



HOSPITAL SERVICES BOARD AGENDA
Thursday, July 25, 2024 at 12:00pm
In-Person - Hybrid

AT CCMC, WE BELIEVE THAT HEALTHY PEOPLE CREATE A HEALTHY COMMUNITY.

Board

Kelsey Hayden exp. 3/26
 Liz Senear exp. 3/27
 Ann Linville exp. 3/25
 Diane Ujioka exp. 3/27
 VACANT exp. 3/26

CEO

Hannah Sanders, M.D.

OPENING: Call to Order

Roll Call – Kelsey Hayden, Liz Senear, Ann Linville, and Diane Ujioka.

Establishment of a Quorum

A. COMMUNICATIONS BY AND PETITIONS FROM VISITORS (Speaker

must give name and agenda item to which they are addressing)

1. Audience Comments (limited to 3 minutes per speaker)
2. Guest Speaker

B. BOARD DEVELOPMENT - None

C. CONFLICT OF INTEREST

D. APPROVAL OF AGENDA

E. APPROVAL OF MINUTES

1. June 27, 2024 Meeting Minutes Pgs 1-2

F. REPORTS OF OFFICERS OR ADVISORS

1. Board Chair Report Pg 3
2. CEO Report Pgs 4-10
3. Director of Finance Report Pg 11
4. Medical Director Quarterly Report Pgs 12
5. Ancillary Services Quarterly Report Pgs 13
6. Nursing Department Quarterly Report Pgs
7. Quality Quarterly Report Pgs
8. Sound Alternatives Quarterly Report Pgs

G. DISCUSSION ITEM - None

H. ACTION ITEM

1. Vacant CCMC Board Appointment Pg 14
2. Delineation of Telemedicine Privileges for Suman Kaza, MD Pg 15-22

I. AUDIENCE PARTICIPATION (limited to 3 minutes per speaker) Members of the public are given the opportunity to comment on matters which are within the subject matter authority of the Board and are appropriate for discussion in an open session.

J. BOARD MEMBER COMMENTS

K. EXECUTIVE SESSION

L. ADJOURNMENT

This Hospital Services Board meeting will be in person and via ZOOM

<https://us02web.zoom.us/j/4675701050?pwd=TXEvSFVHOHhIL1JvOGNua1RUUjdQUT09>

Meeting ID: 467 570 1050 Passcode: 379187

For a full packet, go to www.cityofcordova.net/government/boards-commissions/health-services-board

*Executive Session: Subjects that may be considered in executive session are: 1) Matters, immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity; 2) Subjects that tend to prejudice the reputation and character of any person, provided that the person may request a public discussion; 3) Matters which by law, municipal charter, or ordinance are required to be confidential; 4) Matters involving consideration of governmental records that by law are not subject to public disclosure; 5) Direction to an attorney or labor negotiator regarding the handling of specific legal matters or labor negotiations.

Minutes
CCMC Hospital Services Board
Board of Directors Meeting
June 27, 2024 at 12:00pm

CALL TO ORDER AND ROLL CALL –

Kelsey Hayden called the Board Meeting to order at 12:05pm.

Board members present: **Kelsey Hayden, Ann Linville, Diane Ujioka and Liz Senear.**

Quorum was established. 4 members present.

CCMC staff present: Dr. Hannah Sanders, CEO; Tamara Russin, Director of Ancillary Services; Denna Stavig, Director of Finance; Alexis Allen, CAH Director of Nursing; Noelle Camarena, Director of Operations; and Faith Wheeler-Jeppson.

A. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

1. **Audience Comments** ~ None
2. **Guest Speaker** ~ None

B. BOARD DEVELOPMENT ~ None

C. CONFLICT OF INTEREST ~ None

D. APPROVAL OF AGENDA

M/Ujioka S/Linville "I move to approve the agenda."

Ujioka – yes, Hayden – yes, Linville – yes, and Senear – yes.
4 yeas, 0 nay, 0 absent; Motion passed.

E. APPROVAL OF MINUTES ~ None

F. REPORTS OF OFFICERS and ADVISORS

1. **Board Chair report** – Kelsey Hayden reported ongoing check-ins with the CEO and is encouraging a few candidates to apply for the Youth Programs Coordinator position.
2. **CEO Report** – Dr. Sanders noted her written report is in the packet. We have several vacancies, including the Youth Coordinator position, and are updating our website with job descriptions and salaries to aid recruitment. Please refer potential candidates to our website or Facebook page.
3. **Director of Finance Report** – Denna Stavig reported positive financials for the month. A large adjustment from our Contractual Allowance and a decrease in aging accounts contributed to this. Cash levels remain steady. Financials are included in the packet.

G. DISCUSSION ITEMS ~ None

H. ACTION ITEMS

1. CCMC Medical Staff Bylaws Approval

M/Linville S/Senear "I move that the CCMC Hospital Services Board approve the CCMC Medical Staff Bylaws, as presented."

Voice Vote on Motion

Linville – yes, Senear – yes, Ujioka – yes, and Hayden – yes.

4 yeas, 0 nay, 0 absent; Motion passed.

2. Vacant CCMC Board Seat appointment

M/Linville S/Ujioka "I move that the CCMC Hospital Services Board appoint Shelly Kocan to fill the vacant seat on the Board until the next City of Cordova elections."

M/Linville S/Senear "I move that the CCMC Hospital Services Board table the decision to appoint Shelly Kocan until we have more information."

Voice Vote on Motion to table

Senear – yes, Linville – yes, Ujioka – yes, and Hayden – yes.

4 yeas, 0 nay, 0 absent; Motion passed.

3. Delineation of Privileges for Andrew Ferguson, MD

M/Linville S/Ujioka "I move that the CCMC Hospital Services Board approve TeleNeuroHospitalist Privileges for Andrew Ferguson, MD as presented."

Voice Vote on Motion

Ujioka – yes, Senear – yes, Hayden – yes, and Linville – yes.

4 yeas, 0 nay, 0 absent; Motion passed.

I. AUDIENCE PARTICIPATION ~ None

J. BOARD MEMBERS COMMENTS

Senear ~ Nothing from me, I'm in an airport waiting room.

Linville ~ Good job on the financials, I'm happy to hear that we're holding steady and that we're doing good on the cash, good job. I did like the comment about Pride Week in the CEO Report, I really didn't get to attend much, but I heard about it.

Hayden ~ Glad to see more positive financials this month, and hoping that continues. And definitely hats off to Erin and Melanie, great people in the community and glad that they're spearheading Pride Week again. Hopefully we can get Shelly on the Board.

Ujioka ~ Happy to be here, and I'm not travelling so I got to stay connected the whole time. It's always amazing everything that's going on to keep CCMC going. I appreciate everybody's efforts to keep the ball rolling.

K. EXECUTIVE SESSION ~ None

L. ADJOURNMENT

M/Ujioka S/Linville "I move to adjourn"

Kelsey Hayden declared the meeting adjourned 12:21pm.

Prepared by: Faith Wheeler-Jeppson

CEO Board Report July 2024

July has been a month of strategic adjustments and cautious optimism for Cordova Community Medical Center (CCMC). We continue to face challenges related to low patient volumes and financial constraints.

Hospital/ER:

Despite low patient volumes, our Emergency Room and hospital staff continue to deliver high-quality care. We are holding off on expanding swing/inpatient nurse coverage due to budget constraints and low patient volumes. We continue to actively recruit full-time ER and LTC nurses.

Long-Term Care (LTC):

Our long-term care facility continues to have available beds. Ying Masolini, who leads our LTC activates, helped our LTC residents host kids' games at the 4th of July celebration while CCMC celebrated with a LTC resident and staff BBQ. Ying, as well as the rest of CCMC LTC staff do an excellent job of creating a stimulating and positive environment for our residents.

Clinic:

The clinic remains steady with outpatient visits. Priority areas include preventative care, assisting with specialty clinics

Sound Alternatives:

Sound Alternatives continues to excel in promoting healthy lifestyles and providing behavioral health support. However, we continue to experience staff turnover and rely on travelers in this department. The challenges of maintaining a community behavioral health center, which requires specific intake and regulatory documentation, have impacted our ability to retain clinicians and recruit from our traveler staff.

Collaboration and Community Health:

CCMC is actively working towards collaboration with Ilanka. We continue to support the concept of a single healthcare entity in Cordova. This approach aims to mitigate competition and ensure a sustainable future for healthcare in our small community.

Marketing and Community Outreach:

Developing a marketing campaign focused on educating the community about our services. We are particularly highlighting two areas which are post-acute hospitalization rehabilitation services in our swing beds and outpatient infusion therapy. Goal is to educate Cordova residents regarding what is available locally. We hope to encourage individuals to obtain services locally rather than travel to Anchorage.

Cordova Community Medical Center Statistics

Days per Month	31	28	31	30	31	30	31	31	30	31	30	31	Cumulative Monthly Total	Monthly Average
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Hosp Acute+SWB Avg. Census			29											
FY 2021	1.3	3.2	2.2	1.7	2.2	1.6	2.1	2.4	3.3	5.6	4.3	1.4		2.6
FY 2022	1.6	3.3	2.8	2.1	1.5	1.9	3.5	3.5	3.9	0.5	1.0	2.1		2.3
FY 2023	2.5	1.3	2.3	3.6	2.0	0.5	1.1	0.5	2.3	2.7	2.9	2.9		2.1
FY 2024	1.4	1.4	1.4	0.6	1.9	1.3	0.0	0.0	0.0	0.0	0.0	0.0		0.7
Acute Admits														
FY 2021	2	6	4	1	8	7	4	4	4	3	1	2	46	3.8
FY 2022	6	1	2	3	5	7	8	4	3	4	3	5	51	4.3
FY 2023	1	3	6	2	5	4	5	4	2	2	3	4	41	3.4
FY 2024	4	4	2	1	5	8							24	4.0
Acute Patient Days														
FY 2021	4	13	8	2	17	11	9	14	15	18	13	2	126	10.5
FY 2022	15	11	7	10	8	10	21	9	12	7	5	14	129	10.8
FY 2023	3	9	16	15	15	11	18	4	12	4	9	10	126	10.5
FY 2024	12	14	10	1	18	29							84	14.0
SWB Admits														
FY 2021	2	2	0	1	1	0	2	2	4	3	1	0	18	1.5
FY 2022	1	3	0	1	2	2	3	2	4	2	2	1	23	1.9
FY 2023	2	1	3	2	1	1	1	0	3	2	3	1	20	1.7
FY 2024	2	2	1	0	4	1							10	1.7
SWB Patient Days														
FY 2021	37	77	60	49	50	36	55	60	85	155	117	40	821	68.4
FY 2022	34	81	79	54	37	48	89	101	104	7	24	52	710	59.2
FY 2023	73	28	55	94	48	5	15	13	57	80	79	81	628	52.3
FY 2024	30	25	34	16	42	11							158	26.3
CCMC LTC Admits														
FY 2021	0	0	0	0	0	0	2	0	0	0	1	1	4	0.3
FY 2022	0	0	0	0	0	1	0	0	0	0	0	0	1	0.1
FY 2023	0	0	0	1	1	0	1	2	0	1	0	0	6	0.5
FY 2024	1	0	0	0	0	0							1	0.2
CCMC LTC Resident Days														
FY 2020	310	289	310	293	296	300	301	310	300	309	277	310	3,605	300.4
FY 2021	300	300	298	300	310	299	298	310	300	310	298	309	3,632	302.7
FY 2022	310	280	310	300	310	299	310	310	300	310	290	310	3,639	303.3
FY 2023	310	280	310	309	296	270	257	268	252	271	270	279	3,372	281.0
FY 2024	309	290	290	270	262	240							1,661	276.8
CCMC LTC Avg. Census														
FY 2021	10	10	10	10	10	10	10	10	10	10	10	10		9.9
FY 2022	10	10	10	10	10	10	10	10	10	10	10	10		10.0
FY 2023	10	10	10	10	10	9	8	9	8	9	9	9		9.2
FY 2024	10	10	9	9	9	8								9.2
ER Visits														
FY 2021	38	42	35	44	77	61	74	78	67	34	32	40	622	51.8
FY 2022	38	38	42	50	75	85	76	97	64	63	38	46	712	59.3
FY 2023	62	39	67	39	56	84	109	100	69	40	48	45	758	63.2
FY 2024	58	44	37	39	51	97							326	54.3
PT Procedures														
FY 2021	327	494	646	372	352	444	471	337	413	602	493	310	5,261	438.4
FY 2022	275	459	551	394	307	352	396	384	360	201	274	442	4,395	366.3
FY 2023	364	322	458	405	345	209	304	325	479	550	436	343	4,540	378.3
FY 2024	302	213	291	289	341	252							1,688	281.3
OT Procedures														
FY 2021	25	223	183	49	36	115	174	118	161	350	309	120	1,863	155.3
FY 2022	122	190	251	134	120	229	243	200	197	53	87	164	1,990	165.8
FY 2023	94	51	152	115	75	94	70	106	167	163	144	104	1,335	111.3
FY 2024	121	56	79	86	133	85							560	93.3
Lab Tests														
FY 2021	885	1,010	1,004	805	682	637	1,261	1,115	853	605	614	549	10,020	835.0
FY 2022	825	576	671	902	958	699	610	822	594	585	499	553	8,294	691.2
FY 2023	545	546	575	578	801	655	766	649	512	501	478	539	7,145	595.4
FY 2024	513	526	503	778	814	628							3,762	627.0
X-Ray Procedures														
FY 2021	48	50	49	64	64	70	79	86	88	68	53	72	791	65.9
FY 2022	82	63	64	94	60	82	69	93	51	72	58	61	849	70.8
FY 2023	72	45	63	49	50	88	97	107	83	71	61	67	853	71.1
FY 2024	76	54	88	54	75	54							401	66.8
CT Procedures														
FY 2021	24	27	26	20	27	32	28	38	25	16	12	22	297	24.8
FY 2022	21	21	36	25	29	42	31	26	16	30	15	28	320	26.7
FY 2023	30	18	22	18	16	36	39	34	26	4	23	24	290	24.2
FY 2024	38	27	2	16	19	29							131	21.8
CCMC Clinic Visits														
FY 2021	125	134	161	157	188	224	265	277	296	452	303	275	2,857	238.1
FY 2022	288	196	199	237	260	241	221	212	304	359	219	182	2,918	243.2
FY 2023	221	158	151	176	214	188	230	289	242	371	216	193	2,649	220.8
FY 2024	205	188	196	188	241								1,018	203.6
Behavioral Hlth Visits														
FY 2021	85	62	65	74	90	96	60	97	50	35	63	76	853	71.1
FY 2022	84	74	83	79	82	67	74	99	126	125	108	94	1,095	91.3
FY 2023	150	68	86	98	122	86	94	97	94	106	136	118	1,255	104.6
FY 2024	167	128	117	118	79	51							660	110.0

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CORDOVA COMMUNITY MEDICAL CENTER
 BALANCE SHEET
 FOR THE MONTH ENDING: 06/30/24

	Current Year	Prior Year	Net Change
ASSETS			
CURRENT ASSETS			
CASH	2,324,992	1,509,543	815,449
NET ACCOUNT RECEIVABLE	1,912,198	2,929,707	(1,017,508)
THIRD PARTY RECEIVABLE	(736,657)	5,479	(742,136)
CLEARING ACCOUNTS	79,960	(256)	80,216
PREPAID EXPENSES	78,237	217,643	(139,405)
INVENTORY	553,066	470,278	82,788
	-----	-----	-----
TOTAL CURRENT ASSETS	4,211,798	5,132,394	(920,596)
PROPERTY PLANT & EQUIPMENT			
LAND	122,010	122,010	
BUILDINGS	8,666,889	8,666,889	
EQUIPMENT	10,125,159	9,625,416	499,742
CONSTRUCTION IN PROGRESS	18,843	4,038	14,805
	-----	-----	-----
SUBTOTAL PP&E	18,932,902	18,418,354	514,547
LESS ACCUMULATED DEPRECIATION	(14,950,860)	(14,417,458)	(533,402)
	-----	-----	-----
TOTAL PROPERTY & EQUIPMENT	3,982,041	4,000,896	(18,854)
OTHER ASSETS			
GOODWILL - PHARMACY	150,000	150,000	
GOODWILL - PHARMACY	(97,500)	(82,500)	(15,000)
PERS DEFERRED OUTFLOW	949,242	1,037,998	(88,756)
TOTAL OTHER ASSETS	1,001,742	1,105,498	(103,756)
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TOTAL ASSETS	9,195,582	10,238,789	(1,043,207)
	=====	=====	=====

07/18/24 02:31 PM

CORDOVA COMMUNITY MEDICAL CENTER
 BALANCE SHEET
 FOR THE MONTH ENDING: 06/30/24

	Current Year	Prior Year	Net Change
LIABILITIES AND FUND BALANCE			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE	528,198	218,663	309,535
PAYROLL & RELATED LIABILITIES	636,959	585,947	51,012
INTEREST & OTHER PAYABLES	7,711	7,175	536
LONG TERM DEBT - CITY	5,466,458	5,466,458	
OTHER CURRENT LONG TERM DEBT	400,943	18,485	382,457
	-----	-----	-----
TOTAL CURRENT LIABILITIES	7,040,272	6,296,730	743,541
LONG TERM LIABILITIES			
NET PENSION LIABILITY	8,625,106	8,148,107	476,999
TOTAL LONG TERM LIABILITIES	8,625,106	8,148,107	476,999
DEFERRED INFLOWS OF RESOURCES			
PENSION DEFERRED INFLOW	(3,759,735)	(2,907,065)	(852,670)
TOTAL DEFERRED INFLOWS	(3,759,735)	(2,907,065)	(852,670)
TOTAL LIABILITIES	11,905,643	11,537,772	367,870
NET POSITION (EQUITY)			
UNRESTRICTED FUND BALANCE	(1,909,527)	(1,937,496)	27,968
TEMPORARY RESTRICTED FUND BALANCE	18,513	18,513	
CURRENT YEAR NET INCOME	(819,047)	619,999	(1,439,046)
	-----	-----	-----
TOTAL NET POSITION	(2,710,060)	(1,298,983)	(1,411,077)
TOTAL LIABILITIES & NET POSITION	9,195,582	10,238,789	(1,043,207)
	=====	=====	=====

CCMC 2nd Quarter 2024 Medical Director Report

July 18, 2024

Quarterly chart reviews are performed for all deaths and transfers, along with random chart reviews for all physicians. This includes care in the emergency department. Fourth quarter of 2023 and first quarter of 2024 chart reviews have been performed. There were no significant findings. All of our physicians continue to provide excellent care.

Our long-term care census is 8 at the present time. We continue to search for appropriate candidates and plan to be back up to 9 and then 10 as soon as possible. We currently have one patient in our swing bed program and have been successful treating several patients this quarter.

Although summer is here, we do continue to have occasional people test positive for covid. Fortunately, it continues to be a mild respiratory illness in most people.

Our emergency department is functioning well. The new CT scanner has been installed and being used regularly.

We did have our de-escalation training earlier this summer. Many staff participated and felt it was very helpful. Keeping our staff and patients safe will be an ongoing process.

Stay safe and enjoy the rest of the summer.

Respectfully,

Curtis M. Bejes, M.D.

CCMC Authority Board of Director's Quarterly Report
July 3, 2024
Clinic & Ancillary Services
Tamara Russin

Clinic

The Clinic is in summer mode. We have seen the usual influx of returning commercial fishermen, cannery injuries, and tourists/visitors as well as snowbirds returning to Cordova. It's too early to say if any more cannery workers with out of state Medicaid have other coverage for the summer as Dr. Sanders advocated for, but front desk clerks around the hospital are more familiar with identifying out of state Medicaid and attempting to collect a co-pay at time of service.

Dr. Barry, pediatrician, will be here August 16. This will be her second Cordova clinic and patients/parents really like her. Call 907-424-8200 to schedule.

Dr. Gray, Orthopedics, continues to come to Cordova as frequently as he can. He was here in April and will return July 18 – 19. His clinics fill up quickly! Call 907-771-3500.

Northland Audiology will return at the end of August.

Lab/Radiology/Rehab Services

Radiology is back to normal service, offering x-ray and CT images. The radiology group we use in Anchorage recently upgraded their image management, making the system more stable and creating a smoother process for radiologists. With any change comes a few issues to work out, but soon the new process will be working. Patients should not notice any changes.

Lab numbers increase as the influx of residents to Cordova increases, but it is always interesting for me to notice the number of emergency room and clinic visits that don't use lab services during this time. Why? There is a large number of injuries such as lacerations, fractures, or puncture wounds (think fish hooks). Visits to CCMC for any of these reasons usually do not require lab services.

Rehab Services remains fairly steady through the summer as fishermen fish and everyone else tries to enjoy an active summer. This year we are offering speech services. This allows students who get speech services during the school year to maintain their progress while school is on break. July actually marks the one year mark since CCMC began offering speech services again.

Brittany, our Physical Therapist, will be leaving Cordova in August for Juneau. Her last day at CCMC is July 30. We have hired a traveler who came to Alaska with friends who are also travelers. Tyler begins at CCMC July 15 and will be begin doing evaluations later that week as Brittany transitions out of the department.



P: (907) 424-8000 | F: (907) 424-8116
P.O. Box 160 | 602 Chase Ave., Cordova, AK 99574-0160

DON Report

07/19/2024

Leadership

CCMC is focused on quality of patient care and improving individual department work productivity and efficiency. Process improvement plans have been initiated on an individual department needs basis. Walkthroughs and follow-up from leadership shows evidence of some improvement in certain departments. For example; having a checklist in each room for housekeeping to sign off daily ensures the rooms are always clean and ready for inpatients.

Staffing

We currently have four full-time permanent nurses, 2 PRN (as needed) ED nurses, and four travel nurses. We have not had a high enough census on the CAH side to bring on a swing nurse. The goal remains to utilize RNs that live in Cordova instead of bringing in additional travelers for this third shift. We are continuing to seek full-time ER and LTC nurses. Our Certified Nursing Assistances (CNA) are all permanent staff that work in multiple departments at times (swing/acute, unit clerk, lab, patient sitters), seven full time dedicated CNAs and five part time or as needed.

Education Plan

A focus on the CAH and LTC side has been annual education day. This is a daylong education filled Inservice at CCMC. Staff are directed from station to station, or room to room, and given information on specific skills, disease processes, or common workplace occurrences so they may keep up on their job-related knowledge and skills.

Census

We currently have 8 Long Term Care residents and 1 swing bed patient. We have accepted a 9th LTC resident who will be joining us soon from Anchorage. Our swing census has been low thus far this year and we are working hard on acquiring swing bed patients. We have accepted an additional swing patient to the one we have as well and are waiting on an ETA.

Let me know if you have any questions.

Alexus Allen, BSN

DON



Memorandum

To: CCMC Hospital Services Board

Subject: Appoint Shelly Kocan to Board of Directors

Date: 7/12/2024

As you recall this item was tabled during the previous meeting awaiting further clarification to avoid any conflict with Chapter 15.20 of the City Code. This motion requires your attention and action at this meeting.

Suggested Motion: "I take from the table, a motion that the CCMC Hospital Services Board appoint Shelly Kocan to fill the vacant seat on the Board until the next City of Cordova elections."



Memorandum

To: CCMC Hospital Services Board

Subject: Delineation of TeleNeuroHospitalist Privileges for Suman Kaza, MD

Date: 7/19/2024

Suggested Motion: "I move that the CCMC Hospital Services Board approve TeleNeuroHospitalist Privileges for Suman Kaza, MD as presented."



P: (907) 424-8000 | F: (907) 424-8116
P.O. Box 160 | 602 Chase Ave., Cordova, AK 99574-0160

PRACTITIONER CREDENTIALING

July 25, 2024

Kelsey Hayden, Chair
CCMC Authority Board
ccmcboardseate@cdvcmc.com
Cordova Community Medical Center
Cordova, AK 99574

RE: Suman Kaza, MD

Dear Chairperson and Hospital Authority Board,

Cordova Community Medical Center has reviewed credentialing application for Delegated Privileges to our hospital. In accordance with our medical staff bylaws, the credentialing committee has reviewed the application including practitioner licenses, Primary Group Approval Board Approval, CCMC recommends Dr Kaza for privileges at Cordova Community Medical Center.

Sincerely,

DocuSigned by:

Paul Gloe

6C24CD6B672F40A...

Paul B. Gloe III, MD
Chief of Staff

17 July 2024 | 9:49 AM AKDT

Date

DocuSigned by:

Hannah Sanders

A9259C1E5177486...

Hannah Sanders, MD
Chief Executive Officer

17 July 2024 | 11:35 AM AKDT

Date



6/19/2024

Re: Initial Medical Staff Appointment

Dear Suman Kaza, MD:

On behalf of the Board of Trustees of **Alaska Regional Hospital**, I am pleased to inform you of your approved appointment as a member of the Medical Staff. You have been assigned to the **Affiliate** Status of the Medical Staff in the Department of **Medicine** with clinical privileges as delineated in the attached. This appointment is effective **6/19/2024 through 10/31/2025**.

The Medical Staff Bylaws and other Medical Staff policies that govern your practice at the Hospital are posted on the Hospital's confidential intranet and/or available through the Medical Staff Office. While it is important that you abide by all of these documents, we wanted to take this opportunity to specifically highlight a few policies and procedures that are critical to your appointment and your success at the Hospital.

Change in Status/Information Provided on Application Form

Your appointment and clinical privileges were granted based upon a careful assessment of your current qualifications and background. If there is any change in your status or any change to the specific information that you provided on your application form, it is your responsibility to inform the Chief of Staff and Medical Staff Office **within seven business days** of when the change occurs. This would include, but not be limited to, change in your licensure status or professional liability insurance coverage, the filing of a lawsuit against you, the initiation of an investigation or change in your Medical Staff status at any other hospital, exclusion or preclusion from participation in Medicare or any sanctions imposed, and any change in your health status that may affect your ability to safely and competently exercise clinical privileges.

Medical Staff Professionalism Policy

The Medical Staff and Board have adopted a Medical Staff Professionalism Policy that applies to all individuals who work and practice at the Hospital. That Policy is based on the expectation that all individuals will be treated with courtesy, respect, and dignity. We believe that such conduct is essential to the provision of safe and competent care.

Focused Professional Practice Evaluation

In accordance with the FPPE Policy to Confirm Practitioner Competence and Professionalism, all initial clinical privileges are subject to focused evaluation. It is expected that your required FPPE will be completed within 12 months of your initial, or before your initial privileges expire, based on your birth month/year. The facility Medical Staff Office will contact you in the near future with the facility specific FPPE requirements. It is important to note that it is your responsibility to cooperate with this requirement by scheduling cases and facilitating an effective initial evaluation process.

Professional Practice Evaluation Process (Peer Review)

The goal of our professional practice evaluation process is to be educational and our Medical Staff leaders make every effort to address identified patient care concerns through collegial methods. All practitioners who practice at the Hospital are subject to review, and it is expected that you will



participate constructively in the review process when one of your cases is under review. From time to time, you may also be asked to share your expertise and review a case, and we appreciate your cooperation and willingness to do so. This is an essential aspect of our responsibilities to each other and to our patients.

Clinical Protocols

The Medical Staff leadership is committed to the development and implementation of appropriate evidence-based clinical protocols. All Medical Staff members are expected to constructively participate in the development, review, and revision of clinical protocols pertinent to their clinical specialties, and to comply with adopted protocols or document in the medical record the clinical reasons for variance.

Reporting of Quality Concerns

Hospital employees and Medical Staff members are encouraged to report quality of care concerns so that they can be reviewed and any identified opportunities for improvement implemented promptly. Please discuss any quality concerns with your Department Chair or the Chief of Staff or report them to the Medical Staff Office.

Medical Record Completion

While we certainly understand the time pressures and demands upon your practice, it is essential that you understand that timely and appropriate medical record completion is not a meaningless, administrative task. It is a fundamental component of quality patient care. It also has implications for Hospital and physician liability, effective performance review, accreditation and licensure, and reimbursement. We stand ready to assist you in this record keeping responsibility in any manner that may be helpful, but please understand that the medical record completion policy will be strictly enforced.

On-Call Responsibilities

Service on the on-call schedule for unassigned patients who present to the ED is a responsibility of all Medical Staff members. The on-call schedule is developed by protocols set forth by Medical Executive Council and the Department Chair. Physicians who are on call are expected to be immediately available by telephone and to respond in person, if so requested, within a reasonable time period, usually 30 minutes. You may perform elective surgery or conduct other patient care services at the hospital while on call, and may be on call at another hospital, provided you arrange for appropriate back-up. In addition, you are responsible for the care of any patient seen while serving on the on-call schedule through the episode that created the emergency medical condition.

Response Time for Your Patients

Our Medical Staff Bylaws require that you (or your designated covering physician) be available to provide timely and continuous care for your patients. As such, just as with your emergency call obligations, you are expected to be immediately available by telephone (or have an appropriate coverage arranged) should any Medical Staff member or nurse need to contact you for guidance or direction with respects to your patients

Congratulations on your appointment. We appreciate your affiliation and look forward to working with you.



Should you have any questions or concerns, please feel free to contact our Medical Staff Office at **AKARMedicalStaff@hcahealthcare.com** or **907-264-1582**.

Sincerely,

DocuSigned by:

Jennifer Opsut

609E778576E3409...

Jennifer Opsut

Chief Executive Officer

Enclosures: (1) Delineation of Clinical Privileges



P: (907) 424-8000 | F: (907) 424-8116
P.O. Box 160 | 602 Chase Ave., Cordova, AK 99574-0160

TELEMEDICINE PRIVILEGES (Delegated)

Telemedicine privileges for consult services are provided by organizations contracted with Cordova Community Medical Center. Process for credential verification and privileges is delegated to the contracted entity. Quality improvement is also monitored and maintained by the contracted entity.

To be eligible to apply for telemedicine specialty consult privileges at CCMC, the initial applicant must meet the following criteria:

- Degree: MD or DO, PA or NP
- Successful completion of a residency or fellowship training program approved by the specialty specific governing board
- Maintain active privileges with a contracted organization, with copy of privileges provided to Cordova Community Medical Center.
- Participate in quality improvement and peer review through contracted organization

Telemedicine privileges may be granted to a practitioner pursuant to credentialing performed by the distant site hospital, distant site telemedicine entity, or through credentialing performed by the Hospital.

If a practitioner's credentialing and privileging are performed under a contractual agreement with a distant site hospital or distant site telemedicine entity and the Hospital terminates its telemedicine agreement with the distant site hospital or distant site telemedicine entity, the practitioner's telemedicine privileges will automatically terminate.

Telemedicine privileges shall be for a period of not more than three years.

CCMC's peer review committee will maintain evidence of its internal peer review of the distant site hospital. CCMC's peer review committee will send information related to all adverse events that result from the telemedicine services provided by the distant site hospital or distant site telemedicine entity practitioner to a Hospital patient and all complaints the

Hospital has received about a distant site hospital or distant site telemedicine entity practitioner. Any information exchanged between the Hospital and a distant site hospital or distant site telemedicine entity in connection with a distant site hospital or distant site telemedicine entity practitioner's credentialing or performance will be handled by the CCMC's peer review committee.

All telemedicine practitioners will be categorized as "telemedicine staff" and will not be eligible to vote or hold office. Practitioners will follow other medical staff or hospital requirements that apply only to practitioners that provide direct patient care.

Please provide a copy of credential and privileges from the contracted organization along with this application.

Acknowledgement of Practitioner

I have requested privileges for telemedicine practitioner in Neurology - Telemedicine (field of specialty). I have only requested those privileges for which by education, training, current experience, and demonstrated performance I am qualified to perform and for which I wish to exercise via telemedicine on behalf of Cordova Community Medical Center. I understand that in exercising any clinical privileges granted, I am constrained by Medical Staff bylaws, policies and rules applicable generally and any applicable to the particular situation.

Practitioner Signature

07/01/2024

Date

Suman Kaza MD

Practitioner Print

DocuSigned by:
Hannah Sanders
A9259C1E5177486...

CEO

17 July 2024 | 11:35 AM AKDT

Date

DocuSigned by:
Curtis Bejes
E73DD11B943F429...
Chief of Staff or Designee

17 July 2024 | 9:49 AM AKDT

Date

Cordova Community Medical Center Request for Clinical Privileges

Practitioner Name: **Suman Kaza, MD**

MEDICAL DIRECTOR REVIEW

The Medical Director has reviewed the attached list of requested privileges and the following information related to the applicant:

- | | | | |
|-------------------------------------|--|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | Approved for Delegated Privileges based on the attached AK Regional Hospital Approval letter | <input type="checkbox"/> | Peer Review results |
| <input type="checkbox"/> | Approved based on data submitted | <input type="checkbox"/> | Peer Recommendations |
| <input type="checkbox"/> | Mortality data | <input type="checkbox"/> | Professional performance |
| <input type="checkbox"/> | Pertinent results of performance improvements activities | | |
| <input type="checkbox"/> | Clinical judgement and technical skills in performing procedures and treating and managing patient | | |

- Recommendation:**
- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Approved as requested |
| <input type="checkbox"/> | Approve with conditions/modifications (see explanation below) |
| <input type="checkbox"/> | Deny (see explanation below) |

Reasons for recommendation, Reasons for conditions, Reasons for modifications and/or denial:
curtis bejes

DocuSigned by:
Curtis Bejes
E73DD11B943F429
Medical Director Signature

17 July 2024 | 9:07 AM AKDT
Date

CCMC BOARD OF AUTHORITY

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Approved as requested |
| <input type="checkbox"/> | Approve with conditions/modifications (see explanation below) |
| <input type="checkbox"/> | Deny (See explanation below) |

Reasons for recommendation, Reasons for conditions, Reasons for modifications and/or denial:

Board of Authority Chair

Date