



Family Health Center News

January 2008

Employee of the Month

Tiffany Benson, Medical/Dental Office Specialist I, she is the scheduler at the Waverly Family Health Center. Tiffany was hired on June 26, 2006. She is an asset to the agency.

**Congratulations,
Tiffany!!!**

Employee of the Month	pg 1
Waverly	pg 1
Provider's	pg 1
Nursing	pg 1
Piketon	pg 1
Diabetes	pg 1
Social Services	pg 2
Closings and Holidays	pg 2
IT Department	pg 1
Reminders	pg 2
DEA Reporting	pg 2

The newsletter is submitted by Lisa Walker on a monthly basis. If you have a newsletter posting, submissions are due the last day of the month. Email is preferred, lwalker@pikecac.org or contact me at the Waverly Family Health Center. 740-947-7726

Waverly

Maintenance issues for the Waverly site- Contact Sandy Anderson. Sandy will submit a maintenance request for the issue.

New Employees:

Jennifer Perdue –Medical/Perinatal Records clerk.

Home Health/Passport has moved to the Waverly site from the Senior Citizen's building. Scott Adams (ext.239), Becky Diamond, RN (ext. 274) and Mary Blevins (ext. 275) are located at the Waverly site.

Dr. Clara Osborn has signed a contract to begin working at the Waverly site in April 2008.

Providers

Flu Vaccine

The flu vaccine is still available at each site. We currently have adult and pediatric doses available. Please utilize the remaining stock of the flu vaccine. I have attached links for the flu vaccine timing and administration recommendations from the CDC for your review.

Flu vaccine administration recommendations from the CDC:
<http://www.fda.gov/bbs/topics/NEWS/2007/NEW01705.html>

Flu vaccine timing recommendations from the CDC:
<http://www.cdc.gov/flu/professionals/acip/timing.htm>

FYI

Diabetes Meters and Test Strips

Kroger has a Kroger brand meter and test strips for our patients through the 340B program. The Kroger brand meter is manufactured by Abbott and is similar to their Precision Xtra meter. The meter is free of charge and the test strip cost is \$19.99 for 50 test strips.

The patient can take a written prescription or a provider/nurse can call in a Kroger Brand meter to the Kroger pharmacy. You must be specific when writing a prescription or calling in the meter to state a Kroger Brand Meter. If you have any questions, please contact Lisa Walker.

Nursing

Carrie Pitts has accepted the West Portsmouth intake position.

Jennifer Blevins has given her resignation.

Lindsey Penrod has accepted the fulltime position with Dr. Ortiz.

Stefanie Lunsford has accepted the fulltime position with Dr. Aviles.

Piketon

New Employees:

Kara Lute – Dental Assistant

Debra King, CNP, moved to the Piketon site as of January 2, 2008. Beth Johnson, LPN, will continue be Deb King's primary nurse.

Social Services

Techia Potter will be starting back to school to complete her degree in Social Work.

Beginning Monday, January 7th, 2008, social services will only be available on Monday, Wednesday and Friday from 8:00 a.m. until 2:30 p.m. There will be no Social Services available on Tuesdays and Thursdays. This schedule will change quarterly based on Techia's class schedule.

Thank You.

Closings and Holidays

Offices Closed

January

January 21st, 2008 – Martin Luther King day.

Drug Enforcement Agency Anonymous Reporting

A person suspected of selling, sharing, or diverting controlled substances can be reported anonymously to the DEA. However, if you are an employee of CAC-Family Health Centers, please do not report patients of CAC-Family Health Centers, which maybe a violation of patient confidentiality.

All calls are anonymous and will be investigated by the DEA. This service will help to protect our community.

Anonymous Contact Numbers:

Columbus – 1-614-255-4200
Cincinnati – 1-513-684-3671

Submitted by: Dr. Lilly Kao

IT/Computer Issues

Internet Radio Usage

It is against CAC's policy to listen to radio via the internet, whether via websites or through an application such as Media Player, etc. If users continue to do so, all internet radio websites will be blocked. The music feed bogs the network down and slows bandwidth speeds for all users.

If you would like to listen to music, please use your cd player in your computer or save music to your computers and play them locally or use a radio. If you would like a copy of the policy (16.00.00.04), it can be accessed via the policies desktop shortcut.

Reminder:

All computer issues must have a helpdesk ticket submitted before any work can be completed. If you have any computer issues, use the link below:

<http://www.nikecac.org/helpdesk>

Reminders

Insurance:

Please submit all EOB's to Vela Hannah at the Main Agency. If you do not have or lose an EOB, you can create an account on www.myuhc.com. Once, the account is created you will be able to download and print your EOB's.

FLMA Blank Forms

Blank forms can be downloaded from the policies desktop shortcut located on all FHC computers.

1. Double click the policies short cut,
2. Double click PDF format
3. Double click Personnel folder
4. Scroll to bottom of page the double click Family Medical Leave Blank. The blank form will load and click file then click print.

Mandatory OSHA Training

All FHC staff must attend a training session.

OSHA training has been scheduled at each site. The training will be a half an hour; 8:00a.m. to 8:30 a.m. The training is going to be completed site by site. The schedule is as follows.

Piketon Site - Thursday, January 24th, 2008
8:00a.m. to 8:30 a.m.

Waverly Site - Friday, January 25th, 2008
8:00a.m. to 8:30 a.m.

Jackson Site - Thursday, January 31, 2008
8:00a.m. to 8:30 a.m.

West Portsmouth Site - Friday, February 1, 2008
8:00a.m. to 8:30 a.m.

The WIC staff will attend the Piketon Session on Thursday, January 24th, 2008.

We will start the training promptly at 8:00 am. Please be on time. Provider's schedules have been addressed to allow for the training. If you have any questions, please contact Cindy Balzer or Lisa Walker.