

## Welcome:

Jessica McNeff, Lincoln, MH, RN  
Ashleigh Petersen, Marquette, MCC, NA  
Bonnie Kruse, Aurora, MHC Medical Records  
Carol Lewien, Aurora, MHC Medical Records  
Deb Hinrichs, Fairfield, MHC Receptionist

## DEPARTMENT OF THE MONTH:

The Physical Therapy staff has been selected as MCHIs April, 2010, Department of the Month. The Physical Therapy department is staffed by outstanding employees who go above and beyond the call of duty on a day to day basis. They have been braving the cold, icy parking lot many times this winter in order to see patients in the hospital. The department has extended its daily hours to better serve its patients, as well as to provide an opportunity for MCHI employees to use the gym two times per week. Last fall the PT staff worked with the maintenance department to give the physical therapy building a new and improved curb appeal. In addition, they continue to spend countless hours working with and supporting the area high school athletes. The physical therapy department has recently been putting in long hours to manage the weigh-ins for the Hamilton County Health Challenge. Overall, the MCHI Physical Therapy department does an outstanding job and we are proud to recognize them for all they do for the organization and the community.



## EMPLOYEE OF THE MONTH:

Brad Tiede, MCHI Information Technology Department has been selected as MCHIs April, 2010, Employee of the Month.



Brad has always proved to be incredibly knowledgeable in his field of work, Information Technology. He responds to requests promptly and follows through until questions are answered and problems resolved. He is always patient with those of us who are not so technically proficient. Brad displays great professionalism even in exceptionally stressful/frustrating situation. Brad has always been great about coming in after hours and on the weekend if we're having technical problems even if it is not a specific area of his responsibility. He understands our purpose, to provide excellent health care, and he understands the importance of IT in that mission. We are very fortunate to have someone as hard working and talented to work with at MCHI! Congratulations Brad!

## TIME CLOCK

We can now use the "Review" option on the time clock to review the last two weeks of punches. The "Hours" listed to the right on the punch history screen includes a 1/2 lunch break.

To use the review option, click on the review key and enter your time clock number.

Any questions, please contact Pat Chadwick.

## Calling all kids to decorate Easter Eggs

Parents and grandparents are encouraged to bring their kids or grandkids to the hospital Conference Room on Friday, April 2, between 3:00—4:30 pm, to decorate eggs. The kids will be able to take their eggs home with them that day.

We will have all the supplies available and people to help the kids. Please sign up in the cafeteria and let us know how many kids you will be bringing so we have enough eggs!

If you would like to volunteer to help that day call Laurie Andrews, Ext. 8201.



Thanks for all the positive comments about Swank Healthcare e-learning. There have been a few glitches along the way, and we are on the road to fixing the biggest glitch: computer access for all employees. The IT department is busy setting up a computer station which will be available to all employees. It is located near surgery in an area originally designed for dictation. The area is used infrequently for dictation (only a couple of times a month) so it is a prime location for e-learning. It is quiet and comfortable and accessible 24 hours a day. It should be up and running in a couple of weeks.

1. Directions to the e-learning station. Use the hallway past Conference Room C, through two doors. The e-learning station is in the small room directly to your right. The e-learning station is clearly marked. Of course, if you happen to be there when a physician is dictating, you will need to wait.
2. Specific directions will be posted. Basically, you will need to turn on the computer and click on the icon for the MCHI Intranet. This takes you to the Intranet, where you can access any internal documents such as personnel policies, Human Resources documents, and facility calendar. You will then click on "Swank Healthcare" where you can begin your e-learning experience.
3. It sounds confusing, but we are happy to help you learn the process. All the managers have been trained, so please contact them or me if you need help or are uncertain about where to go and what to do.

## **EMPLOYEE WORKPLACE SCREENING**

Have you ever lifted a patient and the next day you notice your back aches? Or maybe you were pulling weeds in your garden and the next day, your muscles feel tight and painful. Having muscle strains or pains impact both your home life and your job. Please notify your supervisor if you have strains, aches or pains. Your supervisor will then notify the Occupational Therapy department for an evaluation. OT may be able to recommend a workplace accommodation, PT session, or therapy regimen that will help you feel better and not suffer an injury. We don't want you to hurt, or get hurt.....Because every moment matters.

## **PERSONNEL POLICY MANUALS**

Oh No - where did they go?? In an effort to reduce paper, the personnel policy manuals can now be found on the Intranet. Because there are a few departments that don't have easy access to the Intranet, a paper copy will be maintained at Janet's desk and the MCC nurses' station. Feel free to refer to these two manuals if you don't have computer access.

One advantage to the personnel policies on the Intranet is ease to keep it current. Three changes have been made to the manual.

**Policy 15 Dress Code** - More clearly defines the requirements of Blue Jean Fridays.

**Policy 31 PTO** - Added a statement that employees may choose to use PTO or census hours in the event of a snow day.

**Policy 34 Health Insurance** - the 30 day qualifying event/special enrollment time frame.

## **EATING IN THE CAFETERIA**

Thank you, thank you. In order to meet Wage and Hour law requirements, we require employees to eat away from their workstations and to take a 30 minute uninterrupted break. The easiest way to insure your full lunch break is to eat in the cafeteria. We appreciate the cooperation of all employees to meet this regulation by taking your break as required.

## **BUILDING PROJECT UPDATE**

Health Care Reform passed and is moving forward and so are we. JE Dunn has begun working with us regarding Construction Management of our project. The designs for the new construction are very nearly complete. We are putting together some first looks at staging of the remodeling. The first step will probably be the hardest. There are some people that will need to move or the remodeling cannot begin. The problem will be where to move them to until their final location is completed. But you have to start somewhere. The goal is teamwork, patient and tolerance. We are still looking at having bid packages out for the first phase in May with construction to begin in June.

## **HEALTHLAND SOFTWARE UPDATE**

Wow. We don't hear anything about dates and then when we do it is just around the corner. The Physician electronic health record implementation will begin on April 5 and is scheduled to "go-live" on June 8. The clinic staff is working diligently to be ready.

The Long Term Care electronic record has not been scheduled but hold on to your hat because when we hear it probably will be the next week.

Medical Record Number Combination Project. Our staff has completed their part and Healthland is now working on their end. It will be complete prior to June 5 clinic go-live - because it has to!