Minutes of Meeting

Date: August 1 2024

Time: 11:00 am

Location: Mednet Liban

Attendees:

- **Jihad Flayhan, Elie Chamaa, Mohammad Halabi, Toufic Jomaa, Joseph Ibrahim, Charbel Khadra, Mayassa Hatem, Safaa Ali, Lyn Ladki**

Discussion Points:

1. Outpatient and ER Procedures

- It was decided that there is no need for doctors to be on-site for outpatient and ER services.

2. Claims Processing and Webservice Integration

- Claims will be sent to MedNet officers through the MedNet webservice.

3. Doctor Recruitment and Training

- Doctors will join mid-August to undergo necessary training.

4. Claims Routing and Checklist Preparation

- The process for claims routing to medical doctors was discussed. A checklist containing questions for doctors' clearance should be prepared by Joseph and Charbel.

5. Internal Notes Logging System

- Safaa will implement a logging system for internal notes, recording username, date, and time, with notes being non-deletable.

6. Claim Importance Notification Feature

- A feature to highlight the importance of claims was proposed. A notification popup will be sent to the medical doctor via SMS or push notification.
    - High importance: Doctor to reply within 5-10 minutes.
    - Medium importance: Doctor to reply within 30 minutes.
    - Normal importance: Response time will depend on the admission date.

7. Second Medical Opinion (SMO) System Integration

- The SMO feature will be displayed on the system for better decision-making.

8. Prosthesis List Integration

- Mayasa will obtain the prosthesis list from the Ministry of Health and add it to the system.

- Each item received from the hospital will be mapped to the processing system with the MOH prosthesis list.

9. Claims Routing and Provider Access

- Claims routing to doctors will be readable by providers.

10. Doctors Recruitment Protocol

- To work on doctors' recruitment followed by the establishment of a detailed protocol.

11. Testing Scenario Execution

- A testing scenario will be conducted today by Joseph, Mayasa, and Charbel.

  - Scenario: One policy, 20 members, and 25 testing scenarios with a real Table of Benefits (TOB).

Action Items:

- **Joseph & Charbel:** Prepare a checklist for doctors' clearance.

- **Safaa:** Implement the logging system for internal notes.

- **Mayasa:** Obtain and integrate the prosthesis list from the Ministry of Health.

- **Joseph, Mayasa, Charbel:** Conduct the testing scenario as outlined

If you have any questions or need further clarifications, please contact me