



OFFICE OF THE  
**BOARD OF HEALTH**  
ACTON PUBLIC HEALTH NURSING SERVICES

472 MAIN STREET  
ACTON, MASSACHUSETTS 01720  
TEL: 508-264-9653

Lucy A. Saia, M.S., R.N.C.  
ADMINISTRATOR/SUPERVISOR

**Clinical PAC Meeting**  
**February 27, 1992**

**Present: Eleanor Voorhies, Jean Worfolk, Marge Burgess, Doug Miller, Lucy Saia**

**Discussion:**

1. Minutes approved from last meeting as written. The Board of Health has approved the Patient Evaluation and Treatment Plan Development and the Health Care Proxy Policy. The Lead Screening Policy is still under revision and has not been approved.
2. Opened discussion on management of Percutaneous Exposure (needle-sticks, puncture wounds). This policy has several financial considerations which have been outlined by new OSHA rules on Bloodborne Pathogens. Lucy called the National Association of Home Care and the local OSHA office to obtain clarification on the new rules. The OSHA office in Boston advised that they have no jurisdiction over government agencies. However, it was pointed out that the rules are meant to protect health care workers against the viruses that cause Hepatitis B and AIDS, and it was suggested the rules be followed. One of the regulations is that the Hepatitis B vaccine must be made available to all employees who have occupational exposure. Another is that employers must offer a training program at no cost to the employee, and in the event of an exposure incident, employer must immediately offer a confidential medical evaluation and follow up to the employee. Lucy advised she will discuss the financial implications of the regulations with Don Johnson, Town Manager. Doug Miller and Lucy Saia will sit down before the next PAC Meeting to work on the policy.
3. Reviewed two Standards of Care that were obtained from the Home Health Care Association: The Patient with Congestive Heart Failure and The Patient with Hypertension. Changes were made and will be rewritten for the next meeting.

Respectfully submitted

Lucy A. Saia/ M.S., R.N.C.  
Administrator/Supervisor

cc: Doug Halley, Health Director  
Don Johnson, Town Manager





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ADMINISTRATOR/SUPERVISOR

**Financial PAC Meeting**  
**February 27, 1992**

**Present: Dean Charter, Kate Meyer, Paul Der Ananian, Kathy Crowther, Ken James, Lucy Saia**

Discussed:

1. Acceptance of previous minutes. Stanton Collins has resigned due to moving out of state.
2. Reviewed revenues and expenses. Revenues were at \$220,000 as of January 31, 1992. Expenses at that time were at 48%. Medicare continues to be the primary pay source and is up to approximately 87% of visits. Have recently signed written agreement with Harvard Community Health Plan, whose rates are lower than Medicare, as most HMO's are.
3. Interim Cost Report completed in January. We owe over \$7000.00 back to Medicare. Our Medicare percentage was at 90% at the end of last fiscal year, and this could drop again with the overpayment. The cost of a skilled nursing visit is at \$62.38 which is stable with last year's end Cost Report.
4. The agency has signed a contract with Paul Narkus and will utilize his computer software package. Training for computerization will give the agency the ability to bill electronically, and have computerized 485's and 486's (Medicare orders).
5. Reviewed statistics prepared by Doug Halley noting the increase in Medicare visits in nursing and Home Health Aide visits in 90/91.

Recommendations: Do a cost analysis of cholesterol screening clinics.

Respectfully submitted,

Lucy A. Saia, M.S., R.N.C.  
Administrator/Supervisor

cc: Doug Halley, Health Director

