

DUR Board Meeting

2/28/2002

2:30 PM

**Robert E. Lee Building
Conference Room 12C**

Meeting called by: Rica Lewis-Payton

Type of meeting: DUR Board Meeting

Facilitator: Laura Neumann, RPh and

Note taker: Lew Anne Snow, RN

Steve Espy, RPh

Attendees:

Rica Lewis-Payton - Division of Medicaid
Laura Neumann, RPh - Health Information Designs, Inc.
Steve Espy, RPh - Health Information Designs, Inc.
Phyllis Williams - Division of Medicaid
Rickey Mallory, RPh - Division of Medicaid
Lew Anne Snow, RN - Health Information Designs, Inc.
Dianna McGowan, RPh, MBA
Robert McMurray, MD

Cynthia Undesser, MD
Joe McGuffee, RPh
Tim Alford, MD
Clarence DuBose, RPh
John Mitchell, MD
Leigh Ann Ramsey, PharmD
Bob Broadus, RPh
Montez Carter, PharmD

Agenda

Welcome	Rica Lewis-Payton, Director of Medicaid
DUR Board Responsibilities	Laura Neumann, RPh
Travel Voucher Procedures	Phyllis Williams
Presentation of Top Medicaid Drugs	Laura Neumann, RPh
Overview of Retrospective DUR process	Steve Espy, RPh
Selection of Chairman and Vice-Chairman	Laura Neumann, RPh
Selection of Future Meeting Dates	Laura Neumann, RPh
Closing	Chairman Elect

Welcome

The meeting was called to order by Rica Lewis-Payton at 2:30 p.m. After a brief introduction and opening remarks, she introduced the DUR Board members. The meeting was then turned over to Laura Neumann.

DUR Board Responsibilities

Laura Neumann, RPh presented an overview of the DUR Board responsibilities. A copy of the DUR Board By-Laws was distributed to all members of the Board.-*see attached. Laura Neumann explained that it was the responsibility of the DUR Board to elect a Chairman and Vice-Chairman to preside over the remaining DUR Board meetings. She asked that the board think about who they would like to serve in these positions as they would elect them later in the meeting.

Travel Voucher Procedure

Phyllis Williams distributed the necessary travel voucher paperwork and made a brief explanation of the travel voucher process. She also distributed a confidentiality agreement, as well as a W-9 tax form. All board members must sign the agreement and return the forms to her.

Presentation of Top Medicaid Drugs

Laura Neumann presented several cost-management reports that were included in the packet. These reports were generated using patient claims data from Mississippi Medicaid patients participating in the pharmacy program.

Retrospective DUR

Steve Espy presented an overview of the retrospective drug utilization review process. After a review of the criteria used in the retrospective DUR process, Steve Espy stated that the board needed to approve the criteria presented in order for Health Information Designs to begin the retrospective DUR process. Rickey Mallory stated that the Division of Medicaid had reviewed the criteria and recommended that the criteria be approved. The board decided to delay approval of the criteria until later in the meeting after a Chairman and Vice-chairman had been elected. Steve Espy also presented an overview of the ICER, risk scores and patient profiles used by Health Information Designs in the RDUR process. In reviewing the intervention letters sent to physicians, Steve Espy presented examples of the following letters:

- Drug-Drug Interaction letter
- Chronic Use Letter
- Multiple Prescriber letter
- Therapeutic Appropriateness letter
- Prescriber Response Form

Selection of Chairman and Vice-Chairman

Laura Neumann reviewed the responsibilities of the Chairman and Vice-chairman of the DUR Board. The floor was then opened for nominations. Bob Broadus made a motion to nominate Dr Alford as chairman of the board. Dr. Undesser seconded the motion. All members approved and Dr. Alford was selected as Chairman of the DUR Board. Dr. Undesser made a motion to nominate Clarence DuBose as Vice-chairman of the board. Bob Broadus seconded the motion. All members approved and Clarence Dubose was selected as the Vice-chairman of the DUR Board. Dr. Mitchell closed the motion.

Criteria

Steve Espy recommended that the criteria be approved with the knowledge that the board can make changes to the criteria whenever they deem necessary. Dr. Mitchell made a motion to accept the criteria as presented. Montez Carter seconded the motion. Motion approved.

Intervention Letters

Steve Espy asked that the board approve the intervention letters so that Health Information Designs could begin the DUR process. After discussion, the board decided that the intervention letters should include the following:

- Letterhead and envelope should include some identification that this is from the Division of Medicaid.
- First line of letter in bold print, should read: **This letter is educational in nature....**
- The statement *"In compliance with the OBRA'90 federal legislation, state Medicaid agencies are mandated to institute the RDUR program"* should be in small print.
- Included in the letter will be an addressed, stamped envelope in which to return the prescriber response form.

Steve Espy asked that the board approve the intervention letter for over-utilization of narcotics and therapeutic appropriateness/underutilization of ACE-inhibitors in patients with hypertension and diabetes, so that Health Information Designs, Inc. could begin the RDUR process. Bob Broadus made a motion to accept these letters. Dr. Mitchell seconded the motion. Motion approved.

After further discussion among the board, it was decided that a copy of all remaining physician intervention letters, with proposed changes made, would be sent to all DUR board members for their approval. Included with these letters will be a response form for each member to indicate acceptance of these intervention letters. An addressed envelope, postage included, will be provided in order for the board members to return the form to Health Information Designs, Inc.

Selection of future Meeting dates.

Laura Neumann proposed that the dates be set for the remaining 2002 quarterly DUR Board meetings. The dates of the future DUR Board meetings decided upon are as follows:

April 11, 2002

June 13, 2002

September 12, 2002

November 21, 2002

All meetings will be held at 1:30 p.m.

Closing

Laura Neumann turned the meeting over to Chairman Alford. Chairman Alford asked if there was any further business to be presented or discussed. There was none. Chairman Alford made a motion to adjourn the meeting.

Bob Broadus seconded the motion. The meeting was adjourned.