

Guide to the Rochester Regional Health Corporate Collection 2018.001

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This finding aid was produced using the Archivists' Toolkit

September 23, 2018

Describing Archives: A Content Standard

Rochester Medical Museum and Archives
June 2018
1441 East Avenue
Rochester , NY, 14610
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Summary Information

Repository	Rochester Medical Museum and Archives
Title	Rochester Regional Health corporate records
Date [bulk]	Bulk, 1983-2008
Date [inclusive]	1847 to 2008
Extent	59.0 Linear feet 140 boxes
Language	English
Abstract	<p>Rochester Regional Health (RRH) is currently one of two large, multi-hospital healthcare organizations serving the Rochester, NY area. As such, RRH is also one of the region's largest employers. This collection documents the evolution of RRH through a process of hospital mergers, reorganizations, and expansion of services that began in 1984 with the founding of Rochester Health Care, Inc. (RHC) and continues through the merger of RHC with The Genesee Health System in 1994 and subsequent restructuring and rebranding throughout the late 1990s/early 2000s. Records in the collection reflect efforts at planning and coordinating regional services, managing affiliate resources, and streamlining the provision of efficient and effective care. The collection also documents the response of the healthcare system to a changing healthcare environment, including financial difficulties that led to the closure of two hospitals within the system, Genesee Hospital in 2001 and Myers Community Hospital in 2003. Materials in the collection include minutes, contracts, board materials, affiliation agreements, and documentation of legal issues involving the healthcare system. The bulk of the materials were created by the parent corporate organization, and so focus on the system as a whole</p>

rather than on individual hospitals and affiliate providers, which may have their own dedicated collections.

Historical Note

In 1984, Rochester General Hospital and its affiliated not-for-profit corporations (Rochester Mental Health Center, the Rochester General Hospital Association, and the Rochester General Hospital Foundation) reorganized their corporate structure to form Rochester Health Care, Inc. (RHC). Under the reorganized corporate structure, RHC acted as a common parent corporation to the independently-managed affiliates. In the early 1990s, RHC expanded its long term care programs, launching the Independent Living for Seniors program (currently ElderOne) and acquiring Hill Haven Nursing Home. RHC also expanded its services into Wayne County when Newark-Wayne Community Hospital joined the system in 1991.

In 1994, RHC merged with The Genesee Hospital Health System to form Greater Rochester Health System (GRHS). In 1997, GRHS was rebranded as ViaHealth. In 1998 Myers Community Hospital, located in Sodus, joined the system and ViaHealth of Wayne was formed to integrate services offered at Myers and Newark-Wayne Community Hospital. ViaHealth closed Genesee Hospital in 2001 and Myers Community Hospital in 2003.

In 2008, ViaHealth rebranded itself as Rochester General Health System (RGHS).

In 2014, RGHS merged with Unity Health System, which had formed in 1997 through the merger of Park Ridge Hospital and St. Mary's Hospital, to form Rochester Regional Health.

Arrangement

The records have been arranged into seven record groups, with each record group further divided into series and subseries. The record groups are:

1. Board of Directors records 2. ViaHealth affiliate organization Board of Directors records 3. Miscellaneous meeting minutes 4. Documentation of health system mergers and corporate restructuring 5. Legal and regulatory records 6. Miscellaneous administrative records 7. Contracts

At the series or sub-series level, records are arranged chronologically unless otherwise noted.

Administrative Information

Publication Information

Rochester Medical Museum and Archives June 2018

Conditions Governing Access

Much of this collection is open to researchers; however, access to certain portions of the collection are restricted. In some cases this is due to HIPAA law, which requires that patient information be protected for a period of 50 years. Limited access to restricted portions of the collection may be granted with the permission of Rochester Regional Health administration.

Processing Information

The bulk of the materials in this collection were originally housed in three-ring binders. We removed them from the binders and housed them in archival folders, preserving the original order and original tab labels whenever possible.

We removed staples, paperclips, and other metal fasteners, as well as plastic sheet protectors and comb bindings. For brief documents (generally, ten pages or less) we replaced metal fasteners with Plastiklip-brand plastic paperclips. Longer/bulkier documents were enclosed in a folded sheet of legal-size archival paper.

Controlled Access Headings

Subject(s)

- Hospital mergers
- Hospitals--Administration
- Medicine--History--20th century
- New York (State)--History--1865-

Record group 1. Board of Directors records,

Collection Inventory

Record group 1. Board of Directors records, 1994-2008 20.0 Linear feet (48 boxes)**Scope and Contents**

Records documenting the activities of the Board of Directors for the health system's parent corporate organization. Records were created by Greater Rochester Health System from 1994 through 1997, and then continue under the name ViaHealth from 1997 through 2008. Materials include meeting minutes and supporting documentation for monthly Board of Directors meetings and annual business meetings; board member orientation manuals; and conflict of interest statements filed by members of the board. In addition, this record group includes meeting minutes and other supporting documentation from the following committees of the Board of Directors: Audit Committee, Finance Committee, Governance Committee, Investment Committee, and Quality Committee.

Series 1. Greater Rochester Health System (GRHS) Board of Directors meeting minutes, December 1994-December 1996 0.42 Linear feet (1 box)**Scope and Contents**

Meeting minutes and supporting documentation from meetings of the GRHS Board of Directors from December 1994 through December 1996. Supporting materials include: names and contact information for board members, meeting attendance logs, and copies of documents discussed or generated by the board. The Board of Directors did not meet in August or November of 1996.

Series 2. ViaHealth Board of Directors meeting minutes, 1998, 2000-2008 4.59 Linear feet (11 boxes)**Note**

Series 2. ViaHealth Board of Directors meeting minutes,

Meeting minutes for 2007 and 2008 are part of accession #014.17.

Scope and Contents

Records related to meetings of the ViaHealth Board of Directors. Meeting minutes for each month include copies of reports and other documents handed out or generated at the meeting. An annual summary is included for most years, providing additional information.

The following cancellations and other discrepancies should be noted:

No records are present from 1997, leaving a gap of one year after the last meeting minutes included for the GRHS Board of Directors.

In 1998, no meeting was held during the month of July.

No meeting minutes are present from 1999.

In 2000, monthly meeting minutes include minutes for the previous month, as well as minutes for the current scheduled meeting and any supporting documents under discussion for the current meeting. Meetings scheduled for August 25, September 29, and December 12 were cancelled. The Annual Summary includes a final copy of minutes for each month or meeting cancellation notices, listings of board members in attendance for each meeting, minutes for the monthly meetings of the Executive Committee and the Finance Committee, and final versions of important documents generated in the course of business for the year.

In 2001, meetings scheduled for July 25, August 8, and November 13 were cancelled. In addition to the normal monthly meetings, a teleconference meeting was held August 31 regarding the report of a special committee investigating a claim made by members of the Pluta family against The Genesee Hospital, related to funding for construction of the Pluta Cancer Center.

In 2002, a meeting scheduled for August 28 was cancelled. No meeting appears to have been scheduled for September.

In 2003, meetings scheduled for July 23, October 22, and November 26 were cancelled. The Annual Summary for 2003 includes attendance records, conflicts of interest, by-laws, self-assessment survey responses, and listing of member serving on each committee. The summary for this year does not include a second copy of Directors meeting minutes or minutes from the monthly meetings of committees, as it did in earlier years.

Series 3. Annual Meeting minutes,

In 2004, meetings scheduled for March 24, April 28, and May 26 were cancelled. No meeting was scheduled for November. At a "Special Meeting" held April 6, the Board voted to discontinue discussions with Unity Health System regarding merger between the two health systems.

In 2005, no meeting was scheduled in the month of August. November and December meetings were combined into one.

In 2007, November and December meetings were combined into one.

In 2008, only records for January through June are included. No information is present for the second half of the year.

Series 3. Annual Meeting minutes, 1996-2001, 2003-2004 0.42 Linear feet (1 box)

Scope and Contents

Meeting minutes and supporting documentation for the Annual Meetings held by the Greater Rochester Health System (GRHS) Board of Directors and its affiliates (1996-1997) succeeded by the ViaHealth Board of Directors and its affiliates (1998-2006). No records are present from 2002.

Series 4. ViaHealth Board of Directors orientation/reference manuals, 2001-2006 0.63 Linear feet (1.5 boxes)

Scope and Contents

Four manuals, covering the years 2001-2002, 2003-2004, 2004-2005, and 2005-2006. Information covered in the manuals includes: general information about the ViaHealth system, its organizational structure and history; names and contact information of current board members; meeting schedules for the year; and background information on issues relevant to the health system.

Series 5. ViaHealth Conflicts of Interest statements, 1997-1999 (5 folders)

Scope and Contents

Series 6. Audit Committee meeting minutes and affiliate audit reports,

Signed copies of Conflicts of Interest disclosure statements kept on file for ViaHealth board members, committee members, and corporate officials for the years 1998 and 1999. The series also contains policy statements and correspondence between ViaHealth administrators and legal representatives regarding the creation of Conflicts of Interest policy. Correspondence begins in 1997.

Series 6. Audit Committee meeting minutes and affiliate audit reports, 1995-1996, 1999-2007 3.75 Linear feet (9 boxes)

Scope and Contents

The series documents the activities of the Audit Committee, starting in 1995 under Greater Rochester Health System and continuing under ViaHealth. Materials include minutes and supporting documentation from the committee's meetings, which appear to have been held on a quarterly basis. The materials also include annual audit reports for the affiliate corporations of the health system.

a. Greater Rochester Health System (GRHS) affiliate audit reports, 1995-1996 0.42 Linear feet (1 box)

Scope and Contents

There appears to be overlap in 1996 between GRHS and ViaHealth, with separate audit reports created for each organization. It is not clear whether the information contained in this series duplicates the information found in the affiliate audit reports created for ViaHealth in 1996 (sub-series 6.b).

b. ViaHealth affiliate audit reports, 1996-1999 2.08 Linear feet (5 boxes)

Scope and Contents

There appears to be overlap in 1996 between ViaHealth and GRHS, with separate affiliate audit reports created for each organization. It is not clear whether the information contained in this series duplicates the information found in the affiliate audit reports for GRHS (subseries 6.a). In addition, there are two

c. ViaHealth Audit Committee meeting minutes,

sets of affiliate audit reports for 1997 and 1998. They were found in different locations and processed separately, but appear to contain the same information.

c. ViaHealth Audit Committee meeting minutes, 1999-2007 1.25 Linear feet (3 boxes)**Scope and Contents**

Meetings held on some specific dates appear to have been combined meetings between the ViaHealth Audit Committee and other committees. Document from December 7, 2000 states that it is the "ViaHealth/Rochester General Hospital Audit Committee." Documents from May 2, 2001, February 28, 2005, October 26, 2005, and all meetings in 2006 are labeled as "ViaHealth Audit and Compliance Committee." Meetings on these dates include discussion of the ViaHealth Corporate Compliance Plan and Program.

Series 7. Finance Committee meeting minutes, August 1996-December 2006 4.17 Linear feet (10 boxes)**Scope and Contents**

Records of the meetings of the Greater Rochester Health System (1996-1997) and ViaHealth Finance Committee (1997-2006). Materials include meeting minutes and supporting documentation, such as attendance lists, correspondence, and copies of reports and handouts discussed at each meeting. Two sets of meeting materials are present covering the period from November 1996 through June 1997. They appear to be records of the same meetings, compiled by two different individuals. They were originally housed in two separate three-ring binders, one labeled as GRHS Finance Committee and the other as ViaHealth Finance Committee. Meetings were held monthly, with exceptions and cancellations noted below.

a. Greater Rochester Health System Finance Committee meeting minutes and supporting documentation, November 1996-June 1997 (7 folders)

b. ViaHealth Finance Committee meeting minutes and supporting documentatio...

Scope and Contents

Meetings scheduled for March 12 and June 4 were cancelled. No meeting materials are provided for the March meeting. Information that was intended for review at the June 4 meeting was distributed to committee members and filed here.

b. ViaHealth Finance Committee meeting minutes and supporting documentation, August 1996-2006 3.75 Linear feet (9 boxes)

Scope and Contents

The following meeting cancellations and other discrepancies should be noted:

Meetings scheduled for March 12, June 4, and September 10, 1997 were cancelled. A significant amount of information relevant to the intended June 4 and September 10 meetings was filed in the original binder under those dates.

Meeting scheduled for May 11, 1998 was cancelled, but a significant amount of information relevant to the intended meeting was filed under that date.

Meeting scheduled for December 21, 1999 was cancelled. Materials for January 21, 1999 include meeting minutes for ViaHealth Acute Care Finance Committee meeting held February 26, 1999. Unclear why these materials were originally filed here.

Meetings scheduled for July 16 and August 22, 2001 were cancelled but documentation for these meetings was filed. There are multiple copies of materials filed for several months in this year.

Meetings scheduled for January 2004 and March 2004 were cancelled.

Series 8. Governance Commission/Governance Committee meeting minutes and by-law revision records, 1996-2001 1.25 Linear feet (3 boxes)

Scope and Contents

The series contains meeting minutes and supporting documentation for meetings of the Greater Rochester Health System Commission on Governance (September 1996-March 1997) and the ViaHealth

a. Meeting minutes,

Governance Committee (October 1997-September 1998). Also included are materials related to the process of drafting revised by-laws, a Plan of Merger, and a Certificate of Merger for the ViaHealth hospitals.

According to the by-laws of ViaHealth, effective June 30, 1997, the role of the Governance Committee was to "(1) develop processes for Board recruitment, education and evaluation for the Corporation and the Affiliates; and (2) periodically review the Bylaws of the Corporation and the Affiliates as directed by the Board or required by law for the purpose of meeting legal requirements and the governance needs of the Corporation and the Affiliates."

Prior to the creation of ViaHealth, the Greater Rochester Health System Commission on Governance was established in the fall of 1996 to develop the governance and management structure of the health system. The ViaHealth Governance Committee does not appear to be a direct continuation of the GRHS Commission on Governance; however, the original order of the collection grouped the records of both organizations together.

Between 1998 and 2001 the Governance Committee (sometimes combined with the Nominating Committee) worked to revise the ViaHealth by-laws and create a Plan of Merger and Certificate of Merger for the ViaHealth hospitals.

a. Meeting minutes, 1996-1998 0.42 Linear feet (1 box)**Scope and Contents**

Meeting minutes for the Greater Rochester Health System Commission on Governance begin with September 17, 1996 and end with March 18, 1997. Meeting minutes for the ViaHealth Governance Committee begin with October 30, 1997 and end with September 17, 1998.

b. By-law revision drafts, correspondence, and supporting documentation, 1996-2001 0.83 Linear feet (2 boxes)**Scope and Contents**

Series 9. Investment Committee meeting minutes and investment analysis rep...

The materials include draft copies of "mirror by-laws" created for the two hospitals by the Governance/Nominating Committee in 1999-2001. Some are "blacklined" copies, generated by a software called CompareRite, which tracked changes between different versions of the text. Also present are copies of the existing by-laws, dating back to 1996. A small amount of correspondence is attached to the drafts, between Joann SanFilippo of ViaHealth, Eric Stonehill of Harris, Beach & Wilcox, LLP, and Dr. Carmelita Britton, representing the Governance/Nominating Committee. Additional supporting documents list the members of the Governance/Nominating Committee, Rochester General Hospital Board of Directors, and The Genesee Hospital Board of Governors for the years 1998 and 1999. Also included are a small number of pamphlets published by The Governance Institute (2000).

Series 9. Investment Committee meeting minutes and investment analysis reports, 1998-2006 4.59 Linear feet (11 boxes)

Scope and Contents

Meeting minutes were filed together with investment analysis reports and other supporting materials associated with the monthly meeting, such as attendance lists. Investment analysis reports were also found separate from the monthly meeting minutes, and those have been arranged into two chronological series according to the investment management firm that produced them. Also included is a 2006 proposal from New England Pension Consultants to continue providing investment consulting services, along with a small amount of correspondence associated with the proposal.

a. Investment Committee meeting minutes and supporting documentation, 1998-2006 2.92 Linear feet (7 boxes)

b. Prime, Buchholz & Associates, Inc. quarterly investment analysis reports 2000-2002, 2004 (1 box)

c. New England Pension Consultants investment analysis reports, 2000-2004, 2006 (4 boxes)

Series 10. Quality Committee meeting minutes

Series 10. Quality Committee meeting minutes 1999-2001 (7 folders)**Scope and Contents**

Only scattered records for this committee are available. The series includes meeting minutes for July and October of 1999, January of 2000, and March of 2001. Also included is a listing of member contact information for 1999 and a small amount of correspondence from 1999 regarding meeting dates, and from 2001 regarding a Quality Improvement Council.

Record group 2. Board of Directors records for affiliate organizations, 1984-2003 4.59 Linear feet (11 boxes)**Scope and Contents**

Board of Directors meeting minutes and additional records for several ViaHealth affiliate organizations: Continuing Care Network; GRACO; ILS Board of Directors; ViaHealth Healthcare Services Board of Directors; ViaHealth of Wayne Board of Directors; ViaHealth of Wayne Tax Exempt Holding Board of Directors; ViaHealth Tax Exempt Board of Directors.

Series 1. Continuing Care Network records, 1984-1999 2.92 Linear feet (7 boxes)**Access**

According to paperwork included with the original "Continuing Care Collection," dated March 22, 2002, these records are "Closed: Access with permission of CCN-CEO."

Arrangement

The "Continuing Care Network Collection" was arranged by a previous archivist into twelve divisions, with further subdivision down to the item level. The rationale behind those divisions is unclear; series titles are not available. For the present, the records are treated as a single series but the original order of the files within their boxes has been maintained.

Series 2. Greater Rochester Assurance Company, Ltd. (GRACO) Board of Direc...

Scope and Contents

These records were previously processed and arranged in 2002 as the "Continuing Care Collection." They include records of corporate restructuring within TGH Health System in the 1980s as well certificates of incorporation, corporate by-laws, and records of the Federal Trade Commission's investigation into the merger that created Greater Rochester Health System in 1994. These records appear to be relevant to the entire system, not just Continuing Care Network (which was formed in 1994). The series also includes Board of Directors meeting minutes for Continuing Care Network from 1994 through 1999, as well as meeting minutes for additional affiliates from 1998-1999: Rochester General Long Term Care, ILS, RGH Housing, Rochester General Hudson Housing, ViaHealth Home Care and VHHC II.

Series 2. Greater Rochester Assurance Company, Ltd. (GRACO) Board of Directors meeting minutes, 1998-2003 1.67 Linear feet (4 boxes)

Scope and Contents

GRACO Board of Directors meetings were held quarterly during this time period, often taking place as weekend conferences at locations outside the United States (for instance, the Cayman Islands). Materials include meeting notices, agendas, itineraries, attendance listings and other administrative documents, as well as reports, presentations, and correspondence that were distributed as handouts for discussion during the meetings.

Processing Information

Materials included a number of presentations formatted as overhead transparencies. When the same materials were present in paper format, we discarded the transparencies. When no paper copy was present, we copied the transparencies onto standard office paper and discarded the transparencies. One presentation (filed under November 6, 2002) was retained in transparency format because copying didn't preserve important color formatting.

Physical Characteristics

June 2001 materials show staining from a liquid spill (likely coffee).

Series 3. ViaHealth Healthcare Services Board of Directors meeting minutes

Series 3. ViaHealth Healthcare Services Board of Directors meeting minutes, January 2006-June 2008 2.08 Linear feet (5 boxes)

Scope and Contents

Meeting minutes and supporting documentation documenting the activities of the ViaHealth Healthcare Services Board of Directors.

For 2004-2005, no meeting minutes are available. Only general information is provided, in the form of the annual summary that was typically gathered in a binder along with monthly meeting documentation. This provides a planned meeting schedule covering September 2004-December 2005, directory listing of board members, listing of committees and names of board members serving on each committee.

For 2006-2008, meeting minutes and supporting documentation for each meeting are available. Meetings were held approximately 10 times per year during the period represented; no meetings were scheduled for the months of August or November. An annual summary is also provided for 2006-2007 and 2007-2008.

Series 4. Miscellaneous affiliate Board of Directors meeting minutes, 2001-2004 (5 folders)

Scope and Contents

Scattered meeting minutes for the Boards of miscellaneous affiliates: ViaHealth ILS Board of Directors (June 8, 2004); ViaHealth of Wayne (November 13, 2002 and Annual Meeting, June 26, 2003); ViaHealth Tax Exempt Board annual summary information (2002); ViaHealth Tax Exempt Holding Board of Directors meeting minutes (June 26, 2001).

Record group 3. Miscellaneous meeting minutes, 1988-2010 3.37 Linear feet (8 boxes)

Scope and Contents

Meeting minutes and supporting documentation relating to meetings of administrative groups within RGHS/ViaHealth, as well as meetings of the Hospital Consortium of Greater Rochester, of which

Series 1. Chiefs of Service meeting minutes,

Genesee Hospital, Rochester General Hospital, Park Ridge Hospital, and St. Mary's Hospital were all members.

Series 1. Chiefs of Service meeting minutes, 1998-1999 (4 folders)

Scope and Contents

Meeting minutes and supporting documentation for meetings held on a monthly schedule.

Series 2. Clinical Operations Leadership Team (COLT) meeting minutes, June-October, 2000 0.42 Linear feet (1 box)

Scope and Contents

Meeting minutes and supporting documentation for meetings held on a monthly schedule.

Series 3. Hospital Consortium of Greater Rochester (HCGR) Board of Directors records, 1988-1999 0.63 Linear feet (1.5 boxes)

Scope and Contents

According to records in this series, the Hospital Consortium of Greater Rochester (HCGR) was formed on August 3, 1993 as a continuation of the Rochester Area Hospitals Corporation (RAHC), and ceased operations on June 4, 1999. The HCGR included the following member hospitals: Genesee Hospital, Hospital, Lakeside Memorial Hospital, Nicholas H. Noyes Memorial Hospital, Park Ridge Hospital, Rochester General Hospital, St. Mary's Hospital, and Strong Memorial Hospital. Through the HCGR, the hospitals collaborated on projects and initiatives designed to improve healthcare across the Rochester area. The series contains meeting minutes and supporting documentation from meetings of the HCGR Board of Directors during the period 1994-1999, and also records of an issue involving Medicare reimbursements under the Hospital Experimental Payments program (HEP III) administered by the RAHC between 1988-1991.

a. HCGR Board of Directors meeting minutes,

a. HCGR Board of Directors meeting minutes, 1994-1999

Scope and Contents

In addition to meeting minutes, the series also contains meeting agendas, meeting notes, copies of print and email correspondence, and miscellaneous reports and handouts distributed to attendees. Projects that were active during the time period covered by this series included a Medicare demonstration project, the Graduate Medical Education Consortium of Rochester, Cesarean Section Team, Adverse Drug Event Team, and joint purchase by the hospitals of a MediQual Atlas health care information system.

b. Records of Hospital Experimental Payments program (HEP III) HMO Medicare dispute, 1988-1991

Scope and Contents

Contents of a binder labeled “HMO Medicare Dispute—Privileged and Confidential Information—Nixon, Hargrave, Devans & Doyle.” The records concern a dispute between Blue Cross, New York State, and Rochester hospitals over Medicare reimbursements under the terms of the Hospital Experimental Payments program (“HEP III”), which was administered by the Rochester Area Hospitals Corporation. The records include timelines, correspondence, and other documents prepared by the Nixon, Hargrave, Devans & Doyle law firm on behalf of RAHC.

Note

Accession #012-22

Series 4. JCAHO Team Leaders meeting minutes, July 2001-March 2002 (3 folders)

Scope and Contents

While the acronym is not spelled out in the records, it appears that the JCAHO Team Leaders were working towards either gaining or maintaining accreditation for Rochester General Hospital from the

Series 5. Rochester General Health System (RGHS) Affiliate Leaders meeting...

Joint Commission on Accreditation of Healthcare Organizations. In addition to meeting minutes, the series contains agendas, attendance listings, correspondence (including memos, letters, and printed copies of emails), handwritten notes, and handouts distributed to team members.

Series 5. Rochester General Health System (RGHS) Affiliate Leaders meeting minutes, 2009-2010 0.42 Linear feet (1 box)

Note

Accession #012-22

Scope and Contents

Meeting minutes and supporting documentation for meetings which were held on a monthly schedule.

Series 6. ViaHealth Administrative Working Group Strategic Planning Meetings and Value Propositions, 2000, 2002 0.42 Linear feet (1 box)

Scope and Contents

Contents of two binders related to strategic planning. The first contained meeting minutes and supporting materials documenting a series of eight meetings of the ViaHealth Administrative Working Group, held between May and September 2002. The second contained draft versions of "value proposition" statements created for various departments or programs within ViaHealth (for example, Cardiac Services, Food Services, Respiratory Services). These are arranged alphabetically, dated February 2000, and are labeled "Confidential: For Discussion Purposes Only." It is not clear from the materials whether the value propositions were created by the Administrative Working Group, but the materials have been kept together because the binders were physically housed together and appear to both be related to strategic planning.

Series 7. ViaHealth Department Managers meeting minutes, 2001-2008 1.25 Linear feet (3 boxes)

Record group 4. Documentation of health system mergers and corporate restr...

Note

Accession #012-22

Scope and Contents

Meeting minutes and supporting materials documenting the meetings of the ViaHealth Department Managers. Meetings were held on a monthly schedule, with the following exceptions and cancellations:

Meeting schedule for 2001 includes a meeting scheduled for October 9. An additional meeting was apparently held October 31, 2001.

Meeting schedule for 2001 includes a meeting scheduled for November 6. Filed under the binder tab labeled November 6, 2001, we found meeting minutes for November 7, 2000 (apparently misfiled). Also located here, we found correspondence regarding cancellation of a meeting scheduled for November 28, 2001. Unclear whether meeting originally scheduled for November 6 was pushed back to November 28 before being cancelled.

Minutes for December 4, 2001 are missing. Unclear whether meeting was cancelled.

A "Special Meeting re: Unity" was scheduled for November 7, 2003. Documents for this meeting are missing; it is unclear whether the meeting took place.

Record group 4. Documentation of health system mergers and corporate restructuring, 1983-1998 2.5 Linear feet (6 boxes)**Scope and Contents**

Records documenting the planning and execution of major mergers and restructuring efforts, including: a proposed merger between Rochester General Hospital and Park Ridge Hospital that was considered in the 1980s but did not take place; the merger between Rochester Health Care, Inc. and TGH Health System that formed Greater Rochester Health System in 1994; integration and restructuring of ViaHealth in 1997-1998; and efforts to consolidate ViaHealth laboratory services between 1996 and 2002.

Series 1. Documents related to proposed merger between Rochester General H...

Series 1. Documents related to proposed merger between Rochester General Hospital and Park Ridge Hospital, 1983-1987 0.42 Linear feet (1 box)

Access

Original storage carton (box #57 on inventory) is labeled “Restricted files. Do not open without authority of ViaHealth Administration.”

Scope and Contents

The series documents planning efforts that took place between 1983 and 1987, as Rochester General Hospital and Park Ridge Hospital explored whether a merger would be desirable. The materials include background information gathered on Rochester-area hospitals, and reports generated for Rochester General Hospital that describe internal conditions and external trends. A number of reports were created for the two hospitals by a consultant group, Cambridge Research Institute, in 1987; documentation of these reports begins with the process of selecting a consultant for the project, including interview notes, correspondence, and contracts describing the scope of the work.

Series 2. Documents related to formation of Greater Rochester Health System, 1993-1995 0.42 Linear feet (1 box)

Access

Original storage carton (box #57 of inventory) was labeled “Restricted files. Do not open without authority of ViaHealth Administration.”

Scope and Contents

The series documents planning efforts that took place between 1993 and 1995, as Rochester Health Care, Inc. and TGH Health System created the merger that formed Greater Rochester Health System. Materials include financial statements from the two hospital systems, a report created for the Rochester General

Series 3. Documents related to proposed affiliation between Rochester Heal...

and Genesee Leadership Group in 1994, and an internal report created in 1995 for Greater Rochester Health System, titled "A Strategic Response to Imperatives for Change."

Series 3. Documents related to proposed affiliation between Rochester Health Care, TGH Health System, and St. Ann's Home, 1994 (1 folder)

Note

Accession # 014-28

Scope and Contents

Contents of a single three-ring binder, with original binder tabs retained. The materials document plans for a merger between Rochester Health Care, Inc. and TGH Health System, including St. Ann's Home. Contents include charts of the proposed corporate structure for the consolidated system, amended by-laws, and certificates of incorporation for the proposed affiliate organization.

Series 4. Documents related to proposed consolidation of Rochester Health Care, Inc. and TGH Health System, Inc., 1994 (4 folders)

Scope and Contents

Contents of a single three-ring binder, with original binder tabs retained. The contents are introduced in a letter from Eric Stonehill of the Harris Beach & Wilcox law firm, addressed to Arthur E. Liebert of Rochester Health Care and Paul Hanson of TGH Health System. He described the contents as a "a revised set of documents relating to the proposed consolidation of the Rochester Health Care, Inc. and TGH Health System, Inc. corporate systems (without St. Ann's)." According to the letter, these documents replaced an earlier notebook distributed on April 27, 1994. The documents include charts of the proposed corporate structure for the consolidated system (Greater Rochester Health System), amended by-laws for the major affiliates, and amended Certificates of Incorporation.

Series 5. ViaHealth integration and restructuring documentation,

Series 5. ViaHealth integration and restructuring documentation, 1997-1998 0.42 Linear feet (1 box)

Scope and Contents

This series includes the contents of two folders of documents, filed together with no original order discernable. They appear to be working files, all dealing with the organizational consolidation and corporate restructuring of ViaHealth. Some documents reference an Integration Oversight Committee, which was disbanded the week of October 28, 1998. There are also references to a ViaHealth Consolidation Initiatives Committee. The remainder of the series comprises a series of reports prepared for ViaHealth by consultant agency Chi Systems between November of 1997 and June of 1998, also addressing corporate restructuring.

Series 6. ViaHealth laboratory consolidation planning documents and correspondence, 1996-2002 0.63 Linear feet (1.5 boxes)

Scope and Contents

The series comprises materials related to two separate consolidation efforts: one to consolidate laboratory services within the ViaHealth system, and a second plan involving collaboration with the Unity Health System.

Record group 5. Legal and regulatory records, 1847-2001 4.17 Linear feet (10 boxes)

Scope and Contents

This record group is arranged into two series, Certificates of Incorporation (1847-2000) and Documentation of legal and regulatory issues (1990-2001).

The first series includes copies of the Certificate of Incorporation documentation filed with New York State for ViaHealth System and its affiliates, dating back to the original incorporation of Rochester

Series 1. Certificates of Incorporation,

General Hospital in 1847. These are not original copies of the 19th-century documents, but rather modern photocopies retrieved from files held at the Monroe County Clerk's Office.

The second series comprises records retained by the ViaHealth administration to document various legal and regulatory issues involving the health system.

Series 1. Certificates of Incorporation, 1847-2000 0.42 Linear feet (1 box)

Scope and Contents

Contents of two three-ring binders that gathered copies of the certificates of incorporation filed with New York State for the ViaHealth System and its affiliate organizations. The majority of records in the series date from 1990-1999. In most cases, especially in regards to the 19th century filings, the documents are modern photocopies retrieved from the state or county at a later date for informational purposes.

a. ViaHealth Certificates of Incorporation, 1847-2000 (19 folder)

Scope and Contents

Contents of a three-ring binder, created circa 2000, that gathered together certificates of incorporation filed with New York State for ViaHealth and its affiliates. Also includes organizational charts depicting the organizational structure of ViaHealth in 2000. Additional material found inside the front pocket of the binder includes correspondence with the Internal Revenue Service regarding recognition of the change of name from Greater Rochester Health System to ViaHealth.

b. Genesee Hospital certificates of incorporation, 1887-1996 (10 folders)

Scope and Contents

Series 2. Rochester Health Care, Inc. response to Federal Trade Commission...

Contents of a three-ring binder created circa 1996, which gathered together certificates of incorporation filed with New York State for the Genesee Hospital and its predecessors, Rochester Homeopathic Hospital and Hahnemann Homeopathic Hospital of Rochester.

Series 2. Rochester Health Care, Inc. response to Federal Trade Commission request (Trans. No. 94-1534), October 13, 1994 0.83 Linear feet (2 boxes)

Scope and Contents

Material submitted in response to the Federal Trade Commission's Request for Additional Information or Documentary Material, served on Rochester Health Care, Inc. on July 8, 1994. The subject of the request was the proposed affiliation of Rochester Healthcare, Inc. with The Genesee Hospital health system. Comprises the contents of three three-ring binders, with original divider tabs retained. Although the materials are designated as "Notebook 1" and "Notebook 2," the contents of Notebook 2 continued into a third (unlabeled) binder.

Access

Storage carton (box #63 in inventory) was labeled: "Restricted files. Do not open without authority of ViaHealth administration."

Series 3. Response to Medicare audit of Rochester General Hospital Emergency Department, 1998-2000 (6 folders)

Note

Accession #012-22

Scope and Contents

Materials include correspondence and copies of information submitted to resolve issues raised by the audit, including listings of service providers and Rochester General Hospital employees.

Series 4. ViaHealth of Wayne Corporate Compliance Committee response to Me...

Series 4. ViaHealth of Wayne Corporate Compliance Committee response to Medicaid/Medicare audit, 1998-1999 (4 folders)

Scope and Contents

Materials include correspondence regarding Medicaid and Medicare billing issues arising from audits conducted in 1998, as well as meeting minutes and notes from the ViaHealth of Wayne Corporate Compliance Committee.

Series 5. Department of Justice subpoenaed records, 1998, 1999 1.88 Linear feet (4.5 boxes)

Scope and Contents

Records transmitted to the Federal Bureau of Investigation in regards to two Department of Justice subpoenas duces tecum, one issued in 1998 and a second subpoena in 1999. The subpoenas both appear to have been related to the same investigation, focused on patients of physicians from Genesee Valley Cardiothoracic, P.C. (see correspondence dated December 7, 1999 from Stevens L. Ingraham to Special Agent Colleen Balkin in Folder 1 of 1999). Records include:

- Operating Room schedules from Rochester General Hospital from specified dates in 1995 and 1996, along with Operating Room schedules from June 1992-1997 generally. Names of patients have been redacted, except patients seen by the Cardiothoracic Group at RGH.
- Policy and procedure documentation covering the RGH Cardiothoracic Intensive Care Unit, Cardiovascular Perfusion Team, RGH Operating Room, and the 4400 Unit.
- Surgical procedure records for specified patients and dates.
- Correspondence, regarding the process of gathering and transmitting the requested records
- A second grouping of subpoenaed operating room schedules, 1995-1998

Note

Accession #012-22

Series 6. Jack Lyda investigation,

Access

Contains patient information (names, dates of treatment), which is restricted under HIPAA for 50 years.

Series 6. Jack Lyda investigation, 1990-2001 0.83 Linear feet (2 boxes)

Arrangement

General materials are arranged chronologically. Following the original arrangement of files, records related to different provider organizations are arranged alphabetically by name of organization.

Scope and Contents

Records of an investigation concerning possible missappropriation of revenues by Jack Lyda, who was the director of Rochester General Hospital's Department of Respiratory Care. He was accused of embezzling more than \$50,000 in payments made by outside healthcare providers under service contracts with RGH between 1995 and 2000, by diverting checks issued by the providers into a personal account. Records in this series related to the investigation itself are from the years 2000-2001, while billing records supplied for the investigation date from 1990-1999. The series contains correspondence, invoices, billing statements, and outpatient statistics.

Access

Contains patient information (names, dates of treatment), which is restricted under HIPAA for 50 years.

Record group 6. Miscellaneous administrative records, 1993-2000 1.88 Linear feet (4.5 boxes)

Scope and Contents

This record group comprises two series: 1) Health system policies and procedures, and 2) Insurance policies.

Series 1. Health system policies and procedures, 1994-2000 1.0 Linear feet (2.5 boxes)

Series 2. Insurance policies,

Scope and Contents

Documentation of policies and procedures in place for Rochester General Health System and ViaHealth. The series contains:

Rochester General Hospital Infection Control Manual, 1995

Status reports related to the New York State New York State Department of Health's Patient Event Tracking System (PETS), 1996. These appear to be routine automated records generated by the PETS database to acknowledge submission and do not contain detailed information about incidents involving patients. PETS was the mandatory reporting system for adverse patient events used by New York State from 1993-1998. It replaced the original Hospital Incident Reporting System (HIRS), which was a paper-based system. PETS was replaced in 1998 by the New York Patient Occurrence Reporting and Tracking System (NYPORTS).

Rochester General Hospital Plan of Nursing Care--Generic Standards Manual, 1998

Human Resources policy and procedure documentation, 1994 and 2000

Operational policy and procedure documentation for Rochester General Hospital and The Genesee Hospital, circa 2000

Planning materials for compliance with Health Care Reform Act part 405 regulations, 2000. This legislation limited the number of hours worked by residents. Teaching facilities in New York were required to submit to the NYS Department of Health by April 1, 2000 a plan for compliance with the new requirements. The materials included here are the contents of a three-ring binder which gathered together documentation from each of the major departments at RGH and TGH, such as copies of departmental scheduling policies and procedures, along with completed self-assessment documents provided by NYS.

Series 2. Insurance policies, 1993-2000 0.83 Linear feet (2 boxes)

Scope and Contents

Copies of insurance coverage documentation for Greater Rochester Health System, ViaHealth and affiliates. Includes individual policies for Genesee Hospital and Rochester General Hospital. Also

Record group 7. Contracts,

contains a small amount of related correspondence and miscellaneous documents, such as proposals for insurance coverage.

Record group 7. Contracts,**Scope and Contents**

This record group comprises two series: 1) Physician Contracts, and 2) Miscellaneous contracts. The bulk of the material in both series is related to The Genesee Hospital; however, material related to Rochester General Hospital is also included throughout both series.

Series 1. Physician contracts, 1967-2000 7.09 Linear feet (17 boxes)**Scope and Contents**

This series contains contracts describing the terms of employment and reimbursement for physicians working at Rochester General Hospital and The Genesee Hospital. Also included are a few files that relate to an entire group or practice rather than an individual staff member. Folder labels provide the physician's name, degree/title (MD v. DDS), and range of years covered by the file. In addition to contracts, documents contained within each physician's file may include hiring materials (resume, cover letter, schedule of interview process and hiring meetings), correspondence and other documentation regarding issues related to reimbursement and benefits. Some physicians have a separate file related to their work as faculty at the University of Rochester. In a few cases, files reflect disputes regarding billing issues or performance issues.

Note

Accession #012.22

Series 2. Miscellaneous contracts, circa 1950-circa 2000 (Bulk, 1970-1996) 12.5 Linear feet (30 boxes)

Series 2. Miscellaneous contracts,

Scope and Contents

This series contains contracts with outside organizations, such as suppliers/vendors, construction and real estate firms, and other healthcare organizations. The bulk of the records relate to the Genesee Hospital and TGH Health System. Dates range from the 1950s through the late 1990s, with the bulk of the records dating between 1970 and 1996.

Arrangement

Arrangement of this series follows the original order of the files, which was roughly alphabetical.