

BLOSS MEMORIAL HEALTHCARE DISTRICT, A Public Entity (BMHD)
CHILDREN’S DENTAL SURGERY CENTER (CDSC)
Advisory Committee Meeting
Executive Conference Room
Tuesday, January 24, 2017
11:00 am

AGENDA FOR PUBLIC SESSION

I. PUBLIC COMMENTS
“Comments can be made concerning any matter within the Partnership’s jurisdiction; but if the matter is not on the agenda, there will be no discussion of the issue. A person addressing the Partnership will be limited to 5 minutes.”

	<u>ACTION</u>	<u>EXHIBIT</u>
II. CALL TO ORDER		
III. ROLL CALL		
IV. APPROVAL OF AGENDA	*	
V. APPROVAL OF MINUTES		
A. December 20, 2016 Meeting Minutes	*	1
VI. FINANCIAL REPORT		
A. December 2016 Financials	*	2
VII. ADMINISTRATOR REPORT		
VIII. OLD BUSINESS		
IX. NEW BUSINESS		
A. Policies & Procedures Recommendation	*	3
B. Credentialing / Privileging Recommendation	*	
X. AGENDA FOR CLOSED SESSION		
Closed Session Items Pursuant the Brown Act will be:		
1. Section 54954.5(h) Report Involving Trade Secrets – Regarding New Services.		
Estimated date of public disclosure will be in 2017		
2. Section 54954.5 (c); 54956.9 Conference with Legal Counsel for Initiation of Litigation.		
3. Section 1461 of the Health and Safety Code – Quality Management.		
4. Section 54957 Personnel Actions.		
XI. NEXT MEETING DATE		
XII. ADJOURNMENT		

**BLOSS MEMORIAL HEALTHCARE DISTRICT, A Public Entity (BMHD)
U.S. DENTAL SURGERY
d/b/a CHILDREN'S DENTAL SURGERY CENTER (CDSC)
Advisory Committee Meeting
Executive Conference Room
Tuesday, December 20, 2016
11:00 a.m.**

PUBLIC COMMENTS

None.

CALL TO ORDER

Edward Lujano, Bloss CEO, called the meeting to order.

ROLL CALL

Present: Edward Lujano, Bloss CEO; Rosalie Heppner, Committee Member; Alfonse Peterson, Committee Member

Others Present: David Thompson, CDSC Administrator and Dawnita Castle, Senior Accountant

Absent: None

APPROVAL OF AGENDA

A motion was made / seconded, (Rosalie Heppner / Alfonse Peterson) to approve the December 20, 2016 agenda as presented. Motion carried.

APPROVAL OF MINUTES

A. November 29, 2016 Meeting Minutes, Exhibit 1

A motion was made / seconded, (Alfonse Peterson / Rosalie Heppner) to approve and accept the November 29, 2016 Meeting minutes as presented. Exhibit 1. Motion carried.

FINANCIAL REPORT

A. October 2016 Financials, Exhibit 2

Dawnita Castle reported that for November 2016, CDSC had treated 264 patients and recorded a net profit in the amount of \$2,099. The YTD eleven month recorded a small loss of \$29,736.

Dawnita Castle has submitted RFP's for the upcoming audit season.

A motion was made / seconded, (Rosalie Heppner / Alfonse Peterson) to approve and accept the November 2016 Financial Report, Exhibit 2. Motion carried.

ADMINISTRATOR REPORT, EXHIBIT 3

David Thompson reported that they are still dealing with some of the homeless and security concerns at CDSC. A quote for exterior cameras came in at \$16,000, which is only for "looking" no other purpose. They did not have any more incidents during the month of November related to security issues.

It has been two years since their last AAAHC Accreditation survey and the re-application has been submitted. The survey will be between January 2017 and April 2017.

There has been an increase in visits by adding Friday's to the schedule and although November was a short month, we still showed better numbers than the prior months by adding Friday's.

December will also be a short month and they are still searching for a provider mix.

REPORTS

This item will be removed from the agenda.

OLD BUSINESS

None.

NEW BUSINESS

A. Policies & Procedures Recommendation, Exhibit 4

None.

B. Credentialing / Privileging Recommendation

None.

AGENDA FOR CLOSED SESSION

Edward Lujano stated that there will be discussion under Section 1461 Quality Management.

NEXT MEETING DATE

The next Governance Meeting will be held Tuesday, January 24, 2017 at 11:00 a.m.

ADJOURNMENT

As there was no further business, the meeting adjourned into closed session at 11:13 am.

The meeting reconvened into public session at 11:15 am. No action taken.

Respectfully Submitted,

Alfonse Peterson
Committee Member

Edward Lujano
Chief Executive Officer

**CHILDREN'S DENTAL SURGERY CENTER (CDSC)
Period Ended December 2016**

December Financial Statements:

Balance Sheet (**yellow**)

Detail Income Statement Prior Month Comparison (**blue**)

Profit & Loss YTD Income Statement (**lilac**)

Income Statement per Case Analyses (**white**)

April Check Detail (**goldenrod**)

A/R Aging (**white**)

A/R Activity Summary (**pink**)

Monthly Billing by Insurance (**green**)

CHILDRENS DENTAL SURGERY CENTER
 DETAIL BALANCE SHEET
 PRIOR MONTH COMPARISON
 DEC 2016

DEC 2016 NOV 2016 \$ CHANGE % CHANGE

ASSETS

CURRENT ASSETS

CASH AND EQUIVALENTS

CDSC CASH - NEW GENERAL CHK	174,476	313,211	(138,734)	(44.29)%
CDSC CASH - GENERAL CHECKING	57,369	18,380	38,989	212.13%
CDSC CASH - PETTY	300	300	0	0.00%
CDSC CASH - CHANGE FUNDS	100	100	0	0.00%
TOTAL CASH AND EQUIVALENTS	<u>232,246</u>	<u>331,991</u>	<u>(99,745)</u>	<u>(30.04)%</u>

PATIENT ACCOUNTS RECEIVABLE

CDSC A/R OPENDENT	1,134,114	1,293,461	(159,347)	(12.32)%
TOTAL PATIENT ACCOUNTS RECEIVABLE	<u>1,134,114</u>	<u>1,293,461</u>	<u>(159,347)</u>	<u>(12.32)%</u>

ALLOWANCES

CDSC ALLOWANCE - OPENDENT	(827,237)	(825,575)	(1,663)	0.20%
NET PATIENT ACCOUNTS RECEIVABLE	<u>306,876</u>	<u>467,886</u>	<u>(161,009)</u>	<u>(34.41)%</u>

OTHER RECEIVABLES

ALLOWANCES FOR OTHER RECEIVABLES

INVENTORY

CDSC INVENTORY	47,839	58,079	(10,240)	(17.63)%
CDSC TAX ON INVENTORY ITMES	(3,644)	(3,743)	100	(2.66)%
TOTAL INVENTORY	<u>44,196</u>	<u>54,336</u>	<u>(10,140)</u>	<u>(18.66)%</u>

PREPAID EXPENSES AND DEPOSITS

CDSC PREAPIED INS	3,000	3,000	0	0.00%
CDSC PREPAID RENT	60,457	60,457	0	0.00%
CDSC PREPAID EXPENSE - MANUAL	4,901	14,975	(10,075)	(67.28)%
CDSC PREPAID EXPENSE-SYSTEM	0	58	(58)	(100.00)%
TOTAL PREPAID EXPENSES AND DEPOSITS	<u>68,357</u>	<u>78,490</u>	<u>(10,133)</u>	<u>(12.91)%</u>
TOTAL CURRENT ASSETS	<u>651,675</u>	<u>932,702</u>	<u>(281,027)</u>	<u>(30.13)%</u>

NON-CURRENT ASSETS

CHILDRENS DENTAL SURGERY CENTER
 DETAIL BALANCE SHEET
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	DEC 2016	NOV 2016	\$ CHANGE	% CHANGE
PROPERTY, PLANT, AND EQUIPMENT				
CDSC EQUIPMENT - FIXED	88,850	88,850	0	0.00%
CDSC LEASEHOLD IMPROVEMENTS	94,666	94,666	0	0.00%
CDSC EQUIPMENT - MAJOR MOVABLE	327,951	327,951	0	0.00%
CDSC EQUIPMENT - MINOR	78,629	78,629	0	0.00%
TOTAL PROPERTY PLANT AND EQUIPMENT	<u>590,096</u>	<u>590,096</u>	<u>0</u>	<u>0.00%</u>
ACCUMULATED DEPRECIATION				
CDSC ACCUM DEPREC BLDG IMPROV	(36,957)	(36,378)	(579)	1.59%
CDSC ACCUM DEPREC - FIXED EQUI	(60,348)	(60,009)	(338)	0.56%
CDSC ACCUM DEPEREC - MINOR	(58,098)	(57,365)	(734)	1.28%
CDSC ACCUM DEPREC MAJOR EQP	(280,019)	(278,004)	(2,015)	0.72%
TOTAL ACCUMULATED DEPRECIATION	<u>(435,422)</u>	<u>(431,756)</u>	<u>(3,666)</u>	<u>0.85%</u>
NET PROPERTY, PLANT, AND EQUIPMENT	154,675	158,340	(3,666)	(2.32)%
ASSETS LIMITED AS TO USE	<u> </u>	<u> </u>	<u> </u>	<u> </u>
OTHER ASSETS	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL ASSETS LIMITED AS TO USE	154,675	158,340	(3,666)	(2.32)%
TOTAL ASSETS	<u>806,349</u>	<u>1,091,042</u>	<u>(284,693)</u>	<u>(26.09)%</u>
LIABILITIES AND FUND BALANCES				
CURRENT LIABILITIES				
ACCOUNTS PAYABLE				
CDSC ACCOUNTS PAYABLE VENDORS	13,569	82,543	68,974	(83.56)%
CDSC AP ACCRUALS	21,239	13,307	(7,932)	59.60%
CDSC OTHER ACCOUNTS PAYABLE	36,699	34,770	(1,929)	5.55%
CDSC BLOSS PAYABLE	3,017,856	3,157,497	139,641	(4.42)%
CONTINGENCY ACCRUAL	0	5,000	5,000	(100.00)%

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CHILDRENS DENTAL SURGERY CENTER
 DETAIL BALANCE SHEET
 PRIOR MONTH COMPARISON
 DEC 2016

	DEC 2016	NOV 2016	\$ CHANGE	% CHANGE
TOTAL ACCOUNTS PAYABLE	3,089,363	3,293,117	203,754	(6.19)%
ACCRUED PAYROLL				
CDSC ACCRUED SALARY AND WAGES	29,529	38,127	8,598	(22.55)%
CDSC ACCURED VACATION	9,396	15,006	5,610	(37.39)%
TOTAL ACCRUED PAYROLL	38,925	53,133	14,208	(26.74)%
OTHER CURRENT LIABILITIES				
INTERCORPORATE TRANSFERS				
TOTAL CURRENT LIABILITIES	3,128,288	3,346,250	217,962	(6.51)%
LONG TERM LIABILITIES				
TOTAL LIABILITIES	3,128,288	3,346,250	217,962	(6.51)%
EQUITY				
CAPITAL - CDSC BLOSS	(1,446,557)	(1,446,557)	0	0.00%
CAPTIAL - CDSC US DENTAL	(778,916)	(778,916)	0	0.00%
CURRENT YR NET INCOME (LOSS)	(96,466)	(29,735)	66,731	224.42%
TOTAL EQUITY	(2,321,939)	(2,255,208)	66,731	2.96%
TOTAL LIABILITIES AND EQUITY	806,349	1,091,042	284,693	(26.09)%

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CHILDRENS DENTAL SURGERY CENTER
 DETAIL INCOME STATEMENT
 PRIOR MONTH COMPARISON
 DEC 2016

DEC 2016 NOV 2016
 ACTUAL ACTUAL \$ VARIANCE % VARIANCE

REVENUES				
OTHER / OP	238,111	386,882	(148,771)	(38.45)%
TOTAL PATIENT REVENUE	<u>238,111</u>	<u>386,882</u>	<u>(148,771)</u>	<u>(38.45)%</u>
DEDUCTIONS FROM REVENUES				
DENTAL SURGERY REV DED	11,906	27,100	15,195	56.07%
TOTAL DEDUCTIONS FROM REVENUE	<u>11,906</u>	<u>27,100</u>	<u>15,195</u>	<u>56.07%</u>
NET PATIENT REVENUE	<u>226,206</u>	<u>359,782</u>	<u>(133,577)</u>	<u>(37.13)%</u>
OTHER OPERATING REVENUE				
CDSC A/P DISCOUNTS TAKEN	82	265	(183)	(69.02)%
TOTAL OTHER OPERATING REVENUE	<u>82</u>	<u>265</u>	<u>(183)</u>	<u>(69.02)%</u>
TOTAL NET OPERATING REVENUE	<u>226,288</u>	<u>360,047</u>	<u>(133,760)</u>	<u>(37.15)%</u>
EXPENSES				
SALARIES				
MANAGEMENT AND SUPERVISION	4,358	2,722	(1,636)	(60.08)%
TECHNICAL AND SPECIALIST	3,605	4,108	504	12.26%
REGISTERED NURSE	19,524	21,520	1,996	9.28%
LICENSED VOCATIONAL NURSE	6,159	7,343	1,184	16.12%
MEDICAL ASSISTANTS	13,081	14,585	1,505	10.32%
CLERICAL	11,944	14,966	3,021	20.19%
TOTAL SALARIES	<u>58,672</u>	<u>65,245</u>	<u>6,574</u>	<u>10.08%</u>
BENEFITS				
FICA	4,885	5,359	475	8.85%
HEALTH INSURANCE	3,803	5,452	1,649	30.24%
WORKERS COMPENSATION	1,398	1,398	0	0.00%
OTHER BENEFITS	100	171	71	41.62%
TOTAL BENEFITS	<u>10,186</u>	<u>12,381</u>	<u>2,195</u>	<u>17.73%</u>
TOTAL SALARIES AND BENEFITS	<u>68,857</u>	<u>77,626</u>	<u>8,768</u>	<u>11.30%</u>

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CHILDRENS DENTAL SURGERY CENTER
 DETAIL INCOME STATEMENT
 PRIOR MONTH COMPARISON
 DEC 2016

	DEC 2016 ACTUAL	NOV 2016 ACTUAL	\$ VARIANCE	% VARIANCE
PROFESSIONAL FEES				
CONSULTING & MANAGEMENT	12,897	13,071	174	1.33%
LEGAL	771	5,534	4,763	86.07%
ACCOUNTING / AUDIT	850	850	0	0.00%
OTHER CONTRACTED SERVICE	7,671	4,320	(3,350)	(77.54)%
ANESTHESIOLOGIST	39,610	59,050	19,440	32.92%
DENTIST	40,533	66,204	25,671	38.78%
TOTAL PROFESSIONAL FEES	102,332	149,030	46,698	31.33%
SUPPLIES				
DENTAL SUPPLIES	14,927	21,119	6,192	29.32%
SUTURES & SURGICAL NEEDLES	0	389	389	100.00%
SURGICAL SUPPLIES - GENERAL	421	0	(421)	
PHARMACEUTICALS	18,660	2,559	(16,101)	(629.28)%
OTHER MEDICAL SUPPLIES	18,888	12,058	(6,830)	(56.64)%
FOOD	550	38	(512)	(1,341.68)%
LINEN	3,211	4,490	1,278	28.47%
OFFICE SUPPLIES	1,976	2,496	521	20.85%
INSTRUMENTS & MINOR EQUIPMENT	510	652	142	21.78%
OTHER MINOR EQUIPMENT	54	753	699	92.85%
OTHER NON-MEDICAL SUPPLIES	1,295	642	(652)	(101.56)%
INVENTORY ADJUSTMENTS	(10,963)	(1,250)	9,713	(776.93)%
FREIGHT ON PURCHASES	233	178	(55)	(30.95)%
SALES TAX AND VARIANCE	985	721	(264)	(36.65)%
TOTAL SUPPLIES	50,746	44,845	(5,902)	(13.16)%
PURCHASED SERVICES				
REPAIRS AND MAINTENANCE	2,625	4,530	1,905	42.06%
MANAGEMENT SERVICES	200	200	0	0.00%
OTHER PURCHASED SERVICES	23,372	24,992	1,620	6.48%
TOTAL PURCHASED SERVICES	26,197	29,722	3,526	11.86%
DEPRECIATION				
DEPREC-LEASEHOLD IMPROVEMENTS	579	579	0	0.00%
DEPREC-EQUIPMENT	3,087	3,087	0	0.00%
TOTAL DEPRECIATION	3,666	3,666	0	0.00%
RENTS AND LEASES				
RENTAL - BUILDING	31,064	31,064	0	0.00%
RENTAL - EQUIPMENT	(317)	254	571	224.83%
TOTAL RENTS AND LEASES	30,747	31,318	571	1.82%

CHILDRENS DENTAL SURGERY CENTER
 DETAIL INCOME STATEMENT
 PRIOR MONTH COMPARISON
 DEC 2016

	DEC 2016 ACTUAL	NOV 2016 ACTUAL	\$ VARIANCE	% VARIANCE
UTILITIES				
ELECTRICITY	2,387	3,334	947	28.41%
NATURAL GAS	747	589	(158)	(26.73)%
UTILITIES - OTHER	455	455	0	0.00%
TOTAL UTILITIES	<u>3,588</u>	<u>4,378</u>	<u>790</u>	<u>18.04%</u>
OTHER OPERATING EXPENSES				
MALPRACTICE INSURANCE	1,402	1,402	0	(0.01)%
INSURANCE	304	304	0	0.00%
TAX AND LICENSE	2,931	2,854	(77)	(2.68)%
OTHER UNASSIGEND COSTS	464	716	252	35.15%
TELEPHONE	992	1,206	215	17.81%
SUBSCRIPTIONS & DUES	60	896	836	93.36%
TRAINING	0	61	61	100.00%
TRAVEL	615	2,181	1,566	71.78%
ADVERTISING	1,572	174	(1,398)	(803.18)%
OTHER EXPENSES	547	(1,429)	(1,976)	138.28%
CONTINGENCY EXP	(2,000)	1,000	3,000	300.00%
TOTAL OTHER OPERATING EXPENSE	<u>6,886</u>	<u>9,365</u>	<u>2,479</u>	<u>26.47%</u>
TOTAL OPERATING EXPENSE	<u>293,018</u>	<u>349,949</u>	<u>56,930</u>	<u>16.27%</u>
NET INCOME FROM OPERATIONS	(66,731)	10,099	(76,829)	(760.78)%
NET INCOME	<u>(66,731)</u>	<u>10,099</u>	<u>(76,829)</u>	<u>(760.78)%</u>
** STATISTICS **				
VISITS	161	264	103	39.02%

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OTHER UNASSIGEND COSTS	464	716	252	35.15%
TELEPHONE	992	1,206	215	17.81%
SUBSCRIPTIONS & DUES	60	896	836	93.36%
TRAINING	0	61	61	100.00%
TRAVEL	615	2,181	1,566	71.78%
ADVERTISING	1,572	174	(1,398)	(803.18)%
OTHER EXPENSES	547	(1,429)	(1,976)	138.28%
CONTINGENCY EXP	(2,000)	1,000	3,000	300.00%
TOTAL OTHER OPERATING EXPENSE	6,886	9,365	2,479	26.47%
TOTAL OPERATING EXPENSE	293,018	349,949	56,930	16.27%
NET INCOME FROM OPERATIONS	(66,731)	10,099	(76,829)	(760.78)%
NET INCOME	(66,731)	10,099	(76,829)	(760.78)%
** STATISTICS **				
VISITS	161	264	103	39.02%

CDSC PRIOR YEAR COMPARISON	CAL YTD Dec-15	CAL YTD Dec-16	FAV(UNFAV) \$ VARIANCE	% VAR
NUMBER OF CASES	<u>2,944</u>	<u>2,871</u>	<u>(73)</u>	<u>-2.48%</u>
NET PATIENT REVENUE	<u>3,684,955</u>	<u>3,759,641</u>	<u>74,686</u>	<u>2.03%</u>
OTHER REVENUE	<u>28</u>	<u>1,060</u>	<u>1,032</u>	<u>3731.60%</u>
TOTAL NET OPERATING REVENUE	<u>3,684,982</u>	<u>3,760,701</u>	<u>75,718</u>	<u>2.05%</u>
OPERATING EXPENSES				
SALARIES AND WAGES	632,071	717,387	(85,316)	-13.50%
EMPLOYEE BENEFITS	103,268	112,086	(8,818)	-8.54%
PROFESSIONAL FEES	1,544,961	1,598,306	(53,346)	-3.45%
SUPPLIES	644,946	494,673	150,274	23.30%
PURCHASED SERVICES	282,536	344,344	(61,808)	-21.88%
DEPRECIATION	43,874	45,503	(1,629)	-3.71%
RENT	358,913	368,805	(9,892)	-2.76%
UTILITIES	56,231	60,906	(4,674)	-8.31%
INSURANCE	19,694	20,375	(681)	-3.46%
OTHER EXPENSES	114,722	94,783	19,939	17.38%
TOTAL OPERATING EXPENSE	<u>3,801,216</u>	<u>3,857,167</u>	<u>(55,951)</u>	<u>-1.47%</u>
NET INCOME FROM OPERATIONS	<u>(116,234)</u>	<u>(96,466)</u>	<u>19,767</u>	<u>-17.01%</u>
NON-OPERATING REVENUE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
NET PROFIT (LOSS)	<u>(116,234)</u>	<u>(96,466)</u>	<u>19,767</u>	<u>-17.01%</u>
NET PT REV/CASE	1,252	1,310	58	4.62%
EXP/ CASE	1,291	1,343	(52)	-4.05%

BLOSS MEMORIAL HEALTHCARE DISTRICT

Month of December 2016

	<u>INCOME STATEMENT</u>	<u>\$ PER CASE</u>
	CDSC	CDSC
NUMBER OF CASES	<u>161</u>	<u>161</u>
NET PATIENT REVENUE	226,205	1,405
OTHER REVENUE	82	1
TOTAL NET OPERATING REVENUE	<u>226,288</u>	<u>1,406</u>
OPERATING EXPENSES		
SALARIES AND WAGES	58,672	364
EMPLOYEE BENEFITS	10,186	63
PROFESSIONAL FEES	102,332	636
SUPPLIES	50,746	315
PURCHASED SERVICES	26,197	163
DEPRECIATION	3,666	23
RENT	30,747	191
UTILITIES	3,588	22
INSURANCE	1,706	11
OTHER EXPENSES	5,180	32
TOTAL OPERATING EXPENSE	<u>293,018</u>	<u>1,820</u>
NET INCOME FROM OPERATIONS	(66,731)	(414)
NON-OPERATING REVENUE	<u>0</u>	
NET INCOME	<u>(66,731)</u>	<u>(414)</u>

**Children's Dental Surgery Center
Auto Debits - Old Account**

Bank Fees	389.24
Returned NSF Check	0.00

Grand Total	<u>389.24</u>
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**Children's Dental Surgery Center
Auto Debits - New Account**

Bank Fees	74.86
The Hartford - Automatic Payment	176.00
Midwest Insurance	1,398.00

Grand Total	<u>1,648.86</u>
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RUN DATE: 01/03/17
 RUN TIME: 0931
 RUN USER: COOKS

Castle Family Health Centers AP **LIVE**
 CHECK REGISTER BY DATE

CDSC
 FROM 12/01/16 TO END

DATE	CHECK NUM	VENDOR NUM	VENDOR NAME	STATUS	STATUS DATE	AMOUNT	
						ISSUED/ CLEARED	VOIDED/ UNCLAIMED
12/07/16	005178	C0030	BLOSS MEMORIAL HEALTHCARE DISTRICT	ISSUED	12/07/16	190495.21	
12/07/16	005179	C0029	A SIMPLE SOLUTION INC.	ISSUED	12/07/16	363.30	
12/07/16	005180	C0016	AIRGAS USA, LLC	ISSUED	12/07/16	421.20	
12/07/16	005181	C0020	ALSCO	ISSUED	12/07/16	2230.92	
12/07/16	005182	C0005	HENRY SCHEIN DENTAL (1542017)	ISSUED	12/07/16	11588.27	
12/07/16	005183	C0059	HENRY SCHEIN MEDICAL (02696956)	ISSUED	12/07/16	2928.67	
12/07/16	005184	C0024	McCORMICK, BARSTOW LLP	ISSUED	12/07/16	291.71	
12/07/16	005185	C0003	MCKESSON MEDICAL SURGICAL(54363856)	VOIDED	12/08/16		3181.23
			COMMENT: INCORRECT INV # & AMT. MC.				
12/07/16	005186	C0025	OPEN DENTAL SOFTWARE	ISSUED	12/07/16	99.00	
12/07/16	005187	C0028	TELEPACIFIC COMMUNICATIONS	ISSUED	12/07/16	116.16	
12/08/16	005188	C0030	BLOSS MEMORIAL HEALTHCARE DISTRICT	ISSUED	12/08/16	107958.74	
12/13/16	005189	C0030	BLOSS MEMORIAL HEALTHCARE DISTRICT	ISSUED	12/13/16	47103.77	
12/14/16	005190	C0016	AIRGAS USA, LLC	ISSUED	12/14/16	1616.65	
12/14/16	005191	C0020	ALSCO	ISSUED	12/14/16	1538.82	
12/14/16	005192	C0035	CITY OF STOCKTON	ISSUED	12/14/16	227.00	
			REMITTED TO: CITY OF STOCKTON				
12/14/16	005193	C0055	ISING'S CULLIGAN/SAN JOAQUIN	ISSUED	12/14/16	36.00	
12/14/16	005194	C0040	DENOVO	ISSUED	12/14/16	362.94	
12/14/16	005195	C0063	FEDEX	ISSUED	12/14/16	10.87	
12/14/16	005196	C0059	HENRY SCHEIN MEDICAL (02696956)	ISSUED	12/14/16	2527.36	
12/14/16	005197	C0049	OVERNIGHT HANDPIECE REPAIR	ISSUED	12/14/16	139.00	
12/14/16	005198	C0023	MAINLINE MEDICAL INC	ISSUED	12/14/16	806.25	
12/14/16	005199	C0086	MAXDENT DENTAL SUPPLY, INC	ISSUED	12/14/16	229.93	
12/14/16	005200	C0003	MCKESSON MEDICAL SURGICAL(54363856)	ISSUED	12/14/16	4493.29	
12/14/16	005201	C0032	PURCHASE POWER	ISSUED	12/14/16	362.89	
12/14/16	005202	C0017	SOMTHIN' FISHY	ISSUED	12/14/16	90.00	
12/14/16	005203	C0012	VALLEY YELLOW PAGES	ISSUED	12/14/16	640.22	
12/14/16	005204	C0014	VANGUARD CLEANING SYSTEMS	ISSUED	12/14/16	1095.00	
12/21/16	005205	C0002	ADVANCED SECURITY TECHNOLOGIES	ISSUED	12/21/16	47.38	
12/21/16	005206	C0016	AIRGAS USA, LLC	ISSUED	12/21/16	421.20	
12/21/16	005207	C0020	ALSCO	ISSUED	12/21/16	761.72	
12/21/16	005208	C0030	BLOSS MEMORIAL HEALTHCARE DISTRICT	ISSUED	12/21/16	56553.67	
12/21/16	005209	C0047	CERTIFIED MEDICAL TESTING	ISSUED	12/21/16	550.00	
12/21/16	005210	C0018	CO OCCUPATIONAL MEDICAL PARTNERS	ISSUED	12/21/16	120.00	
12/21/16	005211	C0051	FIRST INSURANCE FUNDING CORP.	ISSUED	12/21/16	1402.20	
12/21/16	005212	C0005	HENRY SCHEIN DENTAL (1542017)	ISSUED	12/21/16	9765.92	
12/21/16	005213	C0059	HENRY SCHEIN MEDICAL (02696956)	ISSUED	12/21/16	1106.71	
12/21/16	005214	C0039	HcBIntel	ISSUED	12/21/16	13307.24	
12/21/16	005215	C0044	JIVE COMMUNICATIONS INC	ISSUED	12/21/16	464.65	
12/21/16	005216	C0024	McCORMICK, BARSTOW LLP	ISSUED	12/21/16	283.84	
12/21/16	005217	C0003	MCKESSON MEDICAL SURGICAL(54363856)	ISSUED	12/21/16	1245.93	
12/21/16	005218	C0013	OFFICE DEPOT	ISSUED	12/21/16	127.73	
12/21/16	005219	C0071	OFFICETEAM	ISSUED	12/21/16	349.11	
12/21/16	005220	C0022	PGE (1178141465-8)	ISSUED	12/21/16	3133.17	
12/21/16	005221	C0057	QUANTUM LABS INC	ISSUED	12/21/16	1480.98	
12/21/16	005222	C0027	UNIVERSAL DATA (CDSC)	ISSUED	12/21/16	811.84	

RUN DATE: 01/03/17
 RUN TIME: 0931
 RUN USER: COOKS

Castle Family Health Centers AP **LIVE**
 CHECK REGISTER BY DATE

CDSC
 FROM 12/01/16 TO END

DATE	CHECK NUM	VENDOR NUM	VENDOR NAME	STATUS	STATUS DATE	AMOUNT	
						ISSUED/ CLEARED	VOIDED/ UNCLAIMED
12/28/16	005223	C0067	ABM BUILDING SOLUTIONS, LLC	ISSUED	12/28/16	457.00	
12/28/16	005224	C0016	AIRGAS USA, LLC	ISSUED	12/28/16	421.20	
12/28/16	005225	C0020	ALSCO	ISSUED	12/28/16	752.68	
12/28/16	005226	C0015	COMCAST (8155 60 067 0975070)	ISSUED	12/28/16	137.51	
12/28/16	005227	C0040	DENOVO	ISSUED	12/28/16	1579.15	
12/28/16	005228	C0063	FEDEX	ISSUED	12/28/16	10.95	
12/28/16	005229	C0005	HENRY SCHEIN DENTAL (1542017)	ISSUED	12/28/16	7490.54	
12/28/16	005230	C0059	HENRY SCHEIN MEDICAL (02696956)	ISSUED	12/28/16	310.05	
12/28/16	005231	C0003	MCKESSON MEDICAL SURGICAL(54363856)	ISSUED	12/28/16	1508.04	
12/28/16	005232	C0013	OFFICE DEPOT	ISSUED	12/28/16	729.63	
12/28/16	005233	C0071	OFFICETEAM	ISSUED	12/28/16	712.52	
12/28/16	005234	C0017	SOMTHIN' FISHY	ISSUED	12/28/16	180.00	
12/28/16	005235	C0007	WESTCON MEDICAL (CDSC)	ISSUED	12/28/16	925.87	
TOTAL \$						484921.60	3181.23

RUN DATE: 01/03/17
RUN TIME: 0932
RUN USER: COOKS

Castle Family Health Centers AP **LIVE**
CHECK REGISTER BY DATE

PAGE 1

OLDCDSC
FROM 12/01/16 TO END

DATE	CHECK NUM	VENDOR NUM	VENDOR NAME	STATUS	STATUS DATE	AMOUNT	
						ISSUED/ CLEARED	VOIDED/ UNCLAIMED
12/08/16	001537	CBLOS	BLOSS/USDENTAL COMMENT: MANUAL entered by DAMEDA	ISSUED	12/08/16	160000.00	
12/27/16	001538	CBLOS	BLOSS/USDENTAL	ISSUED	12/27/16	150000.00	
TOTAL \$						310000.00	

CHILDRENS DENTAL SURGERY CENTER
 12 MONTH SUMMARY
 SUMMARY A/R ACTIVITY REPORT

	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Nov-16 Dec-16 CHANGE
BEG BALANCE	1,195,542	1,260,880	1,365,683	1,418,353	1,350,192	1,182,011	1,167,290	1,205,837	1,254,267	1,218,207	1,192,054	1,293,461	
CHARGES	278,929	409,911	413,971	308,673	354,508	412,569	255,987	359,115	309,618	334,488	386,882	238,111	(148,771)
PAYMENTS LESS REFUNDS	(197,758)	(289,227)	(340,315)	(354,734)	(500,962)	(407,591)	(202,030)	(296,040)	(332,807)	(348,017)	(266,145)	(387,215)	121,070
ADJUSTMENTS	(15,834)	(15,881)	(20,987)	(22,099)	(21,727)	(19,699)	(15,410)	(14,645)	(12,871)	(12,624)	(19,331)	(10,243)	(9,088)
NET IN(DE)CREASE	65,338	104,803	52,670	(68,161)	(168,181)	(14,722)	38,547	48,430	(36,061)	(26,153)	101,407	(159,347)	
END BALANCE	1,260,880	1,365,683	1,418,353	1,350,192	1,182,011	1,167,290	1,205,837	1,254,267	1,218,207	1,192,054	1,293,461	1,134,114	(159,347)
COLLECTION % *	92.59%	94.80%	94.19%	94.14%	95.84%	95.39%	92.91%	95.29%	96.28%	96.50%	93.23%	97.42%	4.19
ADJUSTMENT %	7.41%	5.20%	5.81%	5.86%	4.16%	4.61%	7.09%	4.71%	3.72%	3.50%	6.77%	2.58%	-4.19
DAYS IN A/R ***	132.07	132.42	118.32	107.29	100.96	98.74	108.44	112.29	121.20	109.32	114.17	108.74	-5.42

*COLLECTION % = PAYMENTS DIVIDED BY TOTAL PAYMENTS & ADJUSTMENTS.
 *** 3 MONTH ROLLING AVERAGE CHARGES / LAST 3 MONTHS # WORKDAYS

CHILDREN'S DENTAL SURGERY CENTER
 ACCOUNTS RECEIVABLE AGING SCHEDULE
 EXCLUDES OUTSIDE COLLECTIONS ACCOUNTS
 12 MONTH SUMMARY

	TOTAL	0 - 30	31 - 60	61 - 90	90 +	% < 60 DAYS
Jan-16	1,260,880	271,981	85,948	81,005	821,945	28.39%
Feb-16	1,365,683	395,695	63,596	44,849	861,543	33.63%
Mar-16	1,418,352	401,603	90,921	29,366	896,462	34.73%
Apr-16	1,350,192	297,039	105,097	38,675	909,381	29.78%
May-16	1,182,011	209,957	22,461	19,566	930,027	19.66%
Jun-16	1,167,290	195,664	35,291	7,427	928,908	19.79%
Jul-16	1,205,837	210,806	56,960	15,517	922,554	22.21%
Aug-16	1,254,267	292,326	28,788	13,535	919,618	25.60%
Sep-16	1,218,207	234,017	59,155	8,569	916,466	24.07%
Oct-16	1,192,054	216,116	39,213	6,248	930,477	21.42%
Nov-16	1,293,461	326,384	32,464	24,918	909,694	27.74%
Dec-16	1,134,114	129,521	93,250	20,695	890,648	19.64%
% OF TOTAL		11.42%	8.22%	1.82%	78.53%	

DENTAL SURGERY CENTER - Stockton

MONTHLY BILLING BY INSURANCE

Administration

Dec-16

	NET	GROSS
Anesthesia		
*Denti-Cal	21,309.42	110,250.00
Ameritas Group Dental Claims	1,050.00	1,050.00
Principal Financial Group	900.00	900.00
	<u>\$ 23,259.42</u>	<u>\$ 112,200.00</u>
Dental Common		
FLAT	4,975.00	4,975.00
*Denti-Cal	147,157.00	283,813.00
Ameritas Group Dental Claims	3,851.00	3,851.00
Delta Dental of California	3,138.00	3,138.00
Principal Financial Group	3,386.00	3,386.00
	<u>\$ 162,507.00</u>	<u>\$ 299,163.00</u>
Facility Fees		
FLAT	550.00	550.00
*California Health and Wellness	3,321.20	48,960.00
Anthem Blue Cross	2,435.00	2,435.00
Anthem Blue Cross Medi-cal	4,003.87	44,730.00
Contra Costa Health Plan	247.65	3,870.00
Health Net Medi-cal	1,401.46	20,430.00
HPSJ Medi-cal	34,450.00	219,950.00
O/P Medi-cal	2,534.88	40,860.00
Partnership Healthplan of California	3,400.56	48,870.00
	<u>\$ 52,344.62</u>	<u>\$ 430,655.00</u>
	\$ 238,111.04	\$ 842,018.00

INSURANCE PAYMENTS		PATIENT PAYMENTS		ADJUSTMENTS		INSURANCE WRITEOFFS	
*California	-4,600.75	18306	-796.00	DF-Contractual	-1,853.25	*California Health and	-82.26
*Denti-Cal	-344,701.57	18105	-398.00	DP-Contractual	-7,205.25		<u>-\$ 82.26</u>
Aetna	-360.00	18212	-199.00	DA-Contractual	-1,102.25		
Anthem Blue	-725.51	18213	-800.00		<u>-\$ 10,160.75</u>		
Contra Costa	-288.41	18172	-796.00				
Delta Dental of	-89.00	18179	-199.00				
Dental Network	-1,845.00	18225	-800.00				
Health Net	-2,352.90	18204	-398.00				
HPSJ Medi-cal	-15,925.00	18173	-199.00				
Northern Valley	-1,595.00	18304	-597.00				
O/P Medi-cal	-3,103.49	18183	-597.00				
Partnership	-4,453.28	18168	-199.00				
Principal	-600.00	18234	-199.00				
	<u>-\$ 380,639.91</u>	18241	<u>-398.00</u>				
			-\$ 6,575.00				

TOTAL ACCOUNTS RECEIVABLE	
Beginning A/R:	1,293,460.60
Net Charges:	238,111.04
Insurance Payments:	-380,639.91
Patient Payments:	-6,575.00
Adjustments:	-10,160.75
Writeoffs:	-82.26
Total A/R:	\$ 1,134,113.72

POLICIES & PROCEDURES RECOMMENDATION



Number: 3.3.03
Date: 01-17-2017

Policy:

To establish procedures and controls for maintaining, requisitioning and disbursing petty cash.

Procedure:

Petty Cash funds shall be maintained by the surgery centers designated custodian.

These funds shall be used for legitimate, properly approved, purchases of services and supplies as needed for CCDSC business purposes only.

Under no circumstances may any portion of this fund be used for the following purposes:

- Personal loans, or other personal use of any person
- Cashing of checks
- Making change (except for emergency basis only, i.e., not routinely)
- Payment or reimbursement to any employee or other person unless prior approval from the surgery center Administrator. Reimbursement to employees must be made through the proper reimbursement request form (e.g.: mileage, meals) and submitted to Accounts Payable in the normal manner.

Petty cash may be used only when circumstances prevent procurement through normal means (requisition, purchase order, contracts, ect.). Acceptable circumstances include time constraints, limited product sources, ect. All disbursements of petty cash must be pre-approved via signed "Petty Cash Requests" form bearing signature of the requesting surgery center manager.

Custodian will disburse the petty cash funds, the following procedures must be followed:

1. Patient cash receipts must never be combined with petty cash to ensure separation of funds.
2. All expenditures must have original receipts. Copies of receipts are not allowed.
3. Receipts must have completed the Petty Cash Request form. Proper dates, approvals, amount provided, amount expended, and change if any returned.
4. All unused funds (change) and receipts documenting the transactions must be returned to the petty cash custodian immediately upon return to work.
5. In the event that the original cash provided is insufficient to cover the entire cost, a new Petty Cash Request form must be completed-including appropriate approvals, and resubmitted for the additional disbursement.

The designated petty cash custodian staff member shall be responsible for the security of the cash and the proper documentation of all un-disbursed cash are stored in a locked safe, drawer, file cabinet or other secure area at all time other than when in use for disbursing funds or receiving change. The net total of all disbursement documents (completed issues less "change in

transit" plus the total of remaining cash), are equal to the total amount of the cash amount assigned to the fund.

The custodian of the petty cash fund shall make available all cash and related documents to the Administrator (or designee), or independent auditor immediately upon request.

The custodian must verify and document at least weekly, that all funds are accounted for. This documentation shall remain in the cash box – to be available for inspection during unannounced review until year-end- at which time it shall be forwarded to accounting for filing in the year-end audit file.

The custodian of the funds must notify the Administrator immediately upon discovery of any discrepancy noticed in the fund regardless of materiality.