

Wichita Dermatology & Aesthetics
Staff Meeting Minutes - October 20, 2021

In attendance: See sign-in sheet.

Topic	Time	Discussion	Action Items
F/U Last Meeting			
Provider Presentation (Sarah Johnson)		Asteatotic Eczema - See Handout	
2021-2022 Health Benefits (Robert Richey)	15	<p>Medical - BCBS Dental Vision</p> <p>All premiums for employee cost remain the same. If you need quotes for dependents, let Sarah know.</p> <p>Election Forms - Due by November 1, passive enrollment (don't return forms unless there are changes).</p>	If you have changes, return forms
Welcome New Staff Members (Sarah)		<p>Brittany Morain, CPC - Billing Amy Stepien - MA/esthetician Roxy Carver - MA Ryann Juan - MA Alicia Holmes - MA</p>	
Providers + Family Members = NO (Sarah)		<p>Providers cannot see/treat family members:</p> <ul style="list-style-type: none"> • Ethical reasons - clarity with decision making, etc. • Insurance reasons - insurance companies will not reimburse for services provided by family members 	
401(k) Profit Sharing Plan (Sarah)		<p>In 2022, we are changing administrators of the plan to Premier Wealth Management, out of Tulsa. The plan guidelines will remain the same (eligibility, vesting, etc).</p> <p>Since we are changing administrators, that means we will have different investment funds to pick from. As we make these changes, you'll have the opportunity to meet with representatives from PWM to assist you in investing your funds, as all your current assets will need to be rolled into new investment accounts.</p>	
PPL Request Time (Sarah)		<p>Effective November 1, please provide 2 weeks notice for PPL requests (employee handbook will be updated).</p> <ul style="list-style-type: none"> • Makes publishing the schedule easier for clinical & surgery. • Industry norm - majority of other businesses 	
Self Evaluation		If you did not receive one, let Sarah know and	

		it will be resent. The survey will remain open until Friday at 1pm.	
Jeans Day Attire (D'Elia)		<ul style="list-style-type: none"> • Business casual w/ jeans <ul style="list-style-type: none"> ◦ Business casual is less than traditional business wear, but is still intended to give a professional and businesslike impression. • No writing on shirts except for Wichita Dermatology shirts <ul style="list-style-type: none"> ◦ For example no sports team shirts 	
Aesthetics (Tara)		<ul style="list-style-type: none"> • Products on backorder: Latisse and EltaMD Moisture rich body creme • Fall Facial- Warm Pumpkin Pie (Tarra) • October special- Free Skinpen neck treatment with the purchase of a face treatment • November special- TBD • Trivia 	
Influenza vaccines (Angela)		<ul style="list-style-type: none"> • Wichita Dermatology recommends and is offering the flu vaccine this year. • Before getting the flu vaccine, make sure the receptionists have your demographics and billing information current in EMA. We will be billing insurance, but there will be no out of pocket expense for employees. • If you get the flu vaccine elsewhere, please bring Angela a copy for your medical file. 	
COVID boosters (Angela)		<ul style="list-style-type: none"> • Pfizer booster is available and recommended for healthcare workers <ul style="list-style-type: none"> ◦ Must have had the Pfizer vaccination series ◦ Must be at least 6 months out from series • Moderna booster is seeking approval and will likely be available soon. We will notify you when this happens • When you get your booster, please bring your vaccine card to Angela. 	
Masking Protocol (Angela)		Unvaccinated staff should not be unmasked around their co-workers. This includes the breakroom. You are free to eat in the conference room, if not in use or in the offices next to billing.	
Tasks, Intramail, Communication notes (Angela)		<ul style="list-style-type: none"> • Updated handout 	
Power outages and refrigerated medical supplies (Angela)		<ul style="list-style-type: none"> • We have medical products and medications that must be stored at refrigerated temperatures. We have developed a spreadsheet for the 	

		<p>managers to refer to in case of a power outage.</p> <ul style="list-style-type: none"> • Some products/ medications can be at room temperature for varying amounts of time. • The spreadsheet will be a quick reference guide for managers to know which products. medications need to be moved to a refrigerated location during a power failure. 	
CLIA- Traceable thermometers (Angela)		<p>One of the recommendations we received from CLIA at our survey earlier this year was to get traceable thermometers for monitoring refrigerator temperatures, room temperatures and humidity in our labs. We have received these thermometers and are in the process of replacing and training.</p> <p>The difference in these thermometers is that they are calibrated and guaranteed to be accurate until an expiration date. These will need to be replaced prior to the expiration date and the calibration paperwork will be kept on file for CLIA surveys.</p>	
Duplicate Accounts (Angela)		<ul style="list-style-type: none"> • Always look up patients by their date of birth. • If there is a patient with more than one account, ask a manager which account you should use. Then, send an Intramail to D'Elia and Angela so we can correct. Please send one Intramail to both of us. 	
Care Home Patients (Brenda)		<p>If scheduling surgery through a facility, they need to send a staff member if a family member cannot attend.</p>	<p>Add billing alert for dementia/alzheimer's patients so receptionist.</p> <p>Ask KaMMCO if we can treat patient without DPOA.</p>
Kudos		<ul style="list-style-type: none"> • Sidney - Sidney really stepped up and took on the aesthetics department while Tarra was on leave. Her help was very much appreciated. • Amber Z. - She always stops what she is doing to help with any insurance questions. She also registered a patient when I didn't have time. 	
Scheduling Patients w/ Different Providers (Schuyler)		<p>Patients with chronic conditions that have been followed by a specific provider, should continue care with that provider.</p> <p>How do you determine who gets appointments?</p>	
Employee Portal (Sarah)		<p>We are slowly deleting items from the Intranet, and creating alternative areas for you to find this information.</p>	

		<p>For new employees, you will receive an email asking you to set up your employee portal access by end of week. Please make sure you do this as it will become the primary way we communicate with you.</p>	
Halloween Activities (Sarah)		<p>Pumpkin decorating contest beings Monday. You can bring your pumpkin anytime next week, but the less its here, the less opportunities you have for votes. We will have online voting (by likes on Facebook) and in-person voting by patients.</p> <p>Chili cookoff is next Friday - if you plan to enter a chili, please write your name on the sign up sheet so we can prepare tasting kits. \$3/person to taste/vote.</p> <p>Wear your costumes/Halloween themed clothing next Friday as well! Prizing will be given for the Most Original, Scariest, and Funniest.</p>	
Christmas Activities (Sarah)		<p>Staff were most interested in:</p> <ol style="list-style-type: none"> 1. Adopting a charity/family/senior 2. Wearing ugly Christmas sweaters 3. Secret Santa <p>Those are the activities we'll plan to do in December. If you have ideas for charity, submit it to Angela by 11/1/21.</p> <p>Our Christmas party is December 17th @ Botanica. The managers are planning the party, and once we get more details, we'll be able to provide the arrival time. We can share this:</p> <ul style="list-style-type: none"> • Employees + your significant other • Buffet dinner + open "bar" • Entertainment component- be prepared to have fun! • Dress warm so you can experience Illuminations comfortably 	

Minutes submitted by:
Sarah M Hiss

Shanda	Baker	<i>S Baker</i>
Karen	Bohaty	<i>K Bohaty</i>
Stephanie	Brokschmidt	<i>Stephanie Brokschmidt</i>
Roxy	Carver	<i>Roxy Carver</i>
Christine	Curl	<i>Christine Curl</i>
Devine	Dome	<i>Devine Dome</i>
Kimberly	Edwards	<i>Kim Edwards</i>
Michele	Fuson	<i>Michele Fuson</i>
Kayla	Harder	<i>Kayla Harder</i>
Sarah	Hiss	<i>Sarah Hiss</i>
Alicia	Holmes	<i>Alicia Holmes</i>
Cristi	Hothan	<i>Cristi Hothan</i>
Kristina	Johnson	<i>Kristina Johnson</i>
Landon	Johnson, MD	<i>Landon Johnson</i>
Sarah	Johnson	<i>Sarah Johnson</i>
Ryann	Juan	<i>Ryann Juan</i>
D'Elia	Kiser	<i>D'Elia Kiser</i>
Jessica	Klitzing	<i>Jessica Klitzing</i>
Brenda	Knowles	<i>Brenda Knowles</i>
Stacy	Lopez Jiminez	<i>Stacy Lopez Jiminez</i>
Abbey	McIntyre	<i>Abbey McIntyre</i>
Susan	McMullen	<i>Susan McMullen</i>
Angela	Mercer	<i>Angela Mercer</i>
Sharyn	Miller	<i>Sharyn Miller</i>
Brittany	Morain	<i>Brittany Morain</i>

Wichita Dermatology & Aesthetics, LLC

October 20, 2021

Kara	Nabbout	<i>[Signature]</i>
Tara	Namdar	Tara Namdar
Sarah	Nichols	Sarah Nichols
Sally	Oakley	Sally Oakley
Terri	Pennington	<i>[Signature]</i>
Amber	Raffelson	A. Raffelson
Miranda	Roberts	Miranda Roberts
Kristy	Rucker	Kristy Rucker
Kathy	Sattler	Kathy Sattler
Lindsey	Sherman	leave
Amy	Stepien	Amy Stepien
Sidney	Stone	off
Schuyler	Stump	<i>[Signature]</i>
Tarra	Thole	Tarra Thole
Becky	Thorpe	<i>[Signature]</i>
Amber	Zimmerman	Amber Zimmerman