

Three Peaks Medical Clinic, Inc  
107 Forest Drive  
Warren, Vermont  
06574

We are writing to request a Jurisdictional determination for the following project:

We are proposing to create a medical clinic at Lincoln Peak at the Sugarbush Resort in Warren, Vermont. The Three Peaks Medical Clinic will provide limited medical services to resort guests during weekends and holiday periods. This will equate to roughly 60 days of operation during the ski season. During this 60-day period, based on past records (from UVMMC) we expect to see roughly 400 patients 200 hundred of which will likely be knee related injuries. The medical clinic will also serve as a site to facilitate wilderness, emergency, and sports medicine related research studies.

The new medical clinic will be structured as a non-profit. The clinic will be a private physician lead practice and will be operated like an outpatient physician's office. The clinic will be staffed by volunteer physicians who are board certified in either Emergency Medicine or Orthopedics/ Sports Medicine. The primary goal of the facility will be to evaluate and treat on-hill injuries as well as basic walk-in primary care (sore throats, fever, cough). Patients with traumatic injuries meeting Trauma Center transfer criteria will be transported according to established pre-hospital guidelines in associating with Mad River Valley Ambulance. Physicians on site may assist in care of these patients prior to arrival of pre-hospital providers and will transfer care to EMS personnel per Sugarbush Ski Patrol protocol.

Physicians will all be volunteer, and a paper billing system will be used for point of service billing via credit card(square) for technical services only (x-ray, sutures, etc). All services provided will be on site. We have several local physicians who have committed to volunteering at our clinic. If the volunteers fall through, we may decide to postpone for another year. Upon completion of care patients will be provided with discharge instructions and copy of invoice with appropriate codes

for technical services so that they may file an insurance claim as needed. We will not be collecting or billing any insurance companies. All payment for technical services will be collected on site at time of service. Donations will be accepted for assessment and evaluation of illness or injury. All capital and supply procurement will be funded through donations from resort guests and local community members. All revenue generated through the clinic will be recycled into the clinic.

The X-Ray technician will be a paid position and will be funded through donations. If funds allow, an office manager will also be a paid position funded through donations.

Three Peaks Medical Clinic will provide malpractice insurance as needed on a shift-by-shift coverage plan. The clinic will be covered by liability, workers compensation and malpractice insurance.

We are currently in the process of filing our federal application for 501(c)3 status, creating bylaws and we have established a 3-member board of directors comprised of an executive director, a medical director and a third board member. All of these board positions are non-compensated positions at this point. We are currently registered as a business with the state of Vermont and have received our federal EIN number. We have created a website through which donations can be made, a fundraising committee (all volunteer), we have opened a bank account, Paypal account and a PO Box all in the name of Three Peaks Medical Clinic, Inc.

The medical clinic will be located at Sugarbush Resort at Lincoln Peak in a space that was previously used by the University of Vermont Medical Center to operate their satellite Orthopedic clinic. The UVMHC orthopedic clinic is no longer occupying this space and has no plan to return. The resort has offered to donate the space, rent free, provided our facility pay the utilities. Sugarbush Resort and Three Peaks Medical Clinic will have an operating agreement drafted regarding use of the Sugarbush facility.

UVMMC had been operating a medical facility at the Sugarbush Resort that was very similar to our proposed model for over 25 years. In 2019, UVMMC decided to remove this facility from the resort. The UVMMC orthopedic clinic at Sugarbush treated 300-500 guests and local community members each year during their 6 months of operations. In the past, local community members, members of the Green Mountain Valley Racing Academy in Waitsfield, Vermont, resort guests and guests from Mad River Glen Ski Area relied on this facility to receive timely, high quality medical care during hours when most local facilities were not operating. The Mad River Valley Health Center, operated by UVMMC located 15 minutes from the resort, which is the closest medical facility, operates Monday through Friday. They are currently at or above their operational capacity. The next closest facility would be the Urgent Care Center in Berlin, Vermont which is 55 minutes from our proposed facility. The Three Peaks Medical Clinic will serve to provide local community members and guests with access timely medical care during operating hours that are not common to local medical facilities (weekends and holidays), it will also help to reduce the burden on the other local medical facilities which, in the coming years with the growing health care needs of the state, will be much needed. The founding members of the facility all have long term ties to and are invested in the local community. The founding members and the Sugarbush Resort have agreed that a non-profit model, over which local community members have control rather than a large hospital system such as UVMMC, will hopefully secure the facility's long term, consistent operation. As we have not had a medical facility at this location in two years, we are eager to open the Three Peaks Medical Clinic 12/15/22. This summer we decided to delay our opening this year due to the anticipated spike in COVID-19 cases and we found that we needed more time to prepare properly.

### **Job Descriptions**

#### **Board Of Directors**

- Governing body of the medical facility 5-7 members

## **Executive Director**

- Oversees all operations of medical facility

## **Medical Director**

- Oversees all physicians and all aspects related to the practice of medicine at the clinic

## **Office Manager**

Reports to Board of Directors

Responsible for:

1. Overseeing Clinic Operations
2. Supply Procurement and Maintenance
3. Physician Scheduling
4. Ensure all paperwork is neat and completed accurately
5. Ensure fee collecting is occurring
6. Equipment maintenance and upkeep
7. Manage Payroll

## **Fundraising Coordinator**

- Reports to Board of Directors
- Conceptualize, create and organize fund raising efforts for the clinic

## **Physicians and Nurses**

- Report to Medical Director
- Provide medical care within the clinic's scope of practice to patients

**Three Peaks Medical Clinic – Scope of Practice (All services will be provided on site)**

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- Primary evaluation and treatment of medically stable orthopedic and other traumatic injuries
- Closed reduction and splinting of fractures and dislocations
- Simple laceration repair and minor procedures
- Evaluation and treatment of primary medical complaints such as sore throat, flu, musculoskeletal pain, gastro-intestinal complaints.
- Evaluation and treatment of medically stable occupational injuries
  1. Diagnostic and therapeutic services available on site:
  2. Digital plain film imaging
  3. Rudimentary pharmacy, no scheduled substances on site
  4. Electrocardiogram
  5. Point of Care Ultrasound
  6. Intravenous isotonic fluid
  7. Point of care glucometer

SERVICE PROVIDED ( <b>all services are on site</b> )	CAREGIVER PROVIDING SERVICE ( <b>all on site</b> )	NUMBER OF FTE'S
X-RAY	Certified X-ray technician	1
Initial X-RAY Interpretation	Emergency Room or Orthopedic Physician	1
Laceration Repair	Emergency Room, Orthopedic Physician	1
Primary evaluation and treatment of medically stable orthopedic and other traumatic injuries	Emergency Room or Orthopedic Physician	1

Closed reduction and splinting of fractures and dislocations	Emergency Room or Orthopedic Physician	1
Evaluation and treatment of primary medical complaints such as sore throat, flu, musculoskeletal pain, gastro-intestinal complaints	Emergency Room Physician	1
Intravenous isotonic fluid	Emergency Room Physician, Nurse	1
Electrocardiogram	Emergency Room Physician, Nurse	1
Point of care glucometer	Emergency Room Physician, Nurse	1

## Capitol and Annual Expenses Years 1-3

Three Peaks Medical Clinic Expenses	Year 1	Year 2	Year 3
<b>Annual Medical Supplies</b>			
Suture Kits(x10)	250	250	250
Casting Supplies	100	100	100
Braces	500	500	500
Bandages	100	100	100
Slings	200	200	200
IV supplies	200	200	200
Irrigation Kits	100	100	100
Intubation Kit	100	100	100
PPE	100	100	100
Other Medical Supplies (If scope of practice expands more supplies may be added years 2 and 3)	500	2500	2500

Unforeseen Supply Expenses	1000	1000	1000
<b>Annual Business Expenses</b>			
Utilities	1000	1000	1000
Legal	4,000	1,000	1,000
Accounting	500	500	500
Malpractice Insurance	2000	2000	2000
Workers Compensation Insurance	1000	1000	1000
General Liability Insurance	1000	1000	1000
Licensure Fees(cover out of state physicians license fees)		2500	5000
Taxes			
State Fees			
Square Space Account (26\$ a month)	350	350	350
Square Credit Card Reader Fee	100	100	100
Google Domain Yearly Fee	12	12	12
Credit Card Fees	100	100	100
PO BOX fee yearly	60	60	60
<b>Annual Labor Costs operating hours 10am-4pm (60 shifts@ 8 hours per shift)</b>			
Office Manager 25 per hour(200 per day) Find a volunteer year 1	12000	12000	12000
Xray tech 37 per hour(296 per day)	18000	18000	18000
Physicians (All Volunteer)			
Fundraising Team (All Volunteer)			
Board of Directors (All Volunteer)			
Accountant (All Volunteers)			
Nurses(All Volunteer may ad paid after year 3 depending on funding)			
Auxiliary Staff(Volunteer Ski Patrol)			
<b>Total Annual Costs Including Labor Year 1-\$43272 Year 2-\$45772 Year 3-\$47272</b>	<b>43272</b>	<b>45772</b>	<b>47272</b>

<b>Capitol Costs</b>			
X-Ray Machine	65,000		
Point of Care Ultra Sound(If not enough funding moves to year 2)	50,000		
Cardiac Monitor Lifepak 12 or 15	15,000		
Gurney's (share with Patrol for first year if not enough funding)	5000		
Electronic Medical Records (paper or 1 risk for the first year if not enough funding)	1,000	1,000	1,000
Vital sign machine - basic with stand (not needed until year 2)	600		
CD burner for X-ray	100		
Computers or Ipads(share with patrol first year)	2000		
Fund Raising Supplies	500	500	500
<b>Total Capital Costs Year 1-\$139,762 Year 2- \$2062 Year 3-\$2062</b>	139,762	2062	2062
<b>Total Expenses Including Capitol Expenses/Annual Expenses</b>	182472	46272	48772