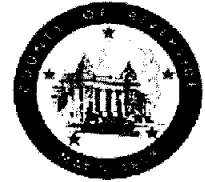


103007B R175

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



FROM: Community Health Agency/Department of Public Health

SUBMITTAL DATE:

October 30, 2007

SUBJECT: Amend Ordinance 440 pursuant to Resolution No.: 440-8754 submitted herewith for ten (10) Certified Medical Assistant positions for Medical Records.

RECOMMENDED MOTION: That the Board of Supervisors:

1. Amend Ordinance 440 pursuant to Resolution No.: 440-8754 submitted herewith, to add ten (10) Certified Medical Assistant positions for dedicated support in Medical Records.
2. Direct the Auditor-Controller to adjust the FY 07/08 budget as detailed on the attached Schedule A.

BACKGROUND: Each of the ten (10) Public Health Clinics maintains medical records for each patient receiving care in the clinics. Currently there is no assigned support for this very critical function. In order to pull, file and prepare medical records, staff are pulled from clinical or front desk areas which severely impact patient flow.

(Background continued on page 2)

Attachments

MH: tm

Susan D. Harrington

Susan D. Harrington, M.S., B.D.
Director of Public Health

FINANCIAL DATA

Current F.Y. Total Cost:	\$ 244,000	In Current Year Budget:	No
Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	Yes
Annual Net County Cost:	\$ 0	For Fiscal Year:	07/08

SOURCE OF FUNDS: 100% Third Party Payors

Positions To Be Deleted Per A-30	<input type="checkbox"/>
Requires 4/5 Vote	<input checked="" type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE

BY: *Debra Cournoyer*
Debra Cournoyer

County Executive Office Signature

FISCAL PROCEDURES APPROVED
ROBERT E. BYRD, AUDITOR-CONTROLLER
BY: *[Signature]* 11/13/07
SUSANA GARCIA-BOCANEGRA
Departmental Concurrence

Dep't Recomm.: Policy

Per Exec. Ofc.: Policy

Consent

Consent

Prev. Agn. Ref.:

District:

Agenda Number:

3.16

SUBJECT: Amend Ordinance 440 pursuant to Resolution No.: 440-8754 submitted herewith for ten (10) Certified Medical Assistant positions for Medical Records.

BACKGROUND: The number of patient visits has grown as evidenced by the attached table.

Year	Visits
2001	93,120
2002	111,259
2003	118,454
2004	127,582
2005	134,260
2006	136,236

Each of these visits represents a chart that required pulling, preparing, and filing ancillary paperwork and subsequent re-filing of the chart itself. This additional support will help ensure that our providers have a complete medical record including recent lab and x-ray results before the patient arrives, rather than frequently needing to request such results after the patient is roomed.

This proposal represents dedicated support in the form of the Certified Medical Assistants to accomplish not only medical records tracking as described above, but to also answer incoming patient calls, check in, register, and greet patients in our clinics.

The Department requests ten (10) Certified Medical Assistant positions to start on November 22, 2007. (Pay Period 26)

Classification	Class Code	No. of Positions	Dept. I.D.	Grade	Salary Range
Certified Medical Assistant	57775	10	4200100300	170	\$22,849-\$32,221

The total cost of the positions will be covered by increased efficiency for the clinics, allowing faster patient processing and improving point-of-service charge entry, and collection. Estimated additional revenue will be \$244,000 from Third Party Payors, with no burden on the General Fund.

SUBJECT: Amend Ordinance 440 pursuant to Resolution No.: 440-8754
submitted herewith for ten (10) Certified Medical Assistant positions for Medical
Records.

**SCHEDULE A
COMMUNITY HEALTH AGENCY
DEPARTMENT OF PUBLIC HEALTH**

**BUDGET ADJUSTMENT
FISCAL YEAR 07/08**

INCREASE IN APPROPRIATIONS:

10000-4200100000-510040	Regular Salaries	\$ 162,667
10000-4200100000-518100	Budgeted Benefits	<u>\$ 81,333</u>

TOTAL INCREASE IN APPROPRIATION \$ 244,000

INCREASE IN ESTIMATED REVENUE

10000-4200100000-776270	Medi-Cal Patients	\$ 185,440
10000-4200100000-776310	Private Patients	<u>\$ 58,560</u>

TOTAL INCREASE IN ESTIMATED REVENUE \$ 244,000

