

# EMPLOYEE ROUNDS

*News for Employees from Employees*



Bridgton Hospital Central Maine Medical Center Rumford Hospital

June 16, 2005

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## Happenings

### Central Maine Medical Family Participates in APulse Follow-up Survey

Employees throughout the Central Maine Family have the opportunity to share their thoughts on how things are going since the last full Employee Opinion Survey: Have you noticed any improvements? Will you comment on the benefits package? Please take the time to respond to this very brief survey of your opinion to help us know where we need to continue our improvement efforts. Return the survey forms distributed by your manager as soon as possible, but no later than June 24 to have your opinion counted in the totals. Your opinion is very important to us. Thanks very much.

### We Honor Our Family Members



June 20-24 is Healthcare Risk Management Week

### Contributors to this issue

Kristen Garvin, Pam Smith, Donna Jordan, Jim Gaylord, Becky Ouellette, Steve Gauthier, Jerry Marstaller, Clark Phinney, Barbara Aliberti, Jane Bubar, Susan Smith, and

### Bridgton Hospital Participates in Bridgton Senior Health Fair



Bridgton Hospital was an active participant in the Senior Health Fair held at the Bridgton Community Center on May 26. Elaine Drew, RN, Certified Diabetes Educator, left, and Susan Rivet, RN, manager of the clinics, were in attendance providing information to attendees on the diabetes education program and the numerous specialty clinics offered at Bridgton Hospital including oncology, orthopedics and sports medicine, occupational health, and podiatry. Donna Jordan, RN of Central Maine Heart and Vascular Institute was also in attendance, providing bone density screenings and blood pressure checks.

### Monthly Meditations

The Monthly Meditations from The Dept. of Pastoral Care are now available in Pub\_Docs. You can access them in: L:\PUB\_DOCS\Chaplain Meditations



# For Your Benefit

## So, you want to retire someday!!!!

There are a variety of Retirement Programs throughout CMMF. All employees have the opportunity to participate in at least one of these:

Roth IRA which allows the investing of “after tax” money but returns “tax free” retirement income. Available at all institutions in the family and investments are through Fidelity.

- ☉ Tax Sheltered Annuity, 403(b) is offered at non-profit subsidiaries. TSAs let you invest “pre-tax money” and avoid taxation until receipt after retirement. The Nationwide Best of America Funds are available for investing.
- ☉ A 457 Plan is available for highly compensated employees. This plan also uses the Nationwide Best of America Funds.
- ☉ The 401(k) is similar to the 403(b) and is available at Bridgton Hospital, AHS, and Bolster Heights. The plan is administered through Diversified Investment Advisors.

The Defined Benefit “Pension Plan” is available at the Lewiston and Rumford locations. This plan operates with a formula that determines a future retirement benefit based on earnings and service. The Retirement Committee of the Board of Trustees invests these funds.

The first three plans have continuous “open enrollment”. You may contact Human Resources for information and join anytime you wish.

The 401(k) and the Pension Plan state you must be at least age 21 and have worked at least 1000 hours/year. For those who have met these requirements, you may join for any July or January 1st. If you are eligible and interested, you may sign an enrollment form with Human Resources and join for July 1, 2005! Just contact your HR office.

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## FYI

### *Equipment & Supplies*

Feedback received from the last employee survey noted that some employees still felt that they didn't always have the needed equipment or in some instances, supplies, to do their jobs.

While we all understand the need to be financially responsible, it remains the goal at CMH to maintain an environment of employee safety and excellence in patient care. To that end, CMMC has several special funds designated to replace scarce or inadequate patient care-related equipment.

Commodity Equipment Replacement Fund – The Routine Capital Budget includes a special fund for replacement of the common types of lower cost clinical equipment. To access this fund, simply bring your request to your manager, and upon their approval, the manager can directly access the Material Services Director who manages the fund, directly approves its expenditures, and can ensure a quick turnaround of the request if appropriate. This past year, additional IV pumps, wheelchairs, bariatric Hoyer-lifts, and other related equipment were ordered (on average), 24 hours from the time the request was received and approved.

VP Capital Discretionary Fund – Each Vice President has a Capital Discretionary Fund for the purchase of equipment costing between \$1,000 and \$5,000. To access this fund, simply bring your request to your manager, who can submit the request to their VP. With VP approval, the request can be submitted to Materials Services for purchase.

Minor Equipment Budget – Each Department has a line item in its budget for the purchase of minor equipment. Effective July 1, 2005, the definition of capital will be changed from items costing over \$500, to items costing over \$1,000. This will make it easier for managers to purchase lower cost equipment.

Additional information on these funds may be obtained from your department manager or from Steve Gauthier, Regional Material Services Director, directly @ ext 2301.

### **“Thank you for the blanket warmer.”**

“Imagine my surprise when I opened a card and it said “Thank you for the blanket warmer,”” laughs Don Cummings, Chair of the Rumford Hospital Development Committee. “It’s the most unusual thank you card I ever got!”

The card was sent to Mr. Cummings and the hospital Development Committee by Melody Holmquist, one of the CT scanner technicians who works in the hospital’s Radiology Department. Knowing that the blanket warmer was purchased with 2003-2004 Annual Appeal funds, she decided to thank the people who work hard to make each year’s appeal a success.

“That blanket warmer is a blessing,” says Melody. The CT scanner and nuclear medicine rooms in Radiology are kept chilly because of the sensitive computers that power these diagnostic tools. That’s why the blanket warmer is particularly welcome in these areas.

“You can see a transformation when you give a patient a warm blanket,” says Melody. “You would think they had won the lottery!” She tells every patient that the blanket warmer was purchased with Annual Appeal funds, and some have responded that they donated.

In addition to two blanket warmers 2003–2004 funds were used to purchase other equipment including an EKG monitor and a multi-station gym and to help expand the Oncology Suite. 2004-2005 Annual Appeal funds will be used to fund the purchase of equipment for the expanded Day Surgery and Emergency departments that are under construction now.



## Heart Health Minute

Remember that even if your doctor prescribes medicines to reduce your risk of health problems, it's still very important for you to stick with the lifestyle changes that help control vascular disease.

## Getting a Good Nights Sleep

By Barbara Aliberti, RN

Good sleep is right up there with good nutrition and regular exercise to prevent injury and illness. Sleep is essential for keeping the body functioning in top form physically, mentally, and spiritually.

When having sleep difficulty, the following tips may lead you to better sleep:

- ※ Try to get some exercise each day.
- ※ Manage your stress.
- ※ Go to bed at the same time every day.
- ※ Wear loose fitting night clothes.
- ※ Keep the bedroom dark.
- ※ Block outside noise with a familiar inside sound like soft music.
- ※ Avoid alcohol and caffeine before bedtime.
- ※ Avoid late, heavy meals.
- ※ Learn to associate sleep with the bedroom by not using the bedroom to watch TV.

If you cannot sleep, get up and pursue some relaxing activity like reading. Do not lie in bed worrying about not getting to sleep. Return to bed after a short time with the relaxing activity.

Remember that your body is like a bank. It saves up how much it is owed in sleep and when too much is owed, more effort is needed to perform tasks and concentrate. Most people need 7-9 hours of sleep each night. You know you are getting enough sleep if you wake up feeling refreshed, rested, and are alert throughout the day.

## Healthy Bites

### *Berry good*

Blueberries are rich in vitamins A,C,E, and antioxidants that help prevent cancer and heart disease. Top some cereal or yogurt with blueberries for healthy eating.

### *Start with Ten*

It's a myth that it's necessary to lose a lot of weight to begin to lower blood pressure. Losing just 10 lbs. is enough to allow some people with hypertension to take less medication and still keep their blood pressure down. Every pound lost matters!

### *Reach for the red*

Red peppers have three times as much vitamin C as citrus fruits.

### *Drink Water*

The average adult body is 50-65% water. Since your body loses 2-3 quarts a day, it's important to keep replenishing your supply. Be smart and drink 6-8 glasses of fluid a day.

## **HIPAA Question of the Week** **CMH HIPAA Hotline Number: 795-2906**

*Q: How much information can we give over the phone to a person that answers, but isn't our patient?*

A If someone, other than the patient answers we should just leave the message to have the patient call his/her doctor's office.

*Q: If another Hospital calls about a patient that was seen by us at our hospital before being transferred to another Hospital, can we give PHI to the other Hospital without a patient authorization?*

A Yes, as long as the patient is being treated for the same symptoms as they were at our Hospital. This would be considered continuation of care. However, if the patient is being seen for some other diagnosis then we would need an authorization signed by the patient.

### **Your input is always welcome**

Please remember that the *Employee Rounds* is for you. Submit suggestions for future editions to Tom Reichard at the Employee Center, or email them to reichart@cmhc.org

# Joint Commission on Accreditation of Healthcare Organizations (JCAHO)

# WELCOME CMMC Newcomers

## Mission

To continuously improve the safety and quality of care provided to the public through the provision of health care accreditation and related services that support performance improvement in health care organizations.

## Who They Are

The Joint Commission is an independent, not-for-profit organization, established more than 50 years ago. Joint Commission is governed by a board that includes physicians, nurses, and consumers. Joint Commission sets the standards by which health care quality is measured in America and around the world.

## What They Do

Joint Commission evaluates the quality and safety of care for more than 15,000 health care organizations. To maintain and earn accreditation, organizations must have an extensive on-site review by a team of Joint Commission health care professionals, at least once every three years. The purpose of the review is to evaluate the organization's performance in areas that affect your care. Accreditation may then be awarded based on how well the organizations met Joint Commission standards.

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## New Gift Shop Opens with a Celebration

The Woman's Hospital Association celebrates 35 years of operating their gift shop by opening a new WHA Gift Shop at the new hospital entrance. On June 7th the new gift shop opened to the public and employees offering grab bags and popcorn at 35 cents. The grab bags were gone within 2 hours, and over 16 pounds of popcorn was popped. The new shop offered a 10 percent discount to all employees and now offers payroll deduction for the first time.

It was a lot of hard work to get the Gift Shop up and running and Jane Barons, WHA President, thanks each and everyone for all their help. A special thanks to Plant Ops for all their efforts in getting the old equipment up and running, volunteers for cheering us on, dietary for all their assistance and for providing specials at the Coffee Shop the first week of our opening, Sue Smith for all her help in sorting out our new logo wear shop, and most of all to all the personnel in the Gift Shop for their tireless efforts to set the new shop up right which was no easy task. Special thanks to all the employees at CMMC for coming to our opening and making it a banner first week.

### Lewiston Campus

Linda Bartlett — Patient Services Rep, Central Maine Parent  
Norma Billard — Cyto Tech, Pathology  
Melanie Bolduc — GN, Cardiopulmonary  
Chantelle Breton — Phlebotomist, Pathology  
Lacie Carter — Food Serv Aide, Food Service  
Laurie Castonguay — Patient Services Rep, Endocrinology  
Jennifer Cleaveland — GN, Med/Surg  
Lise Cloutier — D.O., Central Maine Internal Medicine  
Kathryn Cook — R.N., Central Maine Rehab Center  
Susan Cottrell — R.N., Operating Room  
Christine Cox — Care Associate, Central Staffing  
Jessica Davis — Clinical Assistant, Central Maine Internal Medicine  
Kerri Davis — GN, ICU  
Diana Eck — GN, Med/Surg  
Kimberly Foss — GN, Cardiopulmonary  
Doreen Goulet — GN, Med/Surg  
John Hartzell — R.N., Single Stay Unit  
Lynn Hopkins — Staff accountant, Finance  
Stefanie Kennedy — Cath Lab Rad Tech, Cardiac Cath Lab  
Robin Kiffer — Resp Care Prac, Respiratory Therapy  
Angela Lapointe — GN, Central Maine Rehab Center  
Courtney Laverdiere — Resp Care Prac, Respiratory Therapy  
Baby Mathew — R.N., Operating Room  
Jessica Michaud — R.N., Pediatrics  
Wanda Mitchell — GN, Med/Surg  
Madeleine Montejo — Polysomnography Tech, Sleep Center  
Krista Murray — GN, Medical Oncology  
Holly Nelson — GN, Med/Surg  
Kristin Scruton — Resp Care Prac, Respiratory Therapy  
Leonard Sherwood — Physician Assistant, Emergency Dept  
Sara Smith — Patient Services Rep, Central Maine Internal Medicine  
William Talpey — M.D., Hospitalist  
Angela Umbro-Hussey — GN, Cardiopulmonary  
Lilah Violette — Nurse intern, Emergency Department  
Shira Waite — Patient Services Rep, Central Maine Pediatrics  
Michael Wiley — GN, Cardiopulmonary

### Bridgton Campus

Lori Buckingham — Phlebotomist, Pathology  
Anita Duncan — R.N., Med/Surg  
Deena Emerson — Patient services rep, Admitting/central reg  
Katherine Fitzcharles — Radiologic Tech, Diagnostic X-ray  
Lisa Kleinert — M.D., Internal medicine  
Guy Laplante — Student, Med/Surg  
Kristi Lawrence — CNA, Med/surg  
Shirley Lord — Envir. Serv. Aide, Environmental services  
Jennifer Sanborn — Envir. Serv. Aide, Environmental services

### Rumford Campus

Megan Bouthot — Hospital Intern Med/Surg  
Jessica Bryant — Envir. Serv. Aide, Environmental Services  
Tracey Milledge — Supervisor, Environmental Services  
Faye Souve — G.N., Med/Surg  
Eva Roberts — Linen Serv Aide, Linen services