



AUC Quarterly Operations Meeting **Tuesday, June 11, 2013 2:00 pm – 4:00 pm**

Meeting location: Blue Cross and Blue Shield of Minnesota, 1750 Yankee Doodle Road, Eagan, MN 55121 – Yankee North Building, Minnehaha and Como Park Rooms.

Attending the meeting via teleconference/Webex: Please see the information on the next page.

Purpose of the meeting: The primary purpose of the meeting is to: vote on a number of items to be posted on the AUC website; review AUC activity and status reports; and begin discussions of possible outreach and communications efforts to improve awareness of/compliance with state rules and AUC best practices.

AGENDA

1. Minute Taker for Today –Dave Haugen
 2. Welcome and Introductions– Keri Silvernagel
 3. AUC Anti-trust Statement Reminder – Keri Silvernagel
 4. Attendance Count for Quorum –Dave Haugen
 5. Executive Committee – Keri Silvernagel
 6. AUC review/voting (voting dependent on presence of quorum):
 - a. Revised coding clarification grid
 - b. Acknowledgment PowerPoint best practice
 - c. Revised claims attachment best practice
 - d. AUC SBAR process
 - e. Revised SBAR form and instructions
 7. AUC TAG and MDH updates/status reports
 8. Discussion: possible forums/events/meetings to improve awareness of/compliance with rules, best practices
 9. Other Business
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Next AUC Operations Quarterly Meeting:

2:00 PM to 4:00 PM

September 17, 2013

Blue Cross and Blue Shield of Minnesota, Eagan, MN 55121 – River Park 1 Building, Private Dining Room



AUC Quarterly Operations Meeting, 6/11/13 - 2:00 pm – 4:00 pm

Blue Cross and Blue Shield of Minnesota
1750 Yankee Doodle Road Eagan, MN – Yankee North Building, Minnehaha and Como Park Rooms

Information for those attending the meeting via teleconference/Webex

Dial in number:	1-605-475-5950.
Participant Access Code:	337213
<p><i>Please do not put your phone on "hold."</i> Please mute your line (*6) when not speaking to the group. To unmute your line, press *6. Callers are responsible for any long distance charges.</p> <p>**Please see the following link to help eliminate background noise on the conference call:** http://www.freeconference.com/ConferenceQuality.aspx</p>	

WebEx instructions:	<ol style="list-style-type: none"> 1. To start the WebEx session, go to: https://health-state-mn-ustraining.webex.com 2. Under "Attend a Session," click "Live Sessions" 3. Click on the session for "AUC Operations Committee Meeting" 4. Provide your name, email address, and the following password: Ops2010! (Note: the password must be typed in; it cannot be cut and pasted. The exclamation mark at the end is part of the password.) 5. Click "Join now"
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If meeting participants would like to have their attendance recorded for the minutes:

- When instructed by the chair, please introduce yourself and the name of the organization you represent, and, if applicable, if you are the primary or alternate AUC voting member for the AUC member organization. (This will assist the AUC in establishing if a quorum exists).
- Email the AUC email box at: health.auc@state.mn.us with your name and the name of the organization you represent, and the name and date of the AUC meeting participated in, within 24 hours of participation in the AUC meeting.

WebEx Troubleshooting:

- At the top of the screen, you may see
 - *One moment please...*
- Above that, there may be a dialogue box that says
 - *To help protect your security, Internet Explorer blocked this site from downloading files to your computer. Click here for options...*
- Right click on this text and select
 - *Download File*
- If any other message boxes appear, click
 - *Run*
 - Note: You may need to minimize all other open windows on your screen to see these message boxes
- Wait and the WebEx screen should appear