



## Progress Notes

# MEDICAL STAFF

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### **BUSINESS PRIVILEGE TAX - SALISBURY TOWNSHIP**

*It has come to the attention of the Medical Staff and the hospital that Salisbury Township has approached several of the physicians on the staff with bills for Business Privilege Tax.*

*Please be aware that both the hospital and the Medical Staff through Attorney Robert Tallman are pursuing the issue with the appropriate taxing bodies.*

*In view of this organized action on your behalf, it is recommended that one voice be used to express our needs and our discussions with the taxing bodies. Individual physicians should refrain from becoming involved directly in negotiations with the taxing bodies until Bob Tallman's work has reached fruition.*

*Obviously, if you are a Salisbury resident and have your office in Salisbury Township, it would be appropriate for you to pay the privilege taxes that you are being assessed.*

### **ADMISSIONS DEPARTMENT**

*- Effective January 1, 1989, death certificates should be signed in the Medical Records Department.*

*- When the hospital is closed to emergency admissions, physicians are advised to call the Admissions Department again in the afternoon, at*

*which time the morning's discharges usually allow accommodation for reservations for emergency and urgent admissions.*

### **Inpatient Plate**

*Effective December, 1988, the inpatient plate was changed to include the religion code on the first line of information directly after the patient's sex type.*

### **LVHC Campus Bed Control**

*The telephone number for requesting information regarding a patient's bed assignment (Bed Control) at the LVHC campus has been changed from 776-8060 to 776-8061. The 776-8060 number will continue to be used for taking external calls such as scheduling of elective admissions or external inquiries regarding patient conditions.*

*This change is intended to expedite the handling of inquiries and is the first step in consolidation of the Admitting Department.*

*It is expected that the Bed Control and Bed Reservation functions will be consolidated at LVHC campus in early February. At that time, reservations for either campus can be called in to 776-8060 and bed assignment inquiries for either campus can be made at the 776-8061 number.*

*Questions concerning these changes may be directed to John A. Horoski, Director of Admissions, TAH--LVHC, at extension 8202.*



**MEDICAL RECORDS**

- Active and inactive records on nursing units are to be kept in their respective folders and must remain on the proper nursing unit.

- Incomplete records will be retained on nursing units/ER for 48 hours only, effective December 1, 1988.

**Transfer of Medical Records Between Campuses**

The Medical Executive Committee at its November 1, 1988 meeting approved a policy concerning the transfer of incomplete Medical Records between the TAH--LVHC campuses. Physician(s) or physician groups with no more than 5 records monthly at one campus may request that Medical Records forms requiring signatures be placed in the physician file of the Medical Records Department of the more frequented campus. This request must be in writing to the TAH--LVHC Medical Records Committee.

The Medical Records Department at each campus will maintain a physician file for incomplete Medical Records at the other campus. This will be in the form of a "TAH" file within the appropriate physician box at Lehigh Valley Hospital Center campus, and an "LVHC" file within the appropriate physician box at The Allentown Hospital campus.

**SPU History and Physicals**

On August 4, 1988, the Medical Executive Committee decided that since SSU patients are considered inpatients, an inpatient History and Physical is required on these patients. SPU History and Physical forms are NOT acceptable for SSU patients.

**Transfer Orders**

When transferring a patient from one campus to the other, please write your complete set of transfer orders on a fresh order sheet. Nursing will send

the original to the campus to which the patient is transferred. A copy of the orders will be retained at the campus from which the patient is transferred.

**PHARMACY****Availability of Intravenous Multivitamins**

Effective November 7, 1988 the supply of intravenous Multivitamins (MV-12) has returned to normal and the suppliers have advised that further back orders are unlikely. Because of this, there will be no limitations on the use of this product. Thank you for your cooperation during the shortage.

**Revised Stop Order Policy**

The Medical Executive Committee recently approved a revised Stop Order Policy which will comply with the Pennsylvania Department of Health Regulations. This policy will become effective February 20, 1989.

The policy states that certain medications will be automatically stopped in the time periods indicated below, unless initially prescribed for a specific number of doses or length of therapy.

**Agents Requiring Weekly Renewals**

- Oral and Subcutaneous Anticoagulants
- Schedule IV, V and Non-Floor Stock
- Schedule III Controlled Substances

Medications in this group must be renewed each week between Tuesday and midnight on Wednesday.

**Agents Requiring Other Than Weekly Renewals****Daily Renewal Required**

- Intravenous Anticoagulants  
(Intravenous Anticoagulants ordered with dosing parameters will be exempted from this policy.)
- Oxytocic Agents

**Three Day Interval Required**

- Schedule II and Floor Stocked  
Schedule III Controlled Substances  
(ie. Acetaminophen #3, Empirin #3)
- Post Operative Antilematics

### **14 Day Interval Required**

- Oral Corticosteroids

**NOTE:** The Stop Order Policies on antibiotics and parenteral nutrition solutions remain the same.

To assist the physician in knowing when reorders are due, Nursing will maintain the chronological lists of medications including stop dates on the Medical Reference Sheets. It is the physician's responsibility to check this list regularly. For medications not reordered in the time period specified, Nursing will put a reminder sticker on the front of the chart notifying the prescriber that the medication will be stopped in the next 24 hours unless reordered. If still not reordered, Nursing will contact the prescriber to ask whether scheduled (not PRN) medications should be continued. No calls will be made regarding PRN medications unless the medication is needed by the patient. Please note that there are two mechanisms or opportunities to reorder medications prior to a phone call being made.

### **NEWS FROM THE MEDICAL STAFF**

#### **HMO of PA Offering for TAH--LVHC Employees**

As mandated by federal law, HealthEast is required to offer HMO of PA information to its employees because HMO of PA has requested application of this law. Consequently, over the past few months you probably have seen information being passed to employees about HMO. Had this not been required by law, it would not have been done in the institution in the normal course of affairs.

#### **Operative Permits**

Recently, there has been an increasing number of PERTS reports relating to problems with operative consents. Issues identified include patients being sedated prior to signing the operative

consent and occasional inaccuracies relative to the operative site. It is requested that all staff be alerted to the need for accuracy, completeness and timing as they relate to operative consent.

#### **HealthEast Health Plan**

As you are aware, the general Medical Staff at the September 19, 1988 meeting unanimously approved the following motion concerning the HealthEast Health Plan:

All members of the TAH--LVHC Medical Staff agreed to "accept" the fee schedule as proposed by Health Spectrum for payment of medical expenses for HealthEast employees and covered dependants without the use of written contract.

"Accept" means that the HealthEast employee will not be "balance billed" for charges unpaid by Spectrum Administrators, assuming that all applicable deductibles have first been met.

Those Medical Staff members who chose not to accept such a fee schedule were required to notify Health Spectrum in writing of this intent by November 30, 1988. A list of "non-participating" physicians is available in the Medical Affairs Office at each campus.

#### **ID Badges/Physician Parking**

Photographs for ID badges were recently taken of those Medical Staff members who previously did not have their photo ID's taken at LVHC or those who may have lost their badges. These badges will be utilized for the Doctor's Parking Lot at LVHC campus beginning February 18, 1989, at which time the old "parking only" cards will be inactivated.

If you do not yet have your photo badge with the merged TAH--LVHC logo, you may call Linda Kovcin at ext. 8033 on Mondays, Thursdays, and Fridays to schedule an appointment for a photo session.

**Blood Infusion Rate Inclusion on Physician Orders**

At the November 1, 1988 meeting of the Medical Executive Committee, it was approved that physicians be required to specify the rate of blood infusion with the order for blood. The transfusion order will be considered incomplete and will not be carried out unless an infusion rate is specified.

**Organ Donation/Autopsy Requests**

A required request form was instituted in April, 1988 for Organ Donation and Autopsy Request. Although required by law, the support of the Medical Staff has been better than expected. To date the completion rate has been approximately 75 percent.

The forms are readily available in each ward clerk's Ready Access Files and should be used on every death within the hospital system. The law requires it and, with greater familiarity of the process, a 100 percent compliance with this law is realistic.

**Outpatient Laboratory Results**

Effective November 15, 1988 all Outpatient Laboratory results were made available via the H.I.S. for the respective hospital campuses.

**Notification to Funeral Directors**

A memorandum has been developed and forwarded to all head nurses and coordinators concerning responsibility of the patient's family to notify a funeral home in the event of a death. A tastefully done sympathy card notifying the family of its responsibilities has been made available to all nursing units and Pastoral Care. However, there are times when physicians are the first to notify the patient's family via telephone. In those situations, it is important that

you remind the family of its responsibility for funeral home notification.

**Red Bag Waste Material - Update**

As mentioned in the last Medical Staff Progress Notes, investigation of alternatives for assisting our physicians with disposal of red bag waste material continues. Letters were sent to several vendors requesting information, however, only two vendors responded (the same two vendors who provide primary and back-up service to the hospital). Due to current regulations concerning the transportation of this material and lack of space at the hospital to accommodate its collection, a feasible plan has not yet been established. Investigation will continue and we will keep you informed of further developments through Medical Staff Progress Notes.

**KePRO Guidelines for History and Physical on Ambulatory Patients in an Outpatient Setting**

Current KePRO regulations state that a history and physical must be done not more than seven days prior to a procedure on an ambulatory patient in an outpatient setting.

However, a memo dated October 13, 1988 from Lester Sablosky, M.D., Area III Medical Director of KePRO clarified the point by stating the following: "In the case where it is impossible to meet this deadline, an interim note may be made on the chart stating the date the physical and history was done and that before surgery was done an additional examination of patient revealed no change in status from the original physical. If there was a change in status, then measures taken to correct that change before surgery was done should be documented."

**PUBLICATIONS, PAPERS AND  
PRESENTATIONS**

*M. Bruce Vlechnicki, M.D.* was a guest speaker at the First Annual Conference of the National Association of Directors of Women's Health Programs (NADWHP) in Chicago, Illinois, October 26th through the 28th. The conference theme was "Women's Health: Making a Difference."

An article, compiled through the joint efforts of *George A. Arangio, M.D.*, *Geoffrey G. Hallock, M.D.*, *Peter A. Kebabian, M.D.*, and *David C. Rice, B.S.*, was recently published in the **ANNALS OF PLASTIC SURGERY**. This article covered the experience of LVHC in 1987 in limb salvage using microsurgical free tissue transfers where severe foot injuries had occurred.

The October, 1988 **ANNALS OF PLASTIC SURGERY** published an article produced through the combined efforts of *Geoffrey G. Hallock, M.D.*, *David C. Rice, B.S.*, *Byron R. DiPaolo, B.A.*, *Joseph R. Merkel, Ph.D.*, and entitled "Analysis of Collagen Content in the Fetal Wound".

**WHO'S NEW**

Beginning with this issue of the **Medical Staff Progress Notes**, an update of new appointments, address changes, newly approved privileges, resignations, etc., will appear in the "Who's New" section. This will replace the once monthly "All Concerned" bulletin which notified all hospital departments of these changes. Please remember that each unit is responsible for updating its directory, rolodexes, and approved privilege rosters.

APPOINTMENTS TO THE STAFF

**E. Randy Craven, M.D.**  
Thomas O. Burkholder, M.D., P.C.  
Department of Surgery  
Division of Ophthalmology  
Provisional Active

**Donald P. Goldsmith, M.D.**  
Children's Hospital of Philadelphia  
Department of Pediatrics  
Division of Rheumatology  
Provisional Consulting

**David A. Gordon, M.D.**  
J.C. Rex Thoracic Surgical Group  
Department of Surgery  
Division of Cardio-Thoracic Surgery  
Section of Cardiac Surgery  
Provisional Active

**John A. Handal, M.D.**  
Orthopedic Associates of Allentown  
Department of Surgery  
Division of Orthopedic/Trauma  
Provisional Active

**Thomas A. Lukaszczyk, M.D.**  
Department of Pathology  
Provisional Consulting

**Frank P. Matrone, D.O.**  
Department of Medicine  
Division of Family Practice  
Provisional Courtesy

**Gary Nothstein, D.O.**  
Robert M. Taxin, D.O.  
Division of Family Practice  
Provisional Courtesy

**Stephen Purcell, D.O.**  
Department of Medicine  
Division of Dermatology  
Provisional Consulting

**Thelma Quiogue, M.D.**  
Allentown Radiological Association  
Department of Radiology/Diagnostic  
Medical Imaging  
Division of Diagnostic Radiology  
Provisional Active

**Judith L. Ross, M.D. Hahnemann**  
University Hospital Department of  
Pediatrics Provisional Consulting

**Gary W. Seldomridge, D.M.D. Valley**  
Oral Surgery, PC  
Department of Dentistry  
Division of Oral Surgery  
Provisional Active

ADDITIONAL PRIVILEGES

**Bryan W. Kluck, D.O.**  
Department of Medicine  
Division of Internal Medicine  
Section of Cardiology  
Active  
Percutaneous Transluminal Coronary  
Angioplasty

**Farhad Sholevar, M.D.**  
Department of Psychiatry  
Provisional Active  
Electroconvulsive Therapy

RESIGNATIONS

**Lawrence T. DeMilio, M.D.**  
Department of Psychiatry

**David S. Enterline, M.D.**  
Department of Radiology/Diagnostic  
Medical Imaging  
Division of Diagnostic Radiology

**Susan Gasteyer, M.D.**  
Department of Psychiatry

**John L. Hoffman, D.P.M.**  
Department of Surgery  
Division of Orthopedic Surgery  
Section of Podiatry

**Andre G. Maquera, M.D.**  
Department of Surgery  
Division of General Surgery

GROUP ADDITION

**Ruce A. Feldman, D.O.**  
Cardiology Associates of Lehigh Valley  
3340 Hamilton Boulevard  
Allentown, PA 18103  
(215) 437-6222

ADDRESS/PHONE CHANGE

**Alan Berger, M.D.**  
1210 S. Cedar Crest Boulevard  
Suite 1500  
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(215) 776-8435

**Frank G. Finch, M.D.**  
TAH--LVHC/Department of Medicine  
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**John P. Fitzgibbons, M.D.**  
Chairman, Department of Medicine  
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1200 S. Cedar Crest Boulevard  
Allentown, PA 18105  
(215) 776-8200

**William W. Frailey, M.D.**  
Vice President for Medical Affairs  
TAH--LVHC  
(215) 778-2970

**NOTE: Dr. Frailey continues to practice with:**

Surgical Assoc of the LV, Inc.  
Allentown Medical Center  
401 N. 17th Street, #311  
Allentown, PA 18104  
(215) 437-4911

**Rosalie R. Snyder, M.D.**  
Sacred Heart Family Practice  
4th and Chew Streets  
Allentown, PA 18102  
(215) 435-4401

**Kenneth D. Truscott, Jr., M.D.**  
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4th and Chew Streets  
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(215) 435-4401

APPOINTMENT - ACTING CHAIRMAN -  
DEPARTMENT OF PATHOLOGY

**John J. Shane, M.D.**  
Department of Pathology

APPOINTMENT - ASSOCIATE CHIEF -  
PLASTIC SURGERY

**Geoffrey G. Hallock, M.D.**  
Department of Surgery  
Division of Plastic Surgery  
Active

SOLO PRACTICE

**F. Geoffrey Toonder, M.D.**  
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**Medical Staff Progress Notes is published monthly to inform TAH--LVHC employees and physicians of important issues concerning the Medical Staff. Articles should be submitted to Rita M. Mest, Medical Staff Coordinator, Medical Affairs Office, by the fifteenth of each month.**  
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