

Independent Review Panel Meeting

Date	Friday, October 12, 2018
Time	10:00 am
Location	Bienville Building, Room 671-673, 628 North 4th Street, Baton Rouge, LA 70802
Facilitator	Michael Boutte
Note Taker	Deidra Hickman

Attendees:

Michael Boutte: present in person
 Kevin Bridwell: present in person
 Mark Grippi: present in person
 Keith Winfrey: present via telephone (non-voting capacity)
 Virginia Plaisance: present in person
 Laurie Jewell: LDH staff, present in person, non-voting
 Stacy Guidry: LDH staff, present via telephone, non-voting
 Kayla Gourgues: LDH staff, present in person, non-voting
 Whitney Martinez: LDH staff, present in person, non-voting

Minutes:

1	Motion to approve the minutes voted on. The minutes from April 2, 2018 were approved. Votes: Kevin Bridwell: Yea Mark Grippi: Yea Virginia Plaisance: Yea Michael Boutte: Yea
2	Old Business: The Chairman had no old business to discuss. .
3	New Business: The panel reviewed and discussed the number of independent reviews as of today's date. It was reported that as of 10/11/2018, 15 requests for independent reviews have been received. Each of the three reviewers have been assigned five reviews and the workflows have begun concerning the Act's required timeframes.
4	New Business: The panel discussed the MLS (medical necessity vendor) contract, which was signed on 08/21/2018. Discussed the process the reviewers will implement if there is a question of medical necessity, which will prompt use of the vendor, MLS.
5	New Business: Discussion regarding how the independent reviewers are to send PHI securely. PHI is securely transmitted through the FTP site meeting the requirements of the contract. The reviewers will receive a La.gov email address as another means of transmitting PHI securely.

6	New Business: Discussion regarding the preferred format independent reviewers should use when writing a final decision. The panel reviewed the Draft form “Independent Review Decision” which will include demographic information, independent reviewers information, and disposition of the request for the review, a detailed description of the reviewers decision and a definitions section for several terms used throughout the form. The panel offered suggestions to add/change or omit from the draft form.
7	New Business: Discussion regarding the centralized submission portal (see discussion of the FTP site and secure transfer of protected health information).
8	The chair declared the meeting adjourned.