

Congratulations!!!!!!!!!!

You have been recommended by leadership to be a member of the newly formed RAC Operations Committee. You were recommended because of your position in the organization, your knowledge and expertise and your ability to be a viable and vocal auditing liaison throughout our organization. I am glad to have you be part of the team and already welcome all the new ideas and suggestions.

This committee will represent a cross-section of the organization including HIM, patient accounts, finance, IT, Behavioral Health, case management, compliance and others as appropriately designated. It is very important that this committee help take an active role in safe-guarding our revenue by appropriate audit management.

The first meeting of the new group will be on _____. There will be a call in number but I am hoping that as many members can attend in person. A confirmation outlook notice will be sent out separately.

The meetings are currently set up for the first Friday ??? of each month with call in capability available..

The purpose of the first meeting will be to set the mission of the committee, discuss some ideas and circulate the agenda. The goal is to make this a very inter-active committee with reports and updates from the various committee members. It is critical that the members of this committee not only bring information TO the committee but also bring information BACK from the committee to their various areas.

I am already grateful for this group and think that we have a terrific cross-section of talent from our organization. I am anxious and excited to work with all of you as we develop an audit process for our organization and become an integral part of the operations and maintain revenue integrity.

See you all on _____!!!! If you have any questions, please feel free to contact me.

Sincerely,

XXXX
RAC Coordinator