937.81
Total Credit Cards	1,570.55	6,937.81

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12/15/23

Accrual Basis

Truckee Surgery Center LLC

Balance Sheet

As of September 30, 2023

	<u>Sep 30, 23</u>	<u>Jun 30, 23</u>
Other Current Liabilities		
US Bank Equipment Lease	1,520.27	1,915.29
Due to TFH	1,655,257.17	1,655,257.17
Compensated Absenses	47,039.67	57,762.25
Payroll Liabilities	11,584.61	9,854.28
Total Other Current Liabilities	<u>1,715,401.72</u>	<u>1,724,788.99</u>
Total Current Liabilities	<u>3,329,584.47</u>	<u>3,227,488.38</u>
Total Liabilities	3,329,584.47	3,227,488.38
Equity		
Tahoe Forest Hospital		
Tahoe Forest Hospital Equity	2,986,307.79	2,986,307.79
Total Tahoe Forest Hospital	2,986,307.79	2,986,307.79
Truckee Surgery Center Inc		
Truckee Surgery Cntr Inc Equity	604,650.70	604,650.70
Total Truckee Surgery Center Inc	604,650.70	604,650.70
Retained Earnings	-4,780,692.36	-3,432,700.99
Net Income	-150,760.70	-1,347,991.37
Total Equity	<u>-1,340,494.57</u>	<u>-1,189,733.87</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,989,089.90</u></u>	<u><u>2,037,754.51</u></u>

Truckee Surgery Center
AR Summary - November 2023

AR Rollforward	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23
Beg A/R Balance	\$ 293,007	\$ 258,900	\$ 243,859	\$ 257,040	\$ 307,776	\$ 243,859	\$ 355,298	\$ 339,517	\$ 347,420	\$ 344,979	\$ 387,294	\$ 419,890
Gross Charges	\$ 700,661	\$ 712,350	\$ 760,574	\$ 893,551	\$ 1,011,772	\$ 1,282,925	\$ 615,217	\$ 799,867	\$ 965,801	\$ 758,498	\$ 750,346	\$ 1,027,433
Payments	\$ (136,440)	\$ (142,387)	\$ (81,322)	\$ (120,011)	\$ (129,035)	\$ (220,250)	\$ (144,515)	\$ (164,218)	\$ (141,583)	\$ (98,647)	\$ (154,882)	\$ (143,118)
Contractual Adj	\$ (574,466)	\$ (566,452)	\$ (652,450)	\$ (745,521)	\$ (846,004)	\$ (1,061,638)	\$ (494,936)	\$ (612,005)	\$ (834,086)	\$ (595,221)	\$ (555,454)	\$ (856,027)
Other Adj	\$ (10,413)	\$ 11,924	\$ (4,576)	\$ (27,267)	\$ 3,570	\$ 7,322	\$ 21,932	\$ (19,704)	\$ 29,159	\$ (29,013)	\$ (2,555)	\$ (4,837)
Refund	\$ -	\$ -	\$ -	\$ 48,167	\$ 560	\$ -	\$ -	\$ 5,247	\$ 1,056	\$ 6,549	\$ 238	\$ 149
Bad Debt	\$ (13,449)	\$ (30,475)	\$ (9,045)	\$ 1,817	\$ 253	\$ -	\$ (13,480)	\$ (1,283)	\$ (22,788)	\$ 149	\$ (5,096)	\$ (632)
End A/R Bal	\$ 258,900	\$ 243,859	\$ 257,040	\$ 307,776	\$ 348,891	\$ 252,219	\$ 339,517	\$ 347,420	\$ 344,979	\$ 387,294	\$ 419,890	\$ 442,858

Statistics	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23
Cash Goal	\$ 134,177	\$ 117,088	\$ 104,367	\$ 139,340	\$ 128,124	\$ 143,070	\$ 160,426	\$ 144,899	\$ 192,667	\$ 137,455	\$ 160,951	\$ 156,113
Achieved %	102%	122%	78%	86%	101%	154%	90%	113%	73%	72%	96%	92%
Case Volume	42	29	27	37	52	57	37	39	45	50	51	50
Gross Rev per Case	\$ 16,682	\$ 24,564	\$ 28,169	\$ 24,150	\$ 19,457	\$ 22,507	\$ 16,627	\$ 20,509	\$ 21,462	\$ 15,170	\$ 14,713	\$ 20,549
Est. Net Rev	\$ 126,195	\$ 145,898	\$ 108,124	\$ 148,030	\$ 165,768	\$ 221,288	\$ 120,281	\$ 187,861	\$ 131,715	\$ 163,276	\$ 194,891	\$ 171,407
Est. Net Rev per Case	\$ 3,005	\$ 5,031	\$ 4,005	\$ 4,001	\$ 3,188	\$ 3,882	\$ 3,251	\$ 4,817	\$ 2,927	\$ 3,266	\$ 3,821	\$ 3,428
Debit AR	\$ 354,262	\$ 338,105	\$ 355,875	\$ 358,661	\$ 410,999	\$ 306,943	\$ 388,148	\$ 394,520	\$ 366,382	\$ 403,886	\$ 438,768	\$ 466,487
Credit AR	\$ (95,362)	\$ (94,246)	\$ (98,835)	\$ (50,885)	\$ (62,107)	\$ (54,724)	\$ (48,631)	\$ (47,099)	\$ (21,403)	\$ (16,592)	\$ (18,878)	\$ (23,629)
AR Days	67	52	69	92	84	61	56	68	67	96	99	89
Days to Bill	8	7	10	8	7	6	6	6	5	4	5	8

AR by Fin Class	0-30	31-60	61-90	91-120	121-150	151-180	181+	Credits	Total	% of Total	\$>90
Medicare	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -
CONTRACTED	\$ 97,426	\$ 96,783	\$ 8,286	\$ 20,576	\$ 4,236	\$ 40,810	\$ 48,703	\$ (20,570)	\$ 296,248	67%	\$ 114,324
SELF PAY	\$ 2,585	\$ 5,264	\$ 7,319	\$ 8,617	\$ 7,889	\$ 6,110	\$ 31,219	\$ (3,059)	\$ 65,944	15%	\$ 53,835
WORKERS COMP	\$ 46,909	\$ 13,216	\$ -	\$ -	\$ 1,304	\$ 7,525	\$ 11,712	\$ -	\$ 80,666	18%	\$ 20,541
NON CONTRACTED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Total A/R	\$ 146,920	\$ 115,262	\$ 15,605	\$ 29,193	\$ 13,429	\$ 54,445	\$ 91,634	\$ (23,629)	\$ 442,858	100%	\$ 188,700
% of Total / Over 90	33%	26%	4%	7%	3%	12%	21%	-5%	100%	43%	

Coding Review Report

Facility Name: Truette Surgery Center
Facility Number: _____

Coder Name: _____
Manager: _____

Surgical Notes

Coding Reviewed by: Us Brown, RHT, CPC, CPMA, CASCC, COO
Auditing Period: 2023 Q3

CPT-4 CODES	MODIFIERS	ICD-10-DX CODES	HCPCS CODES
# OF CODES POSSIBLE # OF ERRORS ACCURACY RATE ERROR RATE	# OF MODIFIERS POSSIBLE # OF ERRORS ACCURACY RATE ERROR RATE	# OF CODES POSSIBLE # OF ERRORS ACCURACY RATE ERROR RATE	# OF CODES POSSIBLE # OF ERRORS ACCURACY RATE ERROR RATE
16 0 100.00% 0.00%	12 0 100.00% 0.00%	22 0 100.00% 0.00%	2 0 100.00% 0.00%
OVERALL # OF CODES POSSIBLE	TOTAL MEDICAL RECORDS REVIEWED	PROBABLE UNDERPAID % RATE	PROBABLE UNDERPAID % RATE
54	0	0.00%	0.00%
OVERALL ACCURACY RATE	# OF PROBABLE CPT CODES UNDERPAID	PROBABLE OVERPAID % RATE	PROBABLE OVERPAID % RATE
100.00%	0	0.00%	0.00%
OVERALL ERROR RATE	# OF PROBABLE CPT CODES OTHER ERROR	PROBABLE OTHER ERROR % RATE	PROBABLE OTHER ERROR % RATE
0.00%	0	0.00%	0.00%

Account Number	Date of Service	Insurance	Coder CPT-4	Coder Modifier	Unit	Auditor CPT-4	Auditor Modifier	Coded/ Misled Code	Up Coded	Other Error	Modifier Error	Coder DX ICD-10	Auditor DX ICD-10	ICD-10-DX Error	Coder HCPCS II	Auditor HCPCS II	HCPCS Error	Auditor Remarks:	
1580/6987	06/06/2023	UNITED HEALTHCARE	26160	F9	1	26160	F9					D48.1	D48.1						
1580/7038	07/05/2023	MEDICARE	84721	RT	1	84721	RT					G56.01	G56.01						
1580/7046	07/11/2023	BLUE CROSS	27822	RT	1	27822	RT					S82.851A	S82.851A						
			76000	TC	1	76000	TC					S93.431A	S93.431A						
1580/7024	07/12/2023	MEDICARE	64415	XP RT	1	64415	XP RT					G89.18	G89.18						FY1 - Qty was coded as 1 with a comment "Expiral 9 ml". C9290 is coded per mg and there is 13.3 mg per 1 mL. The amount in the comment should state 119.7.
1580/7059	07/20/2023	BLUE CROSS	55250		1	55250						M25.511	M25.511						
1580/4878	07/26/2023	MEDICARE	82321		1	82321						Z30.2	Z30.2						
1580/7028	07/26/2023	BLUE CROSS	41899		1	41899						M48.02	M48.02						
1580/7071	08/09/2023	BLUE CROSS	55250		1	55250						K02.9	K02.9						
1580/7081	08/09/2023	BLUE SHIELD	27675	LT	1	27675	LT					Z30.2	Z30.2						
1580/7102	08/23/2023	BLUE SHIELD	20680		1	20680						S66.312A	S66.312A						
1580/2984	08/30/2023	MEDICARE	27650	LT	1	27650	LT					M67.874	M67.874						
1580/7123	09/06/2023	BLUE CROSS	64483	LT	1	64483	LT					T84.84XA	T84.84XA						
1580/7119	09/13/2023	BLUE CROSS	29881	LT	1	29881	LT					G89.18	G89.18						
1580/4911	09/19/2023	CIGNA	28055	F3	1	28055	F3					S86.012A	S86.012A						
1580/7101	09/22/2023	CASH NOT INSURANCE	41899	F8	1	28055	F8					M48.061	M48.061						
					1	41899						S83.242A	S83.242A						
												M94.262	M94.262						
												M65.342	M65.342						
												M65.341	M65.341						
												K02.9	K02.9						



Administrator Update for Board of Managers Q4 2023 Meeting

Operations & Service Lines

- Volumes are increasing with the addition of Urology. July 39. August 45. September 50. CY2022 Total: 459 CY 2023 completed and scheduled as of 12/6/2023 Total:514
- Urology has begun performing vasectomies the 1st and 3rd Thursday morning of the month. They are filing their blocks. Dr. Wainstein has expressed interest in bringing more procedures now that we have new towers.
- GYN wants to perform Hysteroscopy Myosure and Novasure procedures. Due to the high cost of the supplies/disposables and poor reimbursement we are limited on which payers we can do.
- IOVERA- Dan is working on obtaining his US training. We will not be able to do Medicare IOVERA cases due to low reimbursement.
- ENT is hoping to expand services to TSC now that we have the ability to utilize the ENT scopes. We had to decline a case due to the implant cost exceeding the reimbursable amount.
- Plastics with Dr. Watson is anticipated to launch this Winter. There is an overall concern about performing these cases.
- Case Costing is being done on 100% of cases. Comparative reports for our top procedures will be reviewed with providers to identify opportunities for savings on higher cost supplies. Supply costs continue to increase.
- Our billing company is continuing efforts to decrease our % of 90 but is not meeting our goals.
 - Blue Shield is grossly underpaying our claims with implants. We have sent demand letters to Blue Shield for 18 accounts totaling \$52k.
 - Blue Cross- 16 accounts in appeal totaling \$15k
 - There are a few work comp claims that we have had trouble reaching the adjuster. Proper follow up is happening.
- We are seeking out a new RCM company. I have met with 4 companies. They will be providing revenue cycle evaluations and presentations. Once we have heard from all of them a decision will be made. Our current agreement with Surgical Notes ends 3/31/24 but we can term early with cause.

Facility and Equipment

- Temperature improvements noted throughout the facility.
- Stryker Towers arrived in September.
- Stryker Beach Chair was purchased and arrived at the end of November
- Arthrex Trimano Arm holder, SPD Containers, and Stryker Tourniquet were approved for Q2 FY 2024. CERs will be submitted.

Staff/HR

- The per diem Scrub tech is still posted. This is a challenging position to fill.
- We interviewed an RN who can cover Pre/PACU and OR Scrub/Circulate. This would be to fill a per diem role.