

SHERMAN COUNTY HEALTH DISTRICT
Board of Directors Meeting
May 11th, 2023
Meeting Time: 5:30 PM
Meeting Pursuant to ORS 440

AGENDA ITEMS SUBJECT TO CHANGE

Call to order

Visitor's comments on agenda items (Discussion to be regarding agenda items only):

Consent Items:

- A. Approval of the minutes from April 2023 Board Meeting
- B. Financial Report/ Payment of Bills for April 2023
- C. Patient Report for April 2023

PA & Administration Report

Old Business:

- A. Apartment #2
- B. Central Oregon Curb Ramp Project

New Business

- A. Mid Columbia Center for Living Discussion about Apartment #1
- B. Notice of Data Incident from NextGen

Good of the Order

Adjournment

NEXT MEETING DATE THURSDAY, JUNE 8TH, 2023

Send minutes with Agenda

** If necessary, an Executive Session may be held pursuant to ORS 192.660(2): (a) Employment; (c) Medical; (d) Labor Negotiations; (e) Property; (f) Records Exempt by Law from Public Inspection; (h) Legal Rights; (i) Personnel

Link to join meeting via Microsoft Teams:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_YmRhNjMwZGYtYWVhMS00YmE2LTk4ZDUtMmVmNTNiNTdkNzEy%40thread.v2/0?context=%7b%22Tid%22%3a%22305d8b27-224a-478e-813d-0336f923605a%22%2c%22Oid%22%3a%22590ba976-21e2-421b-908c-0f9d352e75dc%22%7d

Sherman County Health District Board of Directors Meeting Minutes

Regular Board Meeting

April 24, 2023
Moro, Oregon

Present:

Board Members: President Bert Perisho (absent), Vice President Jayme Mason, Director Janice Strand, Director Mike McArthur, Director Linda Cornie (absent)

Staff: Caitlin Blagg, District Administrator

Visitor: None

Call to Order: Vice President Mason called the meeting to order at 5:43 p.m.

Visitor's comments on agenda items (Discussion to be regarding agenda items only):

Consent Items

- A. **REGULAR MEETING MINUTES:** After reviewing the minutes from the March 9th, 2023, Regular Board meeting, **Director McArthur made a motion to accept the minutes as written. Director Strand seconded. No discussion. Motion carried (unanimous).**
- B. **FINANCIAL REPORT:** Handed out was a financial report put together by District Administrator Blagg stating the District's cash on hand as of the end of March 2023 was \$509,103.60. Also presented was a Profit & Loss statement as of March 2023 and year-to-date budget vs actual report. The check register for March 2023 was gone over to explain some of the different costs. **Director McArthur made a motion to accept the financial report for March 2023. Director Strand seconded. No discussion. Motion carried (unanimous).**
- C. **PATIENT REPORT:** The patient report for March 2023 was given to the Board members for review. The average provider patient per day number was 7.82 for March and the average number of Medical Assistant visits per day was 3.1. These nursing visits were only the visits that were scheduled as a nursing visit; they do not include any 'add on labs' that clinicians might have requested as part of an office visit.

PA-C & Administration Report

- A. **Caitlin Blagg, District Administrator:** District Administrator Blagg informed the Board that a member of the Oregon Office of Rural Health will be on-site tomorrow doing a mock Medicare survey. This will better prepare the clinic for when the actual state surveyor comes out.

Old Business

- A. **APARTMENT #1 CONTRACTING PROPOSAL:** Ms. Blagg presented a proposal from Riverside Contracting, LLC for work to be done in Apartment #1 including painting, trim work, and flooring for the amount of \$10,695. Ms. Blagg explained that she has reached out to Gary Denny Floring and Oliver's Floor Covering to get estimates on flooring costs. Oliver's never returned the phone calls and Gary Denny said they would only come out to give an estimate if

they had more work in the County. Other contractors Ms. Blagg reached out to, including Big League Construction and Todd Coles, never returned phone calls.

Director McArthur made a motion to accept the proposal from Riverside Contracting, LLC in the amount of \$10,695 for flooring, trim, and paint to be completed in Apartment #1. Director Strand seconded. Motion carried (unanimous).

New Business

- A. **MID COLUMBIA CENTER FOR LIVING DISCUSSION ABOUT APARTMENT #1:** Mid-Columbia Center for Living is still interested in renting Apartment #1 to be able to provide mental health services in the county. Ms. Blagg asked them to come to this meeting to explain to the Board what they would like to do with the space. They did not show up for the meeting. Ms. Blagg will reach out to ask them to come to the May meeting.
- B. **COLA INCREASES:** District Administrator Blagg reached out to Debbie Hayden at the Courthouse to see how they were budgeting COLA’s this year, but never heard back. Last year COLA increases were very high, and the clinic was well below the average COLA increase. To keep the Health District semi-competitive the decision was made to forgo step increases and only do an 8% COLA. Ms. Blagg will have this built into the budget.

Good of the Order:

Adjourn

Director McArthur made a motion to adjourn the meeting. Director Cornie seconded. Meeting adjourned at 6:12 p.m.

The next Board Meeting will be on Thursday, May 11th, 2023, at 5:30 pm, in the Administration Office.

Respectfully submitted,
Caitlin Blagg
District Administrator

Board President
Bert Perisho

Vice-President
Jayme Mason

Director
Janice Strand

Director
Mike McArthur

Director
Linda Cornie

Date

Sherman County Medical Clinic
Balance Sheet
As of April 30, 2023

	<u>Apr 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
CHECKING	24,010.29
OREGON TREASURY INV. POOL	458,479.12
Total Checking/Savings	<u>482,489.41</u>
Total Current Assets	<u>482,489.41</u>
TOTAL ASSETS	<u>482,489.41</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
PAYROLL LIABILITIES	
State Transit Tax	-276.49
125 Health Insurance - Blagg	-1,127.35
Flex 125 - Blagg	-435.96
Flex 125 - Haines	1,045.48
Flex 125 - Mayfield	-567.84
Flex 125 - Dornbirer	469.29
Flex 125 - von Borstel	187.85
IRA - Mayfield	85.00
IRA - Dornbirer	58.00
IRA - von Borstel	20.00
PAYROLL LIABILITIES - Other	806.46
Total PAYROLL LIABILITIES	<u>264.44</u>
Total Other Current Liabilities	<u>264.44</u>
Total Current Liabilities	<u>264.44</u>
Total Liabilities	264.44
Equity	
Retained Earnings	349,799.24
Net Income	132,425.73
Total Equity	<u>482,224.97</u>
TOTAL LIABILITIES & EQUITY	<u>482,489.41</u>

Sherman County Medical Clinic
Profit & Loss
 July 2022 through April 2023

Jul '22 - Apr 23

Ordinary Income/Expense	
Income	
CLINIC INCOME	
Capitation2	42,520.95
EHR Payments	126,109.46
Managed Care Reimbursement-Wraps	3,559.59
Medicare Settlement-Cost Report	4,749.00
Total CLINIC INCOME	176,939.00
COMMUNITY SERVICE FEES	123,651.12
COUNTY TAXES	296,006.70
INTEREST	8,878.19
PCPCH	77,661.00
MISCELLANEOUS INCOME	
Records Request	80.00
MISCELLANEOUS INCOME - Other	1,293.98
Total MISCELLANEOUS INCOME	1,373.98
OFC/APT RENT	31,253.00
PHARMACY	863.21
RECEIVED GRANTS/LOANS	
Phone Triage Reimbursement	2,642.00
Total RECEIVED GRANTS/LOANS	2,642.00
Total Income	719,268.20
Gross Profit	719,268.20
Expense	
Grants	
SDAO Safety Grant	-4,863.00
Total Grants	-4,863.00
PERSONAL SERVICES	
EMPLOYEE PAYROLL EXPENSES	
Physician Assistant - EH	131,011.98
Administrator - CB	60,596.81
Medical Asst/ Referrals JM	46,798.43
Receptionist - LVD	40,198.40
Billing Clerk - BvB	34,724.84
Community Care Worker/ MA - SP	33,070.44
Employee Insurance and Benefits	
District Contribution to IRA	10,775.42
Employee Insurance	61,044.95
Flex Fees	750.00
Employee Insurance and Benefits - Other	-2,290.04
Total Employee Insurance and Benefits	70,280.33
P/R Taxes	25,195.80
Unemployment	430.94

Sherman County Medical Clinic

Profit & Loss

July 2022 through April 2023

	<u>Jul '22 - Apr 23</u>
Total EMPLOYEE PAYROLL EXPENSES	442,307.97
Total PERSONAL SERVICES	442,307.97
MATERIALS AND SERVICES	
PROPERTY TAX	1,011.12
CONTRACTED HEALTH CARE COST	
Supervising Physician	23,050.00
Total CONTRACTED HEALTH CARE COST	23,050.00
ADMINISTRATION AND AUDIT	
Audit	15,395.95
Bank Service Charges	
Credit Card Fee	1,723.42
Monthly Maintenance Fee	0.60
Bank Service Charges - Other	52.57
Total Bank Service Charges	1,776.59
Laboratory Fees	94.45
Miscellaneous	
Advertisement*	2,073.47
Bonus	1,351.95
Payroll Processing	1,356.60
Petty Cash	109.00
Miscellaneous - Other	139.00
Total Miscellaneous	5,030.02
Office Supplies	5,266.97
Postage and Delivery	266.00
Refunds	
Refund to Ins2	112.97
Total Refunds	112.97
Total ADMINISTRATION AND AUDIT	27,942.95
EDUCATION AND TRAINING	
Trainings, Registrations, Dues	4,214.60
Travel/ Meals/ Lodging	
Lodging	975.99
Meals	195.14
Travel/ Meals/ Lodging - Other	3,192.74
Total Travel/ Meals/ Lodging	4,363.87
Total EDUCATION AND TRAINING	8,578.47
UTILITIES	
Electric	3,961.36
Garbage	443.33
Hazardous Waste Disposal	1,275.25
Propane/Generator	142.76
Shredding/Paper Disposal	561.06
Telephone	3,105.24

Sherman County Medical Clinic

Profit & Loss

July 2022 through April 2023

	<u>Jul '22 - Apr 23</u>
Water and Sewer	2,316.00
109 Scott Street	
Garbage 109	564.98
Water/Sewer 109	<u>1,158.00</u>
Total 109 Scott Street	<u>1,722.98</u>
Total UTILITIES	13,527.98
MEDICAL SUPPLIES	
Phone Triage	3,127.00
Flu/Pneumonia Vaccine	3,217.55
MEDICAL SUPPLIES - Other	<u>16,616.61</u>
Total MEDICAL SUPPLIES	22,961.16
PHARMACY2	1,178.90
INSURANCE AND LEGAL FEES	
Clinic Insurance	
Dishonesty Bond	250.00
Liability	14,506.56
Workers Comp	<u>703.07</u>
Total Clinic Insurance	15,459.63
Legal Fees	<u>35.00</u>
Total INSURANCE AND LEGAL FEES	15,494.63
BUILDING SUPPLIES/ MAINTENANCE	
Janitorial	1,128.75
BUILDING SUPPLIES/ MAINTENANCE - Other	<u>2,446.98</u>
Total BUILDING SUPPLIES/ MAINTENANCE	3,575.73
COMPUTER, SOFTWARE, EMR	
Computer Equipment and Software	<u>10,262.14</u>
Total COMPUTER, SOFTWARE, EMR	10,262.14
EHR SYSTEM	
Billing Clearinghouse	1,977.62
EHR SYSTEM - Other	<u>5,836.80</u>
Total EHR SYSTEM	<u>7,814.42</u>
Total MATERIALS AND SERVICES	135,397.50
DEBT SERVICE	
Mortgage-Interest	7,979.78
Mortgage Principal	<u>6,020.22</u>
Total DEBT SERVICE	14,000.00
VOID	<u>0.00</u>
Total Expense	<u>586,842.47</u>
Net Ordinary Income	<u>132,425.73</u>

Sherman County Medical Clinic

Profit & Loss

July 2022 through April 2023

Net Income

Jul '22 - Apr 23

132,425.73

Sherman County Medical Clinic
April 2023

Date	Num	Name	Memo	Amount	Description
04/03/2023	9838R	JERRILEA MAYFIELD	Reverse of GJE 9838 -- For CHK 9838 voided on 04/03/2023	44.98	Reversal of Voided Check
04/04/2023		NorthAmerican Bankcard		-139.37	Credit Card Fee
04/07/2023	482			-10,335.50	Payroll
04/07/2023		NorthWest Payroll Solutions	#482	-99.50	Payroll Processing
04/07/2023		Merrill Lynch		-1,146.00	IRA Contributions
04/07/2023	Conf994	Visa		-669.00	EHR System
04/07/2023	Conf995	Iron Mountain		-147.47	Paper Shredding
04/07/2023	Conf996	PACIFIC POWER		-579.85	Electric
04/07/2023	Conf997	KATRINA WILSON	9.25hours @\$15/hr	-138.75	Janitorial
04/07/2023	Conf998	Streamline	Website	-100.00	Website
04/07/2023	Conf999	STERICYCLE		-140.07	Hazardous Waste
04/07/2023	90510	BANK OF EASTERN OR.		-1,400.00	Mortgage
04/07/2023	90507	CITY OF MORO		-347.40	Water/Sewer
04/07/2023	90508	Impact Office Systems	Copier Fees	-161.84	Copier Fees
04/07/2023	90509	SDIS	May 2023	-6,858.03	Employee Insurance
04/07/2023		McKesson Medical Surgical		-228.54	Medical Supply
04/07/2023		ASI-FLEX	Flex Reimbursement	-67.94	Flex Reimbursement
04/09/2023		Amazon.com	Water Cooler	-191.10	Water Cooler
04/10/2023		ASI-FLEX	March 2022	-75.00	Flex Fees
04/10/2023		ASI-FLEX	Flex Reimbursement	-17.15	Flex Reimbursement
04/11/2023		Elsevier	Derm DDX Deck	-68.99	Medical Supply
04/11/2023		AAPC	Coding Books	-386.93	Coding Books
04/12/2023		IRS		-3,727.90	Federal Taxes
04/12/2023		Oregon Department of Revenue		-885.90	State Taxes
04/12/2023		ASI-FLEX	Flex Reimbursement	-257.40	Flex Reimbursement
04/14/2023		ASI-FLEX	Flex Reimbursement	-321.33	Flex Reimbursement
04/17/2023		Microsoft Office 360	MS Office Subscription	-24.00	MS Office Subscription
04/19/2023		Merrill Lynch		-1,146.00	IRA Contributions
04/19/2023		ASI-FLEX	Flex Reimbursement	-347.43	Flex Reimbursement
04/20/2023	90511	THE TIMES JOURNAL	Budget Notices and Booster A	-70.00	Budget Notices
04/20/2023	Conf1004	Meriplex Solutions	Tech Support	-510.00	Tech Support
04/20/2023	Conf1005	THE DALLES DISPOSAL		-61.68	Garbage 109
04/20/2023	Conf1006	THE DALLES DISPOSAL		-51.34	Garbage
04/20/2023	Conf1007	gorge.net		-310.59	Telephone
04/21/2023		NorthWest Payroll Solutions	#483	-50.00	Payroll Processing
04/21/2023	483			-10,335.11	Payroll
04/24/2023		QUILL	New Printer for Back office and toner	-1,182.63	New Printer for Admin Office
04/25/2023		ASI-FLEX	Flex Reimbursement	-20.00	Flex Reimbursement
04/26/2023		IRS		-3,727.82	Federal Taxes
04/26/2023		Oregon Department of Revenue		-885.90	State Taxes

Sherman County Medical Clinic
April 2023

Accrual Basis

04/26/2023		Amazon.com	Shatterproof Lightbulb for exam light	-16.79	Shatterproof Lightbulbs
04/28/2023		State of Oregon		-679.04	Unemployment and STT Taxes
04/28/2023		Dragon	Dictation Software	-79.00	Dictation Software
04/28/2023	Conf1009	Ability Network Inc.		-179.86	Billing Clearinghouse
04/28/2023	Conf1010	PACIFIC POWER		-437.02	Electric
04/28/2023	Conf1011	STERICYCLE		-140.07	Hazardous Waste
04/28/2023	90512	Impact Office Systems	Copier Fees	-154.28	Copier Fees
04/28/2023		Dr. Kristen G. Dillon	April 2023	-1,000.00	Payroll
04/28/2023		Dr. Kristen G. Dillon	March 2023	-2,500.00	Payroll
				-52,354.54	
				-52,354.54	
		President	Vice President		
		Bert Perisho	Jayme Mason		
		Director	Director		
		Janice Strand	Mike McArthur		
		Director	Date		
		Linda Cornie			

Sherman County Medical Clinic
2016-2017 Profit & Loss Budget vs. Actual

July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
CLINIC INCOME				
Capitation2	42,520.95			
EHR Payments	131,350.88			
Managed Care Reimbursement-Wraps	3,559.59			
Medicare Settlement-Cost Report	4,749.00			
CLINIC INCOME - Other	0.00			
Total CLINIC INCOME	182,180.42	192,853.00	-10,672.58	94.5%
COMMUNITY SERVICE FEES	123,651.12	48,856.00	74,795.12	253.1%
COUNTY TAXES	296,006.70	274,526.00	21,480.70	107.8%
INTEREST	8,878.19	1,439.00	7,439.19	617.0%
PCPCH	77,661.00	54,000.00	23,661.00	143.8%
MISCELLANEOUS INCOME				
Records Request	80.00			
MISCELLANEOUS INCOME - Other	1,293.98			
Total MISCELLANEOUS INCOME	1,373.98			
OFC/APT RENT	31,253.00	21,600.00	9,653.00	144.7%
PHARMACY	885.21	2,597.00	-1,711.79	34.1%
RECEIVED GRANTS/LOANS				
Phone Triage Reimbursement	2,642.00			
Total RECEIVED GRANTS/LOANS	2,642.00			
Total Income	724,531.62	595,871.00	128,660.62	121.6%
Gross Profit	724,531.62	595,871.00	128,660.62	121.6%
Expense				
Grants				
SDAO Safety Grant	-4,863.00			
Total Grants	-4,863.00			
PERSONAL SERVICES				
EMPLOYEE PAYROLL EXPENSES				
Physician Assistant - EH	136,967.07			
Administrator - CB	63,351.22			
Medical Asst/ Referrals JM	48,925.63			
Receptionist - LVD	42,025.60			
Billing Clerk - BvB	36,303.24			
Community Care Worker/ MA - SP	34,573.64			
Employee Insurance and Benefits				
District Contribution to IRA	10,775.42			
Employee Insurance	67,329.24			
Flex Fees	825.00			
Employee Insurance and Benefits - Other	-2,290.04	102,853.00	-105,143.04	-2.2%
Total Employee Insurance and Benefits	76,639.62	102,853.00	-26,213.38	74.5%
P/R Taxes	26,347.29	36,052.00	-9,704.71	73.1%
Unemployment	430.94	12,774.00	-12,343.06	3.4%
Unemployment to Former Employee	0.00	23,578.00	-23,578.00	0.0%
EMPLOYEE PAYROLL EXPENSES - Other	0.00	450,293.00	-450,293.00	0.0%
Total EMPLOYEE PAYROLL EXPENSES	465,564.25	625,550.00	-159,985.75	74.4%
Total PERSONAL SERVICES	465,564.25	625,550.00	-159,985.75	74.4%
MATERIALS AND SERVICES				
PROPERTY TAX				
CONTRACTED HEALTH CARE COST	1,011.12	2,364.00	-1,352.88	42.8%
Supervising Physician	23,050.00			
CONTRACTED HEALTH CARE COST - Other	0.00	31,950.00	-31,950.00	0.0%
Total CONTRACTED HEALTH CARE COST	23,050.00	31,950.00	-8,900.00	72.1%
ADMINISTRATION AND AUDIT				
Audit				
Bank Service Charges	15,395.95			
Credit Card Fee	1,825.70			
Monthly Maintenance Fee	0.60			
Bank Service Charges - Other	52.57			
Total Bank Service Charges	1,878.87			
Laboratory Fees	94.45			
Miscellaneous				
Advertisement*	2,775.47			
Bonus	1,351.95			
Payroll Processing	1,406.60			
Petty Cash	109.00			
Miscellaneous - Other	139.00			
Total Miscellaneous	5,782.02			
Office Supplies	5,299.62			
Postage and Delivery	266.00			
Refunds				
Refund to Ins2	112.97			
Total Refunds	112.97			
ADMINISTRATION AND AUDIT - Other	0.00	44,785.00	-44,785.00	0.0%
Total ADMINISTRATION AND AUDIT	28,829.88	44,785.00	-15,955.12	64.4%
EDUCATION AND TRAINING				
Trainings, Registrations, Dues	4,214.60			
Travel/ Meals/ Lodging				
Lodging	975.99			
Meals	195.14			
Travel/ Meals/ Lodging - Other	3,192.74			
Total Travel/ Meals/ Lodging	4,363.87			
EDUCATION AND TRAINING - Other	0.00	15,070.00	-15,070.00	0.0%
Total EDUCATION AND TRAINING	8,578.47	15,070.00	-6,491.53	56.9%
UTILITIES				

Sherman County Medical Clinic
2016-2017 Profit & Loss Budget vs. Actual

July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Electric	3,961.36			
Garbage	443.33			
Hazardous Waste Disposal	1,275.25			
Propane/Generator	142.76			
Shredding/Paper Disposal	561.06			
Telephone	3,105.24			
Water and Sewer	2,547.60			
109 Scott Street				
Garbage 109	564.98			
Water/Sewer 109	1,273.80			
Total 109 Scott Street	1,838.78			
UTILITIES - Other	0.00	20,038.00	-20,038.00	0.0%
Total UTILITIES	13,875.38	20,038.00	-6,162.62	69.2%
MEDICAL SUPPLIES				
Phone Triage	3,127.00			
Flu/Pneumonia Vaccine	3,217.55			
MEDICAL SUPPLIES - Other	20,701.87	26,543.00	-5,841.13	78.0%
Total MEDICAL SUPPLIES	27,046.42	26,543.00	503.42	101.9%
PHARMACY2	1,276.25	2,730.00	-1,453.75	46.7%
INSURANCE AND LEGAL FEES				
Clinic Insurance				
Dishonesty Bond	250.00			
Liability	14,506.56			
Workers Comp	703.07			
Total Clinic Insurance	15,459.63			
Legal Fees	35.00			
INSURANCE AND LEGAL FEES - Other	0.00	18,634.00	-18,634.00	0.0%
Total INSURANCE AND LEGAL FEES	15,494.63	18,634.00	-3,139.37	83.2%
BUILDING SUPPLIES/ MAINTENANCE				
Janitorial	1,237.50			
BUILDING SUPPLIES/ MAINTENANCE - Ot...	2,446.98	5,147.00	-2,700.02	47.5%
Total BUILDING SUPPLIES/ MAINTENANCE	3,684.48	5,147.00	-1,462.52	71.6%
COMPUTER, SOFTWARE, EMR				
Computer Equipment and Software	10,362.14			
COMPUTER, SOFTWARE, EMR - Other	0.00	16,356.00	-16,356.00	0.0%
Total COMPUTER, SOFTWARE, EMR	10,362.14	16,356.00	-5,993.86	63.4%
EHR SYSTEM				
Billing Clearinghouse	1,977.62			
EHR SYSTEM - Other	6,519.10	12,357.00	-5,837.90	52.8%
Total EHR SYSTEM	8,496.72	12,357.00	-3,860.28	68.8%
Total MATERIALS AND SERVICES	141,705.49	195,974.00	-54,268.51	72.3%
CAPITAL OUTLAY*****				
Building Remodel	0.00	15,000.00	-15,000.00	0.0%
Medical Equipment	0.00	10,000.00	-10,000.00	0.0%
Office Equipment	0.00	10,000.00	-10,000.00	0.0%
Total CAPITAL OUTLAY*****	0.00	35,000.00	-35,000.00	0.0%
DEBT SERVICE				
Mortgage-Interest	8,755.16	9,552.00	-796.84	91.7%
Mortgage Principal	6,644.84	7,248.00	-603.16	91.7%
Total DEBT SERVICE	15,400.00	16,800.00	-1,400.00	91.7%
OPERATING CONTINGENCY*****	0.00	47,394.00	47,394.00	0.0%
VOID	0.00			
Total Expense	617,806.74	920,718.00	-302,911.26	67.1%
Net Ordinary Income	106,724.88	-324,847.00	431,571.88	-32.9%
Net Income	106,724.88	-324,847.00	431,571.88	-32.9%

Provider Patient Report

2022-2023	Number of Office Visits	Open/Days Provider was in	Provider Absent # of Days (Personal Leave)	Clinic Related Leave	Provider Coverage	Reason for Provider Leave or Clinic Closed	Average Patients per	Notes
July	127	19/15					8.47	Holiday, No Fridays
August	138	19/23					7.26	No Fridays
September	109	21/16					6.81	Holiday, No Fridays
October	105	21/13	4			Personal	8.08	No Fridays
November	134	19/17					7.88	No Fridays, 3 Holidays, Dr. Dillon 1
December	104	21/13	3			Personal	8	No Fridays, 1 Holiday, Dr. Dillon 1
January	124	20/16					7.75	No Fridays, 2 Holidays, Dr. Dillon 1
February	108	19/15					7.2	No Fridays, 1 Holiday, Dr. Dillon 1
March	133	23/17	2		1	Personal	7.82	No Fridays, Dr. Dillon 1
April	121	20/15.5	0.5			Personal	7.81	No Fridays, Dr. Dillon 1
May								
June								
Total:	1203		9.5	0	1			
						Annual Average number of visits/day:	6.42	
		Number of Visits:	2021-2022	1388	7.58			
			2020-2021	1219	6.64			
			2019-2020	1536	8.4			
			2018-2019	1428	6.78			
			2017-2018	1537	6.60			
			2016-2017	1625	7.19			
			2015-2016	1912	8.22			
			2014-2015	2091	9.63			
			2013-2014	1952	8.85			

MA Patient Report

2022-2023	Number of Nursing visits	Number of Days	Average Nursing Visits per day
July	68	15	4.53
August	67	19	3.53
September	59	16	3.69
October	131	13	10.08
November	98	17	5.76
December	43	13	3.31
January	57	16	3.56
February	52	15	3.47
March	54	17	3.18
April	63	15.5	4.06
May			#DIV/0!
June			#DIV/0!
Total:	692	156.5	4.42
Previous Years Totals:			
2014-2015	1276	220	5.8
2015-2016	1084	236.5	4.58
2016-2017	1150	227.75	5.05
2017-2018	1131	232.5	4.86
2018-2019	887	214	4.14
2019-2020	732	184	3.98
2020-2021	1830	179.6	10.19
2021-2022	1255	183.75	6.83

Covid Vaccine



Return Mail Processing
PO Box 999
Suwanee, GA 30024

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SHERMAN COUNTY HEALTH DISTRICT

CAITLIN BLAGG

PO BOX 186

MORO, OR 97039-0186



April 28, 2023

Re: Notice of Data Incident

Dear Caitlin Blagg:

We are writing to let you know about a security incident involving certain personal information of some of your patients whose information is stored on the NextGen Office platform (formerly known as the HealthFusion MediTouch platform). This notice explains what happened and what measures we are taking in response. Attached to this letter is a copy of the notification letter we intend to send to each of your patients whose personal information was impacted.

On March 30, 2023, we were alerted to suspicious activity on our NextGen Office system. In response, we launched an investigation with the help of third-party forensic experts. We also took measures to contain the incident, including by resetting passwords, and further reinforcing the security of our systems. We contacted law enforcement and have been coordinating our efforts with them since.

Based on our in-depth investigation to date, supported by our external experts, it appears that an unknown third-party gained unauthorized access to a limited set of electronically stored personal information between March 29, 2023 and April 14, 2023. As a result of our detailed analysis of the information impacted, we recently determined that certain of your patients' personal information was included in the electronic data accessed during the incident. This included their name, date of birth, address, and social security number. *Importantly, our investigation to date has revealed no evidence that any of your patients' medical or health records or any health or medical data was accessed or impacted by the incident, nor do we have any evidence of fraudulent data use.*

We take this matter very seriously, and in addition to the steps already described here, NextGen Healthcare will be notifying your impacted patients about the incident and offering all of them **24 months** of **free** fraud detection and identity theft protection through Experian's® IdentityWorksSM product. Notification to impacted patients will be mailed on April 28, 2023. To the extent you would like to receive a list of your patients being notified, please contact us at **DataIncident@nextgen.com**.

Security, in all of its forms, remains the utmost priority for us, and we deeply regret any inconvenience this may cause. If you have any questions, please call us at **(833) 541-1595**, toll-free Monday through Friday from 8 am – 10 pm Central, or Saturday and Sunday from 10 am – 7 pm Central (excluding major U.S. holidays). Please be prepared to provide your engagement number **B090700**.

Sincerely,

David Slazyk
Chief Information & Security Officer

We take this matter very seriously, and in addition to the steps already described, NextGen Healthcare is offering you **24 months of free fraud detection and identity theft protection** through Experian's® IdentityWorksSM product. If you wish to take advantage of these services, activation instructions are below.

What You Can Do

Though we have no evidence that any of your personal information has been fraudulently used, we encourage you to remain vigilant by reviewing your account statements and credit reports closely. At the end of this letter, we have provided you with additional information regarding steps you can proactively take to further protect yourself and your personal information. It describes information about (1) reporting suspicious activity or suspected identity theft, (2) credit reports, (3) fraud alerts, (4) credit/security freezes, (5) your rights under the Fair Credit Reporting Act, and (6) information about taxes. We encourage you to review that additional information.

Free Credit Monitoring and Identity Theft Protection: Even though we have no evidence that your personal information has been fraudulently used, as a precautionary measure, we are offering to provide you with 24 months of free identity monitoring, fraud consultation, and identity theft restoration services through Experian's IdentityWorksSM product. To take advantage of these free services, please follow the steps below:

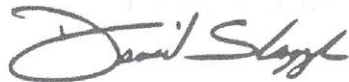
- Ensure that you enroll by **August 31, 2023**. Your code will not work after this date.
- Visit the Experian IdentityWorksSM website to enroll: <https://www.experianidworks.com/credit>
- Provide your activation code: **[Activation Code]**

If you have questions about the product or need assistance with identity restoration that arose as a result of this incident, please contact Experian's customer care team at **800-984-8279** by August 31, 2023. Please be prepared to provide engagement number **B090760** as proof of eligibility for the identity restoration services by Experian.

For More Information

We take very seriously the security and privacy of your information, and deeply regret any inconvenience this may cause. If you have any questions, please call us at **800-984-8279**, toll-free Monday through Friday from 8 am – 10 pm Central, or Saturday and Sunday from 10 am – 7 pm Central (excluding major U.S. holidays). Please be prepared to provide your engagement number **B090760**.

Sincerely,



David Slazyk
Chief Information & Security Officer

In some US states, you have the right to put a security freeze on your credit file. A security freeze (also known as a credit freeze) makes it harder for someone to open a new account in your name. A security freeze is designed to prevent potential creditors from accessing your credit report without your consent. As a result, using a security freeze may interfere with or delay your ability to apply for a new credit card, loan, wireless phone, or any service that requires a credit check. You must separately place a security freeze on your credit file with each credit reporting agency. To place a security freeze on your file you may be required to provide the consumer reporting agency with information that identifies you including your Social Security Number. There may be a fee for this service based on state law (in MA, there shall be no charge). To put a security freeze on your credit file contact the consumer reporting agencies listed below.

You may contact the three U.S. credit reporting agencies as follows:

Agency	Credit Report Contact	Fraud Alert Contact	Credit/Security Freeze Contact
TransUnion LLC	TransUnion LLC Consumer Disclosure Center, P.O. Box 1000, Chester, PA 19016; (800) 888-4213; https://www.transunion.com	TransUnion Fraud Victim Assistance, P.O. Box 2000, Chester, PA 19016; (800) 680-7289; https://www.transunion.com/fraud-victim-resource/place-fraud-alert	P.O. Box 160, Woodlyn, PA 19094; (888) 909-8872; https://www.transunion.com/credit-freeze/
Experian	P.O. Box 2002, Allen, TX 75013; (888) 397-3742; https://www.experian.com/consumer-products/free-credit-report.html	Experian, P.O. Box 9554, Allen, TX 75013; (888) 397-3742; https://www.experian.com/fraud/center.html	P.O. Box 9554, Allen, TX 75013; (888) 397-3742; https://www.experian.com/freeze/center.html
Equifax Information Services LLC	Equifax Information Services LLC, P.O. Box 740241, Atlanta, GA 30374; (866) 349-5191; https://www.equifax.com/personal/credit-report-services/	Equifax Information Services LLC, P.O. Box 105069, Atlanta, GA 30348-5069; (800) 525-6285; https://www.equifax.com/personal/credit-report-services/	Equifax Information Services LLC, P.O. Box 105788, Atlanta, GA 30348-5788; (888) 298-0045 or (800) 349-9960; https://www.equifax.com/personal/credit-report-services/

Federal Fair Credit Reporting Act rights: You have rights under the federal Fair Credit Reporting Act that include, among others, the right to know what is in your file; to dispute incomplete or inaccurate information; and to have consumer reporting agencies correct or delete inaccurate, incomplete, or unverifiable information. More information about your rights is at www.ftc.gov.

IRS Identity Protection PIN: The IRS offers an Identity Protection PIN, which is a six digit number that prevents someone else from filing a tax return using your Social Security number. The Identity Protection PIN is known only to you and the IRS. For more information and to obtain an Identity Protection PIN, please visit the IRS website at <https://www.irs.gov/identity-theft-fraud-scams/get-an-identity-protection-pin>.