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**MINUTES
HEALTH COMMISSION
FINANCE AND PLANNING COMMITTEE
TUESDAY FEBRUARY 4, 2020 3:15 p.m.
101 Grove Street, Room 300
San Francisco, CA 94102**

1) CALL TO ORDER

Present: Commissioner Cecilia Chung, Chair
Commissioner Dan Bernal, Member

The meeting was called to order at 3:24pm.

2) APPROVAL OF THE MINUTES OF THE HEALTH COMMISSION FINANCE AND PLANNING COMMITTEE MEETING OF JANUARY 7, 2020

Action Taken: The Committee unanimously approved the January 7, 2020 minutes.

3) REQUEST FOR APPROVAL OF A NEW CONTRACT WITH CAREER STEP LLC, FOR ACCESS TO A WEB-BASED TRAINING PLATFORM FOR MEDICAL RECORDS STAFF, AND PHYSICIANS. THE TERM OF THE AGREEMENT WILL BE MARCH 1, 2020 TO FEBRUARY 28, 2025, IN THE AMOUNT OF \$809,337 (60 MONTHS).

Diane Premeau, ZSFG Director of Health Information Services, presented the item.

Commissioner Comments:

Commissioner Bernal asked if the training platform is only related to EPIC. Ms. Premeau stated that the training is not tied to EPIC.

Commissioner Chung asked if the training is related to billing. Ms. Premeau stated that the training is data and billing relevant.

Commissioner Bernal asked if DPH is currently performing the functions outlined in the trainings. Ms. Premeau stated that the previous contact platform expired; this contract ensures that the DPH system is appropriately updated.

Commissioner Chung asked how the contract will be evaluated for success. Ms. Premeau stated that the contract will enable the DPH to train apprentice-level coders and promote them to full coder more quickly, which can be shown through performance. The audit rate for participants should show above 98% accuracy.

4) DRAFT FY 2018-2019 DPH ANNUAL REPORT

Max Gara, Health Program Planner, presented the item.

Commissioner Comments:

Commissioner Chung requested that footnotes be added, where relevant, to indicate the number of transgender clients is too small to include in the graphs.

5) EMERGING ISSUES

This item was not discussed.

6) PUBLIC COMMENT

There was no public comment.

7) ADJOURNMENT

The meeting was adjourned at 3:39pm.