

A Newsletter for State Chapters

MESSAGE FROM AMDA'S HOUSE OF DELEGATES CHAIR

Much important work was accomplished in the House of Delegates meeting at the 27th annual symposium, and in record time. Several important subjects were brought forth. Among them were improving surveyor education (and state chapter's relationship) using AMDA materials; better defining the role of the medical director in assisted living; and ensuring an annual reporting of past resolution status. A position paper on the role of video surveillance was approved. Our bylaws were amended to correct deficiencies in disciplinary action, which theretofore had allowed all action to stop with member resignation. And, an accounting of the status of recent resolutions was given by the Chair.

The House of Delegates meetings have become increasingly efficient the last several years due to the efforts of many individuals, including past Chairs Drs. Randy Huss and Buzz Baker. The preparation of the delegates also has been very helpful. The revised Policy Compendium will be available on the web shortly, and is a rich source of AMDA history and philosophy.

Remember, it is not too early to consider subjects for next year's meeting. State Chapter meetings will soon be upon us. The education, networking, and

idea exchange that occurs is wonderful fodder for possible resolutions. If a potential resolution arises but you are not certain how to proceed, feel free to contact myself at c_crecelius@msn.com or AMDA staff for guidance. We are a grassroots organization, with our best concepts and efforts often arising from what may have seemed to be a simple thought. Don't discount your ability to participate in the process! The annual meeting seems to happen quicker every year, and now is the time to start planning for another productive House of Delegates meeting in Dallas next March.

AMDA must stay in close contact with state chapters to be an effective organization. To improve our communications, we will be planning "Listening Post" meetings in conjunction with state chapter meetings, which will serve as regional meetings of state presidents and other interested parties. Regional interests, mutual concerns and recent national activity will be discussed. These meetings also should serve as breeding grounds for resolutions.

The new Medical Director F-Tag 501 is due any moment, and AMDA will be extremely active in assisting in its implementation. AMDA's national efforts, however, will fall short if state leaders don't show commitment to resident care via an unbiased survey process on the local level. As per our resolution, we will work with all state chapters and state survey agencies (and their association, the Association of Health Facility Survey Agencies, or AHFSA) to provide training material and speakers. Ensuring appropriate and equitable use of this regulation mandates both national and state efforts. The new Medical Director F-Tag 501 provides a golden opportunity for state chapters and AMDA to demonstrate to surveyors and providers alike the value of well-trained medical directors. Please work with your national organization in this endeavor, and contact us with any questions or concerns.

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STATE NETWORK NEWS
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Charles A. Crecelius, MD, PhD, CMD
Chair, House of Delegates

Updates on F-Tags

This June, CMS will be placing an advanced copy of the new surveyor guidance for the medical director Tag on the CMS website at www.cms.hhs.gov/medicaid/survey-cert/letters.asp. The advance notice to state survey agencies will allow state survey agencies to train their surveyors and notify providers about the new guidance before implementation. The guidance will not become effective until CMS issues the guidance in Appendix PP, possibly four-to-eight weeks after it's sent to survey agencies. AMDA has been communicating with CMS about the Tag's release and will send an e-mail to state chapters once the advanced copy is posted.

In related news, CMS has placed an advanced copy of the new surveyor guidance for incontinence and catheters on the CMS website at www.cms.hhs.gov/medicaid/survey-cert/sc0523.pdf. CMS will issue the guidance in Appendix PP and it will become effective June 27, 2005. The April 14, 2005 CMS Guidance to State Survey Agency Directors and CMS Regional Offices is entitled "Nursing Homes: Delay in Effective Date for Revision of Appendix PP, State Operations Manual (SOM), Surveyor Guidance for Incontinence and Catheters". Please refer to www.cms.hhs.gov/medicaid/survey-cert/sc0523.pdf to view the letter and surveyor guidance .

Calling All Press

Do you have a local reporter with whom you work? Do you play golf or live next door to an anchor at an area television station? Help AMDA compile a list of national, regional, and local press contacts that we can use to promote the national organization, state chapters, and the outstanding achievements of individual members. Email Susan Gutierrez at sgutierrez@amda.com with the names, media outlets, phone numbers, and/or email addresses of your press contacts.

A Request from AMDA's Executive Director

Between my pre-Annual Symposium phone calls and the meetings at the annual symposium itself, I feel I've personally communicated with every state president. As you know, the focus of my remarks in New Orleans was the need to improve responsiveness. Last year's efforts to poll the chapters on their needs and desires received a dismal response rate. When I shared this information at the State Presidents Council meeting in New Orleans, we had a frank and productive discussion about the critical importance of completing the communication loop.

Yet here we are again. We got lots of feedback from you about what we needed to do to get ready for the revised F-Tag 501 from CMS. Interaction with the surveyors was the highest priority and the staff hit the ground running when we returned. We've talked with CMS and we've sent out letters to each of you to identify those of you who are already working with your survey agency. Most encouraging, we contacted the President of the Association of Health Facility Survey Agencies (AHFSA), David Dunbar, and he was incredibly enthusiastic about joining together to support training on the new interpretive guidelines.

In the past four weeks we've been trying to collect the information to launch this important connection and we are still lacking a number of state responses. I hesitate to list them here, **but I am pleading with each of you to make sure your state has responded.** We have already gone to CMS and the AHFSA, with the support of the AMDA leadership and pledged our help. We need you to close the loop. If you don't have anyone who is working with the survey agency just let us know and we will work with you to identify a CMD in the area or another local volunteer, but we need to provide a complete list.

Here's where the relationship we agreed on in New Orleans comes into being with your response. It's the perfect real life example of how national and state must work together to succeed. National can open doors and provide materials, but if the states don't come through, we will not succeed. Please contact Susan Gutierrez today at sgutierrez@amda.com or 410/992-3106 if you haven't already responded .

Thank you,



Lorraine Tarnove
AMDA Executive Director

This quarter's issue of *State Network News* has numerous attachments.

Attachment A—HOD Meeting Minutes

Attachment B—State Presidents Working Session Minutes

Attachment C—State Presidents Council Breakfast Meeting Minutes

Attachment D—Sample Contract for State Chapter Executive Director

Mississippi Forms Independent Chapter

Congratulations to the newly formed independent Mississippi Medical Directors Association (MMDA). For more information or to become a member, please contact President Keith Mansel at 601/957-1575 or keithmansel@hotmail.com.

Updates Available for AMDA's Curriculum on Geriatric Clinical Practice in Long Term Care Teaching Kit

Updates are now available online for AMDA's Curriculum on Geriatric Clinical Practice in Long Term Care Teaching Kit. The Teaching Kit, which was released in March of this year, offers the tools needed to provide practical training to prepare physicians to practice in long term care facilities. The Teaching Kit will help build a solid foundation of knowledge of both clinical care and management topics.

The target audience for this course is the **attending physician**—primary care physicians whose practices now include or are beginning to include following their older patients into long term care settings—residents in training in primary care specialties and geriatric fellows in training. Nurse practitioners and physician assistants also will find the course material useful to them in their nursing facility settings.

To access the updates, please visit AMDA online at www.amda.com/info/catalog/teaching.htm. The updates include four new slides for the Pressure Ulcer Prevention and Management module, and additional handouts for

- Altered Nutritional Status;
- Medication Management in Long Term Care;
- Dementia; and
- Infectious Disease and Immunizations.

Still need to purchase your Teaching Kit? Visit www.amda.com/info/catalog/teaching.htm today to order your own copy.

Arizona Legislature Passes for Liability Reform

In April, Arizona Governor Janet Napolitano signed into law Senate Bill 1251, entitled "Elder Provider Liability Reform," modifying Arizona's Adult Protective Services Act to allow the court to award punitive damages in vulnerable abuse cases, and placing limits on attorney fees in those cases. The bill defines a vulnerable adult as an individual 18 years of age or older who is unable to defend against abuse, neglect or exploitation by others.

The new law is significant to long term care facilities because upon settlement or court decision against a nursing care facility, it requires the plaintiff's attorney to provide a copy of the complaint with terms of the settlement or judgment to the Department of Health Services within 30 days. At its discretion, the department of health may then investigate the complaint to determine whether procedural violations exist. Additionally, the bill requires reporting of the settlement or judgment to the defendant's professional regulatory board.

For more information about this bill visit Arizona's legislative web site at www.azleg.state.az.us/FormatDocument.asp?inDoc=/legtext/47leg/1r/summary/s.1251health-caucus_floor.doc.htm&DocType=S. For information on other state bills, view the latest issue of *Health Policy Advisor* at www.amda.com/federalaffairs/healthpolicyadvisor.htm.

Need A Speaker?

AMDA President David Smith is available to speak at state chapter meetings or for help in organizing new chapters. Contact him at 325/641-8839 or geriatricconsult@aol.com with your requests.

Brechtelsbauer Wins Prestigious State Honor

AMDA member David Brechtelsbauer, MD, CMD, recently was named 2004 South Dakota Family Doctor of the year by the South Dakota Academy of Family Physicians. According to the organization, his peers chose him for this honor because of his longstanding devotion to his profession and his community. "He is an advocate for our residents and our facility," said Cathy Assid, Director of Nursing for Good Samaritan Center, where Brechtelsbauer serves as medical director. She added, "He really supports the staff, and we're very lucky to have him."

Future AMDA Meetings

June 12-18, 2005

- Core Curriculum on Medical Direction in LTC
Keystone, Colorado

July 22-24, 2005

- Primer for Nursing Home Medicine
Chicago, Illinois

September 23-25, 2005

- Primer for Nursing Home Medicine
Hartford, Connecticut

October 23-29, 2005

- Core Curriculum on Medical Direction in LTC
- Advanced Course on Clinical Management and Medical Direction in Long Term Care
Lake Lanier, Georgia

March 16-19, 2006

- 2006 AMDA Annual Symposium
Dallas, Texas

AMDA Members Selected as WHCoA Delegates

AMDA members Daniel Haimowitz, MD, CMD; Jeffery Kerr, DO, CMD; Cheryl Phillips, MD, CMD; and Eric Tangelos, MD, CMD; have been selected as delegates for the White House Conference on Aging (WHCoA), a program that occurs once a decade to make aging policy recommendations to the President and Congress. It also assists the public and private sectors in promoting dignity, health, independence, and economic security of current and future generations of older persons. The 2005 WHCoA will be held December 11-14, 2005. For more information, go to www.whcoa.gov.

CMS Holds Open Door Forums

Every month, CMS holds 14 individual Open Door Forums (ODF), convened to provide a dialogue about both the many individual service areas and beneficiary needs within CMS. The Skilled Nursing Facilities/Long-Term Care ODF addresses the concerns and issues of the Medicare SNF, the Medicaid NF, and the long term care industry generally, including the Long-Term Care Hospital PPS. To sign up to be notified of the details for listening to and participating in the typically one-hour ODFs, go to www.cms.hhs.gov/opendoor, and click on "Registration."

AMDA Foundation LTC-QI Partnership Needs Your Help

The AMDA Foundation Long Term Care Quality Improvement Partnership Study is currently recruiting facilities to participate in a study funded by the Agency for Healthcare Research and Quality (AHRQ). The purpose of the study is to evaluate the effectiveness of implementing AMDA CPGs on Pain and Pressure Ulcers. We are recruiting facilities in the following metropolitan areas: California, Florida, Texas, Ohio, and Indiana.

If you are interested in participating or know of a facility that would be interested, please contact Erin Blume at 410/992-3137 or eblume@amda.com.

Congratulations to 2005 Newly Elected AMDA Leaders

- Alva (Buzz) Baker, MD, CMD—Vice President
- Janice Knebl, DO, CMD—Treasurer
- Luis Gonzalez, Jr., MD, CMD, FACP—Board Representative to the State Presidents Council
- Jeffery Kerr, DO, CMD—Board Representative to the House of Delegates

AMDA Foundation Research Network Fall Conference

November 11–13, 2005
Chicago, Illinois

For more information, go to
www.amdafoundation.org/researchnetwork.

Focus on Futures

The AMDA Foundation would like our state chapter's leadership to keep in touch with the Futures participants from your area!

Please contact Faith Gladden at fgladden@amda.com for the list of Futures residents and fellows from your state!

AMDA Contacts for State Chapter Business:

Susan Gutierrez, Membership
410/992–3106
sgutierrez@amda.com

Matt McBride, Govt & Public Affairs
410/992–3112
mmcbride@amda.com

Lett and Brechtelsbauer Win Top Awards

James E. Lett, II, MD, CMD, received the 2005 William Dodd Founder's Award for Distinguished Service. Instituted in 1997 and named after AMDA's founder, the Dodd Award recognizes significant contributions to building the organizational strength, image, and mission of AMDA.

The 2005 James Pattee Award for Excellence in Education went to David Brechtelsbauer, MD, CMD. The Pattee Award, named after the "father" of the CMD program, recognizes significant contributions to the educational goals of AMDA.

JAMDA Web Site Offers New Features

The *JAMDA* Web site has new features for AMDA members that make searching for articles and finding information quick and easy. Sign onto www.jamda.com and

- Access full text articles dating back to 2001.
- With a single query, find relevant articles in issues of *JAMDA* and Medline abstracts.
- Save complex search queries for quick reference and receive email alerts when new articles matching your queries are available.
- Receive email alerts when a new issue of *JAMDA* becomes available or when a selected article is cited by new articles.

Education Committee Seeks CMDs to Teach Core Curriculum

The Education Committee continues to seek qualified, talented, and energetic CMDs to teach Core Curriculum programs. For details, please refer to www.amda.com/education/facultywanted.htm or contact Sandra Price at 410/992–3129 or sprice@amda.com.

American Medical Directors Association

House of Delegates Meeting
Minutes

Thursday, March 17, 2005
Saturday, March 19, 2005

Charles Crecelius, MD, PhD, CMD, Chair of the House of Delegates called the meeting to order at noon on March 17, 2005.

James E. Lett, II, MD, CMD presented the report of the Nominating Committee including the slate of officers for nomination.

Position

Nominees

Vice President

Alva S. Baker, MD, CMD
Jonathan Evans, MD, CMD

Treasurer

Janice Knebl, DO, MBA, CMD

State Presidents Council Representative

Luis L. Gonzalez, Jr., MD, FACP, CMD
David C. Wilcox, MD, CMD

House of Delegates Representative

Jeffery K. Kerr, DO, CMD
Verna R. Sellers, MD, CMD

There were no nominations from the floor. Nominations were closed.

Lorraine Tarnove presented the Executive Director's report noting that she had placed calls to every state chapter within the past month. The state chapters were praised for the vast amount of progress they have made, especially in relation to their work with the quality improvement organizations, elder councils, state health boards, state survey agencies, and the JCAHO.

Dr. Crecelius provided a report on the status of past resolutions. Since the House last convened, an ad hoc committee has updated the policy compendium and included an "inactionable" section. That section will contain resolutions that are no longer relevant, historical in nature, or unsustainable within current monetary or staffing priorities.

Outgoing board members were acknowledged and thanked for their service.

The House recessed at 1:00 pm to reconvene on Saturday, March 19, 2005.

The Chair reconvened the meeting at 4:00 pm on Saturday, March 19, 2005. 149 delegates were seated, and a quorum of 130 delegates was present throughout the meeting.

The ballots were collected.

Upon motion duly made and seconded, the minutes of the 2004 House of Delegates meeting were accepted.

Bylaws Amendments

Bylaws Committee Chair Catherine Eberle, MD, CMD, explained proposed changes to the AMDA bylaws regarding Section XVII – Subsections and Section XVIII – Disciplinary process.

Upon motion duly made and seconded, the amendment to bylaws Section XVII - Subsections was approved.

Upon motion duly made and seconded, the amendment to bylaws Section XVIII – Disciplinary Process was approved.

Election Results

Dr. Crecelius announced the results of the election. The House elected:

Vice President	Alva S. Baker, MD, CMD
Treasurer	Janice Knebl, MD, MBA, CMD
State Presidents Council Representative	Luis L. Gonzalez, MD, FACP, CMD
House of Delegates Representative	Jeffery K. Kerr, DO, CMD

Resolutions

Dr. Crecelius introduced 2005 Resolutions Committee member Sharon Mead, MD, CMD. Dr. Mead gave the committee’s report and presented each resolution by reciting the resolved clauses.

Resolution A05 – Surveyor Education

Therefore be it resolved, that AMDA and its state chapters will collaborate with state survey agencies to provide educational materials and lecturers to provide standardized, nationally accepted educational programs to educate surveyors on appropriate topics; and be it further

Resolved, that surveyors be encouraged to work with AMDA state chapters to provide facilities with educational resources and information on where to obtain further information and training on long term care issues and best practices; and be it further

Resolved, that AMDA support and encourage efforts directed toward the education of state surveyors and long term care facility staff.

Upon motion duly made and seconded, the resolution was passed.

Resolution B05 – Reporting on Referred Resolutions and Actions Called for in Passed Resolutions

Therefore, be it resolved, that at the annual House of Delegates meeting, under the agenda item OLD BUSINESS, a report shall be given by the Chair of the House of Delegates discussing the status of resolutions from the previous year that were sent to committees, and a report of specific actions taken that were called for in resolutions that were passed in the previous year.

Upon motion duly made and seconded, the resolution was passed.

Resolution C05 – AMDA Will Develop Strategies to Enhance Physician Involvement in Assisted Living

Therefore, be it resolved, that AMDA develop strategies, including collaboration with other healthcare organizations, in order to foster AL-appropriate systems that utilize physician involvement to maximize quality of care for AL residents.

Upon motion duly made and seconded, the resolution was passed.

Resolution D05 – Injectable Therapeutic Agents

Therefore be it resolved, that AMDA will work with CMS in order to facilitate changes in Medicare policy that allow equitable reimbursement for administration of injectable therapeutic agents that can be safely administered in the nursing home.

Upon motion duly made and seconded, the resolution was tabled until 2006 and referred to the Board of Directors.

Position E05 – AMDA Position Statement on Video Surveillance in the Long Term Care Continuum

Upon motion duly made and seconded, the position statement was passed.

Resolution F05-L – Clarification of Medicare Billing by Physician Extenders

Therefore be it resolved, that AMDA request that CMS review and revise its regulations concerning the billing guidelines in the use of physician extenders so that billing procedure consistency is maintained throughout all practice sites – office, hospital, skilled nursing facility, and nursing facility.

Upon motion duly made and seconded, the resolution was defeated.

New Business

None

The meeting was adjourned at 5:05 pm.

American Medical Directors Association

**State Presidents Working Session
Meeting Minutes**

**Wednesday, March 16, 2005
New Orleans, Louisiana**

Welcome and Approval of Minutes

Meeting was convened on Wednesday, March 16, 2005 at 5:20 pm. The agenda had to be reorganized to accommodate speakers arriving from their previous Symposium obligations.

Payment Update

Dennis Stone, MD, MBA, CMD presented to the State Chapters about ongoing physician payment issues, including:

- The history of how SNF payment reduction led to NF payment reduction, and redress requires all codes be submitted to 5 year review;
- New NF codes are in the process of being created; and
- RVS surveys were also distributed.

Message from Dr. Charles Crecelius, House of Delegates Chair

Charles Crecelius, MD, PhD, CMD pointed State Chapters members to the Policy Compendium and stressed its importance to them. State Chapters were urged to go through the Compendium for their remarks.

F-Tag and MDS 3.0 updates

Steven Levenson, MD, CMD provided updates on the F-Tags and MDS 3.0.

Assisted Living Update

Jonathan Musher, MD, CMD informed the State Chapters on assisted living issues. The suggestion was made that AMDA should put together a workgroup on assisted living issues.

Liability Update

James E. Lett, II, MD, CMD gave a presentation on the liability crisis, and discussed his Congressional testimony from last summer.

CMS Update and Bylaws Report

- Catherine Eberle, MD, CMD, Chair of the AMDA Certification Board, gave a brief report on the certification program.
- Dr. Eberle reported that two recommendations from the Bylaws review will be presented to the

House of Delegates on March 17th in New Orleans: 1) Creating and dissolving subsections of groups of medical directors; 2) Clarifying the disciplinary process.

Presentation on “Transforming Quality of Care – Quality of Life in Nursing Homes”

Meg Richards, PhD, an epidemiologist with Quality Partners of Rhode Island, gave a presentation on the 8th Scope of Work and person-directed care. Dr. Richards announced that there is a CMS pilot study underway to improve nursing homes through a general culture change involving staff retention efforts and allowing residents more say in how their care plans are determined.

Meeting was adjourned at 8:30 pm.

Draft Minutes
State Presidents Council Business Meeting & Breakfast
Saturday, March 19, 2005
New Orleans, Louisiana

In attendance:

Priscilla Bade, MD, CMD, FACP	David MacRae, MD, CMD
Kendra Belfi, MD, CMD	Dennis Mallory, DO, CMD
Michael Bither, MD, CMD	Jerry Malott, MD, CMD
David Brechtelsbauer, MD, CMD	Teresa C McCarthy, MD, MS
Kenneth Brubaker, MD, CMD	Robert McConnell, DO, CMD
David Cravens, MD, CMD	Henry Middleton, III, MD, CMD
Charles Crecelius, MD, MPH, CMD	Ann Moore, DO, CMD
Peter DeGolia, MD, CMD	Paul Mulhausen, MD
James Donahue, DO, CMD	David Munoz, MD, MPh, CMD
Ellen Evans, MD	Patrick Murphy, MD, CMD
Jonathan Evans, MD, CMD	Louis Piccoli, MD, CMD
Fred Feinsod, MD, CMD	Henry D. Pope Jr, MD, CMD
Steve Furr, MD, CMD	James Powers, MD, CMD
Victor Gambone, MD, CMD	Jean Root, DO, MPH, CMD
Timothy Gieseke, MD, CMD	Frederick Rowland, MD, CMD
Luis Gonzalez, MD, CMD	Robert Schreiber, MD, CMD
Ralf Habermann, MD, CMD	Bruce Smith, MD, CMD
Daniel Haimowitz, MD, CMD	David A. Smith, MD, CMD
Kurt Hansen, MD, CMD	Stephen Smith, MD, CMD
Chris Herman, MD, CMD	Edward Vandenberg, MD, CMD
Terry Hill, MD, CMD	John Voytas, MD, CMD
Jeffrey Kerr, DO, CMD	Matt Wayne, MD, CMD
Janice Knebl, DO, CMD	Heidi White, MD, CMD
Sefi Knoble, MD, CMD	James Yates, MD, CMD
Carrie Kunc, Nebraska Exec. Dir.	David Wilcox, MD, CMD
Richard Lane, MD, CMD	Susan Gutierrez, Membership Coordinator
Karyn Leible, MD, CMD	Cindy Hock, Director of Membership
Steven A Levenson, MD, CMD	Lorraine Tarnove, Executive Director
Susan M Levy MD, CMD	Kathy Wilson, Consultant

The meeting was called to order at 6:45 am on March 19, 2005.

The minutes of March 6, 2004 State Presidents Council Business Meeting and Breakfast were approved.

Executive Director Lorraine Tarnove discussed the results from the State Chapter Needs Assessment Survey. She mentioned that the response rate was lower than expected. Among the issues mentioned, offering training on resolution writing during the state meetings at the annual symposium as well as training on how to apply for joint sponsorship was discussed. It also was determined that AMDA and state chapters need to communicate with each other more frequently. States must be more responsive.

Ms. Tarnove proposed the idea of regional listening posts where AMDA staff and state chapters would meet 2-3 times a year and discuss national activities as well as issues of concern at the state level. She also discussed the possibility of AMDA offering meeting management services in which states would be given a menu of services with established fees. Membership promotion would be included in the marketing of these CME for meetings.

State chapters requested the call-in information for the CMS SNF Open Door Forum. The one-hour calls provide listeners with the latest information on recent and forthcoming policy issuances. At the end of each call, there is a Q and A portion.

Drs. Crecelius and Yates requested that state chapters provide AMDA with press contacts at the local level so that AMDA can disseminate information. This request first was initiated in the Communications/Membership Committee Meeting. Also, it was suggested that state chapters be involved in the roll out of F-Tag 501, especially by signing on to the letters that will be mailed to administrators and medical directors.

State chapters were asked to make donations to the AMDA Foundation.

The following discussion items were identified for the Sunday BOD meeting:

- There was a consensus to initiate the “regional listening post” concept (The Ohio Medical Directors Association volunteered for August 2005 during their annual meeting. Other individuals requested that AMDA attempt to hold regional listening posts via teleconference.)
- AMDA may encourage attendance by state chapter executive directors/staff to the AMDA Annual Symposium by possibly offering a ½ day training and information session. (The session could include how to make state chapters work more effectively and how to develop educational programming at state level with CME/CMD credits.)
- Request for an AMDA speaker to present at state chapter meetings, i.e., AMDA in a nutshell and the latest regulatory news at the national level.
- Request for AMDA to develop talking points and slide presentation for state chapters regarding F-Tag 501.
- Request for AMDA to develop talking points and slide presentation for state chapters regarding the new drug benefit program and training/education on the Medicare Modernization Act.
- Request for AMDA to develop a guide on how to approach state legislatures to influence LTC issues at the state level, i.e., physician liability, drug benefit, etc.

The meeting was adjourned at 7:55 am.

AGREEMENT

THIS AGREEMENT, made and entered into this **[Insert Date]**, by the **[Insert Chapter Name]**, (hereinafter referred to as **[Insert Acronym]**), and **[Insert Name of Other Organization]** (hereinafter referred to as **[Insert Acronym]**).

WITNESSETH:

WHEREAS, the **[Insert Chapter Name]** desires certain administrative duties as hereinafter specified, it has agreed to obtain such services by entering into this agreement with **[Insert Name of Other Organization]**, and

WHEREAS, **[Insert Name of Other Organization]** has agreed to provide such administrative duties as hereinafter specified by entering into this Agreement for such terms and conditions as hereinafter set forth;

NOW THEREFORE, in consideration of the promises, mutual agreements, and such other good and sufficient considerations as identified herein, the parties to this Agreement, agree as follows:

1. The **[Insert Chapter Name]** agree to retain **[Insert Name of Other Organization]** for services identified herein and **[Insert Name of Other Organization]** hereby accepts such retainer upon the terms and conditions hereinafter set forth.
2. **[Insert Name of Other Organization]** is retained by the **[Insert Chapter Name]** only for the purposes and to the extent set forth in this Agreement. **[Insert Name of Other Organization]** relationship to the **[Insert Chapter Name]** shall be that of independent contractor.
3. The services to be rendered by **[Insert Name of Other Organization]** hereunder shall include the following:
 - a. Handle routine correspondence, telephone inquiries, printing, administration of fiscal records (keep the **[Insert Chapter Name]** Treasurer informed on a quarterly basis) and other duties which may reasonably be expected to be performed; and
 - b. Schedule and make necessary notices of all regular and special meetings of the **[Insert Chapter Name]** meetings, and prepare agendas, reproduce minutes, reproduce financial reports and other reasonable materials, and;
 - c. Maintain active roster of Medical Director members and inform the **[Insert Chapter Name]** Secretary on a quarterly basis; and
 - d. Assist the **[Insert Chapter Name]** officers in planning the annual Medical Director Seminar in **[Insert Month]** which is held in conjunction with the **[Insert Name of Other Organization]** Annual Fall Convention.
4. The **[Insert Chapter Name]** shall be the judge of the acceptability of any services provided under this Agreement. **[Insert Name of Other Organization]** agrees to perform all services under this Agreement in an acceptable and professional manner.

5. The term of this Agreement shall be from **[Insert Dates]**.
6. This Agreement may be extended for additional 12 month periods by mutual consent of both parties.
7. The **[Insert Chapter Name]** shall pay **[Insert Name of Other Organization]** the sum of **[Insert Amount]** per month (approximately **XX** hours) for each month that this agreement is in effect.
8. This Agreement may be terminated by either party without case upon written notice at least (90) days prior to said termination.
9. **[Insert Name of Other Organization]** is authorized and empowered to use the name of the Board incidental to the duties and services being rendered hereunder; **[Insert Name of Other Organization]** shall have no authorization to legally bind the **[Insert Chapter Name]** by promise or representation unless specifically authorized to do so.
10. This Agreement cannot be changed, altered, or modified except in writing by both parties. This document contains the entire Agreement of the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement on this **[Insert Date]**, pending full Membership approval at the **[Insert Chapter Name]** Meeting on **[Insert Date]**.

[Insert Chapter Name]

By: _____
President

[Insert Name of Other Organization]

By: _____
Executive Director