



DELTA REGION COMMUNITY HEALTH SYSTEMS DEVELOPMENT (DRCHSD) PROGRAM

Revenue Cycle Management (RCM) / Physician Practice Management (PPM) Assessment Onsite Interview Schedule

All team members listed in the agenda below should **reserve the full day** to actively participate in the report presentation and action planning session. Board of Directors and medical staff are encouraged to attend the report presentation.

Agenda

Day 1

Time	Interview Track 1	Interview Track 2
8:00 – 9:00	Kick-off Meeting	
9:00 – 11:00	Review of current state and initiatives (CEO)	
11:00 – 12:00	Physician Interview CMO	COO Interview
12:00 – 1:00	Lunch Break	
1:00 – 2:00	Walkthrough of hospital facilities	VP Clinic Operations
2:00 – 3:00	Physician Interview (Hospitalist)	
3:00 – 4:00	Physician Interview (Specialist)	Walkthrough of hospital-based clinic(s) and urgent care
4:00 – 5:00	Physician Interview (Surgeon)	Clinic Manager and Front Office Manager Interviews

Day 2

Time	Interview Track 1	Interview Track 2
8:30 – 9:30	Physician Interview (RHC PCP)	Offsite RHC visit 2 (with Physician Interview)
9:30 – 11:30	CFO Interview	
11:30 – 12:30	PFS Interview	
12:30 – 1:30	Lunch Break	
1:30 – 2:30	Data gathering for reports (comp, contracts, CPTs, RVU, ect.)	VP Clinic Operations – detailed review (Staffing, Ancillaries, Referrals, Charting)
2:30 – 3:30		VP Clinic Operations – detailed review (Front Office)
3:30 – 4:30	Exit Meeting with Leadership	