

| TOPIC                                 | DISCUSSION AND FINDINGS  | RECOMMENDATION  | FOLLOW UP/ACTION |
|---------------------------------------|--|---|------------------|
| Call to Order<br>4:35 PM              | The following members were present on attached sign-in roster.   | A quorum was present and the meeting was called to order. |                  |
| <b>Introduction(s)</b>                |  |   |                  |
|                                       | Dr. Bohorquez called the MEC to order as the Chief of Staff.   | None.   | None.            |
| <b>Public Comments</b>                |  |   |                  |
|                                       | Javi Kasravi, the clinical informatics, introduced herself. She spoke about CMS and its changes. Stated that CMS its meaningful use guidelines and is changing its name to Promoting Inter-Operability. All changed will be HIPAA compliant. Going forwards, Javi will attend more MEC meetings in the near future.  | None.   | None.            |
| <b>Minutes</b>                        |  |   |                  |
| Meeting Minutes                       | Dr. Padron approved August 2, 2018 meeting minutes. Dr. Carlson seconded the motion of approval. All members approved the motion.  | None.   |                  |
| <b>Old Business</b>                   |  |   |                  |
| MEC Banking Issues / Treasurer report | Dr. Carlson discussed the continuous MEC Banking Issues. An EIN number has been assigned by the IRS. MEC needs to create a fictitious name in Sunbiz. Need the chief of staff or chief medical officer to create name and pay the sunbiz fee. The bank that they are looking to use is PNC bank. The EIN name that is being used as of now is Lakeside Medical Med. Exec Committee. To resolve the entity name issue, MEC would have to make the entity name an LLC. Stephanie will be reaching out to Dawn Richards, CFO of Health Care District of Palm Beach County, to seek guidance on the matter. Tabled for next meeting. | None  | None             |
| <b>Report</b>                         |  |   |                  |
| Credentialing Department Report       | Sarah introduced 2 providers, Tina Dochniak, ARNP from Elite medical Services and Amber Hughes, ARNP from Elite Medical Services. There was a motion to approve for provisional privileges for Tina and active privileges for Amber. Dr. Padron second it. All   | None.   | None             |

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|                                   | members agreed with approval motion.   |                |                  |
| <b>Committee Reports</b>          |  |                |                  |
| CCU Committee                     | Dr. Abu discussed the report attached in MEC packet. Dr. Scheppke will be teaching procedures on cardiac arrest on mock codes. October 10, 2018, the trainers will be retrained. Residents will be at the training as well. There was a discussion on blood cultures in Sepsis and the CMS guidelines for blood cultures in ICU. Tabled for next MEC meeting. Dr. Padron will research on the rules for CMS rulebook on guidelines for blood cultures in ICU.              | None.          | None.            |
| P&T Committee                     | Charlene Reviewed medication variances and went over the report that is attached in the MEC packet. RX policy and procedures: Tabled for next MEC meeting.   | None.          | None.            |
| Patient & Family Advisory Council | None.  | None.          | None.            |
| Patient Safety and Quality Report | None.  | None.          | None.            |
| <b>New Business</b>               |  |                |                  |
| <b>Department Reports</b>         |  |                |                  |
| Delinquent Medical Records        | Manny Diaz was not present. MEC members went over the report attached in the MEC packet. Dr. Philogene went from 0 several weeks ago to 12 delinquent (over 30 days). Discussed the Medical Bylaws to verify what the process will be when a physician has a certain amount of delinquent over 30 days. On the 31 <sup>st</sup> day, you will be notified, and then a letter will be sent for suspension. Physician will have to have a meeting to explain plan of action. | None.          | None.            |
| Medical Rules and Regulations     | There was a discussion on medical record entries. Need to be more descriptive on delinquent medical record rules and regulations. At the 31 <sup>st</sup> day, a letter will be sent. The physician will have to make an appointment within 7 days of receipt. If the physician took tie off before being notified, they will have a 14 day grace period. But if a   |                |                  |

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|                             | physician was notified prior to taking time off, there will not be a grace period. Changes will have to go to the Board for approval. Will notify all medical staff of changes and will become effective upon board approval. Dr. Padron put a motion to approve changes as amended. Dr. Carlson second the motion. All was in favor of approval.   |                |                  |
| Emergency Department Report | Dr. Scheppke, Dr. Perezalonso, and Dr. Padron all signed and approve ER policy and procedures. Dr. Scheppke then discussed the inter-facility system and how it's broken. Working on AMR stationing an ambulance at the hospital. The 2 AMR staff will be working among ER staff during down time. They are also working on the legality of bringing patients home as well. Need to work on details to stage helicopter at LMC for 12 hrs a day. Year over Year volume has lowered. Press Ganey scores are above 90%. AMA are year over year down. Spoke about new metrics that is being worked on. |                |                  |
| Anesthesia Report           | None  | None.          | None             |
| Radiology Service Report    | None  | None.          | None.            |
| Surgery Services Report     | None  | None.          | None             |
| OB Services Report          | Dr. Williams discussed the OB reports. Gave a summary on c-sections, elective deliveries, premature deliveries and transfers.   | None.          | None             |
| Pediatric Services Report   | None  | None           | None             |
| Laboratory Service Report   | Nothing new on lab report. Spoke about massive transfusion protocol. Dinaliza is meeting with One Blood.  | None           | None.            |
| Chief Medical Officer       | Dr. Padron discussed the department quality indicators, the reports and findings of what the benchmark expectations are.  | None.          | None.            |
| Family Residency Report     | Takela was present. Dr. Dorce-Medard updated MEC members on the residency program. The Residents are all  | None.          | None.            |

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|                           | giving positive feedbacks. There is a new preceptor in the clinic. Dr. Dawkins will be starting will be starting October 15, 2018. She also thanked the MEC members for their continuous support. Residents have not rotated through Dr. Harland's clinic as of yet due to contracts are being finalized between legal and the clinics. There is a set schedule for lectures. |                |                  |
| Director of Nursing       | Discussed the process of completing all policy and procedure updates.   | None           | None             |
| Continuous Quality Report | Waiting for the intervention for board meeting.   |                |                  |
| Risk Management           | None  |                |                  |
| Administrator Report      | All departments have been moved out the clinical section. Gave an update on Joint Commission resurvey. Gave an update on radiology and surgery contract.  | None           | None             |
| Adjournment               | Meeting adjourned at 6:10 p.m.<br>Next meeting October 1, 2018  |                |                  |