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FRIDAY
JULY 10, 1987

Payroll Department to Relocate

As a result of The Payroll Department's relocation from the Hospital to the School of Nursing, Room 2923, several new procedures are being instituted which will affect all employees. The purpose for these changes in procedure is to minimize the number of people having to leave the Hospital to drop off and pick up their timecards. Department heads will pick up paychecks in the Payroll Office in the School of Nursing. These new procedures will allow Payroll to better answer questions and address problems.

As of **Monday, July 13**, department heads or other designee must pick up their department's timecards in Public Relations. New timecards will be available for pick up by 10 a.m. on the Friday of nonpay weeks. At the end of each pay period, department heads are asked to drop off completed timecards in Public Relations. The **deadline** for returning timecards is **10 a.m. the Monday of pay week.**

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SYSTEM CHANGES

Additional changes in the payroll procedures which affect employees and department heads include:

- * Payroll must receive a memo stating the name of the person designated to pick up and drop off paychecks for each department. Only the person or persons noted in the memo will be allowed to distribute paychecks.

- * All timecards must be signed by the employee and his or her department head. Any unsigned timecards will be held in Payroll and paychecks will not be received until the individual signs the timecard.

- * No paychecks will be distributed before 3 p.m. on Thursday of pay week. Distribution of paychecks will be restricted to department heads.

- * Employees with questions relating to vacation, sick time, absenteeism or personal holidays are asked to call Payroll at extension 2210 to arrange for an appointment.

WELCOME, WORK STUDY STUDENTS

Over 40 students from various colleges and universities are working as interns in several departments at The Allentown Hospital, as well as other HealthEast Hospitals. To participate in the 1987 HealthEast Work Study Program, these students applied and were interviewed by the director or supervisor of their respective departments.

Working here at the Hospital are: **Toni Burruano** and **Kerrie Quinn**, Personnel; **Barbara Cline**, Library; **Joe Dizon**, Toxicology; **Cindy Ginder**, Pharmacy; **Kerry Miller**, Social Service; **Lois Russel**, Physical Therapy and **Michelle Snyder**, Public Relations.

Best wishes for a successful summer, and welcome to The Allentown Hospital.

Summer Health Tip

Many people like to take advantage of the summer sun but do not realize that these rays can be dangerous. Here are some pointers that were listed in *The Morning Call* that can be helpful in having a safe summer while enjoying the sun.

- * The sun is most intense between 10 a.m. and 2 p.m.
- * Use a sunscreen. The Skin Cancer Foundation recommends using products of Sun Protection Factor (SPF) 15 or more.
- * Avoid using artificial tanning devices including tanning salons, booths, beds, reflectors and lamps. Radiation from these light sources, whether ultraviolet A or ultraviolet B, can be dangerous.
- * Keep infants and young children out of the sun as much as possible during the first year of life. A bad burn in a small infant can be very serious.
- * Hidden light from surface reflections such as sand, cement or snow, can reflect harmful radiation. Up to 80 percent of the sun's radiation reaches the ground on a cloudy day.

Skin Cancer Topic of WomanCare Lecture

WomanCare of The Allentown Hospital is offering a free educational program which will emphasize the risks of skin cancer and recognizing abnormalities of the skin. "Be Good To Your Skin" will be held on **Tuesday, July 14** at 7 p.m. in the School of Nursing, Room 1911. Sandra Smith, R.N., M.S.N., Comprehensive Community Cancer Center, will be the guest speaker.

The next *WomanCare* lecture will be entitled, "Are You Vain About Your Veins?" The lecture will be **Monday, July 20** at noon in the School of Nursing, Room 1911. Tamar Earnest, M.D., F.A.C.S., will be the guest speaker.

For reservations, call *WomanCare* at 778-3800.

BLOOD DRIVE

Every summer the Miller Memorial Blood Center is faced with extremely low numbers of blood donors. According to Fran Chizeck, Miller Memorial Blood Center's director of recruitment, the donors are in short supply because of summer vacations and holidays.

"We need people to give blood this summer. A lot of people in the community think we can manage on 20 or 30 blood donors a day," Chizeck said. "In fact, we need 150 donors every day, and we are just making it."

The Allentown Hospital and other area hospitals depend on Miller Memorial for their blood supply. Employees of the Hospital are entitled to membership in the Center's program, which allows them to use Miller Memorial's blood supply.

As members, employees are responsible for taking an active role in filling the increasing need for blood.

Bonus for blood donors

As an extra incentive to give blood, the Center is sponsoring the ninth annual Volunteer Blood Donor Day at Dorney Park on Tuesday, August 4.

Anyone who has donated blood between August 1, 1986 and August 1, 1987 will be eligible for the free ride period from 7 to 10 p.m. One pass will be issued for each blood donation made during this year. The pink donor card will be needed as proof of donation.

The Blood Center now has two locations for the convenience of donors.

**2100 Westgate Drive
Bethlehem
691-5850**

**1251 S. Cedar Crest Blvd.
Suite 208A, Allentown
820-5080**

**BEFORE YOU LEAVE FOR VACATION,
DON'T FORGET TO DONATE!**

AEROBICS CLASSES OFFERED

Due to the overwhelming response to the first LOW IMPACT BEGINNERS AEROBICS CLASSES, the Hospital will offer another session beginning July 20.

As part of our HealthCounts program, this eight-week course will be offered twice a week, Mondays and Wednesdays, from 5 to 5:45 p.m. in the Physical Therapy Department. The instructor is Sharon Holmes of the Wellness Center.

The class is limited to 18 people and the cost is \$20. To register, stop by the Employee Health Office to complete a questionnaire and have your blood pressure checked. Your payment will confirm your reservation. Registration deadline is July 17.

CONGRATULATIONS

Mary Ellen Mrazek, a student of The Allentown Hospital School of Nursing, received a \$300 scholarship from the Board of Associates in recognition of her academic excellence, her genuine concern for patients and her professional attitude. Mary Ellen, who maintained a cumulative 4.0 grade point average throughout her first two years in the program, will begin her last year of study at the School of Nursing in the fall.

Mark Sellers, Housekeeping, and wife Dawn became the proud parents of a bouncing baby girl on June 11. Eryka Lynne weighed in at 8 pounds, 10 ounces and was 20 inches long.

Policies for Patient Transportation

The new service for centralized transportation went into effect **Monday, July 6** at The Allentown Hospital. This service is designed to provide timely and safe transportation services, thus improving efficiency and quality of patient care. However, in order to meet this goal, there are general policies and procedures that need to be followed.

First, when requesting a patient transporter, the dispatcher needs to be notified. It is suggested the dispatcher be contacted 20 minutes in advance of the time the patient is ready.

Second, the patient should be ready to be transferred at the time of the transporter's arrival. It is important to note that it is the nursing and ancillary staffs' responsibility to transfer the patient from the bed to a transporting vehicle. The transporter may, however, assist in the transfer. The nursing and ancillary staffs will also need to do the transporting when a transporter is not available.

Furthermore, since waiting for an elevator can hinder the effectiveness of the program, it is important for everyone to follow the elevator policy. In case you are not familiar with the elevator policy, you can read more about it in the next *Stethescoop*.

For more information about the centralized transportation service, contact Ann Lyon, administrative assistant, at extension 2890 or Richard Benjamin, director of Materials Management, at extension 2212.

Payroll

(cont'd from page one)

If this deadline cannot be met, it will be the department head's responsibility to hand deliver the timecards to the Payroll Department by noon the Monday of pay week. Any employees who have not turned in their timecards by this deadline run the risk of not receiving paychecks on time.

JULY BIRTHDAYS

Carol Acernese
 ACCU, 7/23
Joyce Armbuster
 5-T, 7/25
Debra Binder, 3-T, 7/16
Catherine Blacksmith
 Radiation Therapy, 7/28
Judith Braun
 School of Nursing, 7/29
Karen Brunner
 Admitting, 7/22
Fredricka Carter
 Admitting, 7/28
Susan Cruz, ASU, 7/23
Sharon Daniels
 NICU, 7/16
Alton Debold
 Housekeeping, 7/25
Judith Dentith
 Cancer Center, 7/25
Walter Eberts
 X-ray, 7/17
Mildred Eck
 Emergency Center, 7/20
Hilda Edelman
 Housekeeping, 7/28
Inocencio Figueroa
 Engineering, 7/28
Karen Follweiler
 Pharmacy, 7/26
Nancy Frisoli
 Laboratory, 7/20
Dolores Fritch
 Home Care, 7/18
Celeste Gaydos
 Operating Room, 7/23
Malvina Goodwin
 6-T, 7/24
Patricia Heavener
 ICU, 7/26
Sandra Hebda
 Pediatrics, 7/20
Christine Hnatow
 Labor & Delivery, 7/27
Sharon Jones
 Pool, 7/28
Francine Kennerer
 3-T, 7/20
Dianna Ketterer
 NICU, 7/20
Kelly Kline
 Home Care, 7/21
Jeffrey Knauss
 Psychiatry, 7/20
Marilyn Leshko
 Nursing Admin., 7/29
Margaret Mace
 Psychiatry, 7/17
Cassandra Maxwell
 Business Office, 7/20
Kim Metzger
 Labor & Delivery, 7/26
Geraldine Moyer
 Central Supply, 7/27
Deborah Nenow
 Nursery, 7/20
Jose Ocasio
 Housekeeping, 7/21
Sarah Oplinger
 4-T, 7/31
Patricia Penrose
 Pool, 7/30
Jennifer Pope
 Heart Station, 7/22
Wendy Ritter
 Psychiatry, 7/20
Marcia Roman
 Psychiatry, 7/16
Laurene Schmehl
 5-T, 7/28
Phyllis Schneck
 X-ray, 7/20
Deborah Schumacher
 Central Supply, 7/16
John Schwab
 Nursing Admin., 7/19
Ann Seyfried
 Psychiatry, 7/20
Carol Shaud
 Pediatrics, 7/29
Deborah Shoemaker
 Laboratory, 7/17
Louise Solomon
 Laboratory, 7/21
Robert Stover
 Accounting, 7/21
Andrew Toth Jr.
 Laboratory, 7/20
Richard Wagner
 Pharmacy, 7/16
Valerie Wagner
 Dietary, 7/21
Beverly Weber
 Laboratory, 7/19
Keith Werley
 Operating Room, 7/28
Donna Wilson
 Psychiatry, 7/24
Carol Wimer
 NICU, 7/22
Esther Wolcott
 4-S, 7/23



**SEAT BELTS -
THE HUG
OF LIFE**

Seat belts are the hug of life. Many experts say they are the very best preventive measure to take against on-the-road injury. Statistics from 27 states which have passed seat belt laws support the effectiveness of seat belts as protection during accidents. Death rates are down and usage is up in every state that enforces the use of seat belts, according to the National Highway Traffic Safety Administration (NHTSA).

Seat belt use can reduce the risk of serious or fatal injury by an estimated 40 to 50 percent, according to NHTSA. In states where seat belt laws are not enforced, there is a continual increase in the number of severe injuries and deaths that are attributed to people not wearing seat belts.

Recognize that wearing your seat belt is the right choice -- buckle up to prevent pain, suffering and death in case of an accident.

Hospital Seat Belt Campaign

The Wellness Committee will be sponsoring a seat belt program in the near future. There will be seat belt audits on each shift, and employees who are wearing their seat belt at the time of the audit will receive a coupon to enter in a drawing. Employees who are missed by the audit may submit an "honor" coupon if they faithfully wear their seat belt.

The following prizes will be awarded to the winners picked from the drawing:

- 1st prize -- Trip for two to Cape Cod for three days
- 2nd prize -- Video Cassette Recorder (VCR)
- 3rd prize -- 19" Portable Color Television
- 4th prize -- Compact Disc Player

Say "yes" to seatbelts!

Any Ideas?

The Wellness Committee would like to receive your ideas about how to make The Allentown Hospital a healthier, happier place to work. Please fill out and return the coupon below to the Employee Health Office. If you would like more information or have any questions, call extension 2289.

NAME _____
(please print)

DEPARTMENT _____ EXTENSION _____

SUGGESTION: _____

