THE OREGON SOCIETY FOR HEALTHCARE RISK MANAGEMENT

2010 CHAPTER HANDBOOK

www.oshrm.com

Guide for
Members, Officers and Committee Chairs

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OREGON SOCIETY FOR HEALTHCARE RISK MANAGEMENT
STATEMENT OF PURPOSE

Who Are We?

The Oregon Society for Healthcare Risk Management was founded in 1988 and is an affiliate chapter of the American Society for Healthcare Risk Management of the American Hospital Association.

Who Belongs to OSHRM?

OSHRM members include healthcare risk management and patient safety professionals from a wide range of disciplines including:

- hospital and clinic quality, patient safety and risk managers
- insurance industry representatives
- defense attorneys
- consultants
- other healthcare organization representatives
- others with an interest in healthcare risk management

What Are Our Objectives?

OSHRM is committed to the development of both the individual professional as well as to the profession of health care risk management and patient safety. This is demonstrated by:

- Conducting educational programs and activities to strengthen and develop hospital and health care risk management programs and promote professional development

- Providing a forum for the free exchange of ideas and information of mutual interest among the members

- Promoting the interests of health care risk management and patient safety through participation in interdisciplinary conferences and forums

OREGON SOCIETY FOR HEALTHCARE RISK MANAGEMENT 2010

BOARD OF DIRECTORS
EFFECTIVE 09/01/10

Renee Wenger, President
Diane Waldo, Secretary-Treasurer
John Hudkins, Bylaws Chair
Mary Duray, Education Chairs
Darlene Holt, Membership Chair
Mavis Tuten, Nominations Chair
Ellen Hampton, Webmaster Liaison

OFFICERS

Renee Wenger, President
Diane Waldo, Secretary-Treasurer

STANDING COMMITTEES

John Hudkins, Bylaws
Mary Duray, Education
Darlene Holt, Membership
Ellen Hampton, Nominations

OREGON SOCIETY FOR HEALTHCARE RISK MANAGEMENT
BOARD OF DIRECTORS

President Renee Wenger Professional Liability Claims Mgr OHSU Hospital – MC L328 3181 SW Sam Jackson Park Rd Portland OR 97239-3098 (503) 494-8314 Fax: (503) 494-1941 E-mail: wengerr@ohsu.edu	**Vice Pres/President-Elect** vacant	**Secretary-Treasurer** Diane Waldo Dir of Quality & Clinical Svcs OAHHS 4000 Kruse Way Place, 2-100 Lake Oswego OR 97035 (503) 479-6016 Fax: (503) 363-8310 E-mail: diane.waldo@oahhs.org
Education Chair (eff 7/1/10) Mary Duray Risk Mgmt Project/Educ Coord Kahl Insurance 7841 Gelding Dr SE Olympia WA 98501 (360) 358-1737 Fax: (360) 357-1392 E-mail: mduray@kahlinsurance.com	**Membership Chair** Darlene Holt Senior Consultant The Medical Resource Network 10725 SW Barbur Blvd Suite 200 Portland OR 97219 (503) 452-1748 Fax: (503) 452-0079 E-mail: dholt@medres.net	**Nomination Chair** Mavis Tuten Risk Manager Samaritan Albany General Hospital 1046 Sixth Ave SW Albany OR 97321 (541) 812-4122 Fax: (541) 812-4520 E-mail: mtuten@samhealth.org
Bylaws Chair John Hudkins President Hudkins & Kallfelz Inc PO Box 5249 Salem OR 97304 503/365-0411 Fax: 503/365-0480 E-mail: johnhandk@qwestoffice.net	**Past President** Laura Mason Clinical Risk Manager Cascade Healthcare Community 2500 NE Neff Rd Bend OR 97701 (541) 706-2709 Fax: (541) 693-5807 E-mail: lamason@cascadehealthcare.org	**Webmaster Liaison** Ellen Hampton Director Risk Management Salem Health PO Box 14001 Salem OR 97309 (503) 561-2494 Fax: (503) 561-4684 Email: ellen.hampton@salemhospital.org
Administration Birgit Becker OAHHS 4000 Kruse Way Pl #2-100 Lake Oswego OR 97035 503/636-2204 Fax: 503/636-8310 E-mail: bbecker@oahhs.org		

OSHRM OFFICERS - DUTIES & RESPONSIBILITIES

President:

- Serves on Chapter Board of Directors
- Presides at, or arranges for, designee to preside (President-Elect) at all meetings
- Represents OSHRM at annual ASHRM conference
- Coordinates committee activity to ensure meeting annual calendar targets
- Involves President-Elect in the operation of the Chapter and provide training necessary for President-Elect to assume the role of Chapter President
- Must be an ASHRM member in good standing

President Elect:

- Serves on Chapter Board of Directors
- Collects input for, and prepares, annual Chapter Budget for review by board in December and review at the Chapter Annual Meeting the following January.
- Provides fiscal monitoring for Chapter

Secretary-Treasurer:

- Serves on Chapter Board of Directors
- Attends all Board meetings
- Prepares minutes for all Chapter meetings
- Handles all Chapter receipts and disbursements
- Maintains Chapter bank account
- Prepares monthly treasurers report

OSHRM COMMITTEES AND CHAIRPERSONS

The bylaws specify that the President, President Elect, Secretary-Treasurer, Committee chair persons and Webmaster Liaison are the Chapter officers that comprise OSHRM's Board.

The standing committees are:

Education Committee
Membership Committee
Bylaws Committee
Nominating Committee

OSHRM COMMITTEE FUNCTIONS & RESPONSIBILITIES

Membership Committee:

- Maintain membership list. List should indicate if member is a new member – coordinate with Secretary-Treasurer.
- Recruit new members.

Education Committee:

- Complete a needs assessment of Chapter member educational needs.
- Create a plan to meet the educational needs of the membership.
- Arrange for speakers at membership meetings.
- Active involvement in the planning and execution of the annual conference.
- Distribute and collect speaker evaluation forms.

Nominating Committee:

- Contact membership and recruit persons willing to fill the committee positions and also willing to serve as Chapter officer. This to be done during months of October and November.
- Mails out ballots to membership at least 30 days prior to January meeting.
- Report results of elections at January meeting at which time the new officers will be installed.

Bylaws Committee:

- Preview bylaws at least annually and recommend any changes to Board members.

OFFICER AND COMMITTEE ACTIVITY CALENDAR

January	1) Annual business meeting 2) Announce results of election – installation of officers 3) Recognition award for prior years officers/committee chairs 4) Confirmation of committee chairpersons for the new year 5) Annual report to membership – Board and committee reports
February	1) Board/business meeting 2) Revised membership list for new year mailed to all members 3) Committee chairs give progress reports
March	1) Membership meeting – education session
April	1) Board/business meeting 2) Committee chairs give progress reports
May	1) Membership meeting – Education session or annual conference
June	1) Board/business meeting 2) Confirmation of incoming education committee chair 3) Committee chairs give progress reports
July	1) Membership meeting – education session
August	1) Board/business meeting 2) Committee chairs give progress reports
September	1) Membership meeting – education session
October	1) Board/business meeting 2) ASHRM Annual Meeting
November	1) Membership meeting – education session 2) Nominating Committee operates
December	1) Board/business meeting 2) Nominating Committee submits slate of officer candidates 3) Ballots for election of officers mailed at least 30 days prior to January meeting 4) Presentation of next year chapter goals and progress on past years goals by committee chairs 5) Prepare objectives for coming year

MEETING SCHEDULE

Membership Meetings:

2nd Friday of the month, every other month beginning in January

- Educational meeting may include a business meeting component upon Board recommendation.

The annual business meeting of the Chapter will be in January of each year for the entire membership.

Board Meetings 2nd Friday of the month alternating with the educational membership meetings.	**Membership Meetings**	**Board Meetings**
January	**Annual Business Meeting**	**Annual Business Meeting/Installation of New Officers**
February		**Board**
March	**Membership**	
April		**Board**
May	**Annual conference**	
June		**Board**
July	**Membership**	
August		**Board**
September	**Membership**	
October		**Board**
November	**Membership**	
December		**Board**

OREGON SOCIETY FOR HEALTHCARE RISK MANAGEMENT
MEMBERSHIP RENEWAL APPLICATION
CY 2010

NAME:_____

TITLE:_____

ORGANIZATION:_____

STREET ADDRESS:_____

CITY:_____ STATE:_____ ZIP:_____

TELEPHONE #:_____ FAX #:_____ E-MAIL:_____

MEMBERSHIP TYPE/ANNUAL DUES:

[ ] INDIVIDUAL - $60 [ ] STUDENT - $30

ARE YOU CURRENTLY A MEMBER OF ASHRM: (YES) (NO) HOW MANY YEARS?_____
IF NOT, WOULD YOU LIKE TO RECEIVE INFORMATION ABOUT ASHRM? (YES) (NO)

In which of the following areas would you consider yourself a good resource person for other OSHRM members & which do you see as being an interest for education topics? Include any that are not listed. Use an X if for resources and a Y for education.

[ ] Claims Management
[ ] COBRA
[ ] Consent
[ ] Corporate Compliance
[ ] Forms Development
[ ] Fraud & Abuse
[ ] Inservice Development
[ ] Legal issues/Legislation
[ ] Long-Term Care
[ ] Loss Prevention/Control
[ ] Office Practice
[ ] Patient Relations/Advocacy
[ ] Patient Self-Determination Act
[ ] Peer Review
[ ] Policy and Procedures
[ ] QI/UR
[ ] Risk Financing
[ ] RM Computer Programs
[ ] RM/QI Integration
[ ] Safety/Disaster Planning
[ ] Sentinel Events

[ ] Other (specify)_____

Please put an asterisk (*) beside the boxes checked for topic on which you would be willing to be a speaker.

My preference for a committee assignment would be: (Number in order of preference)
[ ] Education [ ] Nominations [ ] Membership [ ] Bylaws [ ] Communications

Would you be interested in participating in the OSHRM Mentoring Program for new risk managers or students? [ ] Yes [ ] No

Please make your check payable to:
OREGON SOCIETY FOR HEALTHCARE RISK MANAGEMENT (OSHRM)

Send Application and check to:

Birgit Becker
OSHRM
4000 Kruse Way Pl #2-100
Lake Oswego OR 97035

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ASHRM Membership Application

First Name

Middle Initial

Last Name

Degrees, Certificates, Professional Designations
(20 characters max.)

I prefer my mail at (choose one)
☐ Business address ☐ Home address

I prefer my e-mail at (choose one)
☐ Business address ☐ Home address

Employment information

Title

Organization

Address

City

ST/Province

ZIP/Postal Code

Phone

E-mail

Home information

Street

Address

City

State ZIP/Postal Code

Phone

E-mail

Are you a member of an ASHRM-affiliated chapter?

☐ Yes, chapter name_____
☐ No

Please share this information with colleagues who should take advantage of ASHRM membership benefits.

With questions, call (312) 422-3980 or e-mail ashrm@aha.org.

CATEGORIES

Regular member:

Anyone who is actively involved or interested in healthcare risk management or whose primary job responsibility includes healthcare risk management.

Student and retired person:

Anyone who is a full-time student registered at an institution of higher learning or is retired. Students must submit photocopies identification or recent transcript verifying current status.

Dues

☐ $149 (regular)
☐ $89 (student/retired)

Payment

By fax: Send form with credit card information to: (312) 422-3609.

☐ Visa ☐ MasterCard ☐ American Express

Number Exp. date

Signature

By mail: Send check or money order to:
ASHRM, P.O. Box 75315, Chicago, IL 60675-5315

Online: With credit card information handy, visit: www.ashrm.org.

HISTORICAL INFORMATION
LIST OF CHAPTER OFFICERS – 1986 TO DATE

YEAR	PRESIDENT	VICE PRESIDENT or PRESIDENT ELECT	SECRETARY/ TREASURER
1986/7	Judie Lauer Emanuel Hospital	Gary Whalen Marsh & McLenan	
1987/8	Judie Lauer Emanuel Hospital	Gary Whalen Marsh & Mclenan	
1988/9	Roger Miyagi Kaiser	Kay Johnson	Carol Miller The Eugene Clinic
1989/90	Patty Caster Providence Milwaukie	Carol Miller The Eugene Clinic	Peggy Yeats Willamette Falls
1990/1	Barb Wheatley Legacy Good Samaritan	Brad Norrick Johnson & Higgins	Gary Whelan Marsh & McLenan
1991/2 Succeeded mid-term by	Brad Norrick Johnson & Higgins Lori Larsen Farmers Ins co	Lori Larsen Farmers Ins Co Barb Wheatley Legacy Good Samaritan	John Hudkins Farmers Ins Co
1992/3	Lori Larsen-Denning Farmers Ins Co	Neil Huson Johnson & Higgins	Jan Boyanofsky Eastmoreland
1993/4	Neil Huson Johnson & Higgins	Bob Nichols Washington Casualty	Linda Percifield Providence St Vincent
1994/5	Bob Nichols Washington Casualty	Lori Davis Legacy Health System	Linda Percifield Providence St Vincent
1995/6	Lori Davis Legacy Health System	Marlene McAninch Washington Casualty	Tony Golda The Brim Companies
1996	Marlene McAninch Washington Casualty	Tony Golda The Brim Companies	Tony Golda The Brim Companies
1997	Tony Golda The Brim Companies	Peggy Yeats Willamette Falls	Sue Carlton Legacy Emanuel Hosp
1998	Peggy Yeats Willamette Falls	Mary Ann Gillespey Farmers Insurance	Sharon Heaton Campbell Gault & Newlands
1999	Mary Ann Gillespey Farmers Insurance	Karen Fox Medical Resource Network	Sharon Heaton
2000	Karen Fox Medical Resource Network	Peg Woodward Medical Resource Network	Ruby Davidson Woodland Park
2001	Peg Woodward Medical Resource Network	Sharon Heaton Chivaroli & Associates	Ruby Davidson Willamette Falls
2002	Sharon Heaton Chivaroli & Associates	Ruby Davidson Willamette Falls	Diane Waldo Providence St Vincent
2003	Ruby Davidson Optilink Healthcare Mgmt System	Diane Waldo Providence St Vincent Med Ctr	Sue Carlton Legacy Emanuel Hospital & Health Ctr
2004	Diane Waldo Medical Resource Network	Lori Davis Legacy Health System	Sherry Celentano Bay Area Hospital
2005	Lori Davis Legacy Health System	Teresa Allen Salem Hospital	Sherry Celentano Bay Area Hospital

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2006	Teresa Allen Kaiser Permanente	Deborah Nedelcove Avamere Health Services Inc	Sherry Heaton Parker Smith & Feek
2007	Deborah Nedelcove Avamere Health Services	Ellen Hampton Oregon Health & Science University Hospital	Becky Fahey Health Future
2008	Ellen Hampton Salem Health	Mavis Tuten Samaritan Albany General Hospital	Renee Wenger Oregon Health & Science University Hospital
2009	Mavis Tuten Samaritan Albany General Hospital	Laura Mason St Charles Medical Center – Bend	Renee Wenger Oregon Health & Science University Hospital
2010	Laura Mason Cascade Health Services 09/01/10: Renee Wenger Oregon Health & Science University Hospital	Monique Parker Oregon Health & Science University Hospital 09/01/10: Vacant	Renee Wenger Oregon Health & Science University Hospital 09/01/10: Diane Waldo Oregon Association of Hospitals and Health Systems

LIST OF OSHRM CHARTER MEMBERS

Gary Whelan – Marsh & McLenan
Judie Lauer – Legacy Emanuel Hospital