**Meeting Notes**

**National Secure Messaging Revenue Team Name**

**Monday, May 13, 2019**

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| **Invitees/Attendance** | |
| Baker, Linette L. <Linette.Baker@va.gov>; |  |
| Berg, Marcia <Marcia.Berg2@va.gov>; |  |
| Clawson, Kevin W.  VBAVACO <Kevin.Clawson@va.gov>; |  |
| Dang, Trisha, VBAVACO <Trisha.Dang@va.gov>; |  |
| Dent-Lockett, Dionne HEC <Dionne.Dent-Lockett@va.gov>; |  |
| Haidary, Susan T. <Susan.Haidary2@va.gov>; |  |
| Hancock, Theresa <Theresa.Hancock@va.gov>; |  |
| Henry, Patricia M <Patricia.Simon-Wigfield@va.gov>; |  |
| Hoffmann, Jenny K. jenny.hoffmann2@va.gov; |  |
| Prietula, Laura V. <Laura.Prietula@va.gov>; |  |
| Rollins, Thomas (Gritter Francona) <[Thomas.Rollins@va.gov](mailto:Thomas.Rollins@va.gov)> |  |
| Scruggs, Carnetta M <[Carnetta.Scruggs@va.gov](mailto:Carnetta.Scruggs@va.gov)>; |  |
| Weaver, Rosanna M. (Gritter) <[Rosanna.Weaver@va.gov](mailto:Rosanna.Weaver@va.gov)>; |  |

**Meeting Notes**

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| * The purpose of this call was to discuss the revenue team’s request to nationalize the use of Secure Messaging so Veterans who have access to it (i.e., have Premium My Health***e***Vet accounts) can send in eligibility forms, ask billing questions, etc. to revenue SM teams located at facilities. * As a national effort, the revenue office wants to standardize the name of the revenue SM team as it will appear in the “**To:**” field drop-down list when Veterans compose Secure Messages. * Linette Baker is Director of the Health Resource Center (HRC) * Kevin Clawson is a Systems Analyst in Veterans Relationship Management VBA VACO * Dionne Dent-Lockett is Director of the Health Eligibility Center (HEC) * For the benefit of the attendees, Theresa provided a brief overview of the ongoing Future Leaders Revenue Office (FLRO) Capstone Project that prompted the topic of today’s meeting. * Linette and Dionne were very new to their current roles in HRC and HEC. Theresa asked that copies of minutes from previous meetings on the FLRO Capstone Project be sent to Linette, Kevin, and Dionne so they could get up to speed on the subject matter before a follow-up call is scheduled for the week of May 27, 2019. * **ACTION:** Jenny Hoffmann will gather meeting minutes files and forward to Linette, Kevin, and Dionne. * **ACTION:** Jenny Hoffmann will schedule a follow-up call for the week of May 27, 2019. |

**Action Items**

| **Action Item** | **Assigned To** | **Date Assigned** | **Status** |
| --- | --- | --- | --- |
| Gather meeting minutes files and forward to Linette, Kevin, and Dionne. | Jenny Hoffmann | 5/13/2019 | Complete. |
| Schedule a follow-up call for the week of May 27, 2019. | Jenny Hoffmann | 5/13/2109 |  |