



CTN Inc. Meeting Minutes
January 9, 2008
12:30-2:00 PM CDPHE-Cleere Room
<http://www.colorado-trauma-network.org/>

Agenda Item:

Roll call and introductions

Members present: review attendance sheet

Approval of meeting minutes

- A quorum was established and meeting minutes from September and December 2007 meetings were approved as written.

Treasurer's report:

There have been no changes in our treasury since the December meeting. The bank statement for December has not been received to date.

Invoices for new membership and renewals will be sent out by Karan Hutchins and Phyllis Uribe. People who signed up for AIS 05 course who also applied for CTN membership will continue that membership through 2008. In the past there was a lag time between the first of the year and the time that renewals were received. Because of this lag the time for membership was extended from March to March the following year. Invoices for new and renewal memberships can be forwarded to Grace Sandeno and she can send them out to her e-mail group of coordinators and facilities.

Old business:

AAAM-AIS Course Certification (Phyllis Uribe)

As yet the AIS certifications or coding evaluations have been returned by the AAAM either to the CTN mailing address or to individuals. Phyllis will follow up on this Friday if they are not received by the end of the week.

Coding Classes

The group discussed the need and desire to reinstitute coding classes as we have had in the past. Dr. Holly Hedegaard led these classes and the CTN feel they are important as they provide for consistent data entry and the relevance of the reports. Since there are more reports being done by Holly's office it seems even more important at this point. Since the AIS 05 is now being used as of 1/1/08 the group felt like we should wait a few months to make sure everyone's system is updated before we request a class. CDM will update TraumaBase® upon a request to Doug Whitley. He has been very prompt and helpful in getting systems updated and the



CTN Inc. Meeting Minutes
January 9, 2008
12:30-2:00 PM CDPHE-Cleere Room
<http://www.colorado-trauma-network.org/>

time it usually takes is 20-30 minutes, some rare exceptions were cited. He can be reached at 303-670-3331 x 115.

Steve Boylls was present at the meeting and will take the following concerns of the group back to Dr. Hedegaard. Some of those concerns include:

- The state vs. individual facilities downloading to the National Trauma Data Bank and the overlap of the patients submitted.
- If the state is producing reports the focus needs to be on the trauma system not the individual facilities. The reports available now each facility can compare itself against others of the same level and system as a whole.
- Data points have been changed effective the first of the year and it is requested that those will be e-mailed out to all facilities.
- Another question raised was the order of the diagnoses with the most severe being entered first and less severe following that one, and similarly the order of the procedures, does it make a difference?

Another concern is that some facilities that are downloading patients are finding that some are going that shouldn't and vice versa. This is a question that can be addressed by CDM. It is the interest of the group that when possible Skip Tinnell can attend the April CTN meeting to address some of the questions of the members. Please be prepared with specific issues for CDM in the April meeting.

Proposed web-site changes (Mary Shelton)

The website was originally built using FrontPage 2000. A questionnaire was distributed at the December meeting to poll what members want the website to provide for users. That same questionnaire is available for download from the CTN website for feedback to Mary.

Suggestions already submitted are to link to the document sent out by Grace Sandeno's office at CDPHE. This will facilitate the updating process and provide the most current information. Other contact information may be just a general office phone number and e-mail address, not individual e-mail addresses. Archived meeting minutes go back to 2001 and most of those can be put on a disc and stored in the safe deposit box at the bank which we have. Current agendas and meeting minutes should be kept on the site as well as the application for membership.



CTN Inc. Meeting Minutes
January 9, 2008
12:30-2:00 PM CDPHE-Cleere Room
<http://www.colorado-trauma-network.org/>

Current minutes and resources should be password protected. Other thoughts are to post a Bulletin Board for discussion among members, a link to the list serve and a FAQ page. Please add your input to this project so we can come up with a good, helpful website.

 **New business:**

 **New officers for January elections**

Vice chair and treasurer positions are up for re-election. Both Karan Hutchins and Terry Olsen are willing to continue their positions for the next two years but new nominations for these positions are being accepted. Please e-mail Phyllis Uribe with nominations for vice chair and treasurer if you are interested or know another member may be interested in assuming these positions.

 Meeting adjourned at 1400

Meeting dates in 2008:

Wednesday April 9, 2008	1230 – 1400 CDPHE
Wednesday July 9, 2008	1230 – 1400 CDPHE
Wednesday October 8, 2008	1230 – 1400 CDPHE
Friday December 5, 2008	1000 – 1300 (location TBA)