

Monthly Financial Report for November 2010

Summary

TVHC produced net revenue of \$1,032,845 and an operating gain of \$108,808 during November 2010 compared to revenue of \$1,101,202 and an operating gain of \$137,715 for the same period last year. These results compare to budgeted November 2010 revenue of \$939,435 and loss of \$5,883, respectively.

The 1.8% higher year over year actual revenue reflects higher out-patient and clinic volume. However, the lower year over year operating results reflect the impact of higher contractual and bad debt. Total operating expenses decreased 5.3% in November 2010 compared to prior year levels, reflecting the impact of Salary and Other. YTD operating gain for FY 2011 was \$73,579 compared to a gain of \$68,283 for the same period last year.

TVHC's cash position decreased by \$86,320 during November 2010. TVHC ended November 2010 with a cash balance of approximately \$512,084, compared to a cash balance of \$598,404 at the end of October 2010. The provision for bad debt was \$116,195 for the month of November 2010 compared to \$76,820 for the month of October 2010.

Operations Review

Clinics – Combined gross revenue (both clinics) was \$362,746 during November 2010 compared to \$289,147 for the same period last year. There was 25.5% higher revenue for the month compared the prior year levels.

Hospital – gross in-patient revenue was \$167,163 during November 2010 compared to \$237,163 for the same period last year. The 29.5% lower revenue reflects 2 IP Surgeries and 12 swing bed days during November 2010 compared to 4IP Surgery and 23 swing bed days in November 2009. Gross out-patient revenue was \$833,437 during November 2010 compared to \$812,788 during the same period last year. The 2.5% increase in comparable revenue reflects 35 Out Patient surgeries for the month compared to 30 in November 2009. Contractuals were higher over prior year as a result of higher reserve percentages.

Operating Expenses – total operating expenses were \$957,832 during November 2010 compared to \$1,011,532 for the same period last year. Benefits increased due to increased HRA funds usage and higher health premiums. Salaries decreased from last year in Nursing, Home Health, Development, Daycare, and PT. CRNA turnover caused higher contracted services then budgeted, conversely causing the salaries to drop in that department. Finally, other expenses were lower as a result of lower advertising, no recruiting, less subscriptions and less repairs.

Other Items-

Teton Valley Hospital & Surgicenter
STATEMENT OF REVENUES & EXPENSES
FISCAL YEAR 2011 (2months)

	Nov 2011 Actual	Nov 2010 Actual	Nov Variance	Nov 2011 Budget	Nov Budget Variance	Y-T-D FY 2011 Actual	Y-T-D Last Year	Y-T-D vs Last Yr	Y-T-D FY 2011 Budget	Act/Adj Percent Change
Patient Revenue:										
Clinic Revenue	362,746	289,147	73,599	284,795	77,951	634,029	581,831	52,198	579,083	9.0%
In-Patient Revenue	167,163	237,153	(69,990)	168,098	(935)	366,172	359,609	6,563	341,800	1.8%
Out-Patient Revenue	833,437	812,788	20,649	780,411	53,026	1,562,127	1,482,054	80,073	1,586,836	5.4%
Gross Patient Revenue	1,363,346	1,339,088	24,258	1,233,304	130,042	2,562,328	2,423,494	138,834	2,507,719	5.7%
Deductions from Revenue:										
Contractual Allowances	214,306	145,686	(68,620)	168,506	(45,800)	417,645	323,303	(94,342)	342,973	29.2%
Charity Care	0	0	0	10,323	(10,323)	2,679	0	(2,679)	20,646	
Bad Debt	116,195	92,200	(23,995)	115,040	(1,155)	193,015	192,900	(115)	230,080	0.1%
Total Deductions from Revenue	330,501	237,886	(92,615)	293,869	(36,632)	613,339	516,203	(97,136)	593,699	18.8%
Net Patient Revenue	1,032,845	1,101,202	(68,357)	939,435	93,410	1,948,989	1,907,291	41,698	1,914,020	2.2%
Other Revenue	2,808	17,058	(14,250)	8,660	(5,852)	6,915	19,241	(12,326)	17,608	-64.1%
Teton County Ambulance District contract	30,987	30,987	0	33,909	(2,922)	64,896	61,974	2,922	67,818	4.7%
	33,795	48,045	(14,250)	42,569	(8,774)	71,811	88,766	(16,955)	85,426	-19.1%
Total Net Revenue	1,066,640	1,149,247	(82,607)	982,004	84,636	2,020,800	1,996,057	24,743	1,999,446	1.2%
Operating Expenses										
Salaries	491,593	540,243	(48,650)	538,694	47,101	1,032,237	1,068,560	(36,323)	1,095,345	-3.4%
Benefits	102,787	81,705	21,082	94,868	(7,919)	173,130	167,799	(5,331)	191,220	3.2%
Supplies/Minor Equipment	115,542	116,539	(997)	102,940	(12,602)	217,942	213,662	(4,280)	205,880	2.0%
Contracted Services	103,464	104,111	(647)	89,734	(13,730)	191,856	175,057	(16,799)	179,468	9.8%
Physician Services	48,182	50,031	(1,849)	42,200	(5,982)	98,038	87,327	(10,711)	84,400	12.3%
Utilities & Telephone	11,492	11,454	38	13,700	(2,372)	22,889	18,287	(4,602)	27,400	25.2%
Maintenance & Repairs	8,382	11,454	(3,072)	17,458	(9,076)	24,535	18,776	(5,759)	34,916	30.7%
Insurance	11,352	10,445	(907)	9,342	(2,010)	22,704	21,761	(943)	18,684	4.3%
Depreciation & Amortization	40,632	39,166	(1,466)	42,041	(1,409)	78,976	78,332	(644)	84,082	0.8%
Other Expense	24,570	46,346	(21,776)	36,910	(12,340)	84,914	78,213	(6,701)	73,817	8.5%
Total Expenses	957,832	1,011,532	(53,700)	987,887	30,055	1,947,221	1,927,774	(19,447)	1,995,212	1.0%
Operating Income	108,808	137,715	(28,907)	(5,883)	114,691	73,579	68,283	5,296	4,234	7.8%
Non Operating Revenue & Expense										
Interest Income	38	483	(445)	160	(122)	83	8,268	(8,185)	326	-99.0%
Interest Expense	(5,676)	(7,555)	1,879	(6,521)	845	(11,196)	(20,181)	8,985	(13,042)	-44.5%
Grants	0	175	(175)	11,149	(11,149)	3,084	9,089	(6,005)	22,944	-66.1%
Teton County Tax Levy	83,333	83,333	0	83,333	0	166,666	166,666	0	166,666	0.0%
Gain (loss) disposal of capital assets	0	0	0	0	0	0	0	0	0	0.0%
Total Non Operating Income	77,695	76,436	1,259	88,121	(10,426)	158,637	163,842	(5,205)	176,894	-3.2%
Excess of Revenue over Expenses	186,503	214,151	(27,648)	82,238	104,265	232,216	232,125	91	181,128	0.0%
Capital Grants	29,635	0	29,635	0	29,635	29,635	0	29,635	0	#DIV/0!
Capital contributions from Foundation	14,162	0	14,162	8,333	5,829	14,162	1,805	12,357	16,666	684.6%
Change in net assets	230,300	214,151	16,149	90,571	139,729	276,013	233,930	42,083	197,794	18.0%
Excess Revenue over Expense Margin	17.5%	18.6%	(1.1%)	8.4%	11.5%	13.7%	11.6%	2.1%	9.1%	9.9%
Change in Net Asset Margin	21.6%	18.6%	3.0%	9.2%	13.7%	13.7%	11.7%	2.0%	9.9%	9.9%

**TETON VALLEY HEALTH CARE
COMPARATIVE BALANCE SHEET
FY 2010**

ASSETS	Nov 10	Oct 10	Variance	Sept 10
Current assets				
Cash, Cash Equivalents and Bond Fund	512,084	598,404	(86,320)	717,881
Receivables			0	
Patient Receivables, net of est. reserves	2,840,877	2,666,458	174,419	2,546,823
Estimated third-party payor settlements	261,969	261,593	376	261,593
Other/Tax Levy	256,079	265,837	(9,758)	345,814
Capital Tax Levy	1,000,000	1,000,000	0	0
Supplies Inventory	480,685	468,565	12,120	467,969
Prepaid Expenses	129,169	143,136	(13,967)	18,492
Total current assets	<u>5,480,863</u>	<u>5,403,993</u>	<u>76,870</u>	<u>4,358,572</u>
Noncurrent assets				
Deferred Financing Costs	25,065	25,439	(374)	25,813
Net pension benefit	0	0	0	0
Capital assets, net	2,401,170	2,396,206	4,964	2,390,616
Goodwill			0	
Total noncurrent assets	<u>2,426,235</u>	<u>2,421,645</u>	<u>4,590</u>	<u>2,416,429</u>
Total assets	<u><u>7,907,098</u></u>	<u><u>7,825,638</u></u>	<u><u>81,460</u></u>	<u><u>6,775,001</u></u>
LIABILITIES AND NET ASSETS				
Current Liabilities				
Accounts Payable & Accrued Expenses	606,733	654,237	(47,504)	596,982
Accrued Salaries & Benefits	843,196	859,969	(16,773)	839,634
Accrued interest payable	23,494	18,658	4,836	13,822
Estimated third-party payor settlements	0	0	0	0
Deferred Tax Levy Revenue	833,333	916,667	(83,334)	0
Current maturities Bond	136,079	136,079	0	136,079
Current maturities of capital lease obligations	17,292	17,292	0	17,292
Deferred Home Health Sale Earnest	53,155	54,559	(1,404)	48,268
Loan payable to Teton County	0	0	0	0
Total current liabilities	<u>2,513,282</u>	<u>2,657,461</u>	<u>(144,179)</u>	<u>1,652,077</u>
Noncurrent liabilities				
Long-term debt-less current maturities.	748,651	753,312	(4,661)	753,772
Capital lease obligations-less current maturities.	82,797	82,797	0	82,797
Net pension obligation	45,999	45,999	0	45,999
Total noncurrent liabilities	<u>877,447</u>	<u>882,108</u>	<u>(4,661)</u>	<u>882,568</u>
Net assets				
Prior year Net Assets	4,240,356	4,240,356	0	4,240,356
Year-to-date Net Income	276,013	45,713	230,300	0
Total net assets	<u>4,516,369</u>	<u>4,286,069</u>	<u>230,300</u>	<u>4,240,356</u>
Total liabilities and net assets	<u><u>7,907,098</u></u>	<u><u>7,825,638</u></u>	<u><u>81,460</u></u>	<u><u>6,775,001</u></u>
Current Ratio:	2.2	2.0	0.1	2.6

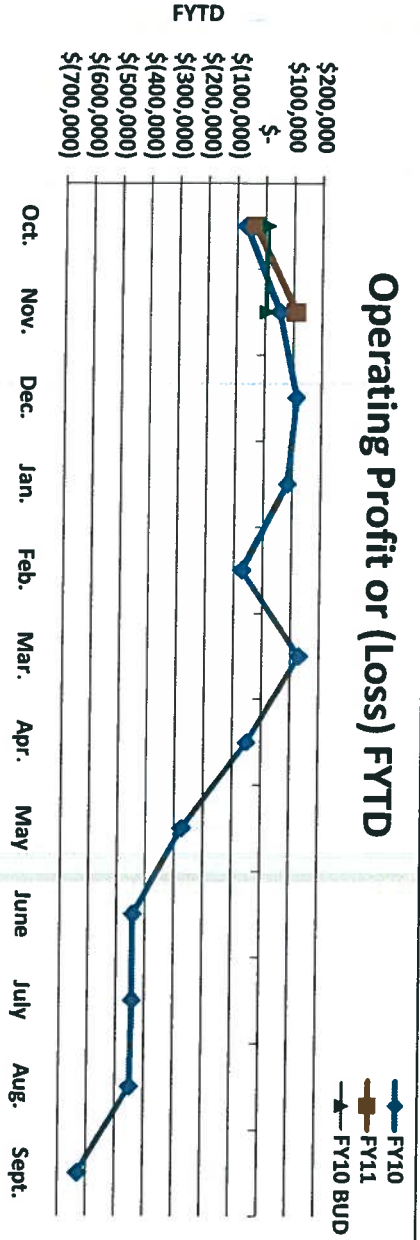
TVHC

Statement of Cash Flows-Nov 2010

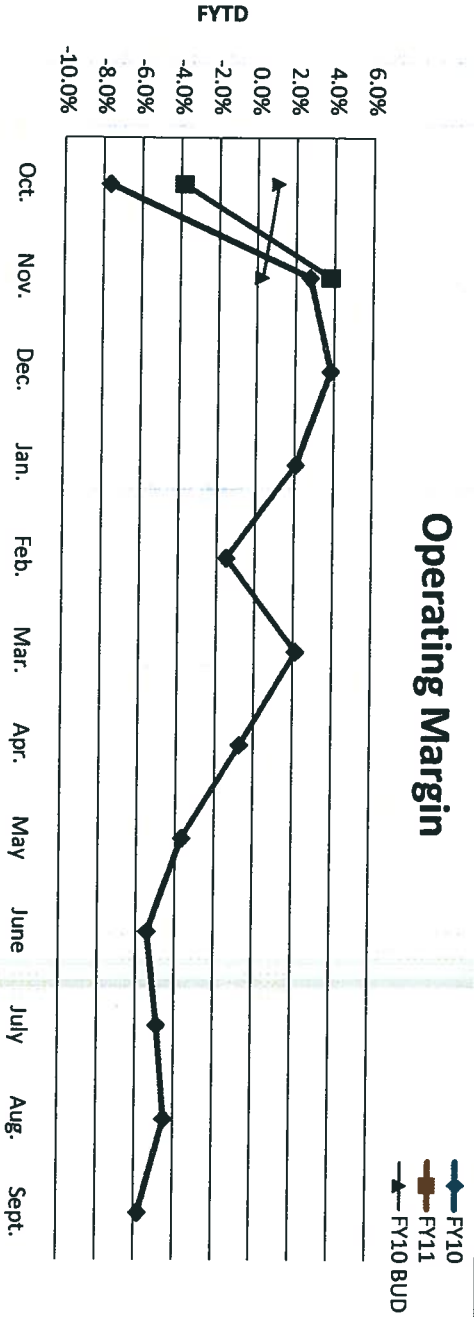
Net Income		230,300
Cash flows from Operating Activities:		
Add (deduct) to reconcile net income to net cash flow:		
Depreciation & Amortization	40,632	
Changes in Accounts Receivable	(165,037)	
Changes in Inventory	(12,120)	
Changes in Prepaid Expenses	13,967	
Changes in payables & payroll	(64,277)	
Changes in interest payable and 3rd party	4,836	
Changes in Deferred Tax Levy	(83,334)	
Changes in net pension	-	
Changes in current debt	(1,404)	
Net cash inflow from Operating Activities		(266,737)
Cash flow from Capital & Investing Activities:		
Capital Expenditures	(45,596)	
Deferred financing costs/goodwill	374	
	-	
Net cash outflow from Investing Activities		(45,222)
Cash flow from Financing Activities		
Principal paid on long-term debt	(4,661)	
Principal paid on capital lease obligations	-	
Net cash outflow from Financing Activities		(4,661)
Net Increase (decrease) in cash during period		<u>(86,320)</u>
Cash Balance start of period	11/1	598,404
Cash Balance end of period	11/30	<u>512,084</u>
Net Increase (decrease) in cash during period		<u>(86,320)</u>

TETON VALLEY HEALTHCARE

Operating Profit or (Loss) FYTD

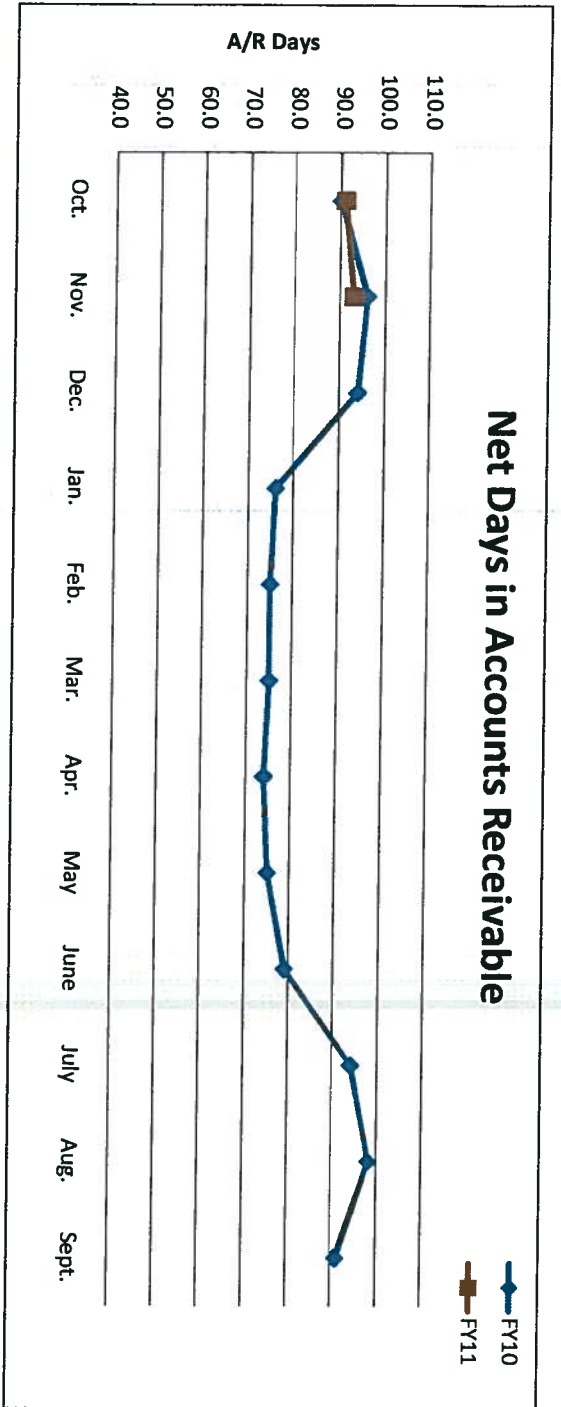


Operating Margin FYTD

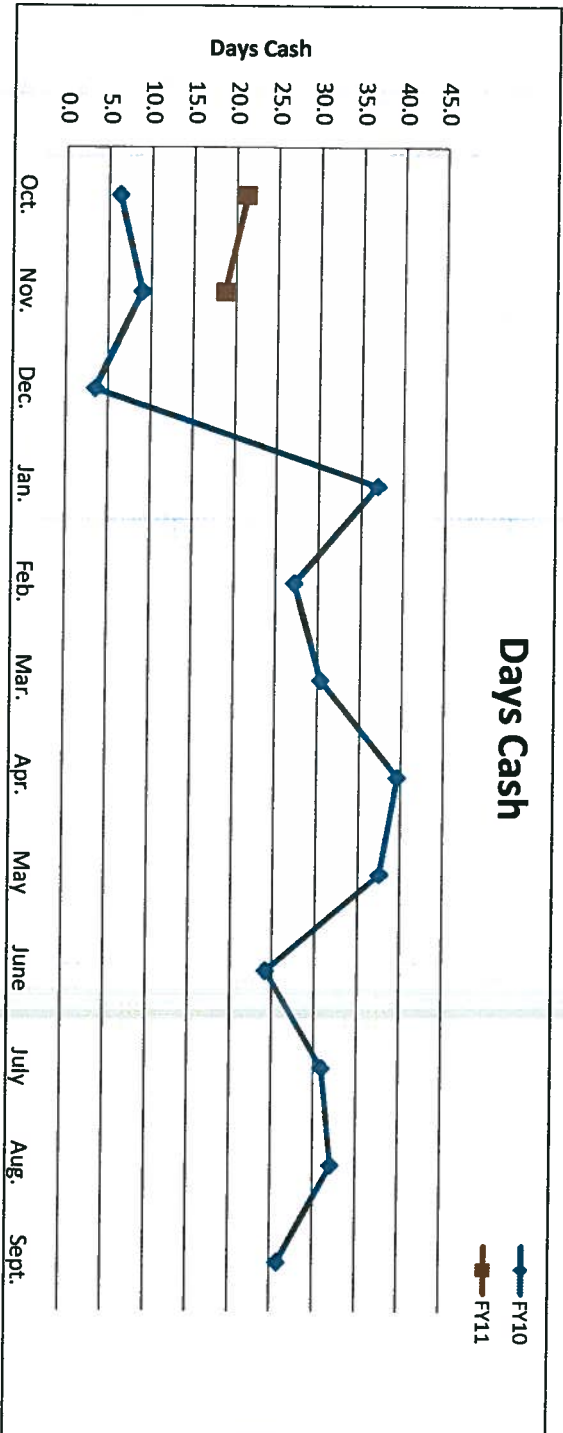


TETON VALLEY HEALTHCARE

Net Days in Accounts Receivable



Days Cash



Teton Valley Health Care
Statistical Information
Accounts Receivable

	Desired Trend	2008 FYE Actual	2009 FYE Actual	2010 FYE Actual	October FY 11	November FY 11	2011 Budget/ Targets
Net Days in Receivables	↓	90	85	91	91	93	65
Gross Days in Receivables	↓	125	127	129	129	131	97
Revenue/Days in Year/AR w/o Allowances & Bad Debt	↓						
Unbilled Amount in Accounts Receivable	↓	2.5%	1.7%	2.5%	2.9%	2.1%	3.0%
Bad Debt Percentage of Gross A/R	↓	17.4%	11.7%	9.2%	7.0%	8.5%	9.2%
Admissions Demographic Accuracy	→			83.0%	89.0%	92.0%	95.0%
Percentage of Patient Payments at Time of Service in Clinic	→			72.0%	85%	75%	80.0%
Clinic A/R over 90 days	↓			71.0%	72.0%	71.0%	56.0%
Hospital A/R over 90 days	↓			45.0%	46.0%	43.0%	38.0%

Blue Cross= \$ 282,451.88
 Work comp= \$ 34,121.98
 Medicaid= \$ 208,437.47
 Medicare= \$ 294,966.56
 Commercial/BS= \$ 441,841.61
 Private pay = \$ 518,521.29
 Total AR= \$ 1,760,340.79

Total AR for Clinic as of 11/30/10

% of AR in 90+ days by Payer
 Blue Cross 35%
 Work Comp -6%
 Medicaid 42%
 Medicare 21%
 Commercial 50%
 Private pay -1994%
 AR in 0-90 days \$ 513,142.99
 At in 90+ days \$ 177,771.34
 % of AR in 90+days 10%

AR from 11/1/2007 to 3/31/2010

	CURRENT	OVER-30	OVER-60	OVER-90	OVER-120	BALANCE	OLD A/R BALANCE
BLUE GROSS							
CURRENT	\$ 54,764.87	\$ 25,473.13	\$ 16,512.44	\$ 13,405.33	\$ 38,578.37	\$ 148,734.14	\$ 113,717.74
OVER-30							
OVER-60							
OVER-90							
OVER-120							
BALANCE							
WORK COMP							
CURRENT	\$ 25,308.23	\$ 2,660.89	\$ 271.00	\$ 1,460.33	\$ (2,932.69)	\$ 26,767.76	\$ 7,354.22
OVER-30							
OVER-60							
OVER-90							
OVER-120							
BALANCE							
MEDICAID							
CURRENT	\$ 42,589.75	\$ 25,602.31	\$ 20,947.15	\$ 25,063.61	\$ 40,397.21	\$ 154,600.03	\$ 53,837.44
OVER-30							
OVER-60							
OVER-90							
OVER-120							
BALANCE							
MEDICARE							
CURRENT	\$ 74,937.61	\$ 17,389.21	\$ 21,311.36	\$ 21,920.98	\$ 8,771.67	\$ 144,300.83	\$ 150,665.73
OVER-30							
OVER-60							
OVER-90							
OVER-120							
BALANCE							
COMMERCIAL/BS							
CURRENT	\$ 50,810.86	\$ 28,786.08	\$ 25,764.65	\$ 25,788.32	\$ 81,539.29	\$ 212,689.20	\$ 229,152.41
OVER-30							
OVER-60							
OVER-90							
OVER-120							
BALANCE							
PRIVATE PAY							
CURRENT	\$ 19,803.33	\$ 30,270.59	\$ 29,969.53	\$ 34,596.82	\$ (110,817.90)	\$ 3,822.37	\$ 514,698.92
OVER-30							
OVER-60							
OVER-90							
OVER-120							
BALANCE							

Oct-09 71
 Nov-09 68
 Dec-09 66
 Jan-10 66
 Feb-10 71
 Mar-10 70
 Apr-10 71
 May-10 71
 Jun-10 74
 Jul-10 76
 Aug-10 70
 Sept 71
 Oct-10 72
 Nov-10 71

Blue Cross= \$ 244,464.93
 Blue Shield= \$ 168,211.67
 Work comp= \$ 158,866.74
 Medical= \$ 322,643.86
 Medicare= \$ 922,235.27
 Commercial= \$ 327,255.50
 Private pay = \$ 1,566,099.28
 Total AR= \$ 3,709,777.25

Total AR for TVH as of 11/30/10
 % of AR in 90+ days by Payer
 Blue Cross 5%
 Blue Shield 17%
 Work Comp 20%
 Medical 51%
 Medicare 14%
 Commercial 17%
 Private pay 66%
 AR in 0-90 days \$ 2,098,822.82
 AR in 90+ days \$ 1,201,227.73
 % of AR in 90+ days 32%

AR older than 3/31/2010
 BALANCE

	Oct-09	Nov-09	Dec-09	Jan-10	10-Feb	10-Mar	10-Apr	10-May	10-Jun	10-Jul	10-Aug	10-Sep
	53	47	44	42	39	37	43	54	52	46	44	45
BLUE CROSS												
CURRENT	168,390.92	56,201.53	8,295.62	1,219.86	10,357.00	244,464.93	164					
# OF CLAIMS	106	32	10	4	12	164						
	69%	23%	3%	0%	4%							
BLUE SHIELD												
CURRENT	65,392.54	66,833.71	6,777.10	3,308.62	25,899.70	168,211.67	123					
# OF CLAIMS	66	10	11	5	31	123						
	39%	40%	4%	2%	15%							
WORK COMP												
CURRENT	52,295.44	57,247.81	17,714.64	13,899.94	17,708.91	158,866.74	58					
# OF CLAIMS	12	13	7	6	20	58						
	33%	36%	11%	9%	11%							
MEDICAID												
CURRENT	77,259.47	42,117.31	34,211.16	27,307.20	134,115.37	315,010.51	265					
# OF CLAIMS	57	44	29	20	115	265						
	25%	13%	11%	9%	43%							
MEDICARE												
CURRENT	369,917.70	239,588.83	172,401.39	85,142.96	47,009.39	914,060.27	390				8,175	
# OF CLAIMS	195	89	58	27	21	390						
	40%	26%	19%	9%	5%							
COMMERCIAL												
CURRENT	154,100.18	41,939.03	74,841.51	22,096.52	34,278.26	327,255.50	325					
# OF CLAIMS	122	67	34	18	84	325						
	47%	13%	23%	7%	10%							
PRIVATE PAY												
CURRENT	84,366.19	119,225.95	189,704.49	138,252.21	640,631.79	1,172,180.63	2341				401,552	
# OF CLAIMS	133	244	246	223	1495	2341						
	7%	10%	16%	12%	55%							
BALANCE												
						3,300,050.25				3,709,777		

Oct-09 53 Nov-09 47 Dec-09 44 Jan-10 42 10-Feb 39 10-Mar 37 10-Apr 43 10-May 54 10-Jun 52 10-Jul 46 10-Aug 44 10-Sep 45
 Oct-10 46 Nov-10 43



TETON VALLEY HEALTH CARE

Partners in Health for a Lifetime

December 16, 2010

Staff Services Committee

Objectives according to By-laws:

"The Staff Services and Organizational Development Committee shall work to improve the organizational efficiency of Teton Valley Health Care. Shall work closely with the CEO and department managers with the organizational structure of the facility

The committee shall develop plans to educate, motivate and increase involvement and commitment of all Teton Valley Hospital staff and board members.

The committee shall work to improve the organizational efficiency of Teton Valley Health Care."

FOCUS # 1 - Employee Engagement

Employee Engagement Survey

Situation: 2010 survey results showed mixed results in two combined areas.

- 1. Topic #1: Low- to mid-results for feeling valued and recognized for excellent work**

Tools for improvement:

- Formed ad-hoc committee of staff to discuss survey results and formulate possible solutions - July thru August 2010
- Refocused new employee orientation addressing culture of service and recognition - launched August 2010
- Implement annual orientation for all staff to readdress any technical changes in TVHC operations and to reinforce the culture of teamwork and service - ON HOLD
- Launch of C.A.R.E.S. Kudos as a tool for staff to show appreciation for each other and receive organization-wide recognition - October 2010
- Launch of Page Two of The Scope to highlight staff achievement - August 2010
- Departmental process for recognizing longevity milestones internally - ON HOLD
- Emphasis on Studer Pillar methods of open communication with staff - Ongoing

Measurement methods:

- a. Employee Engagement Survey 2011 results to be measured against 2010 to reveal improvements and misses. (Survey 2011 will launch January).
- b. Continued communication with ad-hoc committee for feedback.
- c. Observe staff response to KUDO program and compare monthly KUDOS. *Note: 27 Kudos were received in October vs. 48 in November.*
- d. Relevant tracking via individual department Studer Pillars.

2. Topic #2 - Low to mid- results for "having tools and information to increase effectiveness" in their jobs.

- Budget and provide clear policy & procedure for staff training and education. - Approved October 2010.
- Implement consistent leadership training. - not formalized yet; Co-op training opportunities are being taken advantage of.
- Implement targeted staff training to support TVHC priorities. - Ongoing.
- Launch tailored customer service training, addressing departments according to TVHC priorities. - launched August, ongoing.

Measurement methods:

- a. Develop topics and delivery methods for leadership training.
 - b. Schedule and track staff trainings.
 - c. Assure that employees attending trainings supply a report on their class/workshop/seminar along with Action Items, if relevant.
 - d. Utilize sign-in sheets and time tracking for staff receiving outside training.
 - e. Formalize budget allocation for training and education.
 - f. Implement accountability via accuracy measurements or corresponding Studer Pillar projects.
 - g. Compare Employee Survey 2011 with response from 2010 Survey.
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TVHC Staff Training - via outside resources
August 1 - November 1, 2010

By department

Business office/Admissions	360 hrs
Human Resources	32 hrs
Medical Imaging CT Certification (2 staff)	48 hrs
Nursing	211 hrs
Public Affairs Community Benefits Reporting Social Media in Healthcare	12 hrs
Quality Team STEPPS - quality training IHA Convention topics	52 hrs
Support Services Nutrition, Co-op Leadership, Co-op	8 hrs

FOCUS # 2 - Increase Clinic payments rendered at time of service to 85% within 3 months (Oct. 2010), 95% by 6 months (Jan. 2011).

Situation: Patient payments at time of service in clinics are below national benchmarks.

Tools for improvement:

- Creating a clearly defined measurement method against baseline of 70%. - August 2010
- Retrain staff and develop standard scripts for uniform practices. - ongoing
- Regularly scheduled admissions training meetings. - August 2010 & ongoing
- Redefine measurement criteria to match industry standards. - September 2010
- Spot-audits performed by CEO or Business Manager. - Ongoing.
- Develop incentives for best staff performance. - January 2011

Measurement Methods:

After initial reports showed minimal improvement, V. Boss reviewed the measurement metrics. It was discovered that reporting statistics were based on inaccurate data. The data was cleaned to ensure TVHC only counts patients who are actually required to pay at time of service. Others, such as Medicare, Worker's Comp, and Medicaid are not required to pay and were formerly included in the reports. Once these three payer types were disallowed from the report, it was discovered that we surpassed the first goal by hitting 88% accuracy at collecting co-pays in October.

FOCUS # 3 - Website Utilization Review

Situation: Website utilization plateau due to outdated TVHC website.

Tools for improvement:

- Rebuild and launch a website that is attractive and easy to update. - Nov. 2010
- Implement a Human Resources web program for easy application submissions and updated career opportunities. - November 2010
- Train selected staff to ensure capability of updating web copy. - Oct/Nov 2010

Measurement Methods

- a. Monitor website usage via Google Analytics to help measure utilization. - installed November 2010

Quick summary:

1. Unique visitors since October 2010 equals 835 compared to 510 in all of FY2009.
2. Overall, visits are up 300% since FY2011 launch compared to all of first quarter FY2010 (internal "direct" paths (mainly by staff) to the website were filtered out).
3. New visitors averaged a 49% bounce rate, which refers to how fast users bounce off of your website. 48% is the benchmark for hospitals so we're a bit high.
4. Search engines including Google, MSN and Bing accounted for almost 25% of all "hits".
5. Over 80 hits were referred by career opportunity sites.
6. New visitors averaged 2.48 page visits and spent almost 2 minutes on the site; benchmarks goals are 3.22 and 2.16 respectively. The current web layout will be kept as is for up to two months before changes are made to see if above benchmarks can be reached as is.



CEO Report December 21, 2010

1. Clinic Operations
 - a. Victor patient visits: Nov. TY 310, LY 350,
 - b. Driggs patient visits: Nov. TY 1047, LY 1300, both clinics affected by flu shots LY
2. Visiting Specialist activity Nov. TY 102. LY 101. Down from Sept TY 118.
3. Levy II- CT and Digital Mammo are in the 2011 Capital Plan. Approval by BOT
 - a. Hologic Digital Mammography unit will be moved to vacant Rehab Services space to combine all ambulatory radiology services to one area with new changing rooms, consult room and treatment rooms. This will provide better use of this available space and improve service for women's health.
 - b. Toshiba 16 slice CT will then be placed in a new expanded space utilizing the old CT and Mammo rooms. This phase will begin at end of ski season to provide limited interruption to CT use by providing a portable trailer CT for 4 weeks while demo and remodel of new room is completed. This keeps the CT in close proximity of ER and OR.
 - c. Both items will be under budget due to competitive year end pricing. Goal is to have Mammography ready by Mid Feb. and CT by Mid April.
4. Contract approval policy - attachment
5. The TVHC Staff Christmas Party was well attended by 160 staff and guests.



Title: Purchase Approval Authority Policy	Rev #: 1
Document Owner: Terry, Cindy	Approved: 10/05/2010
	Created: 03/23/2010

Printed copies are for reference only. Please refer to electronic copy for the latest version.

POLICY:

Capital expenditures and certain service contracts, insurance programs, contractual agreements and employment contracts shall be reviewed and approved by the appropriate Teton Valley Health Care staff and/or the Board of Trustees.

PURPOSE:

To ensure the appropriate staff and/or Board of Trustees have reviewed and approved specific capital expenditures and certain service contracts, insurance programs, contractual agreements and employment contracts.

SCOPE:

All departments of Teton Valley Health Care

DEFINITIONS:

CEO – Chief Executive Officer
BOT – Board of Trustees

REFERENCES:

N/A

PERTINENT FORMS AND DOCUMENTS:

TITLE	LOCATION KEPT	DURATION KEPT	COMMENTS/DISPOSAL METHOD
Capital Equipment Acquisition Policy			

REVISION HISTORY:

DATE	REVISION #	DETAILS OF REVISION
3/22/2010	1	New Document

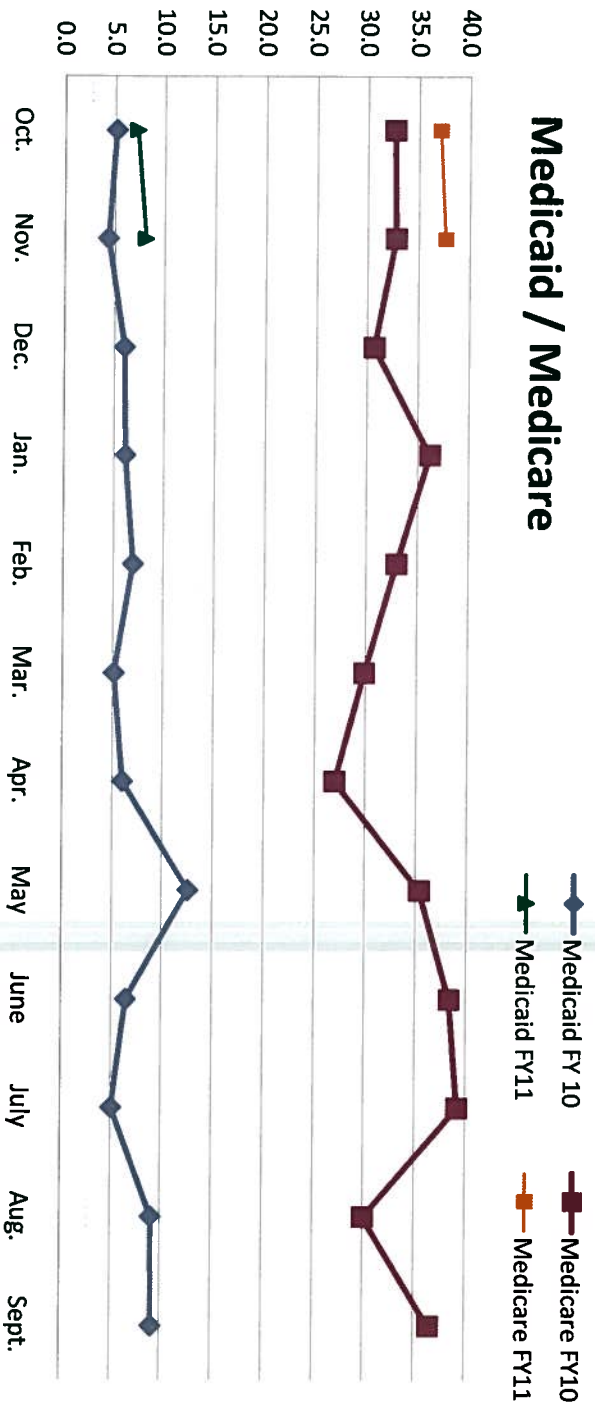
POLICY:

1. Capital Equipment is defined as equipment that is non-patient chargeable, with a purchase price greater than \$5,000 per unit and an estimated useful life greater than two (2) years. Service contracts are not tangible purchases and cannot be capitalized. Purchase approval is described in the Capital Acquisition Policy.
2. Service contracts, insurance programs, contractual agreements and employment contracts must be approved by the CEO if greater than \$20,000 must be approved by the BOT. Once contracts/agreements are approved, renewals without material financial changes may be renewed and signed by the CEO without BOT approval.
3. The following purchase approval authority levels are established for day to day operations. Material Management aggregate purchase orders are excluded for these approval levels. BOT Finance Committee members may co-sign for approval above the \$20,000 limit:

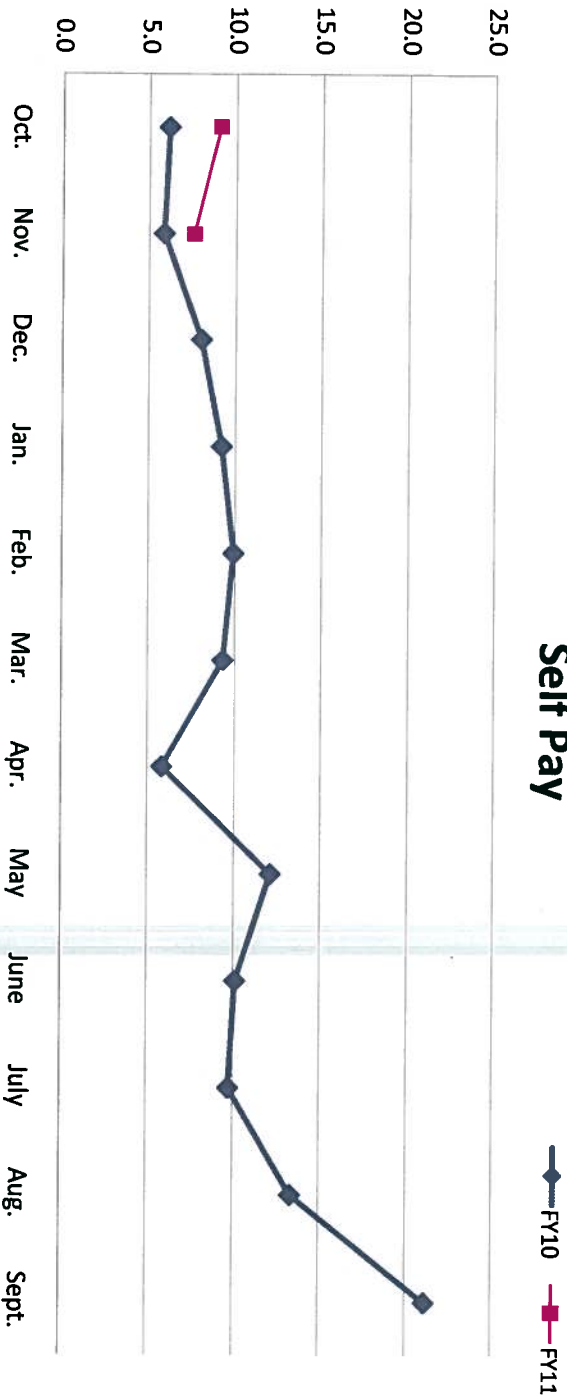
Position:	Approval Limit
CEO	Up to \$20,000
CFO	Up to \$10,000
Administration Team	Up to \$3,000
Director/Manager	Up to \$1,000

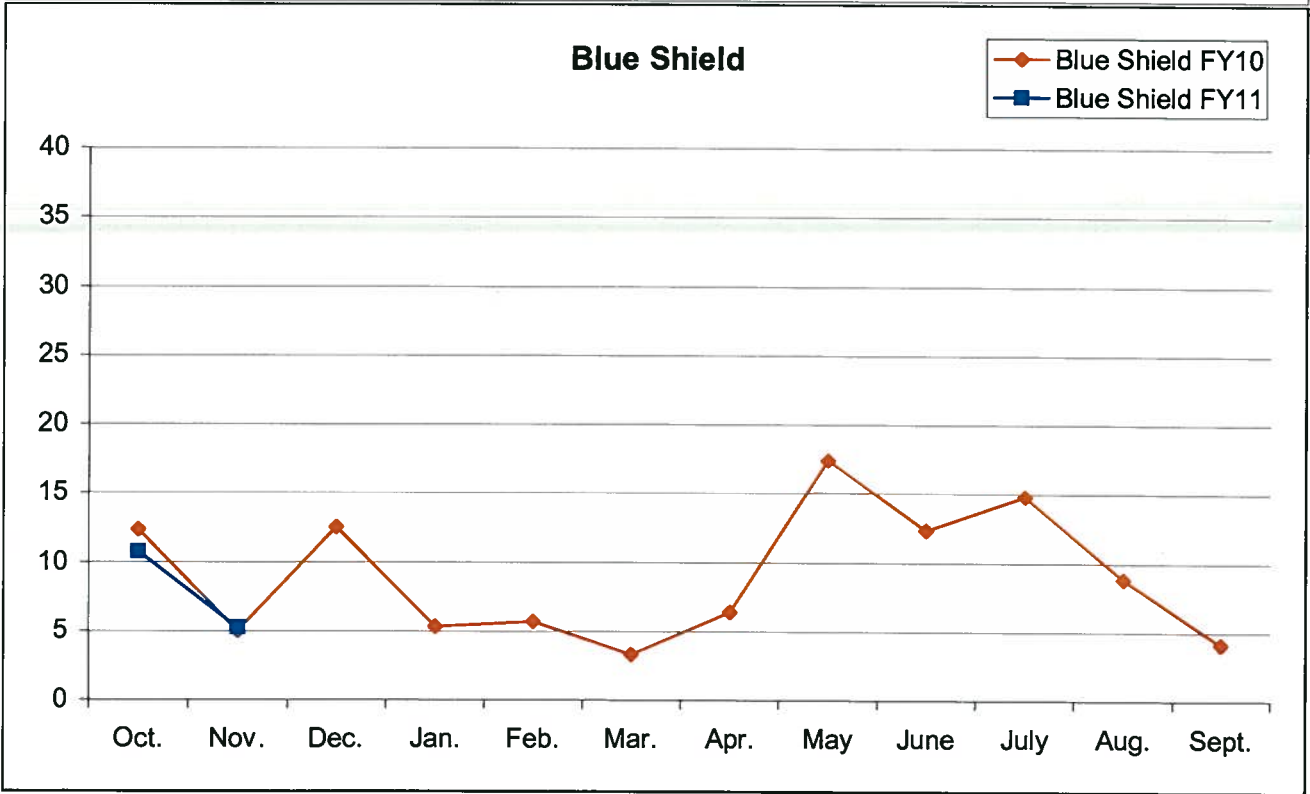
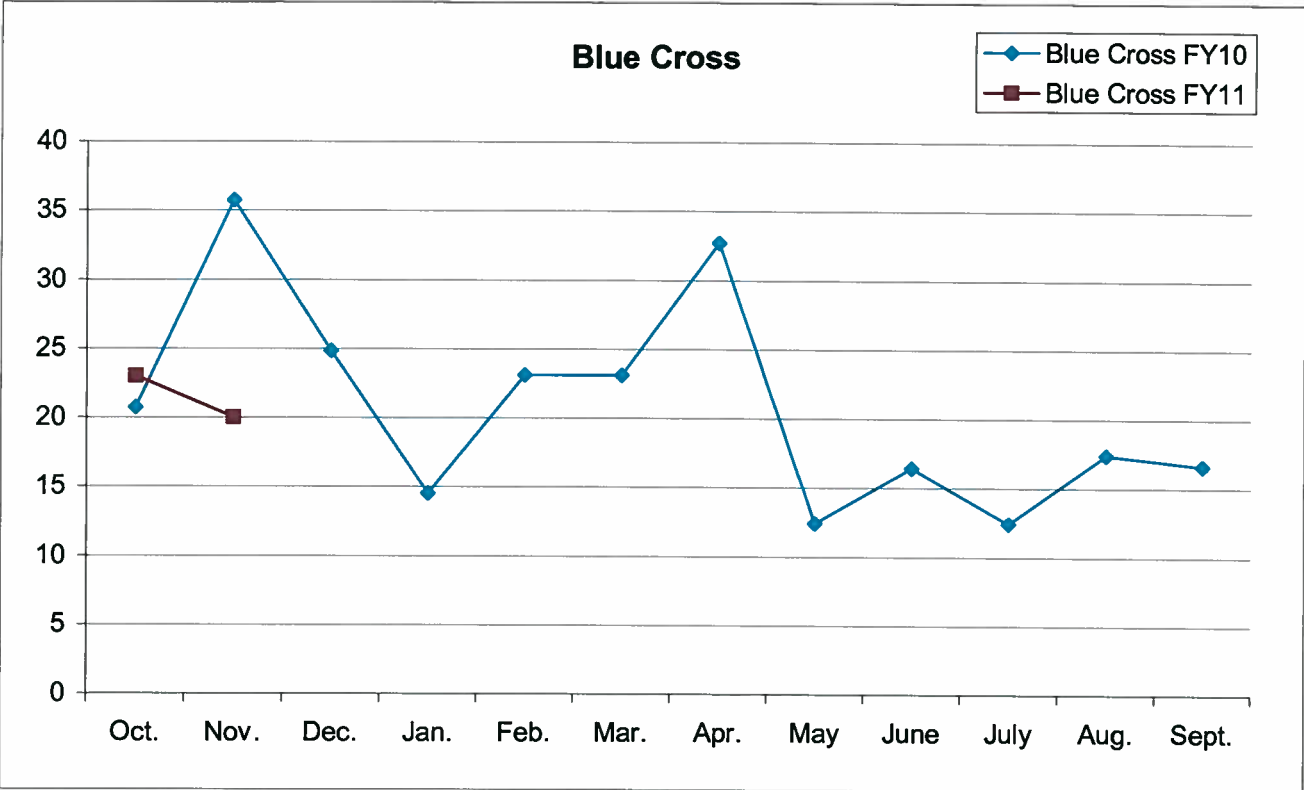
4. Emergency purchases above limits require one signature from CEO or CFO and one signature from requesting Administration Team member to include – Operations Manager, Clinic and Outpatient Manager, Business Office Manager, Organizational Projects Manager, Human Resource Director, Information Technology Manager, Materials Manager, Director of Nursing Services and other Managers as assigned.

Medicaid / Medicare



Self Pay





Insurance

