

Healthcare Consulting Advisory Meeting Minutes

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