

Minutes of the Weekly Provider Luncheon Meeting

Held: Monday, February 3rd, 2020

- 1. Brad Hilton: Echo Studies** – Brad Hilton presented to the providers and made sure they know he is here to do echo studies for them. He requested clarity in the order for type of study (Echo or Echo with bubbles) and the reason(s) for the study. See attached info sheet. Also requested that prior authorizations are done prior to scheduling as he is not able to do the prior authorizations. (Clinical leaders and Scheduling are working to see if that can be done centrally). For any questions or urgent needs, his cell phone number is **801-725-5653**. He always makes accommodations to work in stat patients and keep wait times down.
- 2. John Vogel, IT Manager: IT Department Presentation** – John presented on his IT department and their functions. Please see attached PowerPoint. John will come in the future to present on password security and two/multi factor authentication. He recommends LastPass as the password manager of choice. Instructions to set that up are attached.
- 3. Jazz Tickets** – Another physician has season tickets available for the Jazz. Four seats have become available for a half season, approximately 2-5 home games per month, amounting to 22 home games per year (includes one preseason game). The seats are located across from the scorer's table, near the half court line in section 18, row 10. Each game comes with two parking passes, dinner in the Toyota Club, and easy portal entry/exit from the Club to your seats. Please contact Ann or Brandi and they will put you in touch with this physician.

Tanner Clinic Echo Lab

The Tanner Clinic Echo Lab Schedules patients every half hour from 0700 to 1130 every other Tuesday and Wednesday, for example: For the month of February the lab will be scheduled Tuesday the 4th, Wednesday the 12th, Tuesday the 18th, and Wednesday the 26th. We understand that there are times when an echo is more urgent and needs to be done sooner than later. If you have a patient that is in this situation please call Jill in scheduling at extension 3406, or you can call Brad directly at 801-725-5653 and we will work the patient in sooner.

As many of you know, Tanner Clinic is accredited in multiple imaging modalities through the Intersocietal Accreditation Commission (IAC). The Echo lab is scheduled to be re-accredited at the end of this year. As part of the quality assurance program we have recognized some short falls in the standards for re-accreditation. In an effort to correct the short fall we are asking for the physicians and their office staff for their assistance in their orders for echoes.

The IAC standards for placing orders fall under the IAC Standards and Guidelines for Adult Echocardiography Accreditation section 1.4B which states:

1.4B Transthoracic echocardiography testing is appropriately ordered and scheduled.

1.4.1B Ordering Process – The echocardiogram order and requisition must clearly indicate the type of study to be performed, the reason(s) for the study and the clinical question(s) to be answered. The signed (electronic or handwritten) order/requisition must be present in the medical record of the patient.

We have been getting orders without the appropriate information. The schedulers are not trained to try to put down what it is that you want and the patients, for the most part, do not know why they are there. So to correct this we are asking that when an order is placed that the following information is provided with the order.

1. Clearly indicate the type of study to be performed, Echocardiogram or Echo with bubbles.
2. The reason(s) for the study.
3. The clinical question(s) to be answered

For example: Echo with bubbles, for syncope/headaches, to R/O PFO/ASD.

Or Echocardiogram, for elevated BNP, to R/O congestive heart failure.

Please do not use ICD-10 codes we do not have a book to interpret what those codes are.

Also neither Brad or the schedulers do any pre-authorization, this should be done before an echo is scheduled so that the clinic can assure that they will get reimbursed for the echo study.

Signing Up For and Installing LastPass



The first thing you need to do is get yourself a free LastPass account. Head over the LastPass.com and [download the appropriate software for your machine](#). We're going to download the package for Windows, but the steps for each OS are pretty much the same. Run the application; you should be greeted with a run wizard that looks like the screenshot above. Check the web browsers you want to install LastPass on. The advanced options gives you more control over the specific aspects of those browser installs; skipping the advanced section is fine for most users.

Do you already have an account?		
<input checked="" type="radio"/>	I do not have a LastPass account, create one for me	
<input type="radio"/>	I already have a LastPass account	
<input type="radio"/>	Skip importing passwords and other data	

Select that you do not have an account and wish to create one.

Email	<input type="text" value="jason@howtogeek.com"/>	
LastPass Password	<input type="password" value="....."/>	 Fantastic job! Your password is very strong.
	Password Strength  Help me choose a secure password	
Password Reminder	<input type="text" value="Beefcake?"/>	
	Enter a word or a phrase that will help you remember your password. We do not store your password so this is important!	
	<input checked="" type="checkbox"/> I understand that my encrypted data will be sent to LastPass® <small>No one at LastPass can read your confidential data since it is encrypted</small>	

Type in your primary email address and select a strong password. You'll only be using this password to access your web password vault and to login once every browser session to the local database. Now is a great time to start using a passphrase instead of a simple password—i.e. `HowToGeekR0cksMyB0xIn2011`.

Your LastPass Master Password

IT IS CRITICAL THAT YOU NEVER FORGET YOUR LASTPASS PASSWORD.

**To protect your privacy and keep your data confidential,
we DO NOT know what your LastPass password is.
We also DO NOT keep a copy or backup of it.**

But I'm a forgetful person...what should I do if I forget my password?

If you do end up forgetting your LastPass master password, contact us and we will email you your password reminder. Your password reminder serves to remind you of what your actual password is, while still maintaining its secrecy.

They can't stress it enough and we can't stress it enough on their behalf: if you lose your LastPass password you're totally out of luck. Again, use a strong and memorable passphrase. If you have to, write it down and tape it to the bottom of your desk drawer or otherwise hide it away.



Allow LastPass to find insecure data on your computer?

- Yes, let me choose which items I want imported into LastPass
- No, do not import any of my insecure items

At this point you'll be prompted to import all the passwords from your web browsers into LastPass. There's really no good reason not to do this. Even if you've used "password" for all your passwords, it will at least build a list of sites you've been using insecure passwords on so that you can later go back and update them. In the next step it will list all your saved sites, their username/passwords, and a toggle for you to select and deselect them for import into LastPass.

When I Close My Browser:

- Keep me logged into LastPass
RECOMMENDED if no one else has access to your PC
- Automatically log me out of LastPass
RECOMMENDED if someone else might gain access to your PC

Homepage Preference

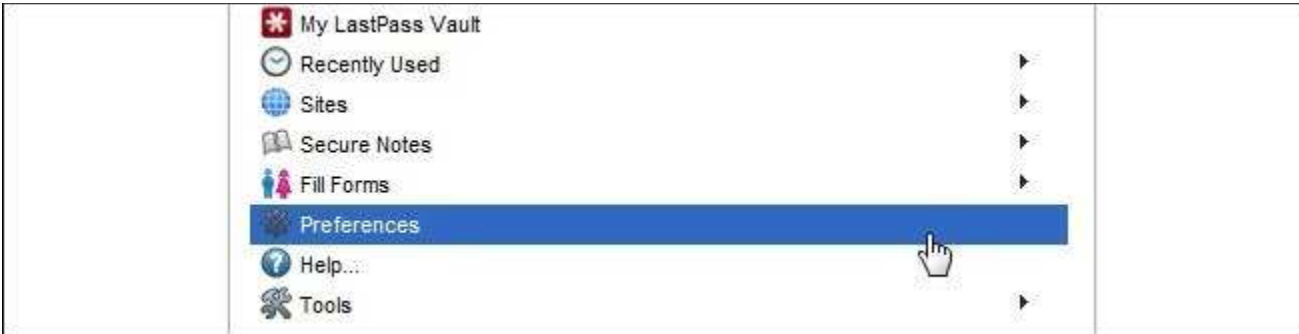
- Set LastPass Vault as my homepage
- Do not set LastPass Vault as my homepage

➔ Click Done to start using LastPass

We're almost done! The last setup step is to specify whether or not LastPass should log you out when the browser closes and whether or not your LastPass Vault should be your homepage. We recommend setting it to log you out and not using your vault as your homepage. We double recommend against those things if you're using LastPass on a portable computer or mobile device.



After you finish the LastPass installation, launch one of the web browsers you specified in the first step of the setup. In the toolbar of the browser will be a dark LastPass icon (which looks like an asterisk). Login using your email and LastPass password. We let LastPass remember our login but leave the password blank. Once you login the LastPass logo should switch from dark gray to red and white.



Clicking on the logo yields a drop-down menu filled with LastPass goodies. The first thing we want to do is hit up the Preferences menu. Click on it now.



LastPass is notoriously chatty. We happen to like the notifications but many people aren't so fond of them. We'd recommend leaving the default notifications in place as they serve as excellent reminders to use LastPass and to generate secure passwords. As you get more comfortable using LastPass and need fewer reminders, go ahead and return to this menu and toggle some of them off.

From this point forward LastPass will automatically detect when you're visiting a website that you've already created a login for and will prompt you to generate a secure password for new web sites you're joining. In the next section we'll take a look at that process.

More information can be found here:

<https://www.howtogeek.com/77319/the-how-to-geek-guide-to-getting-started-with-lastpass/>



The How-To Geek Guide to Getting Started with LastPass

What Is LastPass and Why Do I Need It? LastPass is a password management tool that takes all the effort out of managing your passwords—it's so effortless, in fact, that it's the most popular password management tool among How-To Geek readers. We all have reasons, most of them in common, for not using passwords as strong and varied as we should: it's a pain to remember them, it doesn't ...

www.howtogeek.com

<https://lifehacker.com/the-beginners-guide-to-setting-up-lastpass-1785424440>

The Beginner's Guide to Setting Up LastPass

Now it's time to save your passwords in the LastPass vault. There are a few ways to do this, but the easiest is to just use the internet as you normally do, and save your passwords as you log ...

lifehacker.com

Information Technology

What does IT do?

2 We have over 900 user accounts



Avg. 1-2 password resets per day

5 A Few Stats

286 phone lines
Process over 40,000 calls per month
14 Firewalls
Have recorded over 1.2M calls
Currently upgrading over 400 PCs to Windows 10

6 Over 3500 Devices

9 Buildings
15 Control Rooms
Door Controls
Anti-virus, Malware, Patching
Document Management
Equipment Purchasing
Auditing
IT/SQL/Office
Network Hardware
Compliance
Backups
Power
and More...

7 Who does all this?



We have over 900 user accounts



Avg. 1-2 password resets per day

We get

Over 400 Tickets per month
Over 500 calls per month
Over 200 emails per month
Over 100 IMs per month

We Manage

120 Servers
130,000 inbound emails per month
60,000 inbound faxes per month
3,500 devices on the network
150 Surveillance Cameras
70 WEI access points with over 5K users/pop. & over 1.7TB data
460 miles of cable

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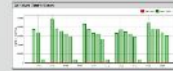
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Who does all this?

7

