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*The Quarterly Newsletter for Physician Office Staff*

Volume 10, Number 1  
May, 2001

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## Experience the Newest Release of GUI Email

The Information Services Department would like to invite you to experience the newest release of GUI email. This newest version takes minutes to install and provides many new enhancements -- all done in response to user requests. GUI email opens the door to allow you to keep your existing mail files, yet provides you with a Windows-based interface to all the luxuries that come with Windows: attachments (Word documents, spreadsheets, pictures), PC composition options (choice of fonts, colors, spell check, margins, etc.), archive of your own files off-line if you wish (locally), and printing to local printers (even in color, if one is available to you).

Information Services would like to especially welcome on board those of you who are still using the original email display ("Green Screen") and hope you will allow I/S to bring your PC up to the best it can be. Some are still using the original version to print to an old nearby Fax machine (via T###), which is a carryover from the old days of five to seven years ago when printers weren't as common, and it was your only option to print locally. This process requires both outdated hardware and software, as well as diminishing vendor support, and is very costly due to its age. Therefore, on June 4, this feature will be deactivated, and you will no longer be able to print emails from the OLD version of email.

If you are among this group and are still plugging away with the original green screen version and printing to your old Fax machine, please contact either Barrie Borger (Barrie.Borger@lvh.com, (610) 402-5715), or Rob Bortz (Rob.Bortz@lvh.com, (610) 402-1482). One of these individuals will schedule you STAT, ahead of the rest, to replace these old, costly fax prints.

**For Your Information** - Lehigh Valley Hospital and Health Network has switched back to the Password Lifetime Option for the network systems. This means that you will be asked to change your password every 90 days. Changing the password helps to ensure that your accounts are kept safe, and complies with law and industry best practices. If you experience any problems while changing your password or if you have any questions, please contact the Information Services Help Desk at (610) 402-8303.



## PET Scanning Has Arrived!

Positron Emission Tomography (PET) is now available at Lehigh Valley Hospital, Cedar Crest & I-78. CDL Medical Technologies has been contracted to provide mobile PET services to LVH. The system that has been chosen is a state-of-the-art Siemen's dedicated PET scanner which can detect lesions as small as several millimeters. Scanning will initially be performed one day per week with the potential of expanded services as volume builds.

The clinical usefulness of PET will mainly be in the field of oncology. PET is unique in providing functional assessment of the anatomic abnormalities usually found on CT or MRI scans. Studies indicate that PET may be used as a compliment to CT by helping to characterize, as benign or malignant, solitary pulmonary nodules found to be indeterminate on CT. By reducing false-positive studies, radiologists can more accurately identify patients for surgical resection and decrease unnecessary interventions for benign nodules.

PET is important in tumor staging. For example, in the evaluation of a patient with non-small cell lung cancer, accurate evaluation of the mediastinum is important for staging and treatment decisions. PET can detect tumors in normal sized lymph nodes and, therefore, more accurately stage patients with lung cancer. PET can improve the sensitivity and specificity for mediastinal staging of these patients.

PET also has been shown to increase accuracy in detecting recurrent disease in patients with colorectal cancer and melanoma. PET can detect small tumor foci in patients with colon cancer with a rising CEA level and a normal or equivocal CT scan. PET can help stage Hodgkin's and non-Hodgkin's lymphoma much better than Gallium scans.

There are some limitations to PET scanning. Although specificity is usually high, inflammatory or infectious processes may result in false-positive interpretations. Also, PET does not provide the level of precise anatomic localization of tumor required for surgical excision or targeted radiation therapy and requires complimentary anatomic correlation with CT or MRI.

The relative amount of radiation to a patient from a PET FDG scan is similar to that of a body computed tomography scan.

PET scans are currently approved by HCFA for the following indications:

- Characterization of solitary pulmonary nodules
- Initial staging and follow-up of :
  - non-small cell lung cancer
  - colorectal cancer
  - melanoma
  - Hodgkin's and non-Hodgkin's lymphoma

These studies will be interpreted by Nuclear Medicine physicians, Robert Rienzo, MD, and Kathleen McDonald, MD, who are board certified by both the American Board of Radiology and the American Board of Nuclear Medicine.

If you have any questions concerning PET, please contact either Dr. Rienzo or Dr. McDonald in Nuclear Medicine at (610) 402-8373.

*(Some of the information in this article was obtained from the Oncology Roundtable of the Advisory Board Company of Washington, D.C.)*

## Sleep Disorders Center Relocates to 17<sup>th</sup> & Chew

On May 1, the Sleep Disorders Center, previously located at Cedar Crest & I-78, moved to the fourth floor of Lehigh Valley Hospital at 17<sup>th</sup> & Chew. The new laboratory, with improved diagnostic equipment, has expanded from its previous six beds to 13 beds effectively doubling the ability to perform sleep studies. In addition to expanding in capacity, the new Center offers significant improvements in comfort to patients including a private bath with a shower in each room, televisions, refreshment center, and attractive "hotel room" décor. For patients' convenience, valet parking is available at the front entrance of the hospital.

To schedule an appointment, please contact Central Scheduling at (610) 402-8378 (TEST). For information about sleep studies, please contact the Sleep Disorders Center at (610) 402-9777.



## Central Scheduling to Handle Reservations for MRI and Sleep Disorder Studies at LVH-M

On April 30, the Central Scheduling Department began handling reservations for MRI and Sleep Disorder Studies at LVH-Muhlenberg. Previously, the individual departments handled the scheduling of reservations. This change is part of the continuing effort to streamline access to the services available at LVH-Muhlenberg.

In order to expedite the scheduling process, please have the patient's demographic information, including their insurance information, available at the time of the scheduling call. As with the other tests and procedures you order through Central Scheduling, this will allow patients to be pre-registered and speed the intake process when they arrive at the hospital.

To schedule an MRI or Sleep Disorder Study at LVH-Muhlenberg, please call Central Scheduling at (484) 884-2279, Monday through Friday, from 7 a.m. to 7 p.m.

If you have any questions, comments or concerns, please contact Lisa Coleman, Director, Support Services, at (610) 402-8066, or Mark Holtz, Vice President of Operations, at (484) 884-4710.

**Reminder** - On April 10, notification was mailed regarding the annual assessment due for 2001 for continued membership in the *Greater Lehigh Valley Independent Practice Association, Inc.* Each physician member is responsible for one annual assessment of \$250.00, which is due by May 9, 2001.

If you have any questions, please contact Eileen Hildenbrandt, Coordinator, Lehigh Valley Independent Practice Association, Inc., at (610) 402-7423.

## Infection Control News

**Animal bites** are listed as reportable diseases in the Commonwealth of Pennsylvania. Health care providers are required to **immediately report** all types of animal bites to their local Health Bureau. This includes all warm-blooded and cold-blooded animals (snakes and other reptiles). Rapid reporting of animal bites assists the Health Bureau in helping to identify dangerous animals and removing them from the community, if necessary, or by requiring owners to properly restrain and vaccinate pets. Reportable disease forms are available from the Health Bureau.

### Allentown Health Bureau

245 N. 6<sup>th</sup> Street  
Allentown, PA 18102  
Phone: (610) 437-7577  
Page: (610) 218-3266  
Fax: (610) 437-8799

### Bethlehem Health Bureau

10 E. Church Street  
Bethlehem, PA 18018  
Phone: (610) 865-7087  
Fax: (610) 865-7019

### Lehigh County PA-DOH

3730 Lehigh Street  
Whitehall, PA 18052  
Phone: (610) 821-6770  
Emergencies: (717) 826-2062  
Fax: (610) 821-6564

If you have any questions regarding this issue, please contact a member of the Infection Control Department at (610) 402-0680.

Information for the 7<sup>th</sup> Edition of the *Medical Staff Handbook* is currently being compiled. This handy reference for members of the Medical Staff includes a list of their office and pager numbers. If any of your physicians have recently changed their pager numbers, please contact Janet Seifert in Physician Relations as soon as possible at (610) 402-8590 to update the information.



## LastWord Upgrade

As you may already know, IDX (formerly PHAMIS) LastWord is being upgraded. The activation date is June 16, 2001. The upgrade is not drastically different from the current system, but there will be differences.

Classes for learning the upgraded system will be held for all physicians and residents. The schedule is as follows:

### CC & I-78 Auditorium (demonstration for office staff, but anyone may attend):

June 6 8:30-10 a.m.

June 7 8:30-10 a.m.

### John and Dorothy Morgan Cancer Center, Suite 401:

June 11 6-7 p.m.

June 12 6-7 p.m.

June 13 4:30-5:30 p.m.

June 14 noon-1 p.m.

June 15 noon-1 p.m.

### LVH-Muhlenberg Computer Training Room (off the Main Lobby):

June 13 noon-1 p.m.

June 14 4:30-5:30 p.m.

### Learning Resource Center (CC & I-78 Library):

June 18 noon-1 p.m.

June 19 noon-1 p.m.

Registration is not necessary.

There will also be a tutorial available on the Intranet. Information will be forthcoming as to its access availability.

If you have any questions regarding this issue, please contact Craig Koller, Education Analyst, Center for Education, at (610) 402-2413.

## May Daze Festival

Sponsored by the Lehigh Valley Hospital Auxiliary

May 18, 19 & 20

Lehigh Valley Hospital

(Cedar Crest & I-78)



- Friday, May 18 - 4 to 10 p.m.
- Saturday, May 19 - 10 a.m. to 10 p.m.
- Sunday, May 20 - Noon to 6 p.m.

Featuring: Attic Treasures, Baked Goods, Bingo, Books, Children's Tent, Flowers & Plants, Pony Rides, Raffle, Rides, Therapy Dogs, and Plenty of Food!!

### **Health Trailer (Saturday & Sunday - Noon to 4 p.m.)**

- Total HDL & LDL Cholesterol Screening (\$5.00 fee)
- Seated Chair Massage (Free)
- Valuable Health Information

### **Entertainment**

- Friday, 7:30 to 9:30 p.m. - RetroSpecs (Classic Rock 'n Roll)
- Saturday, 10 a.m. to 2 p.m. - Appraisals (collectibles, jewelry, toys/dolls)
- Saturday, 3 to 6 p.m. - Deron Erney, PGA Teaching Pro "Golf to a Tee" (video presentation & swing analysis)
- Saturday, 7 to 10 p.m. - Steve Brosky & Michael Fossa (Folk Music)
- Sunday, 1 to 5 p.m. - Southern Reign (Country Music)

**Free Admission \* Free Parking \* NO Pets on Hospital Grounds**



**Cedar Crest & I-78**

3C	610-402-8229	CC	General Services	610-402-8566	CC
4A	610-402-8745	CC	GI/Endoscopy Lab	610-402-8850	CC
4A Rooms 2,3,18,20	610-402-0331	CC	Health Information Management (Medical Records)	610-402-8240	CC
4A Rooms 4-7	610-402-0324	CC	Health Network Laboratories Customer Care Dept.	610-402-8170	CC
4A Rooms 8-10	610-402-0325	CC	Health Spectrum Pharmacy	610-402-8444	CC
4A Rooms 11-14	610-402-0326	CC	Heart Station	610-402-8989	CC
4A Rooms 16,17,19	610-402-0327	CC	Hematology/Oncology Clinic	610-402-0640	CC
4B (Pediatrics)	610-402-6700	CC	Hemophilia Center	610-402-0640	CC
4C	610-402-8750	CC	Infection Control	610-402-0680	CC
4C Rooms 1-4	610-402-0313	CC	Information Desk	610-402-8001	CC
4C Rooms 5-7	610-402-0314	CC	Invasive Cardiology Lab	610-402-8827	CC
4C Rooms 8-9	610-402-0315	CC	Lab Results	610-402-8170	CC
4C Rooms 11-14	610-402-0316	CC	Labor & Delivery (L&D)	610-402-7158	CC
4C Rooms 15-18	610-402-0317	CC	Labor & Delivery Charge Nurse	610-402-0456	CC
5A (Transitional Trauma Unit)	610-402-8765	CC	Library	610-402-8410	CC
5B	610-402-8770	CC	Mailroom	610-402-8561	CC
5B Rooms 6-10	610-402-0336	CC	Maternal Fetal Medicine	610-402-8510	CC
5B Rooms 11-15	610-402-0338	CC	MedEvac	610-402-8666	CC
5C	610-402-8780	CC	Medical Intensive Care Unit	610-402-8715	CC
5C Rooms 1-5	610-402-0239	CC	Medical Records - Release of Information	610-402-8382	CC
5C Rooms 7-10	610-402-0257	CC	Medical Records - Transcription	610-402-8364	CC
5C Rooms 11-14	610-402-0259	CC	Medical Staff Services - Administration	610-402-8980	CC
5C Rooms 15-18	610-402-0265	CC	Medical Staff Services - Credentialing Services	610-402-8900	CC
6B	610-402-5124	CC	Medicine, Department of	610-402-5200	CC
7A	610-402-1903	CC	Mother Baby Unit (MBU)	610-402-7279	CC
7A Rooms 1,2,4	610-402-0201	CC	Neonatal Intensive Care Unit (NICU)	610-402-7853	CC
7A Rooms 3,18,19	610-402-0204	CC	Nuclear Medicine	610-402-8390	CC
7A Rooms 11,12,13,14	610-402-0203	CC	Occupational Therapy	610-402-8480	CC
7A Rooms 15,16,17	610-402-0277	CC	Open Heart Unit (OHU)	610-402-1250	CC
7B	610-402-7111	CC	Operating Room	610-402-8686	CC
7B Rooms 1-4	610-402-0208	CC	PACU	610-402-8687	CC
7B Rooms 6-8	610-402-0209	CC	Pain Management	610-402-1756	CC
7B Rooms 9-12	610-402-0215	CC	Pastoral Care	610-402-8465	CC
7B Rooms 13-15	610-402-0210	CC	Pathology, Department of	610-402-8140	CC
7B Rooms 16-18	610-402-0211	CC	Patient Access Services (Admitting)	484-884-4545	CC
7C	610-402-7122	CC	Patient Care Services Administration	610-402-8210	CC
7C Rooms 3-6	610-402-0232	CC	Patient Representative	610-402-8222	CC
7C Rooms 7-10	610-402-0233	CC	Pediatric Intensive Care Unit (PICU)	610-402-5500	CC
7C Rooms 11-16	610-402-0234	CC	Pediatrics (4B)	610-402-6700	CC
7C Rooms 17-19	610-402-0235	CC	Perfusion	610-402-8979	CC
Acute Care Unit (ACU)	610-402-8720	CC	Perinatal Unit	610-402-7273	CC
Administration	610-402-7501	CC	Peritoneal Dialysis	610-402-0600	CC
Admitting (Patient Access Services)	484-884-4545	CC	Pharmacy	610-402-8886	CC
Direct Admissions (same day)	610-402-4508	CC	Physical Therapy	610-402-8480	CC
Advanced Clinical Technologies Department	610-402-8977	CC	Physician Relations	610-402-8590	CC
Anesthesia Scheduling	610-402-0299	CC	Pre-Admission Testing	610-402-8877	CC
Anesthesiology, Department of	610-402-9099	CC	President, Medical Staff	610-402-8980	CC
Biomedical Engineering	610-402-8525	CC	Print Shop	610-402-8562	CC
Biomedical Photography	610-402-8511	CC	Progressive Coronary Care Unit (PCCU)	610-402-8740	CC
Breast Health Services	610-402-0690	CC	Pulmonary Function	610-402-8530	CC
Burn Center	610-402-8735	CC	Radiation Oncology, Department of	610-402-0700	CC
Cancer Center Registration Desk	610-402-0535	CC	Radiology - Interventional	610-402-8077	CC
Cancer Center Scheduling	610-402-0539	CC	Radiology - Ultrasound	610-402-5232	CC
Cardiac Rehabilitation	610-402-5915	CC	Radiology Reports	610-402-8070	CC
Care Management	610-402-1770	CC	Radiology, Department of	610-402-8088	CC
Case Management	610-402-8604	CC	Respiratory Therapy	610-402-8055	CC
CAT Scan	610-402-8050	CC	Security	610-402-8220	CC
Central Document Processing	610-402-4203	CC	Special Care Unit (SCU)	610-402-8730	CC
Central Scheduling	610-402-TEST(8378)	CC	Speech Pathology	610-402-4263	CC
Courier Service	610-402-1079	CC	Supply Distribution Services	610-402-8575	CC
Diabetes Center, Helwig	610-402-5000	CC	Surgery, Department of	610-402-8334	CC
Dialysis (behind 7A)	610-402-1830	CC	Surgical Intensive Care Unit (SICU)	610-402-8710	CC
Direct Admissions (same day)	610-402-4508	CC	Transitional Open Heart Unit (TOHU)	601-402-1550	CC
EEG/Neurophysiology Lab	610-402-8860	CC	TOHU Room 1	610-402-0370	CC
Emergency Department	610-402-8111	CC	TOHU Rooms 2,3	610-402-0371	CC
Emergency Medicine, Department of	610-402-8130	CC	TOHU Rooms 4,5,8	610-402-0372	CC
Engineering	610-402-8515	CC	TOHU Rooms 6,7,9	610-402-0373	CC
Engineering (after 3:30 p.m.)	610-402-8541	CC	TOHU Rooms 10,11,12	610-402-0374	CC
Enterostomal Therapy	610-402-8633	CC	TOHU Rooms 13,14,15	610-402-0375	CC
ExpressCare	610-402-8037	CC	Transitional Trauma Unit (5A)	610-402-8765	CC
Facilities and Construction	610-402-8597	CC	Trauma Neuro Intensive Care Unit (TNICU)	610-402-8930	CC
Financial Counselor	610-402-8302	CC	Triage	610-402-5100 1516	CC
Food & Nutrition Services	610-402-8369	CC	Vascular Laboratory	610-402-8856	CC



**LVH-Muhlenberg**

3 South.....	484-884-2409	M	Speech Therapy.....	484-884-2251	M
4 South.....	484-884-7002	M	Spiritual Care.....	484-884-2313	M
Administration.....	484-884-2208	M	Sterilization Processing.....	484-884-2433	M
Admitting (Patient Access Services).....	484-884-4545	M	Storeroom and Receiving.....	484-884-2295	M
Direct Admissions (same day).....	610-402-4508	M	Supply Distribution Services.....	484-884-4269	M
Adolescent Psychiatry Unit.....	484-884-6407	M	Vascular Center.....	484-884-2553	M
Ambulatory Surgery Unit.....	484-884-2432	M	Women's Health Services.....	484-884-4978	M
Base Service Unit (Mental Health Clinic).....	610-691-8028	M			
Behavioral Health.....	484-884-5783	M			
Behavioral Health 1 (secured unit).....	484-884-6403	M	<b>17<sup>th</sup> &amp; Chew</b>		
Behavioral Health 2 (unsecured unit).....	484-884-6400	M	4S.....	610-402-2331	17
Behavioral Health Reception Area.....	484-884-6443	M	Administration.....	610-402-9790	17
Biomedical Engineering.....	484-884-2552	M	Admitting (Patient Access Services).....	484-884-4545	17
Cancer Center.....	484-884-5810	M	Direct Admissions (same day).....	610-402-4508	17
Cancer Center - Radiation Therapy.....	484-884-5818	M	AIDS Activities Office.....	610-402-2400	17
Cardiac Catheterization Lab.....	484-884-7020	M	Allentown Diagnostic Center.....	610-402-2790	17
Cardiopulmonary Rehabilitation.....	484-884-2559	M	Ambulatory Surgery Unit (ASU).....	610-402-3400	17
Care Management.....	484-884-2310	M	Ambulatory Surgery Unit Operating Room.....	610-402-2231	17
Case Management.....	484-884-2304	M	Biomedical Engineering.....	610-402-2520	17
CAT Scan.....	484-884-2470	M	CAT Scan.....	610-402-2214	17
Central Document Processing.....	484-884-2588	M	Center for Educational Development & Support.....	610-402-2277	17
Central Scheduling.....	484-884-2279	M	Center for Women's Medicine.....	610-402-1600	17
Community Health.....	484-884-2598	M	Central Document Processing.....	610-402-3409	17
Cardiovascular Care Unit (CVCU).....	484-884-2363	M	Community Health & Health Studies.....	610-402-2440	17
Dental Clinic.....	484-884-2315	M	Dentistry, Department of.....	610-402-2245	17
Dialysis.....	484-884-7095	M	Direct Admissions (same day).....	610-402-4508	17
Direct Admissions (same day).....	610-402-4508	M	Emergency Department.....	610-402-2226	17
Echocardiography.....	484-884-2512	M	Engineering (after 3:30 p.m.).....	610-402-2256	17
Educational Technology, Office of.....	484-884-2560	M	Family Practice, Department of.....	610-402-4950	17
Emergency Department.....	484-884-2521	M	Financial Counselor.....	610-402-2394	17
Facilities Management.....	484-884-2541	M	Food & Nutrition Services.....	610-402-2375	17
Food & Nutrition Services.....	484-884-2530	M	Hospice Inpatient Unit.....	610-402-3493	17
Foundation of Muhlenberg Hospital Center.....	484-884-7046	M	Information Desk.....	610-402-2388	17
Health Information Management (Medical Records).....	484-884-2322	M	Library.....	610-402-2263	17
Health Spectrum Pharmacy.....	484-884-7004	M	LOVAR.....	610-402-4088	17
HealthWorks.....	484-884-2249	M	Mailroom.....	610-402-4891	17
Housekeeping.....	484-884-2293	M	Obstetrics and Gynecology, Department of.....	610-402-2412	17
Intensive Coronary Care Unit (ICCU).....	484-884-2417	M	Occupational Therapy.....	610-402-2828	17
Infection Control.....	484-884-2240	M	Operating Room.....	610-402-2231	17
Information Desk.....	484-884-2201	M	Outpatient Pediatrics.....	610-402-7900	17
Invitro Fertilization Lab (IVF).....	484-884-5770	M	PACU.....	610-402-2351	17
Library.....	484-884-2237	M	Patient Access Services (Admissions).....	484-884-4545	17
Linen.....	484-884-2230	M	Pediatrics, Department of.....	610-402-2540	17
Mailroom.....	484-884-2227	M	Pharmacy.....	610-402-2250	17
Mammography.....	484-884-2274	M	Physical Therapy.....	610-402-2828	17
Management Engineering.....	484-884-4841	M	Physician Referral Service.....	610-402-2273	17
Materials Management - Administration.....	484-884-4305	M	Procurement Services.....	610-402-9420	17
Medical Director's Office.....	484-884-2266	M	Psychiatry, Department of.....	610-402-2810	17
Medical Records (Health Information Management).....	484-884-2322	M	Radiology - Ultrasound.....	610-402-2214	17
Medical Records - Incomplete Chart Control.....	484-884-5611	M	Radiology Reports.....	610-402-2449	17
Medical Records - Release of Information.....	484-884-2318	M	Respiratory Therapy.....	610-402-2258	17
Muhlenberg MRI.....	610-691-3900	M	Sleep Disorder Center.....	610-402-9777	17
Neurodiagnostics.....	484-884-2505	M	Transitional Skilled Unit (TSU).....	610-402-3300	17
Nuclear Medicine.....	484-884-2231	M			
Occupational Therapy.....	484-884-2251	M			
Operating Room.....	484-884-2439	M	<b>Alternate Site Locations</b>		
OR Scheduling.....	484-884-4430	M	Emergency Medicine Institute.....	610-402-7080	2166
Outpatient Lab.....	484-884-7031	M	Greater Lehigh Valley Independent Practice Assoc.....	610-402-7423	2166
Outpatient Registration.....	484-884-4274	M	Guidance Program.....	610-402-5900	1255
PACU.....	484-884-2437	M	Healthworks-Allentown.....	610-402-9200	1243
Patient Access Services (Admissions).....	484-884-4545	M	Home Care.....	610-402-7300	2166
Pediatric Ambulatory Surgery Unit - Post-op.....	484-884-3396	M	Hospice.....	610-402-7400	2166
Pediatric Ambulatory Surgery Unit - Pre-op.....	484-884-3397	M	Human Resources.....	484-884-4700	1770
Pharmacy.....	484-884-2292	M	Information Services Customer Service.....	610-402-8303	2024
Physical Therapy.....	484-884-2251	M	Lehigh Magnetic Imaging Center (MRI).....	610-402-1000	1220
Planning & Development.....	484-884-4971	M	Lehigh Valley Diagnostic Imaging.....	610-435-1600	1230
Pre-Admission Testing.....	484-884-2463	M	Lehigh Valley Physician Group - Administration.....	484-884-4660	1770
Pulmonary Function Testing Lab.....	484-884-5432	M	Lehigh Valley Physician Hospital Organization.....	610-402-7485	2166
Radiology - Central Scheduling.....	484-884-2279	M	Lehigh Valley Physicians' Business Services.....	484-884-4440	1770
Radiology File Room (Film Pick-up).....	484-884-2273	M	Paging.....	610-402-8999	2024
Radiology File Room (Patient Reports).....	484-884-2273	M	Patient Accounting - Customer Service.....	484-884-4515	1770
Radiology, Diagnostic (Kolb Desk).....	484-884-2271	M	Physician Recruiting.....	610-402-7008	2166
Radiology, Interventional.....	484-884-4200	M	Pointe North Radiology/Laboratory.....	484-884-4215	PN
Respiratory Care.....	484-884-2511	M	Pointe North Rehabilitation Services.....	484-884-4245	PN
Safety.....	484-884-2293	M	Public Affairs.....	484-884-4810	1770
Security.....	484-884-2946	M	Telecommunications.....	610-402-1801	2024
Special Procedure Unit.....	484-884-2294	M			



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# NEWS FROM THE HEALTH INFORMATION MANAGEMENT DEPARTMENT (MEDICAL RECORDS)

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Volume 1, Issue 1

April 2001

## Document Imaging Upgrade - LVH CC/17/WG

The PIM 2.0 Document Imaging Historical Medical Record Access and Electronic Chart Completion System will be upgraded on Tuesday, May 15, 2001 to the EPF PIM 4.0 system

## Data Conversion

Tuesday 5/8/01 - Monday 5/14/01

During the data conversion period, the Imnet PIM 2.0 System will continue to be available in a "read only" mode with historical medical records from August 1998 through Saturday, May 12, 2001.

## Downtime Procedures

Tuesday, 5/8/01 - Monday 5/14/01

- Medical record discharges from Sunday, May 6, 2001 - Monday, May 14, 2001 will be available at the CC site HIM Department for review in the original paper format.
- Transcribed H&P, DS, Consults, Ancillary Results and Lab Cums will continue to be available via the Phamis IDX system during the downtime.
- The HIM Department will be staffed at the Cedar Crest location 24 hours a day during the downtime and data conversion.
- The HIM Department will have the ability to print/fax medical records for patient care and release of information.
- Paper medical records will not be released from the HIM Department during downtime due to prepping processes for scanning following the conversion. Paper medical records must be reviewed in the HIM Department at the CC site.
- Abstracts will continue to be sent to the units for re-admits either from printed images or photocopies of paper records.
- Requests for paper medical records should be made by calling the HIM Department at 402-8240 (option 3).

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## Electronic Signature/Chart Completion

During the downtime and data conversion, physicians/clinicians will be unable to access the imaging system to complete medical record deficiencies.

- Physicians/clinicians are encouraged to come to the HIM Department at the CC site to complete any outstanding dictations (history and physicals, operative reports, discharge summaries, consults, etc.). This will prevent interruption in patient care and allow the facility to have appropriate documentation to avoid delays in the billing/reimbursement process.
- There will be no telephone notification for delinquent records from May 7, 2001 - May 25, 2001 during downtime, conversion, and catch-up processes. It is anticipated that normal processes will resume the week of May 28, 2001.

## Hardware Upgrade

Information Services will upgrade the hardware and clinical workstations to provide increased capacity. This upgrade will quadruple the optical disk capacity while providing additional servers.

## Software Upgrade

The software upgrade will provide additional features for the clinicians and Health Information Management Department. Some of the new features that will impact clinicians include:

- Physician Groups - Allows definition of physician groups with the ability to complete deficiencies for group members.

- AutoSign - Allows automatic presentation of documents for electronic signature with the ability to sign the entire batch at one time.
- Demographic Search - Allows more functionality, including moving from patient to patient on the same screen.
- User-Defined Record View - Allows users to set up and change his/her own record view (documents to be viewed).
- Missing Text - Gives clinician the ability to add missing text to imaged documents (transcription, written documents, etc.).

## Software Download

The Window below will appear if PIM 4.0 has not been loaded on the PC you are using. The load process will take approximately 10 minutes to perform. Please be patient while this process completes the installation of the new software.





## HIM Website

Visit the Health Information Management home site on the LVHHN intranet home page for updated information on the document imaging upgrade and other HIM related topics.

## Physician/Clinician Computer Based Training (CBT)

Visit the HIM Website on the LVHHN Intranet home page for computer based training for medical record access and electronic chart completion

## LVH-M Implementation

Implementation of Document Imaging record access and physician/clinician electronic chart completion is coming in ***June 17,2001***. Stay tuned for more information on specific dates, training, etc.

### Questions.....

#### Information Services Help Desk

Computer Access	610-402-8303
Passwords	610-402-8303
User/Pin Numbers	610-402-8303

#### Health Information Management

Chart Completion	610-402-8345
Additional Training	610-402-8240
Web Page Access	610-402-8240



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