



MEMORIAL COMMUNITY HEALTH, INC.

EMPLOYEE CONNECTION

January 1, 2010

FROM BEGINNING TO END, IMPROVING LIVES THROUGH COMMUNITY HEALTH SERVICES

Welcome:

Dana Gardner, Aurora, MCHI Housekeeping Department
Kim Greenwood, Aurora, EPV Dietary Manager
Aileen Gilliland, Aurora, EPV Dietary Department
Julia Harvey, Aurora, MCHI Dietary Department

Welcome Back:

Vickie Loveland, Aurora, MCC, CNA
Ashley Kliewer, Aurora, MCC, RA

DEPARTMENT OF THE MONTH:

The Snow Removal Crew has been selected as MCHIs January, 2010, Department of the Month. I would like to nominate the maintenance department and those who plowed and scooped to clear the sidewalks and parking lots of MCHI during the snow and cold weather. This crew worked day and night to insure our patients, residents and employees could safely make it to the hospital, clinic, nursing home and assisted living. Congratulations.



Some of the employees that helped with snow removal.



In appreciation of **ALL** the employees who have helped keep our sidewalks and parking lots safe, there will be an Ice Cream Sundae bar on Tuesday, January 12th, from 1:30—3:00 in the Hospital Cafeteria.

TIME CLOCK CORRECTION REQUEST

The time clocks are working well (keep your fingers crossed!) but there are still times when an employee needs to complete a time clock correction request. There is a slight change in the way this form should be completed.

After completing the form, it must go to your dept head, or the person designated by the dept head, for approval. After approved, the dept head will give them to Pat so the corrections can be made on the time sheets.

The form has been revised to reflect these changes. In addition, make sure you write an explanation as to why you didn't use the time clock.

EMPLOYEE OF THE MONTH:



JoAnn Hain, Physical Therapist Aide, has been selected as MCHIs Employee of the Month. JoAnn serves as our "personal trainer."

For the past year, she supervised the employee work out sessions. She motivates the employees, keeps them on track, and insures the employees are using the equipment properly. She is very good at what she does. The employees appreciate the follow-up care and encouragement too. JoAnn impacts the lives she touches, not only the patients, but also her fellow employees. Congratulations JoAnn.

Congratulations to BERTINA ANDERSON for winning the \$100.00 Chamber Check drawing. *Thank You* to the 87 people who responded after reading their Employee Connection. *Also, Thank You* to the 14 people who responded and received a prize during this last year.

***** W-2s *****

Please review the enclosed check stub; verify your name and address.

Notify Pat or Laurie IMMEDIATELY if you have changes or corrections.

TIME CLOCK

When using the time clock push each button slowly and insure your employee number is displayed. If you push the numbers too fast, it doesn't keep up, gets bogged down, and it has to think, and think and think, and think..... If the time clock is not working, please call Pat, Deb or Brad, even if it is after hours. It is much quicker for one of them to fix the time clock than to edit time sheets.

MILEAGE RATES

The Federal mileage reimbursement rate was recently released and it decreased by 5c for the year 2010. The MCHI reimbursement rate will decrease from 50c/mile to 45c/mile beginning January 1, 2010.

ART FROM THE HEART

Help to celebrate Valentine's Day by having your family members color "artwork" for a hallway display by the Hospital East Office.

Coloring pages will be available January 25 through February 12 from: Janet Kliewer, Becky Kliewer, Diane Harrison and Billie Monson. Please return the colored pages to Janet Kliewer to receive a prize.

VIP PARKING RAFFLE!!

Congratulations to **PAT CHADWICK** for winning the VIP Parking Spot for the month of December. The winner for the January VIP Parking Spot is **TERRILL JOHNS**. With all the snow we had in December, don't you wish you had been Pat. VIP raffle tickets are available from Janet at East Admin. Office, the Clinic front desk or ReeAnn at the Foundation!! The next drawing will be January 30th, for that "perfect for you" parking space!! One ticket is a dollar, 6 for \$5, or a Stretch for \$20 (yes...you can have Jerry Weakland do your stretch!) Every dollar counts, the Foundation appreciates your support!

Thank You

In the month of December, the Foundation has received several notable donations. These donations were not given just because we have a Foundation; they were given because we have a staff of loving and skilled employees at Memorial Community Health Inc.

These donations were a direct result of the exemplary care and level of skill that was provided to our patients! Care that was given with a smile, with concern, and with a genuine desire to make a difference in families lives. The patient focused care MCHI employees provide is noticed and appreciated. By giving the best of yourselves you make MCHI the best we can be! Thanks to all of our employees for going above and beyond in your daily routine.

2010 Blood Draws - MCHI Health Fair

MCHI will sponsor the "Live Healthy 2010" Health fair in conjunction with the Home & Garden Show, February 13, 2010! Blood draws will be available at the clinic. Our Scheduling Office is now taking appointments. Call Extension 8274 or 694-8274 to schedule your appointment. Please enter through the clinic lobby for blood draws and check in at the front desk. Employees need to be wearing nametags or have photo ID, to qualify for the reduced employee rate. Employees may stop by the LAB, at their convenience, to pick up blood draw results, the general public will need to claim their results at the Health Fair, February 13th. Remember to drink plenty of water and fast for 12 hours prior to your blood draw! For Questions call ReeAnn at Ext. 8220.

Dates of Draws:

Thursday-January 28
Tuesday-February 2
Thursday-February 4
Tuesday-February 9

Hours: 6:00 a.m. to 8:30 a.m.

Cost: Employees \$10.00

Family members and the public \$35.00

PSA \$25.00



JUST A REMINDER – Employees may fax or mail their HRA claims with verifying receipts to RCI at the address listed at the top of the claim form. Claim forms are found on the Intranet.

HIGHLIGHTERS AND SCANNING

Did you know yellow highlighters do not show up on scanning but all other colors do show up – usually blackening out the highlighted item. Be sure to always use yellow highlighters so scanned items are easily readable.