

# OMA Department Programs & Responsibilities

## Governance & Administration

### I) Meetings

- House of Delegates – Annual and Interim
- AMA House of Delegates – Annual and Interim
- Executive Committee and Board of Trustees

### II) Finance Department

- Financial records, AR, AP
- Finance and Audit Committee
- Financial reports – OMA, Management Services, Health Care Associates, LLC; Annual audit

### III) Operations

- Headquarters building operations and maintenance
- IT, Network & Website Administration
  - ♦ Video Connect
  - ♦ Portal
- Meeting and catering services (food service, meeting facilities scheduling & audio-video)
- Annual Roster production and distribution
- Technology Committee

### IV) Policy Document Management

- Bylaws
- Where We Stand
- Administrative Procedures

### V) Medical Societies

- County Medical Society relations
- Specialty Society relations and administration support
  - Oregon College of Emergency Physicians Administration
  - Oregon Medical Education Foundation (OMEF) Administration
  - Otolaryngology

### VI) Membership

- Member inquiry responses
- Membership data base maintenance
- Membership processing, dues billing and accounting

### VII) Committees

- Bylaws Committee
- Pharmacist/Physician Liaison Committee
- Access to Health Care in Oregon Task Force

# OMA Department Programs & Responsibilities

## Government Affairs Department

- I) Legislative
  - Relations/lobbying
  - Issue research, legal & policy analyses
  - Bill tracking & monitoring
- II) Political Action
  - OMPAC & AMPAC
- III) Committees
  - Legislative Committee
  - Liability Reform Committee
  - Worker's Compensation Committee
  - Oregon Service Commission Actuarial Advisory Committee
  - Senate Health Access and Affordability Commission
- IV) Organization Liaison
  - Rural Health
  - Workers Compensation
  - OMAP
  - State Insurance Division
  - Oregon Health Division
    - ♦ Governor's office
    - ♦ Justice Department
    - ♦ Regulatory agency

## Medical-Legal

- I) Services to Members and their Staffs
  - Medical-Legal Inquiries
  - Medical Legal Handbook
  - Accreditation of Oregon CME sponsors
  - Accreditation of office procedure suites (Conscious Sedation)
  - Medical Review Services (Hospital and Other External Peer Review)
- II) Loss Prevention/Patient Safety Education And Services
  - Management of OMA/CNA Physicians' Protection Program
  - Patient Safety Convocation
  - Loss Prevention Workshops – Production and ongoing operations
  - Risk Assessment and Management Program
  - Malpractice stress support
  - Malpractice Claims Database
- III) Collaborations
  - Oregon Quality Community (OAHHS)
  - IHI 5 Million Lives Oregon (OAHHS, ONA, Acumentra, Patient Safety Commission)
- IV) Committees
  - Professional Consultation
  - Medical Review
  - Patient Safety
  - Loss Prevention Education
  - Institutional Accreditation
  - Office Sedation Accreditation
  - Technology (co-staff)

# OMA Department Programs & Responsibilities

## Socioeconomic Affairs Department

- I) Practice Management Programming
- II) Practice Advocacy
  - Coding Inquiries
  - Health plan and third party payor assistance
  - Retirement issues
  - Practice Management issues
  - Practice Manager database
  - Medical Issues Briefs
  - Medicare Updates
- III) HIPAA
  - Programming: workshops, audio conference, on-line training
  - Resources: HIPAA Privacy Manual, HIPAA Security Policies and Procedures, HIPAA assistance, HIPAA News & Views
  - Oregon and Southwest Washington Privacy, Security and Transaction Forum
- IV) Surveys and Socioeconomic Research
  - Workforce, membership, health plan
- V) Committees/Sections
  - Health Care Finance Committee
  - IPA Section
  - PA Section
- VI) Member Benefits
  - Athenahealth
  - AMA Publications Resale
  - Quick Collect Programming
  - Practice Opportunity Database (Jobline)
- VII) Organization Liaison
  - Medicare Part B (Noridian Administrative Services)
  - Division of Medical Assistance Programs
  - Oregon Medical Group Management Association
  - Acumentra Health
  - CMS Region X
  - Oregon Health Plans
  - Oregon Healthcare Workforce Institute

## Member Relations

- I) Membership Marketing
  - Recruitment and retention
- II) Member Benefit Programs
  - CNA, Quick Collect, Kerr-Cruickshank, Liberty Northwest
  - athenahealth
  - Identity Theft

# OMA Department Programs & Responsibilities

## Communications Department

- I) OMA Publications
  - STAT
  - Medical Issues Briefs
  - OMA PRN
  - Medicare Updates
  - HIPAA News and Views
  - Malpractice Alerts
  - Action Alerts
- II) Media relations & PR
- III) Public health/education outreach
- IV) Committees
  - Community Health Committee
  - Methamphetamine Task Force
- V) OMA Website
  - Content development and maintenance
  - Practice Opportunity Database (JobLine)
- VI) Doctor Citizen of the Year Award
- VII) Resident outreach
- VIII) Coalition representation

## Alliance

- I) Alliance relations and support
  - OMEF
  - AMA Foundation – funds raised designated for OHSU
  - Teen Health Workshop 350 middle school students and advisors (17 years)
  - Board members of: Ronald McDonald Children Charities, Oregon Health Forum, Oregon Partnership, DC CAPS, Ceasefire Oregon
- II) Schools Education
  - Anti violence – SAVE, Bullying prevention
  - Red Ribbon
  - TEENWORKS
- III) Materials for medical practices and families
  - MEDI File
  - Executor's Checklist
  - Should I Send My Child to School?
  - Stranger In Your House,
  - Domestic Violence Hotline cards
  - AMAA Leadership Development Conference x2
  - Medical family support
  - OMA partner on community health programs: Teen suicide, Childhood obesity
  - Health literacy trainers