

140 1003

UPDATE

1980-1981
1982-1983

Update

tak 1 of 3

PROFESSIONAL BUILDING ? ? ? WE'RE CHECKING, DOC

A number of physicians have expressed an interest in the construction of a professional office building on Hospital Center property. At present, a survey is being made to determine the level of interest among physicians for this project. The survey should be complete within about six weeks.

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COORDINATED ADMISSIONS PROCEDURE

Ellwyn D. Spiker, Hospital Center Administrator, has issued a reminder to all members of the medical staff that admission arrangements can be expedited keeping the best interest of the patient in mind by the utilization of the Coordinated Admissions Office (821-3140). In this process the Coordinated Admissions Officer sets up a conference call with the physician or his representative and the Admissions Office of the hospital concerned in order to confirm the admission in an appropriate manner. Mrs. Mildred A. Whitmore, the Coordinated Admissions Officer, and her staff are always anxious to accommodate the physician and the patient promptly.

In order to clarify any misunderstandings which may have occurred, the following is Section 2 - B and C of the Admissions and/or Reservations procedure sent to all members of the medical staff.

- B. If the case is within the allocation of services for that hospital and if the occupancy rate of all three hospitals is at or above the allocated percentages, the doctor's and/or the patient's choice of hospitals will be honored.
- C. If, however, the occupancy rate is below the allocated percentage at one of the hospitals, the Admissions Office and/or the Coordinated Admissions Office may, if the case is a General Medical or General Surgical case, request that said patient be admitted to the hospital with the lowest occupancy.

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FIRE REPORTING IN-SERVICE

Today is the first day of a repeat performance. Robert Ewing, Director of Engineering, will present a program on Fire Safety and the correct fire reporting procedure in the Hospital Center Auditorium. Ewing reports "our goal is to have no less than 100% of the Center's employees aware of the right fire reporting method."

The sessions will be: Friday, April 4 at 10 am and 2 pm
Monday, April 7 at 2 pm, 7 pm and 8 pm
Thursday, April 10 at 4:30 am and 5:30 am

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BUSY, BUSY, BUSY

The room reservation schedule for the classrooms, auditorium, and other first floor meeting rooms is becoming very heavy. To insure your request for a meeting room is adequately filled, it is helpful if you make your request as early as possible to the Training Office at Extension 2026.

If any department finds it necessary to cancel or postpone the use of a meeting room, please notify the Training Office so they can make the room available for the use of others.

Audio-Visual equipment such as slide projectors, tape recorders, and film projectors are available from the Training Office. Contact them to make the arrangements for your A/V needs. Additional A/V equipment is kept in the Medical Library.

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4/4/75

EVERYONE'S ALL CLEAN

The increased use of paper towels at the Hospital Center is no doubt due to the increased awareness of all personnel of the importance of handwashing. This awareness was created by the recent month-long inservice program on Infection Control conducted by the Training Office, the Hospital Center Infections Committee and the Employee Health Office. Sixty sessions, which included lectures and a film and slide program on handwashing, were attended by 87% of all the Hospital Center's employees.

Mrs. Mary Ellen Beideman, Infection Control Nurse, reports that her next effort will be a program illustrating correct Isolation technique. "The materials are being produced right now and should be available by April 7th."

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BUSY VOLUNTEERS

In March, Hospital Center Volunteers provided 3,000 hours of service in many, many departments. Volunteers who put in this time are to be commended for their dedication to the Hospital Center.

Let's not underestimate the value of the Hospital Center Volunteers. If they were paid the bare minimum wage of \$2.10 per hour, they could be valued at \$6,300.00.

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LOST AND FOUND

Missing your left glove or maybe your umbrella? The Center has a large number of articles that have been found within the Hospital. Lost items are held in the Housekeeping Department until claimed. If you find anything, turn it in to the Reception Desk in the Lobby, who will keep it for 24 hours and then turn it over to the Housekeeping Office.

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WELCOME ABOARD

Richard C. Cipoletti, Director of Personnel Services, has announced that the Hospital Center is utilizing the services of four students from Lehigh University. The students' specialty is in industrial engineering and they are being utilized by various hospital departments in projects concerning management engineering.

The students, Thomas Graziano, Vince Batastelli, Gerry Cook, and Lee Herrick are all seniors and will be working in the Hospital until the end of the semester.

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Recently, the Hospital Center Auditorium hosted a meeting of the Robert H. Ivy Society, a group of plastic surgeons from Pennsylvania, Delaware, and New Jersey. Sixty-five plastic surgeons and approximately thirty-five Hospital personnel attended the program which included tours of the Hospital and nineteen scientific presentations. The program concluded with dinner at the Lehigh Country Club and awards for the resident's presentations. Dr. Walter J. Okunski of the Hospital Center coordinated and chaired the program.

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FROM THE SUGGESTION BOX --

It has been suggested that since the Center owns so much land surrounding the Hospital, some of it be used by interested employees for vegetable gardening. An Inflation Garden might be a good name for it. If there is enough interest in an Inflation Garden, the Center will certainly look into its establishment. Anyone interested, please leave your name in the Personnel Office.

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