

# Healthcare Consulting Advisory Meeting Minutes

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|-------------------|--|---------------------|---------------------|
| <b>Date:</b>      | June 14, 2024  | <b>Time:</b>        | 10:00 AM - 11:30 AM |
| <b>Location:</b>  | Main Conference Room   | <b>Facilitator:</b> | Dr. Jane Doe        |
| <b>Attendees:</b> | Dr. Jane Doe, John Smith, Sarah Lee, Michael Brown, Emily Chen |                     |                     |
| <b>Absent:</b>    | Linda Green  |                     |                     |

## Agenda

1. Welcome and Introductions
2. Review of Previous Meeting Minutes
3. Updates on Current Projects
4. Discussion: Patient Engagement Strategies
5. Next Steps and Action Items

## Meeting Discussion

### 1. Welcome and Introductions

- Dr. Doe opened the meeting and welcomed attendees.

### 2. Review of Previous Meeting Minutes

- Minutes from the previous meeting were approved without changes.

### 3. Updates on Current Projects

- John Smith discussed the progress of the telehealth implementation initiative.
- Sarah Lee shared updates on patient satisfaction survey results.

### 4. Discussion: Patient Engagement Strategies

- Group discussed opportunities to improve digital communication with patients.
- Emily Chen suggested developing new patient education materials.
- Michael Brown raised concerns about accessibility and compliance.

### 5. Next Steps and Action Items

- Sarah Lee to draft a proposal for new patient materials by June 28.
- Michael Brown to review telehealth protocols for accessibility requirements.
- Next meeting tentatively scheduled for July 12, 2024.

## Adjournment

- Meeting adjourned at 11:30 AM.

**Minutes prepared by:** Emily Chen