

VISTA Assignment Description (VAD)

Title: Lake Area Free Clinic VISTA Program Support

Sponsoring Organization: WISCONSIN ASSOCIATION OF FREE AND CHARITABLE CLINICS, INC.

Project Name: Wisconsin Association of Free & Charitable Clinics, Inc IV

Project Number: 22VSEWI001

Project Period: 01/02/2022 - 12/31/2022

Site Name: Lake Area Free Clinic

Focus Area(s)

Primary: Healthy Futures

Secondary:

VISTA Assignment Objectives and Member Activities

Goal of the Overall VISTA Project: The VISTA Member activities will increase access to medical and dental care to the low income and uninsured population by providing efficiencies and the groundwork of integral components to ensure sustainability and delivery of high-quality healthcare to the most vulnerable populations. The VISTA will ensure the sustainability of EMR, clinic marketing and outreach, system tracking, policy engagement and data collecting. Through the VISTAs service patients can be seen at no cost which can keep patients out of poverty by not receiving unaffordable medical bills.

Objective of the Assignment

Collaborate with Executive Director and WAFCC Standards of Excellence to promote best polices and practices for the patient and clinic.

Member Activity (01/02/2022 - 12/31/2022): Member Activity: Maintain WAFCC Gold Standards of Excellence to provide up to date polices and best practices. Member Activity: Update Standards documentation based on requirements for compliance. Member Activity: Analyze requirements and develop process for renewal of Gold Standards. Member Activity: Ongoing review of medical clinic policy and procedures. Member Activity: Be a resource for technical needs related to website and other software as needed. Member Activity: VISTA will develop a continuation plan/guide for future VISTA members to carry out project.

Objective of the Assignment

Engage in AmeriCares Roadmap to Health Equity project to enhance improvement of the quality of care and reduce health inequality.

Member Activity (01/02/2022 - 12/31/2022): Member Activity: Become an expert with Roadmap initiative and actively participate in webinars and learning collaboratives. Member Activity: Compile and upload data according to Roadmap process for improvement of the quality of care and reduce health inequality. Member Activity: Monitor documentation of Roadmap processes. Member Activity: Develop a sustainability plan for future VISTA members.

Objective of the Assignment

Engage with dental clinic manager to further policies, tracking systems and grant reporting.

Member Activity (01/02/2022 - 12/31/2022): Member Activity: Document credentialing process by insurance company, by provider and create tracking cycle for renewal dates. Member Activity: Update Policy & Procedures while linking manuals for updates and create a tracking process for annual updates. Member Activity: Create effective process for Grant reporting and tracking. Member Activity: Evaluate and improve process in reporting statistics, accounts receivable. Member Activity: Develop a written plan and process for year-end inventory. Member Activity: Develop process to schedule and track equipment maintenance and repair. Member Activity: VISTA will develop a continuation plan/guide for future VISTA members to carry out project.

Objective of the Assignment

Engage in Electronic Medical Record (EMR) Task Force initiatives to enhance EMR system.

Member Activity (01/02/2022 - 12/31/2022): Member Activity: Engage in planning with the EMR Task Force. Member Activity: Write and establish protocols and processes as necessary regarding EMR to improve system functions. Member Activity: Develop a sustainability plan for future VISTA members.