

# **POLST Registry Advisory Committee**

**October 11, 2010**

**9:00 – 12:00**

**Portland State Office Building**

## **Meeting Minutes**

**Present:** Margaret Carley, Doug Kelly, Ritu Sahni, Jeanene Smith, Susan Tolle, Jane Baumgarten, Terri Schmidt.

**Guests:** Sarah Foreman, Jenny Cook, Dana Zive, Margaret Allee (phone), Erik Bergstrom, Jennifer Hillison, Jason Largent, Lauren Goetzinger, Carol Robinson (phone), Elaine Cheney (phone)

### **Discussion**

#### **1. Convene / Review Agenda and Minutes**

a. June meeting minutes approved.

#### **2. Committee Business**

a. Election of New Officers.

Appointment letters were sent out. A couple members will be expiring end of this year. The EMS office will be soliciting members for all of the EMS and Trauma committees. All members are eligible for reappointment. The statutes do not have term limits.

#### **3. Final Committee Review of Draft Performance Measures**

Comments and Suggestions:

All references of DHS need to be changed to OHA.

Suggested that a change in language throughout the document be statements that state “between senders and OHSU” should read “between senders and Oregon POLST registry”. Except in measure 2.

- **VOTE:** Motion to adopt the registry performance measures with these changes. Ritu Sahni seconds. Motion passes unanimous. A new copy will be provided at the January meeting.

#### **4. Focus on Electronic POLST Issues for the Registry**

a. Providence Health Care. Update of draft ePOLST form and Computer demonstration (presentation and handout). Margaret Allee, RN, JD, Division Director, Patient Safety and Medical Management. Her staff includes: Erik Bergstrom, Jennifer Hillison, Shen Zhuang, Jason Largent and/or Lauren Goetzinger.

Comments:

- How much demographic data can be excluded? The last four of the social security number and the gender.
- Is there a hard stop on section E? Can it be submitted blank? The information has to be there to be submitted.

- There are minor revisions made to the POLST every two years. Is your process modifiable? It is.
- Who is the chart available to? It is available to anyone who has access to the system. This is like any other medical record in the Providence system. It has all the same protections and firewalls as any other document.
- How do you deal with POLSTs completed outside of your registry? We scan the document into our electronic medical record and have it available but it would not be entered as completed by one of our physicians. We would also recommend our physician do an updated POLST if the patient had updated it with a different physician other than their Providence physician. It is conceivable that we would not have the most updated data. The current practice is to check the POLST Registry first, then our electronic medical record.
- Utilizing electronic equipment and updating it, does this add cost to operating the medical system? It should reduce cost. It will increase productivity and save staff time. It also improves safety because we have better information going into the registry and the information will be more current.

b. Oregon Health Authority Presentation - Joan Lockwood, Carol Robinson, and Jeanene Smith  
Information on HITOC is available at [www.oregon.gov/OHPPR/HITOC](http://www.oregon.gov/OHPPR/HITOC).

c. Umpqua One Chart Steering Committee POLST Activities Presentation.

Elaine Cheney, NP. Relationship Manager, GE Certified Consultant, Physician eHealth Services | Technology Group.

Comments:

- You are not currently completing a regular paper or fax POLST form in addition to the electronic one, is that correct? We are doing both.
- What areas are the form most dissimilar? The title is not in the left hand corner, it is sectioned off and not a narrative like Providence, we need to include some signature lines, and there is no bold outline around it.
- Are you able to get it all on one page? It is on two. When we add an additional signature line we are going to have space issues and will have to get creative.
- Will the signature be electronic or hand signed and rescanned in? Will likely have a check box that states signature obtained. We do not have the method for a two factor authentication. We have other areas that need this capability and so I have been investigating that with a company called Topaz. So we have some technical restraints right now but it will be coming.
- Concern that one county having a POLST form that looks different than the rest of the state. It becomes difficult if people move or travel. Quickly becomes a statewide issue. We do want a uniform appearance.

d. Report from the POLST Task Force on E Polst draft requirements and other E POLST activities- Sarah Forman.

- The requirements are still in draft form. A couple areas to point out include section A would have to be a hard stop before one could complete the POLST. Section E with the check box for reasons for orders and signatures, that would indicate who they have had a conversation with before the form could be signed. Also having a field for the opt out.

- This is essentially starting the process so that I would have contact information for the organization that is wanting to build an EPOLST and we would then work together. I can give them a heads up that there will be a change, there will be three weeks notice to make changes in the EPOLST form in the system before the paper form gets pushed out of my office.
- Another purpose of this is establishing the guidelines. As we work with Providence and other organizations and they give us information I have been writing the requirements as we move along. I hope to have this approved by the committee later this month and start to put it in process. We do not have the technical requirements yet, we are currently working with our database developers as well as our information technology team to generate the technical specifications. They are also being developed as we move forward with Providence and internal systems. We hope to have a draft of the technical requirements later in the month.
- The other project I have been working on is with OHSU. Taking some of the information received from Providence and taking it to OHSU and asking how can this happen at OHSU? A system that works with EPIQ. There was a meeting with them a few weeks ago and they indicated they could build a form identical to the POLST form in every way that would work inside EPIQ. They also said they could put this form in the OHSU Connect which is used in rural areas. We are in the very early stages of this but should receive another update soon.

## **5. Standard Registry Reports.**

The report shows we have by far exceeded the goals for the year. We have already received over 31,000 forms. We expect to have over 30,000 registrants in our system at the end of this month. We averaged a little over 3,000 entered a month. We are working on up-staffing to accommodate the increase volume. We are receiving forms from all over the state. September was by far the highest number of calls to the registry.

## **6. Secure Network – Dana Zive.**

What we have identified as a test mechanism specifically with Providence, is the use of a secure, what's called a land to land virtual private network. The idea is that information will move from Providence to a main server also on the Providence side in an encrypted format that would go to OHSU and be re-encrypted and transferred to us all behind the OHSU firewalls and then we would use what's called a shared key to open and process the files we receive.

## **7. Evaluation/Research**

- a. New research requests. There are none at this time.

## **8. Public Comment.**

None

## **9. 2011 Schedule and other organizational announcements**

Two members terms are ending and both are most welcome to reapply. We have tentative dates scheduled for the 2011 POLST meetings. See handout. All scheduled in the same room at the same time. The January 10<sup>th</sup> meeting may not work for some. EMS staff will look into rescheduling for January 24<sup>th</sup>. Email will be sent to all members to confirm.