

# CONDUCTING THE ANNUAL ADVISORY COMMITTEE MEETING

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ROBIN VELTKAMP

HEALTH SERVICES ASSOCIATES



# OBJECTIVES

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- Gain an understanding of the basic federal RHC regulations regarding the annual advisory committee.
- Gain an understanding of the key roles of participants of the annual advisory committee
- Gain an understanding of utilizing the information gained from the annual advisory committee



# RHC EVALUATION

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- **§ 491.11 Program evaluation. (J76)**
- (a) The clinic or center carries out, or arranges for, an **annual evaluation of its total program. (J77)**
- (b) The evaluation includes review of: **(J78)**
- (1) The **utilization of clinic or center services**, including at least the **number of patients served and the volume of services; (J79)**
- (2) A representative **sample of both active and closed clinical records; and (J80)**
- (3) The clinic's or center's **health care policies. (J81)**



# RHC EVALUATION

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- (c) The purpose of the evaluation is to determine whether: **(J82)**
  - (1) The utilization of services was appropriate; **(J83)**
  - (2) The established policies were followed; and **(J84)**
  - (3) Any changes are needed. **(J85)**
- (d) The clinic or center staff considers the findings of the evaluation and takes corrective action if necessary. **(J86)**
- [71 FR 55346, Sept. 22, 2006]



# MANDATED PARTICIPANTS

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- Medical Director of the clinic
  - Non physician provider of the clinic
  - Community member
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- You may add any additional participants that you desire



# CONDUCTING THE MEETING

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- Meeting Agenda





- Robin VeltKamp, RHC Quality Assurance and Education Email: [rveltkamp@hsagroup.net](mailto:rveltkamp@hsagroup.net)
- Health Services Associates, Inc. 2 East Main Street Fremont, MI 49412
- PH: 231.924.0244 FX: 231.924.4882
- [www.hsagroup.net](http://www.hsagroup.net)