

This Week at MCL

A Memorandum to the Employees of The Medical Center of Louisiana, New Orleans
Charity Hospital Campus ▪ University Hospital Campus

October 4-10, 2004

Outstanding People & Outstanding Work.



The theme for this year's National Healthcare Food Service Week – *Outstanding People & Outstanding Work* – certainly describes and fits the 129 people who make up the Medical Center of Louisiana Food and Nutrition Services.

Of these employees, 87 are MCL staff and 42 are with Sodexo, the company which manages the patient services and retail operations. This team – made up of registered dietitians, cooks, porters, cafeteria servers and trayline servers – prepares and serves an average of 8,100 patient meals and 10,000 meals in the two cafeterias each week. The department is observing its annual recognition week October 4-10, and the celebration will include a special presentation and awards day on October 6 on University Campus and October 7 on Charity Campus. So, when you see members of this department during this week, please take a moment to say a thank you to these outstanding people for the outstanding work and services they provide on both our campuses.



Lee National Denim Day Set for this Friday.

On Friday, October 8, the Medical Center of Louisiana will participate in this year's Lee National Denim Day to support the Susan G. Komen Breast Cancer Foundation. If you purchase a pink ribbon pin for \$5, you may wear denim, including jeans, on that day. You can pick up the ribbon pin from **Carol Hubert**, room 308, Butterworth Building; **Patrice Jenkins**, Volunteers, room 715, University Medical Office Building; or **Dionne Summers**, Administration, first floor, Charity Campus. During last year's participation, MCL raised an impressive \$2,269.50. We hope to surpass that amount this year as we join others across the nation in helping to find a cure for this debilitating and deadly disease.

MCL Talent Show Tickets Now on Sale.

Tickets are now on sale for the 2004 MCL Talent Show, which will take place **Friday, October 15, 6 p.m. in the LSU auditorium, 1542 Tulane Avenue.** You can purchase tickets each Monday, Wednesday and Friday between 11:30 a.m. and 1 p.m. at the table located inside the cafeteria on Charity Campus and outside the cafeteria on University Campus. Only 400 tickets can be sold. Cost is \$5 in advance, \$7 at the door, payable in cash or by check payable to the MCL Foundation.



You can also purchase tickets from any of the following Employee Activities Committee members:
Linda Barbarin, Patient Escort ▪ **Lolita Barnes**, Detox ▪ **Barbara Butler**, Finance ▪ **Gay Cassreino**, Volunteers ▪ **Karen Chabert**, Nursing Service ▪ **Paulette Cyrus**, W-15, Emergency Walk-In ▪ **Rose Davillier**, Contracts ▪ **Gail Davis**, Mental Health ▪ **Adeline Denson-Bell**, Infection Control ▪ **Wilma Ellis**, Hospital Police ▪ **Mike Fussell**, Nursing ▪ **Loretta Gibbs-Green**, Communications ▪ **Willie Guss**, OB Clinic ▪ **Carol Hubert**, Human Resources ▪ **Sharon Hunter**, Nursing Service ▪ **Linda Jackson**, Pathology ▪ **Elina Juengling**, Blood Bank ▪ **Yvonne King**, Tumor Registry ▪ **Norma Larrieu**, Finance ▪ **Mary Lewis**, Respiratory Therapy ▪ **Johnnie McFarland**, Rehabilitation Services ▪ **Barbara McMillan**, Mental Health ▪ **Yoland McPherson**, Planning ▪ **Laura Persich**, Regulatory Compliance ▪ **Carol Petty**, Hospital Information System (HIS) ▪ **Audrey Savoy**, Emergency Medicine-Adult ▪ **Rosalind Scales**, Patient Billing ▪ **Sylvia Jackson Smith**, Admit ▪ **Frank Sparks**, Orthopedics ▪ **Sharon Stevenson**, Bio-Med ▪ **Dionne Summers**, Administration ▪ **Carolyn Warner**, Contracts ▪ **Laura Watson**, Quality Management.

PeopleSoft Undergoes an Upgrade.

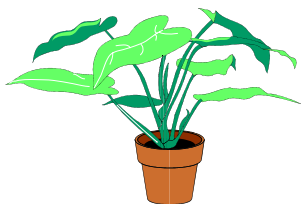
The LSU Health Sciences Center Health Care Services Division has been using PeopleSoft version 7.6 for Human Resources, Benefits and Payroll. The support on the 7.6 version expired in July, creating the

This Week at MCL ■ *October 4-10, 2004*

need to upgrade the PeopleSoft system for these processes to the new 8.0 version. The target date to go live with the new system is late October. This 8.0 version is web-based, which means that PeopleSoft will now display in an internet browser. All users are undergoing training to ensure a smooth transition. We expect no changes to paychecks or to the current clocking system. However, this is a large, complex project, and we ask for everyone's cooperation and understanding as the upgrade is finalized.

Happenings

- **Craft & Plant Sale.** October 5, 6 and 7 in the lobby of LSU School of Medicine, 1542 Tulane Avenue, noon-4:30 p.m. Sponsored by the Occupational Therapy Department of Mental Health Services; proceeds go toward bus fare to and from its clinic and job interviews for its patients.
- **Interview & Selection Class.** 9-11 a.m. October 12, and 1-3 p.m. November 16. To register for either of these classes call **Melinda McBride**, Human Resources, at 2-9320.
- **The ABCs of Critical Care.** 7 a.m.-3:30 p.m., 9th floor, Charity, Education Department. October 25, *Essential Lagniappe: Professional Responsibility, Psychosocial Aspects, IV Drip Calculations, Documentation & Pediatric Assessment* – by **RNs Carolyn Robinson-Thomas** and **Deb Travis**, 3.9 contact hours; October 26, *Shocking Back to Reality: Dysrhythmias & Treatment, Code Blue & Equipment Use* – by **RNs Alicia Dean, Patty Dougherty** and **Dorothy Naquin-Plaisance**, 8.7 contact hours; October 27, *Airway First, Then Breathe Easy: Mechanisms of Trauma, Assessment & Resuscitation Pulmonary Assessment, ABGs, Airway Management, Ventilator Management & Complications* – by **RNs Dominique Bergeron** and **Todd Tartavouille**, 8.1 contact hours. To register contact **Carolyn Robinson-Thomas** at crobin5@lshsc.edu or 2-5268 to register. Cost: \$10 per class for MCL employees; \$45 for non-employees.
- **Asthma Group Session.** Each Tuesday, 2-3 p.m., General Clinical Research Unit (GCRU), 5 East, Charity Campus. Bring your asthma medications and devices, including inhalers, peak flow meters and spacers; peak flow meters and spacers will be provided if you do not have your own. Open to



anyone with asthma. Free, but call **Adonica Webb** at 574-1767 or 2-0237 if you plan to attend.

- **Exercise Class.** Tuesdays & Thursdays, 4:30-5:30 p.m., Education, 9 center, Charity Campus. For further details contact **Paul Hildreth** via e-mail.
- **Outpatient Congestive Heart Failure/Disease Management Teaching Session.** Each Wednesday, 8-9 a.m. and Thursday, 1-2 p.m., Cardiovascular Clinic, 2025 Gravier Street, room 601. Those who receive their medical care at MCL and have had their diagnosis verified by an echocardiogram are welcome. Please bring all of your medications when you come to the class. For info call **Patsy** or **Yolanda** at 2-3112.
- **LSU/Tulane Multidisciplinary Tumor Board Meeting.** Each Friday, noon-1 p.m., 1542 Tulane Avenue, room 710. Physicians wishing to present a case should call **Nicole Chatelain**, 568-4765.
- **Employee Assistance Programs.** All the following groups meet at LSU Lions Clinic, 2020 Gravier Street, 5th floor. Call 568-3931 with questions or for full details: **Co-dependency Anonymous**, Mondays at noon, free; **AA**, Tuesdays at noon, free; and the **Chemical Dependency Education Group** for those who may be chemically dependent or have family members who are, Thursdays, 4-5 p.m., \$10 per group period.

Tickets for Hornets MCL Night Coming.

The tickets for those who made reservations for the Hornets/Pistons game on December 4 are expected to be in by mid-October. The pick-up dates will be announced in a future This Week. If you want to save time by paying for your tickets in advance, please see **Diane Angelico**, Administration, 1st floor, Charity Campus. Ticket price is \$15, payable by cash or check payable to MCL Foundation. The Hornets organization is making a special T shirt for that night in XL size only. The price will be \$5. To place an order call Diane at 2-7145, or e-mail her at dangel@lshsc.edu.

Welcome to MCL!

Fletcher L. Broadnax, Jr. and **Charlie L. Goodwin**, Environmental Services ■ **Melanie S. Chinchilla**, Respiratory Therapy ■ **Bianca D. Hankton, RN**, Emergency Surgery I ■ **Lashelle N. Hollins**, Hospital Police ■ **Heather W. Larks**, Pharmacy ■ **Martina B. Lawson**, Nursing Administration ■ **Celeste E. LeBlanc**, Pediatric Emergency Room ■ **Patricia D. Lynch, RN**, PACU ■ **Corinthia R. Magee**, Neurology ■ **Christina K. Morrell**, Diagnostic Radiology ■ **Tyra M. Pleasant**, Telemetry

Intermediate Care. RN Pool: *Katherine G. Mire*, ICU, and *Ann M. Nealy*.



Ham It Up!

The potential for telephone communication interruption is a day-to-day threat – including weather problems, circuit interruption and terrorism. When other means of communication fail, licensed amateur radio operators – nicknamed “hams,” have historically provided emergency communication services for their communities.

Hospitals are required to have backups when traditional modes of communication are disrupted or become unavailable. The University Campus now houses a state-of-the-art ham radio. This provides us with an invaluable method of communication in the event of major disasters. If you are interested in becoming a licensed ham operator to staff our program and assist in emergencies, the **Hospital Emergency Radio Communications – An Introduction to Amateur (Ham) Radio** course would prepare you to take the examination necessary to become a ham. The course will take place November 5 and 6 at the Christus Schumpert Health System in Shreveport.

Course objectives will include: provide an introduction to amateur radio; describe the history, purpose and applications of amateur radio; and successfully complete Element 2 of the amateur radio licensing exam. In five to seven days, you will receive your call sign and be an official ham!

Costs will be \$15 for a guide/text book and \$10 for the test and FCC license application. Refreshments will be provided but lunch will be on your own. Seating is limited to 30 participants.

If you are interested in attending the course or in learning more about the MCL Ham Radio Program, please contact **Tim Butcher** at 2-3047.

Campus Federal Credit Union Update: A New Generation of Checks is Coming.

The Check 21 Act is landmark federal legislation that will take effect beginning October 28, 2004. It will permit a company which accepts a check to create a “substitute check” – a paper reproduction (front and back) of the original check. These substitute checks will contain all the information on the original check. The company creates an electronic copy of the check and institutions can then process the electronic image or use it to create the paper reproduction. The original check is either returned to Campus Federal Credit Union, where it is stored, copied and eventually destroyed, or it is destroyed by the company when they issue a “substitute check.” You will be able to see the front and back copies of the check through Campus Federal Online Banking.

· **Why create substitute checks?** Currently, the check processing system relies on physically transporting paper checks from one location to another, resulting in time constraints and high costs. The Check 21 Act will reduce costs for the financial institutions to process checks. If you ever need a copy of a check you can use the electronic image that you can access through Campus Federal’s online banking.

· **How does the Check 21 Act affect possible identity theft or fraudulent checks?** Relying on check images should make it less likely that an identity thief will come into possession of the personal financial information on your check. The original check is physically taken out of the processing stream, and the security of the electronic channels limits human contact with your financial information. Also, the processing time should reduce the ability of anyone trying to use your account to commit check fraud. A shorter processing time means you should be able to identify forged or altered items sooner.

· **What if the information on the substitute check is not correct?** The Check 21 Act provides consumers with specific re-crediting rights. If you believe the substitute check does not accurately reflect the transaction, contact Campus Federal immediately.

You will be asked to submit a claim in writing, and then the credit union will investigate the matter. Also, the substitute check is the legal equivalent of the original check. Courts, retailers and service providers are all required to accept the substitute check as proof of payment in the same manner as the original check.

· **Do you need more information about Check 21?** If so, contact Campus Federal at 568-8425 or stop by your local credit union branch.

From the Mailbox,

On September 14, we lost **Christine Wright**, Nursing Assistant. An MCL employee for 26 years, she was devoted, caring, hard-working and conscientious. All of us will greatly miss her. She leaves an empty place in all our hearts.



– *The Staff of Level 2/3 Nursery*

There were two more . . .

The following two names were unintentionally left out of the story in the September 20th issue of This Week about MCL Police Juvenile Community Relations Unit and their efforts to teach children in preK through sixth grade about gun safety: **Corporals Charles Crabtree** and **Sabrina Merrick-Pierre**. We apologize for the omission.

Revised Policies as of 9/27/04.

0060 – Mail Service at MCL: to include the revised procedure for the receipt of medication via mail to MCL. The MCL mail rooms will no longer accept medication via the mail, including expedited mail services. Prescription medication shall be re-routed to the Department of Pharmaceutical Care who will arrange for distribution and pick-up.

0071 – Policies about Health Insurance Portability and Accountability Act (HIPAA): Several exhibits have been revised and included on the U drive. They are exhibits 7501, pages 9 and 10; 7503, page 8; 7504, pages 5 and 6; 7508, pages 8, 9, 10, 11 and 12; 7509, pages 8, 9, 10, 11, 12 and 13; 7511, pages 9, 10 and 11. PLEASE NOTE: This policy is over 200 pages long. You only need to review and print these changed exhibits to keep your manual current.

0100 – Employee General Orientation, Departmental Orientation and Annual Environment of Care Programs: to include information about the Environment of Care Program via the MCL intranet. Includes access procedures and all the steps necessary to receive full credit for completion of this program via the intranet.

1314 – MCL Capital Expenditure Requests (CER): to update with the most current information and include the guideline that a requisition or purchase order for a CER should not be entered into the

PeopleSoft System until the CER has received all necessary approvals.

5003 – Provision of Medical Services to Employees of MCL to update with the most current information and to include more detailed information about eligibility to Employee Health Services.

The following policies were revised to update with the most current information: **0002 – Media Contact and Presence on MCL Premises** ▪ **0048 – Serving Subpoenas and Other Legal Notices on MCL Premises** ▪ **0068 – Paternity Acknowledgement Program** ▪ **1306 – State Travel Regulations** ▪ **1307 – Petty Cash Policy and Procedures** ▪ **4005 – Clinical Equipment Management Program** ▪ **5009 – Patient Death Notification** ▪ **5019 – Use of Special Access Devices** ▪ **5026 – Resuscitation Management** ▪ **5034 – Exchange Code Cart System** ▪ **8003 – Verification of Employee Licenses, Registrations, Certifications, Course Work, Degrees and Military Service and Employee Eligibility Verifications** ▪ **8004 – Employee Rights Regarding Non-Participation in Certain Aspects of Patient Care** ▪ **10002 – Requesting Computer Hardware, Software, Application Programming Changes/Support or Operational Information Technology Support.**

A complete review of these documents, along with a revised table of contents dated September 2004, can be found on the U drive. If you have any questions or concerns about these policies or finding them on the U drive, please call 2-4761.

Condolences.

We extend our condolences to **Linda Mayfield Branford**, Emergency Department, Charity Campus, on the sudden loss of her husband, Billy Michael Branford.

This Week at MCL is published through the Medical Center of Louisiana Human Resources Department, **Ron Broadus**, Assistant Administrator, **Lynn Lorando**, Editor. The department is located in the Butterworth Building, 1541 Tulane Avenue, New Orleans, 70112; the editor's office is in room 409. Unless it falls on a holiday, Monday at 5 p.m. is the standing deadline for the following week's issue of this publication. All items must have prior supervisory approval before being submitted. Hard copies of pictures will be returned but not necessarily in the same size as submitted. Thank you.