



Family Health Center News October 2008

Employee of the Month

October 2008 Employee of the Month

Mary Kuhn

Mary has worked for the Family Health Centers since 9/17/07. She is full time as a Medical/Dental Office Specialist I at the Jackson site.

Congratulations, Mary !!!!

Nursing

Welcome:

Tricia Cagg is bidding us farewell on Oct. 3rd, 2008. She has accepted another position outside of the Family Health Centers. She has been with our family around 8 ½ years. She will be truly missed by all of us.

Tricia, we wish you all the luck in the world. Don't forget to visit.

Lori Varney, LPN will be filling Tricia's shoes with Connie at Waverly. She will begin on October 6th, 2008.

Kelli Crabtree, LPN has accepted the positions as Christy Martin's new nurse in Jackson.

Carrie Pitts, LPN has decided to continue her education. She has been with us six years and we wish her all the best of luck.

CQI Reminder

The **Red CQI suggestions and comments folder** is located at each site by the employee time clock. If you have any comments or suggestions place them in the folder or send it to Cindy Balzer.

The monthly CQI board report is posted at each site for all employees to review. The report contains information about topics discussed and resolutions. Please take the time to review it every month.

Please submit all suggestion, no matter how large or small.

Thank you.

Front Office

New Employees:

Donna McCormick, Medical/Dental Office specialist I. She works registration in Waverly.

Medicaid Eligibility

The front office is checking for Medicaid patients using the Ohio Medicaid website. The site informs you of active eligibility, the Managed Care Company, the provider number of the Managed Care Company, primary insurance information and the time spans of coverage for each managed Care Company. The eligibility information is being printed and filed in the patient chart under the insurance tab.

Submitted by: Cheryl Tackett

Piketon

Dental

Dental has begun 10 hour days and off on Fridays effective 9/22/08. They have a walk in clinic beginning daily at 1:00 p.m. This walk- in clinic is for established and new patients. Patients can be referred to the walk in clinic as needed.

If you have any questions, contact the Piketon Dental Center.

Employee of the Month	pg 1
Nursing	pg 1
CQI Remider	pg 1
Front Office	pg 1
Piketon	pg 1
Waverly	pg 2
Flu Vaccine	pg 2
OSHA/Safety	pg 2
Practice Management	pg 2
Electronic Medical Records	pg 2
IT Department	pg 3
Holiday Gathering	pg 3
Closing	pg 3
Mileage	pg 3
Submission Info	pg 3
DEA reporting	pg 3
Canned Food Drive	pg 4

Waverly

The Waverly employee door will be unlocked every morning at 7:30 a.m. It used to be unlocked at 7:00 a.m. The time change is a preventative safety measure for the Waverly site.

New exams rooms at Waverly are open for business. These exam rooms use to be Behavioral health waiting and registration rooms.

Flu Vaccine

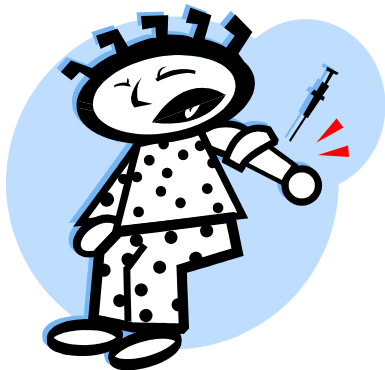
The influenza vaccine is available for family health employees at no charge. The nursing staff can administer the vaccine to any employee requesting the vaccine at your site.

It is mandatory to sign a consent or declination form. You must sign the consent prior to the administration of the vaccine. Forms are available at the sites.

All completed forms must be forwarded to Lisa Walker at Waverly.

If you have any questions, please contact Cindy Balzer or Lisa Walker.

Thank You



OSHA/Safety

It is starting to get dark earlier at this time of year, please use the buddy system. Take care of each other; make sure two people walk out together, if possible. I have checked the outside lights at the sites, if you see any exterior lighting problems; notify me immediately. This will ensure a quicker repair. Do not assume someone else has reported the problems.

If you have any other safety issues or any concerns, please contact Lisa Walker, the Safety Representative for the Family Health Centers.

Practice Management

Practice Management- Chorus

Implementation of the new practice management has begun. A team referred to as "Super Users" have been chosen. The team consists of Cheryl Tackett, Project Manger, Sandy Anderson, Diane Cutlip, Lisa Walker, Meka McClay, Tracy Davis, Dawn Cline, and Barb Crabtree. A weekly conference call is held with John Jorgenson, Chorus Implementation Specialist. Goals have been set for set up and training for front office and billing staff. We are looking to going live with the new software on Monday, January 5th, 2009.

Submitted by: Cheryl Tackett

Electronic Medical Records Update

The Electronic Medical Record program will be put in place once the Practice management system is up and running.

Cindy Balzer and Lisa Walker will be going to each site to assess the patient flow and work flow to assist with implementation of EMR.

All staff will have adequate training prior to going live with EMR. It is a process to implement EMR and it will be a team effort. The trainings will help the process go smoothly and help orient the staff to EMR.

If you have any questions, please contact Lisa Walker or Cindy Balzer.



IT Department

Practice Management

The IT department will be upgrading or replacing staff computers prior to January 5th, 2009. This is to prepare for the new practice management system.

Waverly Server Room

The server room at the Waverly site is being kept locked at all times. The servers store sensitive patient information. The information needs to be kept confidential under HIPPA regulations. If you need to access the server room, please see Cheryl Tackett for access.

Holiday Gathering

The CAC of Pike County holiday gathering will be on Friday, December, 12th, 2008. It will be conducted from noon until 4:00 pm.

It will be located at the Eagles' in Waverly.

It would be great to see all of you at the Holiday gathering. We can celebrate the holidays as a group.

See you there!!



Mileage Reimbursement

The Policy, effective 9/1/08, will increase the mileage reimburse rate for agency staff. The rate will increase from .35 cents to .45 cents.

The newsletter is created 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, walker@pikecac.org or contact me at the Waverly Family Health Center. 740-947-7726

Closings and Holidays

Offices Closed:

November –Veteran's Day – 11th

November-Thanksgiving-27th and 28th

December 24th and 25th

January 1st, 2009

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 may be a violation of patient confidentiality.

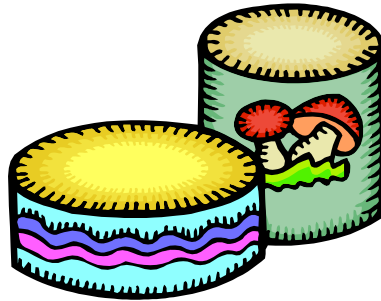
All calls are anonymous and will be investigated by the DEA. This service will help to protect our community.

Anonymous Contact Numbers:

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

Submitted by: Dr. Lilly Kao

2008 Community Action Food Drive Competition



It will be conducted beginning on Monday, October 13 through the December 11th, 2008.

Receive 1 auction ticket for every 2 canned good items in to your Team Captain.

Team 4 - Family Health Center/WIC
Team Captain is Angie Boggess

The Winner announced at the Holiday gathering on December 12th, 2008.

For every 2 cans turned in you receive 1 auction ticket.

The Team captain will count the items for your team's credit and give you your auction tickets.

Housekeeping staff will pick up the food items from each site as needed and deliver them to the pantry.

Get ready to win this year!

**Start bringing in your canned food items starting
October 13th, 2008!!**