**Agenda**



1. **Welcome and Introductions**
2. **Review Meeting Minutes and Action Items from Last Meeting**

**Action Items – 12/03 Meeting**

|  |  |  |
| --- | --- | --- |
| **Person Assigned Task** | **Task** | **Status: Completed / Not Completed** |
| Joey & Alexis | Type up & share meeting note with members | Completed |
| Joey & Alexis | Make “proof binders” for each member – will only make binders for persons who RSVP for next meeting |  |
| Joey | Research other hospitals on their prescription coverage right after discharge |  |
| Joey | Update Team Charter |  |
| Beth | Serve as “writer” for January Newsletter | Complete |
| Beth | Will look into HOGG Foundation |  |
| Crissy | Research Readmission Cohort |  |
| Crissy | Schedule and Plan Next Meeting  | Complete |
| Crissy | Be the presenter on the Conference call | Complete |
| Jennifer | Update Cohort development materials and send to Joey and Alexis for “proof binders” | Complete |

1. **Update from Cohort Members**

During the December meeting Cohort members decided to focus on the following aim:

*Identification of resources for payment of medication for indigent patients (specific focus is on the 7-10 day gap that occurs between receiving a prescription, and receipt of patient assistance program medications in the mail, even when applied for timely by the prescriber.)*

1. Members share information about “homework” findings (e.g., HOGG Foundation, what have other hospitals/clinics done to address this issue, are there any websites that compare prices/availability based on zip code)
2. Participants decide on next steps/ideas about how to implement potential changes at their organization
3. **Next Steps/Adjourn Meeting (2:30-2:45)**
4. Decide on next Cohort meeting objectives and date
	1. Different location?
	2. Conference call or in-person?
5. Review Action Items
6. Adjourn

**Action Items – 1/21 Meeting**

|  |  |  |
| --- | --- | --- |
| **Person Assigned Task** | **Task** | **Status: Completed/ Not Complete** |
|  | Type up and share meeting notes with attendees |  |
|  | Schedule and organize next Cohort meeting |  |
|  |  |  |
|  |  |  |
|  |  |  |