



Guardian Rx Implementation

Meeting Minutes & Action Items Thursday October 23, 2008


1. Lessons Learned / Communication / Moving Forward
 - a. The team discussed events that happened last week and identified steps to improve communication
 - b. Going forward, Cindy Brazee will be the lead (point person) for the project on VCC's end
2. Conference call with San Ysidro
 - a. Amy Tran and Larry Moore joined us for a brief discussion about inventory and accounts receivable
 - b. Amy described the process involved with inventory. Larry shared some lessons learned and tips for deploying the inventory module.
 - c. The group decided not to deploy the inventory module as part of this initial project.
 - d. Larry confirmed that the CPA (Charges, Payments, Adjustments) Report is up and running and is accurate
3. Finalize Project Charter
 - a. The team changed the scope as follows:
 - i. Deleted the inventory module from the scope
 - ii. Clarified the location installs:
 1. Vale Terrace (Pharmacy)
 2. Pier View (Dispensary)
 3. Tri City (Dispensary); will become Grapevine (Pharmacy) in June 09
 - iii. Modified the timelines
 - iv. Go live has been scheduled for Jan 12, 2009. We are delaying the go live date per VCC's request so that the MPLS to/from CCHN is in place
 - b. Joey announced that VCC has decided on a hosted deployment for GRx
4. Review action items
 - a. See below
5. Next Steps
 - a. Joey to perform initial inventory on Tuesday
 - b. Joey to schedule A/R with Olivia Burt at SYHC
 - c. The team decided to hold standing meetings every Thursday at 10 am beginning November 6th



Action Items

ID	Item	Responsibility	Due Date	Status
1000	Purchase RxScan Barcode Readers (3)	Irene	10/17/08	Delivered: 1. CCHN to reimburse VCC as soon as invoice is sent to Joey. Joey will order four (4) additional devices for VCC
1001	Contact NextGen regarding interface	Ella	10/10/08	Ella contacted NG and is waiting for a response. <u>Conf call needed asap</u>
1002	Follow Up on Two Point regarding the migration	Joey	10/10/08	BA Signed by Barbara. Please call Chris Hobbs at TwoPoint when ready to grant access. 877-662-8105
1003	Decide on Hosted vs Standalone	Joey/Ella	10/15/08	Complete. VCC has decided on a hosted model.
1004	New FDA patient warning starting January 2009. Joey to send information to CarePoint.	Joey	10/09/08	Complete
1005	Sliding Fee Scale. Joey to send info to Ted	Joey	10/10/08	Joey to re-send to Ted
1006	Contact Cardinal and Major regarding switch to Guardian Rx.	Ted/Joey	10/15/08	Joey made the preliminary call
1007	Set up inventory call with clinic using inventory module	Joey	10/17/08	Complete
1008	Schedule admin training sessions 1 & 2	Joey	10/23/08	Need to establish dates and times. Joey to send training agenda today
1009	Collect lists of users (previously emailed)	Joey	10/17/08	Please send User Form to Joey
1010	Perform initial inventory	Joey	10/28/08	Tuesday, October 28th
1011	Design Guardian Rx workflow	Team	11/06/08	
1012	Review and sign off on Project Charter	Team	10/24/08	Please send the sign-off sheet



1013	Review NextGen EMR e-Rx module	Joey	10/23/08	Joey attended the meeting and tour with staff from the Indian Health Council 
1014	Schedule call with CHC using inventory	Joey	10/23/08	Complete
1015	Schedule call with Olivia Burt at SYHC	Joey	11/06/08	