1. **Open Forum survey results**

   - A survey was designed and distributed to all College of Medicine employees to collect feedback on the helpfulness of the current IBU Open Forum presentation sections as well as general feedback.

   - Based on the online survey, 123 individuals responded. About 50% of those individuals who responded had not attended any of the four previous IBU Open Forum sessions.

   - Of those who have attended 1 or more IBU Open Forum sessions, 65% had attended more than one session.

   - People who had not attended any of the Forums had the same amount of feedback as those who did not

   - Interest was expressed in distributing a written summary of the Forum (i.e., meeting minutes emailed out as well as the PowerPoint presentation). Communication will continue to be posted to IBU website.

   - Based on the survey results, the most valuable components of the Open Forum sessions are the “next steps” and “updates”.

   - Key themes from the survey include increased transparency, impact to existing employees, and an overall IBU timeline.

**New general information**

- There is a suggestion box located on the IBU website to provide anonymous feedback. Questions for upcoming open forums can also be submitted through this suggestion box.

- Other areas within the organization are also implementing a shared services model, such as the College of Arts and Sciences. A round table has been established so there can be fluid communication of accomplishments, issues, and feedback among representatives from each of the shared services initiatives across the university.
2. **Surgical IBU**

- Recently, 10 staff members have been hired. Over 2,800 transactions for the 9 different departments in the surgical IBU have been processed in the 7 weeks since its opening.

- The Electronic RFP process has been implemented in the Ophthalmology and Neurology departments.

- Currently in the process of configuring a method to automate document tracking, acquisition of signatures and electronic submittal of documentation to KMSF.

- Two new hires have been made for the HR transactions within the surgical IBU. Department support of these transactional functions will begin 5/1/2013.

**Billing and coding functions within Surgical IBU:**

- Billing and coding functions will be conducted in phases. Phase 1 will be implemented during the June/July time frame.

- Multiple jobs in four different job titles are currently posted until April 10th.

- In terms of the scope of services relative to professional fees, access is needed to electronic records. (Ophthalmology currently does not have this, which is why they are excluded.)

- Phase 3 will be the roll out of ICD-10.

3. **Research Administration**

- The Research Administration IBU is College wide and will impact all units.

- Task forces have been determining what activities will be in or out of the IBU.

- The IBU is scheduled to open October 1, 2013.

- The next Executive Steering Committee meeting is scheduled for April 16th, 2013.

- The next steps include continuing to develop a detailed communication strategy that will be shared with department administrators to gather input and potential needs for a successful implementation.

**Questions and Answer Section**

i. Who is within the Clinical Research section?
   - The group is currently working on development due to the complexity of the topic. Clinical Research is still on hold. We do not want to duplicate anything that already exists within UK. Coordinators will not move out of their unit, currently only discussing the administrative component.

ii. Will grants be phased in or start all start on October 1?
   - Task forces will identify job descriptions, number of FTEs, job flow, etc. and will then determine approach. The results will be shared at the IBU Open Forum.
4. Updates – COM IBU model

- Options for COM departments are being reviewed. The recommendation and reports are expected mid-April.

- Ideally, would like to pull in other departments to conduct IBU tasks in a much more efficient manner.

- The Executive Steering Committee provides input on challenges, keeps leaders informed of progress/deadlines, sponsors the projects and makes implementation teams accountable for success.

5. Next steps

- Implement HR functionality within the Surgical IBU.

- Hire for Coding and Billing IBU positions.

- Develop timelines for entire project (Executive Steering Committee will meet twice between now and the next Open Forum and will have information to share).