ACHEMT
Middle Tennessee Healthcare Executives
of Middle Tennessee

An Independent Chapter of
American College of Healthcare Executives
of Middle Tennessee

MIDDLE TENNESSEE CHAPTER NEWSLETTER

FROM THE ACHEMT PRESIDENT

Summer is in full swing, and we hope this message finds you well-rested and recharged from your vacation time. This month, our Strategic Planning Committee dedicated an afternoon to reflect on member feedback and engage in meaningful discussions about the chapter's future direction and vision. This important work will inform our next phase of strategic initiatives and guide our planning for 2026-2027. We look forward to sharing more as we bring these ideas to the broader board and align our direction with the evolving needs of healthcare leaders across our region.

Whether you're following us on LinkedIn or exploring upcoming events on our website, now is a great time to start connecting and building. From educational programs to networking sessions, there's never been a better time to get involved. Joining one of our committees is a meaningful way to shape the member experience, support lifelong learning, and build lasting connections within our healthcare community.

If you're interested in learning more about our strategic planning or getting involved, don't hesitate to reach out to me or any of our board members—we'd be glad to connect and invite you to an upcoming meeting.

Enjoy the rest of your summer, and stay tuned for upcoming updates, member spotlights, photos from past events, and an exciting ramp-up of fall and end-of-year events.

Warm regards,

Carol Peters, MSPT, FACHE
President, ACHEMT of Middle Tennessee
carol.peters@tjpc.com

A MESSAGE FROM YOUR ACHE REGENT

As a 1st, 1st, 1st, 1st, a leader's journey with AI...

I see articles daily about how AI can solve a host of problems in healthcare and yet a lot of LinkedIn messages from consulting firms have AI solutions, but I rarely am curious about the "personal provoker" of what it takes to implement AI in our daily routines. That's why, for today's message, I'll be sharing my personal journey with AI. I'm not a tech guru, but I do have enough feel that I should have experienced using it myself since I am working to identify and vispo AI in healthcare operations for our chapter. I have been using Microsoft Office 365 for Word, Copilot, and Sure to what I have learned so far.

The AI meeting note taker is a game changer. It allows me to focus entirely on the actual discussion, knowing that the AI note taker is capturing every word for accuracy. It also has saved me to focus on the complexities of the conversations and setting value, instead of missing some of the discussion by trying to capture notes. I'm wondering if this is the same feeling of now similar this is to how healthcare providers can have improved focus on the patient by leveraging AI solutions to keep up with the notes and documentation. Since my work is fully dedicated to improving the management and delivery of healthcare, I'm wondering if this is what it feels like when AI is supposed to do what and how is critical to maintaining momentum. After a meeting, I've learned I can ask Copilot to organize the tasks by person, or to tell me what my tasks are from a specific meeting, and it will sort through the transcribed notes and provide a list. I'm still learning what I can ask it to do what (including why), as well as highlights/themes from the meeting.

Let's talk about spreadsheets. I've seen how easy it is to use Copilot to speed up pulling data together by using Prompts to easily classifierout the data, joining elements from different sources, adding calculations, and probably much more. I'm just at the beginning of learning what I can do, but it is also a game changer from what I've seen so far.

For email, I had success asking Copilot to find an old email about a specific topic that I had not been able to find using the normal method of using the Outlook keyword search. It summarized what it found, making it easy to see if it found what I was looking for. So not only did it save me time searching, it saved me time in reading and determining if it was what I don't want to use it for? Calling messages, it is too formal, and I have my own style and tone what's important to highlight—where Copilot does not know the intricacies I do. Will it ever? I doubt it. Most of what I do is creative in overall nature. AI doesn't seem to really be able to create something new.

Overall observations? AI is helping tasks of tedious tasks, and I know it is only going to get better. I'm in the "learning" stage which is really important for being able to get the benefits. If I had to leave Outlook, Teams, Excel, etc., to go to an AI tool to get help with something, I may never do it. By putting the AI tool inside what I use, it becomes useful. I still have to use my judgment, but it is saving me time and improving my focus. It seems quite a lot of time to make a couple of edits to what it provides them to have to do it all from scratch.

I hope this has been helpful. I do see merit in the use of AI, try it out if you have the chance. Learn what it can and can't do for you. It should help guide your decision-making process if you are involved in pitching AI solutions for your healthcare providers.

Sincerely,

Jon Pancione, FACHE
Regent (Interim) for Tennessee
Jon.Pancione@ucr.net

UPCOMING EVENTS

JUL 8

FREE STATEWIDE VIRTUAL FELLOW ADVANCEMENT INFORMATION LUNCH AND LEARN SESSION, TUESDAY JULY 8TH AT 12 NOON

FREE Virtual Fellow Advancement Info Session, Tuesday July 8th at 12 noon

View Details »

JUL 9

LEADERSHIP DEVELOPMENT PROGRAM STARTING FOR 2025

Accepting applications now through mid-June

View Details »

JUL 9

2025 LDP - ACCEPTED APPLICANTS ONLY

ONLY FOR 2025 ACCEPTED APPLICANT PAYMENTS

View Details »

REGISTER

SEP 18

ACHEMT ORIENTATION

World Class ACHEMT Volunteer Orientation!

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SEP 25

WINE AND WHISKEY

An opportunity to relax and network!

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OCT 3

COOKING FOR A CAUSE

Save the Date!! Networking and Partnership Event

View Details »

OCT 25

VANDERBILT TAILGATE (AUBURN @ VANDERBILT)

Come to enjoy Fellowship and have some fun!

View Details »

NOV 3

COMING SOON! ACHE CLUSTER MEETING IN NASHVILLE

Coming Soon! 2A ACHE In-Person Education Credits

View Details »

NOV 25

ACHEMT ORIENTATION

World Class ACHEMT Volunteer Orientation!

View Details »

DEC 1

ACHEMT, HFMA, AND NAHSE COMBINED HOLIDAY PARTY

Come and enjoy great food, friends, fellowship, and holiday spirits!

View Details »

DEC 9

2025 ACHEMT ANNUAL MEETING, AWARDS AND LEADERSHIP DEVELOPMENT PROGRAM GRADUATION (LDP)

Join us for the 2025 ACHEMT Annual Meeting, featuring awards, inspiring speakers, and the graduation of the Leadership Development Program—an unmissable event celebrating healthcare leadership and excellence

View Details »

Join the ACHEMT Communications Committee—Develop Your Skills, Make an Impact!

The ACHEMT Communications Committee is looking for dedicated volunteers who are eager to develop and put their skills to work in a fun, supportive, and collaborative environment. This is an exciting opportunity to grow in the areas of digital communication, content creation, and event marketing while contributing to the growth and success of ACHEMT.

Volunteer Opportunities Include:

- **Email Campaigns:** Create and send impactful ACHEMT updates that keep our members informed and engaged.
- **Social Media Engagement:** Post exciting events and celebrate chapter member accomplishments on LinkedIn, showcasing the amazing work happening within our community.
- **Newsletter Writing:** Contribute to the development and writing of our quarterly newsletter, providing valuable updates and insights to our members.
- **Web Presence Management:** Learn and work with the ACHEMT SiteCreator publishing program to ensure our website is always up-to-date and functioning smoothly.
- **Event Marketing:** Use hands-on experience in creating and promoting upcoming events, ensuring they are well attended and well-received by our members.
- **Member Outreach:** Assist in adding new members to our community, helping to grow our chapter's reach and influence.
- **Board Communication:** Publish important Board announcements on our SharePoint site, keeping the team connected and informed.

Why Volunteer?

- Develop valuable skills in communications, digital marketing, content creation, and web management.
- Enhance your resume while contributing to a meaningful cause.
- Connect with like-minded professionals and expand your network.

If you're interested in helping ACHEMT thrive while growing your skills and making a difference, we'd love to hear from you! Please reach out to Gary Shaw at gshaw@ucr.net or call/text at **765-496-6339**.

LEADERSHIP DEVELOPMENT PROGRAM FOR EARLY- TO MID-CAREERISTS

The Board of ACHEMT is pleased to announce the 2025 Leadership Development Program, designed for early-career emerging leaders about their leadership strengths and abilities, enhance their knowledge of the healthcare industry, and provide them with the opportunity to immediately apply what they have learned for personal and professional growth. This program is open to ACHEMT, HFMA, and NAHSE members. It includes 2A CE credits and is offered at no charge.

The program provide excepted participants with 12 ACHE Qualifying Education credits. Apply only as applications are reviewed weekly. Those selected will be informed and asked to register and pay $500 for the program.

FEATURED TOPICS & ONSITE VISITS

- Health and Healthcare Environment
- Ethical Principles
- Leadership
- Communication and Relationship Management
- Professional and Social Responsibility
- Summary of a Group Presentation or Leadership Shadowing

For more information and to register, visit the Leadership Development Program website page: https://achemt.org/ldp

EDITOR'S CORNER

GARY SHAW, LINCH & MALIE MATSILLES, ME, MPT

Embracing AI for Streamlined Administration: 5 Everyday Tools You Can Use with Examples!

In today's fast-paced world, administrative tasks can feel overwhelming, but the good news is that artificial intelligence (AI) tools are here to help healthcare professionals streamline and even managing meetings. AI is revolutionizing the way we approach routine office work. Below are five practical ways that AI can simplify your daily administrative tasks, making your workflow smoother and more efficient.

1. AUTOMATING SPREADSHEET MANAGEMENT

AI-powered tools, like Microsoft Excel's "Ideas" feature or Google Sheets' AI-driven functions, have made it easier than ever to analyze data and create charts. These tools can even automatically identify trends, suggest data visualizations, and even complete calculations that would otherwise take hours. For example, AI can help you quickly summarize a dataset or generate charts that highlight key insights, saving you valuable time. If you're not yet familiar with AI-powered spreadsheets, now is the time to get started.

How to use it: Simply upload your data into a spreadsheet and activate the AI features. Watch as the tool suggests a better analysis or present your information, freeing you up to focus on decision-making rather than data crunching.

2. AI-GENERATED DOCUMENTS AND TEMPLATES

Gone are the days of starting from scratch when creating documents. AI tools like Google Docs' Smart Compose and Microsoft Word's Editor feature offer suggestions for sentence structure, grammar, and even writing style. They can significantly speed up your document creation process, whether drafting a report, writing an email, or compiling meeting minutes.

How to use it: Open a blank document, and let AI suggest content as you type. Additionally, tools like Grammarly can help you improve your writing style, tone, and clarity in real-time.

3. STREAMLINING IMPORT AND EXPORT PROCESSES

Handling data import and export between various platforms can be tedious, but AI can automate this process with ease. Whether you're moving information from your CRM into a spreadsheet, or exporting a file from a publishing tool like Canva, AI can make these transactions smoother and less error-prone. AI-powered tools like Zapier or Integromat can connect different applications, creating data flows between platforms faster and more efficient.

How to use it: Set up automated workflows that connect your most-used tools (like Google Drive, Salesforce, and Excel) to ensure that data is automatically transferred and formatted as needed, reducing manual work.

4. DESIGNING WITH AI IN CANVA

Designing visually appealing marketing materials shouldn't require hours of tedious work. With AI tools built into platforms like Canva, Canva's AI-driven design suggestions can help you create professional-quality graphics by recommending layouts, color schemes, and even generating unique images. Additionally, Canva's Magic Resize feature adjusts your designs to fit multiple platforms with just one click, ensuring consistency across all formats. I have to admit, my kids haven't quite bought in to my work with Canva, but after I started using AI built within Canva, I saw a lot more responsiveness and enthusiasm, seemed to hold sway.

How to use it: When creating a design in Canva, explore the "Design Suggestions" section or simply input your content, and let AI propose layouts and design elements that fit your message. You can also use Magic Resize to adapt your designs for different platforms (social media, presentations, etc.) automatically.

5. ENHANCING VIRTUAL MEETINGS WITH AI IN ZOOM

AI is also improving how we manage and participate in virtual meetings. Platforms like Zoom leverage AI to offer other transcription, automated scheduling, and virtual background features. Imagine having a tool that automatically summarizes meetings, highlights key points, and even identifies action items—helping you stay organized and focused without having to take extensive notes.

How to use it: Turn on the transcription during a Zoom meeting to automatically capture every word spoken. Afterward, use the summary feature to quickly review the most important takeaways, leaving you more time to focus on the discussion.

By integrating AI into your daily administrative tasks, you'll not only save time but also improve the quality of your work. These AI-powered tools are designed to complement your efforts, ensuring you can focus on more strategic, high-value tasks. So, whether you're organizing data, creating content, or managing meetings, AI can make your job simpler, smarter, and more enjoyable.

FREE FREE FREE DID I SAY *FREE* STATEWIDE VIRTUAL FELLOW ADVANCEMENT INFORMATION LUNCH AND LEARN SESSION, TUESDAY JULY 8TH AT 12 NOON

on your Colleagues for a Statewide Fellow Advancement Information Lunch and Learn Session on July 8th at 12 noon CST

- Virtual Fellow Advancement Info Session, Tuesday July 8th at 12 noon Central Standard Times – 1 hour meeting
- Discussion of the benefits of fellowship and the application
- Fellowships: all 79 ACHE members who are interested in advancing to Fellow
- Click here to register: Register Now!