Progress Notes

MEDICAL STAFF

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PHYSICIAN PARKING UPDATE - TAH SITE

As many of you know, the parking situation at TAH site has become significant a problem. For over a month. the physicians' lot has been shared with 3-11 shift employees due to safety reasons, and has also served as overflow for patient and visitor parking.

As a short-term solution, the Security Department has taken steps to better accommodate physicians by reserving four rows of the physicians' lot (approximately 70 spaces) exclusively for physicians. A

Security guard has also been posted at the lot between 6:30 a.m. and 2 p.m. to control appropriate parking in the lot.

A long-term solution to the parking problem is expected by June when the patient/visitor parking lot (currently located across from Merchants Bank) will be relocated to the current physicians' lot. The lot across from the bank will then be designated exclusively physicians and will be accessible only with the photo I.D. cards which are currently used to access the physicians' lot at the LVHC site.

If you have any questions regarding physician parking, please contact Gerald Kresge, Director of Security/Parking Management, at 778-2987.

NEW CAFETERIA AT LVHC SITE OPEN

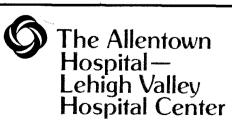
Saturday, April 14, marked the official opening of the new cafeteria at the LVHC site. Located on the first floor between the main lobby and the Anderson Wing lobby, the new cafeteria is open seven

days a week from 6 a.m. to 9:30 p.m., and from 1 to 4 a.m., Monday through Friday.

Services of the new cafeteria include breakfast from 6:30 to 9:30 a.m., featuring a hot and cold breakfast bar. Snack and beverage service is available from 9:30 to 11 a.m. and from 2 to 4:30 p.m. Lunch is served between 11 a.m. and 1:30 p.m. with some new **features** including a charbroiler grill, fresh dough pizza, a deli, hot cold entrees. desserts featuring soft serve yogurt, beverages featuring Coca-Cola and Pepsi products, and a 17foot soup and salad bar.

Dinner service is available from 4:30 to 8 p.m. featuring a grill menu including steaks cooked to order, stir-fry and charbroiled entrees. Pizza and hot entrees are available until 7 p.m., and the grill and deli are open until 8 p.m. Night life service is available from 1 to 4 a.m., Monday through Friday, and features sandwiches, hot entrees, pizza, pick up and go items. beverages, and desserts.

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increase efficiency. the To features renovated cafeteria double-sided three cashier stations with five new state-ofthe-art electronic cash registers including electronic scales. Condiment stations and ice water dispensers are located beyond the register stations.

The Food Service Staff cordially invites you to experience the bright and pleasant dining atmosphere of the newly renovated cafeteria!

HOSPITAL HISTORICAL ARCHIVES TO BE ESTABLISHED

The Allentown Hospital--Lehigh Valley Hospital Center, with the support of the Dorothy Rider Pool Health Care Trust. establishing permanent archives historical the at Hospital. The project is being conducted by the Science History Consultants of Wayne, Sponsors of the project are Valeria S. Boyer, honorary member of the hospital's Board of Directors, and Dorothy O. Hoffner, formerly of Products and Chemicals, Inc.

The purpose of the archives is two-fold. First, the archives will be a vital resource for administrators and professional staff of the Hospital. The ability to reference and understand the extraordinary and complex history

surrounding the establishment of the Hospital will facilitate important future program and policy decisions.

Secondly, the archives will serve as a resource for the public. Government officials and health policy makers will find ready source information which will enable them to make better decisions -- choices that directly affect the quality of care provided by the Hospital. Teachers, social workers, newspaper reporters, and media broadcasters are all potential consumers of archival Programs and information. presentations given by these individuals benefit the entire community.

The archives headquarters. located at 343 West Street, anxious Allentown. is acquire as much as possible in the way of memorabilia, such as old pictures, records, letters, keepsakes, old surgical instruments -- anything that records a bit of TAH--LVHC history will be welcome. If you are reluctant to part with any memorabilia, the archives office will be glad to photograph them and return them to you.

If you have any questions regarding the Hospital Historical Archives, please contact Mrs. Jess Butrica, archivist, at 778-9680.

PORTABLE EXHIBITAVAILABLE

The Medical Staff recently purchased a portable exhibit for use by members of the Medical Staff in scientific presentations. The exhibit was used recently by Peter A. Keblish, M.D., orthopedic surgeon, for a presentation at the annual American Academy of Orthopaedic Surgeons in New Orleans, La.

For more information about the exhibit or to reserve it for a presentation, contact Biomedical Photography at 776-8511.

KEPRO PREPROCEDURE REVIEW

On January 4, 1990, KePRO preprocedure implemented review of the following 10 coronary artery procedures: bypass angioplasty, surgery, hysterectomies. transurethral resection of the prostate, major joint replacements (excluding fractures), carotid endarterectomy, revascularization procedures, laminectomies. cataract removal. and pacemaker insertion.

Please note that the preauthorization code is required in order for the physician and the hospital to receive payment.

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The Utilization Review Department is screening all elective reservations and the operating room schedule to insure that proper authorization has been obtained. Patients who are admitted for reasons other than these and require one of these procedures during their hospitalization also require preprocedure approval. Please notify the Utilization Review Department at 778-2414 (TAH site) or 776-8604 (LVHC site) of any patient who is scheduled for one of the procedures whether the surgery is elective, urgent or emergency.

Any procedure that is not preapproved will be reviewed by KePRO post-discharge, prebilling. Neither the Hospital nor the physician will receive payment until KePRO approves the case.

KePRO will review to determine if the case represents:

- * An emergency situation which prevented preprocedure review
- * An extenuating circumstance (e.g., patient not known to be a Medicare beneficiary until after surgery)
- * An instance of noncompliance

Cases representing episodes of noncompliance will be profiled

on a quarterly basis. Greater than six cases or five percent (whichever is greater) will result in the need for the hospital to develop a corrective action plan. Further patterns of noncompliance will be grounds for sanction.

MEDICAL RECORDS NEWS

Consistent and thorough chart documentation plays an ever increasing factor in the prospective payment environment. To assist physicians, a Medical Records manager will be attending future Medical Staff divisional meetings to point out potential documentation pitfalls, impact explain the good documentation has on decreasing KePRO DRG/coding denials. These efforts should also increase the Hospital's case mix as an additional longterm benefit.

If you have any questions regarding this issue, please contact Inge Meyers, Manager, Inpatient/Outpatient Coding, Medical Records, at 776-8340.

INFECTION CONTROL NEWS

Standing Permission for HIV Antibody Testing

Several physicians have expressed interest in giving standing permission to the AIDS Activities Office to obtain

patient (or significant other) consent for HIV antibody testing after a significant employee blood/body fluid exposure.

There are several key points that you should know if you choose to grant permission:

- * When an exposure occurs, permission for consult will be written on the physician's order sheet as a telephone order (T.O.). The name of the physician on record (the name on the patient's stamp) will be used as the ordering physician.
- * The appearance of the telephone order in the chart will be the notification that an exposure has occurred. (No additional telephone calls will be made.)
- * You will be notified of any abnormal test results.
- * This procedure only applies to inpatients (i.e., those patients still in the hospital at the time follow-up is conducted).

If you have any questions, please contact Andrea Geshan, R.N., Director, Infection Control and AIDS Activities, at 778-2400 or 776-8197.

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<u>Creutzfeldt-Jakob</u> <u>Disease</u> (CJD) Precautions

Revised precautions for known or suspected Creutzfeldt-Jakob Disease were recently distributed to all departments to be inserted in Section II of the Infection Control Manual. A copy of the Infection Control Manual may be found on any nursing unit. In addition, the new guidelines are available in the Medical Affairs Office at either site for your review.

If you have any questions, please call Infection Control at 776-8197.

LABORATORY UPDATE

New Inpatient Chem 18 Test

With the agreement of the Department of Medicine, the laboratory will institute a new inpatient Chem 18 profile on April 30. This is the normal Chem 20 minus cholesterol and triglyceride. This Chem 18 is the only profile which will be available on a day-to-day basis for an inpatient. Chem 20 will be orderable as usual for all preadmission, emergency room, and outpatients.

The Chem 18 profile is being instituted for two reasons. First, lipid results on hospitalized patients are not clinically reliable, and second, the laboratory will experience

considerable reagent cost savings. This new inpatient profile is listed on the current laboratory requisition form.

If you have any questions regarding this new test, contact Gerald E. Clement, Ph.D., D i r e c t o r , Toxicology/Chemistry/Immuno logy, at 776-8150, or the Chemistry Department at 776-8170.

SPD CHARGEABLE ITEMS - LVHC SITE

Please note that SPD chargeable products at the LVHC site are now being tagged with bright yellow bar code labels. These labels have replaced the white charge slip. Please assure that these labels are forwarded to the unit clerk in order that correct patient billing can occur. Your cooperation is appreciated.

ABG RESULTS NOW AVAILABLE ON HIS AT TAH SITE

Effective April 2, results of performed ABG's in Pulmonary Lab at TAH site are available through Hospital Information System (HIS). Results are available on the HIS shortly after analysis and may be obtained by entering RSLT. Results are available in HIS for 48 hours following the test. Hard (paper) copies will continue to

be distributed and placed on the chart. This procedure is similar to that which exists at the LVHC site.

If you have any questions regarding the reporting of ABG's, contact John DelVillaggio, Chief, Respiratory Care, at 778-2258.

COMMUNITY SERVICES CATALOG TO BE DEVELOPED

The Chronic Disease Education Committee is developing a catalog of various community services available for patient referral. As part of this process, a survey will be distributed to physicians in thonear future to determine referral areas to include in the catalog.

Questions or suggestions regarding this project should be directed to Sandy Schwartz, Patient Education Department, at 776-8775.

PHYSICIAN MEETING GUIDE AVAILABLE IN MEDICAL AFFAIRS

"Physicians' Travel & Meeting Guide," a monthly publication listing upcoming meetings and conferences throughout the world, is available for viewing in the Medical Affairs Office at both Hospital sites.

"HEALTH MATTERS" MAY SCHEDULE

"Health Matters," a nationallysyndicated television series featuring timely health care topics and underwritten in this area by TAH--LVHC, will present the following programs during May:

May 2 - "Better Sight for Sore Eyes" with Harry W. Buchanan IV, M.D., Chief of Ophthalmology, and Robert Kiesel, M.D., ophthalmologist.

May 9 - "Digestive Disorders" with Carl F. D'Angelo, M.D., Chief of Gastroenterology, and Lawrence W. Bardawil, M.D., gastroenterologist.

May 16 - "When Nature Needs Help" (Caesarean Birth) with Oscar A Morffi, M.D., pediatrician, and Gregory J. R a d i o , M . D . , obstetrician/gynecologist.

May 23 - "Thinner and Staying There" with Donna Dispas, R.D., Program Director, Weight Management Center of Lehigh Valley, and Peter F. Rovito, M.D., general surgeon.

May 30 - "A Good Night's Sleep" (Insomnia) with John P. Galgon, M.D., pulmonologist, and William R. Pistone, D.O., neurologist.

"Health Matters" is televised on WLVT-TV, Channel 39, on Wednesdays at 7:30 p.m., and again on Saturdays at 4 p.m.

HEALTHCOUNTS NEWS

Free Public Lectures

HealthCounts, the employee and community wellness program of The Allentown Hospital--Lehigh Valley Hospital Center, will present a series of programs and lectures concerning health promotion and disease prevention.

The free public lectures, sponsored by the Chronic Disease Education Committee of TAH--LVHC, include:

with Chronic "Living Obstructive Pulmonary Disease" will presented be Wednesday, April 18, from 7 to 8:30 p.m., in Classroom 1 of the LVHC site. Sharon Goldner, R.D., registered dietitian. and Ann Cerra Pierre, M.S.W., social worker, will discuss specific methods of relaxation, stress management, and healthy eating.

"Improving Your Activity with Chronic Obstructive Pulmonary Disease" will be presented on Wednesday, April 25, from 7 to 8:30 p.m., in Classroom 1 of the LVHC site. Holly George, OTR/L, registered occupational therapist, and Michael Zerbe, P.T., registered physical therapist, will discuss specific activities and exercises to improve energy and decrease shortness of breath.

"Coping with Change" will be presented on Wednesday, May

2, from 7 to 9 p.m., in Classroom 1 of the LVHC site. Maureen Beilman, M.Ed., will discuss how to handle major changes in your life and the various problems they bring. Emphasis will be on the positive aspects of change.

"Learning How to Relax" will be presented on Tuesday, May 15, from 7 to 9 p.m., in the Auditorium at TAH site. Kevin Siddons, M.Ed., will discuss the causes of stress, its emotional and physical impact, and techniques for relief and reduction.

"Sun Sense for Your Skin" will be presented on Wednesday, May 16, from 7 to 9 p.m., in Classroom 1 of the LVHC site. Alan Schragger, M.D., dermatologist, will describe the aging process of the skin and proper skin care. Helpful hints on how to avoid over exposure to the sun and skin cancer will also be provided.

addition to these free In lectures, programs to help your patients look and feel their best are also available through the **HealthCounts** program. Some programs of these include Weight Control, Smoke Stoppers, and **Smoking** Cessation through Hypnosis.

For more information or to register your patients, please call HealthCounts at 821-2150.

CONGRATULATIONS!

William A. Castaldo, M.D., pulmonologist, was recently informed by the American Board of Internal Medicine that he successfully passed the Critical Care Medicine Examination and is now certified as a Diplomate in Critical Care Medicine.

Kevin E. Glancy, M.D., general and trauma surgeon, has recently become a Diplomate of the American Board of Emergency Medicine. Additionally, he holds a letter of Added Qualifications in Surgical Critical Care.

William M. Markson, M.D., cardiologist, was recently informed by the American Board of Internal Medicine that he successfully passed the Subspecialty Examination and is now certified as a Diplomate in the Subspecialty of Cardiovascular Disease.

Herbert L. Hyman. M.D. gastroenterologist, was recently named to the Council of Trustees o f Kutztown University. Dr. Hyman, who has become increasingly well known for his work focusing on the rapidly growing population of older people, is a fellow of American the College Physicians. the American College of Gastroenterology, the Academy of **Psychosomatic** Medicine. and the Royal Society of Medicine in London. England.

PUBLICATIONS, PAPERS AND PRESENTATIONS

Michael A. Chernofsky, M.D., and Raj P. Chowdary, M.D., plastic surgeons, were two of the authors of an article titled "Use of Vein-patch Angioplasty in Microvascular Tissue Transfers" which was published in the March 1990 issue of the Annals of Plastic Surgery.

Kevin E. Glancy, M.D., general and trauma surgeon, had an article "Review of Pancreatic Trauma" published in the July 1989 issue of the Western Journal of Medicine.

Geoffrey G. Hallock, M.D., plastic surgeon, had an article "Scrotal Reconstruction Following Fournier's Gangrene Using the Medial Thigh Fasciocutaneous Flap" published in the January 1990 issue of the Annals of Plastic Surgery. This technical innovation allowed reconstruction of a massive scrotal and perineal defect using a single leg as a donor site, whereas prior techniques required bilateral lower extremity incisions with their inherent increased morbidity.

In addition, Dr. Hallock and Thomas J. Koch. M.D. otolaryngologist, authored a paper, "External Monitoring of Vascularized Jejunum Transfers Using Laser Doppler Flowmetry," which was published in the March 1990 issue of Annals of Plastic

Surgery. The paper means summarized viability the observing Λf intestinal graft placed by a microsurgical technique for esophageal reconstruction without actually having to leave any of the head and neck wounds open.

Peter A. Keblish. M.D. orthopedic surgeon, presented two exhibits and two scientific presentations at the annual Academy American Orthopaedic Surgeons in New Orleans, La. Dr. Keblish was the primary author of one scientific presentation and one exhibit. performed in conjunction with Dr. Seth Greenwald of the Mt. Sinai Bioengineering Research Lab Cleveland. Oh. He was als. coauthor of an exhibit and scientific paper in conjunction with Dr. Fred Buechel of the New Jersey Medical College. All presentations involved various aspects of total and partial knee replacements. One scientific exhibit represented the combined efforts of the Hospital's Research and Biomedical Photography Departments with the special technical assistance of Carol Gagnon and Darla Molnar. The portable exhibit utilized is a recent purchase of the Medical Staff for use in scientific presentations.

ATTENTION PHYSICIAN OFFICE BILLING CLERKS

"Reimbursement Alert 1990: Strategies Coding for Physicians," a two-hour videotape which discusses CPT-4 coding guidelines, will be shown on Tuesday, April 24, from 9 to 11 a.m.. Classroom 3 at the LVHC site. and on Wednesday, April 25, from 9 to 11 a.m., in the Auditorium of TAH site. The videotape will benefit physician personnel office who involved with physician billing.

To register for either showing, please call Janet M. Laudenslager in the Medical Affairs Office at 776-8968.

UPCOMING CONFERENCES AND SEMINARS

TAH--LVHC Regional Symposium Series

"Fifth Annual Postgraduate Course in **Obstetrics** and Gynecology" will be held Friday and Saturday, April 20 and 21, at The Allentown Hilton. The program will provide those attending with updated information on clinical obstetrics and gynecology. focuses on three subspecialty gynecologic oncology. areas: maternal-fetal medicine, and endocrinology. reproductive There will be Я case presentation and discussion in each section.

"Tenth Annual Update in Cardiology" will be held on Thursday, May 3, from 8 a.m. to 3:15 p.m., in the Auditorium at the LVHC site. Physicians and other health professionals interested in the latest breakthroughs in selected aspects of cardiology will benefit from this program.

"A Day in Geriatrics" will be held on Saturday, May 12, from 8:30 a.m. to 12:45 p.m., in the Auditorium at the LVHC site. Physicians, nurses, and other health care workers interested in an update in geriatrics will benefit from the program.

"Topics in Clinical Pharmacology" will be held on Saturday, May 19, from 8:30 a.m. to 12:30 p.m., in the Auditorium at the LVHC site. This program will benefit physicians, pharmacists, nurses, and other health care workers concerned with topics in clinical pharmacology.

"Selected Thyroid Disease Topics" will be held on Saturday, June 2, from 8:30 a.m. to 12:25 p.m., in the Auditorium at the LVHC site. program will benefit physicians, nurses, and other health care professionals interested in an update on selected thyroid topics.

"Perinatal Loss: Achieving Dynamic Awareness" will be held on Wednesday, June 6, from 8 a.m. to 4:30 p.m., in Classrooms 1, 2 and 3 at the LVHC site. Nurses, social workers, counselors, pastoral counselors, physicians, and any professionals involved with caring for persons experiencing a perinatal loss will benefit from this program.

For more information and fees for any of the above programs, contact Human Resource Development at 776-8322.

HealthEast Laboratories to Sponsor AIDS Seminar

"Interdepartmental Laboratory Contributions to the Diagnosis of AIDS" will be held on Friday, April 20, beginning at 7:30 a.m., in the Auditorium of the LVHC site. The program is designed for laboratorians, physicians, nurses, pharmacists, and other health care workers. completion Upon of program, the participants will be able to identify specific laboratory tests used in the diagnosis of HIV infection.

For more information, contact Daniel Kaczor, MT (ASCP), Hemostatis Supervisor, or Diane C. Halstead, Ph.D., Director, Microbiology/Virology/Immunology, at 776-8150.

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Primary Care Seminars

"Cancer Pain Management" will be held on Saturday, April 21, from 8 a.m. to 2:30 p.m., at the Holiday Inn Conference Center. This symposium is designed t o provide participants with a n understanding of pain techniques assessment and clinical approaches in managing cancer pain. Nonpain symptom management will also be addressed to provide the primary care provider with practical information that can be utilized in caring for persons with cancer.

"Failure to Diagnose Breast Cancer - Medicolegal Issues* will be held on Wednesday, June 13, from 10 a.m. to noon. in Classroom 1 at the LVHC site. Max Borten, M.D., J.D., Director of Medical Gynecology, Beth Israel Hospital, Boston, Ma., will be the guest speaker. Dr. Borten's presentation will explore the currently acceptable standard of care for the early diagnosis of breast cancer. Liabilities attached to the failure to identify a breast malignancy at its earliest manifestations will be discussed in detail.

For more information on either of these programs, please call the Comprehensive Community Cancer Center at 778-2582.

Medical Grand Rounds

"Viral Hepatitis 1990" will be presented on Tuesday, April 17, by Willis Maddrey, M.D., Magee Professor of Medicine and Chairman, Department of Medicine, Thomas Jefferson University, Philadelphia.

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"Pathogenesis and Treatment of NSAID-Induced Gastropathy" will be presented on Tuesday, April 24, by M. Michael Wolfe, M.D., Assistant Professor of Medicine, Harvard Medical School, Brighman & Women's Hospital, Boston, Ma.

Medical Grand Rounds held every Tuesday at noon in the Auditorium at the LVHC site. For more information, contact the Department of Medicine at 776-8200.

Please note: Beginning in March, 1990, Medical Grand Rounds has been audiotaped. Anyone wishing to sign out a particular tape should contact Bret Bissey in the Department of Medicine at 776-8200.

Neurosciences Conference -Visiting Speaker

On Friday, May 18, beginning at 11 a.m. in the Auditorium the LVHC site. Asa at Wilbourn, M.D., from the Cleveland Clinic, will discuss Thoracic Outlet Syndrome. He will discuss the difficulties in diagnosis and the many controversies about the existence of this syndrome and prior literature in this area.

Department of Pediatrics Conference Schedule

Pediatric Grand Rounds will be held on Tuesday, April 17, beginning at 8 a.m. in the Auditorium at TAH site.

"GE Reflux: A Pediatr.
Enigma" will be presented by
Chris Liacorous, M.D.,
Gastroenterology and Nutrition
Division, Children's Hospital of
Philadelphia, on Friday, April
20, beginning at noon in the
Auditorium at TAH site.

Pediatric Grand Rounds will be held on Tuesday, April 24, beginning at 8 a.m. in the Auditorium at TAH site.

For more information, contact Beverly Humphrey in the Department of Pediatrics at 778-2540.

WHO'S NEW

The Who's New section of Medical Staff Progress Notes contains an update of new appointments, address changes. newly approved privileges, etc. This has replaced the monthly "All Concerned" bulletins which notified all hospital departments of these changes. Please remember that each department unit or responsible for updating its rolodexes, directory, and approved privilege rosters.

Medical Staff

Appointments

Michael Koslow, M.D.
Joining John J. Cassel, M.D.
1259 S. Cedar Crest Blvd.
Suite 317
Allentown, PA 18103
(215) 437-6222
Department of Medicine
Division of Internal Medicine
Section of Cardiology
Provisional Active

Bruce I. Rose, M.D.
2200 Hamilton Street
Suite 105
Allentown, PA 18104
(215) 776-0997
Department of Obstetrics &
Gynecology
Reproductive Endocrinologist
Provisional Active

Appointment of Chief, Division of Colon and Rectal Surgery

John J. Stasik, M.D.

Additional Privileges

Lawrence W. Bardawil, M.D. Department of Medicine Division of Internal Medicine Section of Gastroenterology Sphincterotomy Privileges

Kevin E. Glancy, M.D.
Department of Surgery
Division of General
Surgery/Trauma
PEG/PEJ Privileges

George W. Hartzell, M.D. Department of Surgery Division of General Surgery Laser Privileges

John D. Harwick, M.D.
Department of Surgery
Division of Otolaryngology
Unrestricted Thyroidectomy
Surgical Privileges

Glen H. Tinkoff, M.D.
Department of Surgery
Division of General
Surgery/Trauma
PEG/PEJ Privileges

Changes of Address

Jeffrey E. Burtaine, M.D. 1251 S. Cedar Crest Blvd. Suite 103C Allentown, PA 18103 (215) 435-1151

Joseph M. Zasik, Jr., D.O. 65 E. Elizabeth Avenue Suite 200 Bethlehem, PA 18018 (215) 866-2048

Allied Health Professionals

Appointments

Margery A. Fettig, R.N. Physician Extender Professional Category - R.N. John J. Cassel, M.D.

Debra A. Lutz, R.N.
Physician Extender
Professional Category - R.N.
Geoffrey G. Hallock, M.D.

David R. Renner, PA-C Physician Extender Physician Assistant David B. Sussman, M.D.

Additional Privileges

Nancy P. Ehle, R.N.
Lisa H. Fegley, R.N.
Ruth A. Gerchufsky, R.N.
Catherine A. Mulutzie, R.N.
Marianne E. Panik, R.N.
Sandra K. Stufflet, R.N.
Cynthia L. Ward, R.N.
Claire M. Yurick, R.N.
Physician Extenders
Professional Category - R.N.
Cardiology Associates of Lehigh
Valley
S i g n a l A v e r a g e d
Electrocardiogram Privileges

Resignation

Andrea K. Ulshafer, PA Physician Extender Physician Assistant Chandrakant C. Shah, M.D.

Medical Staff Progress Notes is published monthly to inform TAH-LVHC Medical Staff and employees of important issues concerning the Medical Staff. Articles should be submitted to Janet M. Laudenslager, Medical Affairs Office, LVHC site.