



MEMORIAL COMMUNITY HEALTH, INC.

EMPLOYEE CONNECTION

November 20, 2009

FROM BEGINNING TO END, IMPROVING LIVES THROUGH COMMUNITY HEALTH SERVICES

Welcome:

Carolyn Pulse, York, MH, LPN
Marcy Taylor, Hampton, MCC, RN

DEPARTMENT OF THE MONTH:

The MHC Medical Records Department has been selected as MCHIs December, 2009, Department of the month. The Clinic Medical Records crew spends eight hours a day, filing charts and dictation, pulling



Amber Parker, Billie Monson, Shelly Maul, Patty Wall

charts, faxing, copying and filing again, searching for charts for letters, doctor's requests, phone calls, prescriptions, running charts to the doctors, nurses and hospital, answering the phone, making appointments and any other request they are asked to do. They are on their feet most of the day and accomplish a lion's share of the work in the clinic. Many times other clinic employees are asked to help in medical records so an accolade for this department actually includes all those who pitch in and help. Congratulations.

EMPLOYEE OF THE MONTH:

Deb Thompson, MHC Receptionist, has been selected as MCHIs December, 2009 Employee of the Month. Deb is our staying force at the reception desk. She cheerfully trains the new employees, keeps the nurses and doctors on schedule, works the schedule to accommodate as many people as possible, is always on time and goes that extra mile. Congratulations Deb.



2009 EMPLOYEE ANNUAL GIVING CAMPAIGN

MEMORIAL FOUNDATION will ONCE AGAIN BEGIN THE HOLIDAY A SEASON WITH OUR EMPLOYEE ANNUAL GIVING CAMPAIGN. LAST YEAR MCHI EMPLOYEES WERE VERY GENEROUS WITH PAYROLL DEDUCTIONS AND INDIVIDUAL GIFTS TO THE FOUNDATION. MCHI EMPLOYEES ALSO SUPPORT THE FOUNDATION THROUGH BLUE JEAN FRIDAYS, AND VOLUNTEERING FOR FOUNDATION EVENTS. EMPLOYEES WHO DONATE \$25 OR MORE AS A ONE TIME GIFT, ABOVE AND BEYOND WHAT THEY ARE ALREADY CONTRIBUTING, WILL RECEIVE AN ORNAMENT FROM THE FOUNDATION. EACH YEAR THEREAFTER WHEN THE ANNUAL \$25 GIFT IS MADE, A CHARM WITH THE YEAR OF THE DONATION WILL BE GIVEN TO THE EMPLOYEE TO ADD TO THEIR ORNAMENT. THE 2009 CHARMS ARE AVAILABLE NOW UNTIL DECEMBER 31ST. FOR QUESTIONS OR TO MAKE YOUR ANNUAL DONATION, CALL REEANN AT EXT. 8220.

LONG-TERM DISABILITY INSURANCE

It is time for the annual re-enrollment for Long-Term Disability Insurance!

Memorial Community Health, Inc. provides Long-Term Disability Insurance at no cost to all employees that have been employed 6 months and work an average of 24 hours a week. In addition to the base coverage, there is a "buy-up" available which many employees choose to purchase.

- Base Coverage: you receive 40% of your usual monthly wages after a 5 month elimination period.
- Buy-up: you receive 60% of your usual monthly wages after a 3 month elimination period.
- How do you know if you have the buy-up?? If you have the buy-up, a deduction titled "GRPDISABIL" is withheld on the second pay period of each month, i.e., 9/25/09, 10/23/09. If a deduction is listed, you chose to purchase the buy-up. All eligible employees may choose either plan at this time. Please contact Laurie at Ext. 8201, by the end of November if you have questions or would like to switch plans.

W-4s

If your filing status, allowances, or exempt status has changed, please see Laurie or Pat to amend your W-4.

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. Starting December 1st, call Ext. 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



NOTES FROM THE COMPREHENSIVE WORK GROUP

- Many new products are being evaluated including: anti-fatigue mats, hand sanitizer, shower curtains, Saniguard fogger for patient rooms.
- A salt spreader has been purchased for use in icy conditions of the parking lot.
- The HR Employee Screening policy was revised to add the statement that Job applications shall remain on file for a period of one year.

Congratulations to LAURIE ANDREWS for winning the VIP Parking Spot for the month of November. Don't miss your chance for that parking spot closest to your entrance into the building! VIP raffle tickets are still available from Janet at East Admin. Office, the Clinic front desk or ReeAnn at the Foundation!! Drawing is November 30th, for that "perfect for you" parking space!! 1 for 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!

EFFECTIVE OPPORTUNITY NOTICE

All employees of Memorial Community Health have the opportunity to participate in our 403(b) Tax Deferred Annuity (TDA) program upon date of hire.

TDA is a special pre-tax savings program available only to nonprofit employers like us. In 2010 employees may save up to \$16,500 per year subject to no federal or state income tax. Those employees with 15 years of service or age 50 and older may save more under one of the catch up options. Contributions are done on a voluntary basis until employees are eligible for the matching program.

Employees must complete a salary reduction agreement to participate, and may change contributions any pay period with adequate advance notice. Registered representatives from The Olson Group are on campus each quarter to assist employees with retirement planning and help with suitable investment selections.

Summary Plan Descriptions, prospectus information, and enrollment kits are available for all employees in the HR department.

DO YOU REMEMBER

this from the December 19, 2008 Employee Connection? The \$100 Chamber Check winner will be announced on Monday, November 30. *GOOD LUCK* to those who responded.

\$100 CHAMBER CHECK DRAWING

Beginning in the January, 2009 Employee Connection, through the November, 2009 Employee Connection, every employee of MCHI will have the opportunity to be entered in a \$100 Chamber Check drawing. When you read in your Employee Connection "If you read this, please respond to Janet Kliever within one week" (this one does not count), tell Janet or leave her a message at Ext. 8205. Your name will then be entered in the \$100 Chamber Check drawing and the winner will be announced in the December, 2009 Employee Connection. You must respond within one week to have your name in the drawing. We will also continue to choose 4 employees each month for a monthly prize. This statement will say "If you read this, please contact Janet Kliever within one week to claim your prize" (once again, this one does not count).

VIP PARKING RAFFLE!!

In order to keep our facility in tip-top shape, please make sure your shoes don't leave black marks on the floor. Thanks

