

**AMERICAN BAR ASSOCIATION**  
**Health Law Section**  
**Health Care Facility Operations Interest Group**

**2007-2008 Action Plan**

**E-Mail Address for HCFO List Serve: [HL-FACILITY@mail.aba.net.org](mailto:HL-FACILITY@mail.aba.net.org).**

**Chair:**

Cyndi M. Baily

**Vice-Chairs:**

Paul D. Gilbert

Conrad Meyer

Tracy Powell

Lisa Sooter

**Council Liaison:**

Howard T. Wall

**I. Interest Group Substructure**

Presently, our IG does not have any subcommittees. The Leadership Group functions as a committee of the whole.

**A. Description:**

The Healthcare Facility Operations Interest Group (IG) focuses on the laws, regulations, and policies governing the operations of hospitals and other healthcare facilities. This interest group deals with areas of the law and regulations included within Medicare, Medicaid, EMTALA, state and local licensing laws and regulations, and standards of national organizations such as Joint Commission on the Accreditation of Healthcare Organizations (JCAHO), the Accreditation Council for Graduate Medical Education (ACGME), and the National Committee on Quality Assurance (NCQA). Examples of issues dealt with by this interest group include: legal duties of the governing body, medical staff by-laws and credentialing, improving quality of care, medical errors reporting/liability, medical ethics, conflicts of interest, licensure, compliance, internal audits, and investigations. This interest group also undertakes the following activities with regard to these areas of law, regulation and policy: monitors enforcement activities; follows and, where appropriate and applicable, comments on legislative and regulatory developments; and serves as a forum for the exchange of information and debate on these activities.

- B. Targeted Groups:**  
N/A
- C. Costs:**  
N/A
- D. Target Date:**  
Monthly meetings.
- E. Responsible Committee Member:**  
Cyndi M. Baily
- F. Goal:**

To focus on continuing efforts to increase the IG's knowledge base, development of new ideas related to the substance of the IG, and continual involvement and improvement on recruiting and retention of section members.

Members of the IG Leadership Group will be appointed to respective roles on a rotating basis. A matrix will be developed to distribute these responsibilities among the committee leadership and will be finalized during the November conference call.

## **II. Membership**

### **A. Description:**

A personalized e-letter will be sent to any new member of the HCFO Interest Group welcoming them to the group. The e-letter will include a summary of the upcoming events and opportunities afforded the new member.

Our IG will use our List Serve to communicate with our members.

Monthly leadership meetings will be conducted via teleconference. These calls shall occur on the second Tuesday of each month at 2:00 p.m. CST. The first call was conducted on October 16. At least quarterly, the teleconference will be open to all IG members. We will communicate the dial-in information to the IG via the List Serve. The first IG-wide conference call will be held on January 8, 2008. The purpose of the IG-wide call is to inform the members of what the IG does, solicit input from the members regarding the IG, and create opportunities for increased member participation in IG activities. The January 2008 call will include a discussion of the IG website and other forms of communication.

### **B. Targeted Groups:**

Health Law Section members who are not affiliated with an interest group and current HCFO members. A concerted effort will be made at both the Washington Healthcare Summit

and EMI to identify potential new members as well as connect with existing members in order to encourage retention.

**C. Costs:**

There is no cost for this other than the ABA's internal costs for teleconference lines.

**D. Target Date:**

Ongoing

**E. Responsible Committee Member:**

All HCFO executive leadership.

**F. Goal:**

At least new Healthcare Facility Operations IG members will be recruited this year.

**G. Tasks:**

Revise initial e-letter concerning HCFO events throughout 2007 and 2008. Obtain lists of Health Law Section members not affiliated with the HCFO Interest Group and draft a marketing letter to same. Follow-up by e-mail with a link to register for the Healthcare Facility Operations Group.

**III. Government Submissions:**

The HCFO IG will continue ongoing efforts to identify specific issues that it considers relevant for a government submission. Should the HCFO IG identify any such issues, the Leadership Group shall comply with the ABA's requirements regarding the potential submission.

**IV. Publications Area**

Our IG is responsible for content of the November 2007 issue of the Health Law E-Source newsletter. We solicited our membership for participation and articles. At least one article has been submitted.

- We are responsible for including information on our website. A member of the Leadership Group will be appointed to be responsible on a rotating basis for website content management.
- We intend to use the Health Law E-Source blast to send a cumulative monthly update of important regulatory and other decisions

- The Leadership Group will utilize the List Serve to solicit interested parties within the IG to write for the *Health Lawyer* .

## **V. Educational Programs**

Our IG is responsible for at least one or two teleconferences and for submitting at least two ideas for the EMI presentation.

- Our IG presented ideas for the 2008 EMI, and one idea was selected.
- We have identified a potential additional speaker (a federal district judge) for the 2008 EMI or for a teleconference.
- We will begin developing ideas for the 2009 EMI program now.

## **VI. Public Service Projects**

None yet determined. We will solicit ideas from the IG membership and search for opportunities to partner with other interest groups on such project. Additionally, we will respond promptly to any requests from the ABA Staff for assistance with such projects or with responses to media inquiries.

## **VII. Technology**

In our January 2008 IG-wide teleconference, we will be discussing the website and seek suggestions for improving the content contained on it.