

ADVISORY COUNCIL
AGENDA

Review the Mission and Purpose of the Advisory Council

Conduct ongoing QA and PI program targeting

Review organizational process, functions and services

Volume

High Risk Services

Care of acute and chronic conditions

Patient Safety

Coordination of Care

Convenience and timeliness of available services

Grievances and complaints

Review Performance Improvement projects

Review utilization of clinic services

Number of patients seen in each clinic by Insurance (MC, MD, MD HMO,
SP, and Commercial)

Number of patients seen by age (0-5, 5-13, 13-18, 18-34, 35-50, 50-65,
Over 65)

Number of patient seen by gender

Number of in house lab services performed

Number of in house x-ray performed

Number of diagnostic referrals

Number of consultation referrals

**If numbers are not available, the committee needs to create a system for
reporting

Based on the above information:

Would the clinic need to change or add any services?

Review clinic hours of operations?

Review staffing?

Review of Medical Records

Review audit analysis. If this has not been developed, then a system needs to be
developed by the committee and implemented.

Review of Policies and Procedures

Review the relevance and change recommendations.

Give final approval for policies and procedures

Create timeline for implementation of changes, etc

Set future clinic goals

Next meeting

