

Sleep Disorder Center Accredited

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Lehigh Valley Hospital's Sleep Disorder Center has been accredited by the American Sleep Disorder Association, and is one of only 12 other centers in Pennsylvania and 250 nationwide to merit this distinction.

The staff of the center includes John Galgon, M.D., a pulmonologist who primarily treats sleep apnea patients, and William Pistone, D.O., a neurologist who primarily treats insomnia and narcolepsy patients. Both are board certified sleep disorder physicians. Also, David Glosser, PhD., deals with the behavioral aspects of insomnia and non-medical related treatments. JoBeth Newhard, the center's registered sleep technologist, educates patients and supervises the testing. Six technologists are trained to perform the studies, although most are done by Wendi Bond and Vicki Spohn.

Sleep apnea, a condition where breathing stops periodically during sleep and is characterized by loud snoring, is the most common condition treated at the center. Four percent of the total population is affected by this condition; 25-60 percent of those are over the age of 60 and 90 percent are men.

One of the most troubling side effects from sleep apnea syndrome is day time sleepiness, a major factor in a number of accidents nationwide. Sleep apnea is also a factor in high blood pressure, heart attack and stroke.

Insomnia, another common disorder seen at the center, occurs sporadically in 30 percent of the population. This may account for the

eight percent of the population that regularly takes sleeping pills.

Another disorder treated at the center is circadian rhythm disorder which affects 50 percent of all shift workers. Many complain of tiredness, headache, upset stomach and depression. Twenty-five percent also fall asleep while driving.

Studies at the Sleep Disorder Center require the patient to spend a night in one of three "bedrooms" in the center. As the patient sleeps, his or her eye movement, brain waves, mouth and nose breathing, EKG, chest, abdominal and leg movements are monitored and recorded by infrared cameras. A technologist is present throughout the night.

There are multiple treatments available for sleep apnea, including surgery, weight management and treatment of nasal conditions, but one of the most successful is called nasal CPAP. A small mask is placed over the patient's nose and air is forced into the nose and throat. The pressure of the air forces the throat to stay open and relieves the cycle of snoring, breathing cessation, and awakening, allowing the patient to have a good night's sleep.

A sleep disorder symposium will be held at the hospital on September 30th and is open to all staff. Topics to be discussed include: snoring, sleep apnea, insomnia, and shift worker syndrome. To register, call the Office of Education at ext. 1210.

Patient Centered Care Update

Construction Update

7th Floor Reception Area – Construction is underway on the 7th floor reception area, outside of both the visitor and patient/staff elevators. The project is scheduled for completion in mid-September. The area opposite the visitor elevators will include a patient waiting area, conference room and work space for the administrative partners. The administrative partners will be responsible for greeting patients and visitors on the seventh floor and providing clerical and patient access (admission) functions.

6B – The back half of 6B is currently being renovated, with construction on the front half expected to begin in mid-September. The new design of 6B will be similar to 7A and 7B.

Pediatrics

The inpatient Pediatric unit, currently at 17th & Chew, will relocate to 4B, CC&I-78, in early October. Construction is in progress to transform 4B to a pediatric environment. During the planning process, pediatric staff members decided to implement a new care delivery model based upon concepts of Patient Centered Care. Though working within a very tight time frame, the Pediatric staff, as well as multiple ancillary personnel, have designed a new care delivery model, complete with new processes, roles and staffing patterns. All positions for the new unit were initially posted in Pediatrics, in accordance with hospital policy, and then network-wide. The Pediatric staff and all other involved personnel are to be commended for their foresight and monumental planning efforts.

Recruitment Update – The Employee Reference Checklist

The Employee Reference Checklist will continue to be used to assess employees'

demonstrated behaviors when filling positions on a unit or department implementing a new care delivery model based upon PCC principles.

All department heads have been asked to distribute a copy of the checklist to each employee. The checklist addresses behaviors which are integral to PCC concepts. In addition to the behaviors identified within the checklist, other determining factors in the selection process include qualifications, performance, and seniority. It is anticipated that the behaviors identified within the checklist will be modified and integrated into the selection process for all network positions, as well as the performance appraisal process, under the direction of the Customer Service Improvement Team.

Success Stories

"It is a pleasure to have consistent staff members caring for the patients – they are aware of the patient's history and what happened on previous days. It is also great to have the staff in proximity to patient rooms as well as to have the patient chart in one designated location. On one recent Saturday, the time I spent to make rounds on 7B was less than half the normal time." Dr. Charles Gordon.

"The Patient Care Coordinators and all the 6B staff want to say thanks for having the staff pharmacist on the unit. It is wonderful! Larry has been great over the past two weeks. He has been very helpful in many ways... getting drugs to us in a timely manner; educating us (nurses, physicians and patients); and just being friendly. Let's keep the staff pharmacist on the units – it's great!" E-mail to Fred Pane, Pharmacy Director, from Charlene Wilson, RN, Patient Care Coordinator, 6B.

Fair Parking

On Tuesday, August 15 through Monday, September 11, employees at 17th & Chew will be required to vacate all Fairgrounds parking facilities. In addition, the Fairgrounds Track will be unavailable from Monday, August 21 through Thursday, September 7.

The following parking changes will begin on Tuesday, August 15 and continue through Monday, September 11. On Tuesday, September 12, employees can return to their previously assigned areas.

Day Employees

Patient/Visitor Lot/Fairgrounds

Patients and visitors will be directed to Lot #2. Employees assigned to this area will utilize street parking.

Lot #2/Chew Street

This lot will be utilized for patient/visitor parking. Physicians and House staff will be reassigned to the following areas:

Location – Lot #4/North West Street

Access – North West Street

Location – Lot #5/Gordon Street

Access – Gordon Street

Lot #3/Fairgrounds

Employees assigned to this area will utilize street parking. 7 am to 7 pm employees will be assigned to Lot #7 located on Liberty Street.

Lot #4/North West Street

This lot will be utilized for physician parking along with overflow parking for patients and visitors. Employees assigned to this area will utilize street parking.

Lot #5/Gordon Street

This lot will be utilized for physician parking along with overflow parking for patients and visitors. Employees assigned to this area will utilize street parking.

The **William Allen High School Garage** will be available to day employees on a first come basis.

Access – 18th & Turner Street

Available – Tuesday, August 15 through Monday, September 4. Vehicles parked on school property after September 4 will be removed at the owner's expense, no warnings will be issued.

There will be no parking changes for evening and night employees.

Evening Employees

Lot #7/Liberty Street

Access – Liberty Street or North St. Cloud Street

Night Employees

Location – Fairgrounds Surgical Center (parking deck)

Additional Information:

- The parking gates will be reprogrammed to accept these changes.
- On Friday, September 8, the Fairgrounds Track will be available for employee parking.
- As always, employee escorts are available by dialing extension 8220. Security will meet and accompany you to your vehicle.
- Street cleaning regulations will be suspended beginning Monday, August 21 through Friday, September 8. The affected area is from 15th to 23rd Street between Hamilton and Tilghman Street. All other parking regulations will be enforced.
- Valet parking will utilize the Liberty Street Lot.

If you have additional questions concerning this information, please contact security at extension 8220.

Pages On Aging

Aging - It's an Attitude

According to George Burns, ninety something comedian "Old is when you stoop to tie your shoelaces and ask yourself what else you can do while you're down there."

Age may best be defined as an attitude. An aged person is simply a person who has lived longer and accumulated more experiences than a younger person.

Becoming old may change a person's physical appearance and status in society, but it does not change a person's uniqueness.

Life is a continuum - beginning at birth and ending at death. Approach later life not as a problem but a completion of earlier stages.

An elderly resident of a nursing home in an interview with a social worker was asked if he had a happy childhood. He replied, "So far so good."

How's your attitude?

Pages On Aging is brought to you by the Geriatric Interest Network (GIN), a multidisciplinary group of employees with a special interest in geriatrics.

What's Going on in the Clinics

The medical surgical clinics at 17th & Chew provide a wide range of services from primary to specialized care.

Annual patient visits to the clinics approximate 9,000 and are growing. Nearly 20 percent of the clinic population are medicare recipients.

The clinics are designed to meet the needs of the elderly population. Hand rails in the hallways are available to assist them with

ambulation while comfortable, sturdy side arm chairs help those with weight bearing difficulties. Two of the clinic rooms also have hydraulic examination tables that can be adjusted for the person's height.

For more information about the clinics call 402-7970 or 402-7980 (for Spanish speaking patients).

Geriatric Nurses Day

More than 100 hospital employees and visitors tested their I.Q. on aging during National Gerontological Nurses Day. To mark the occasion, the staff of 7B and members of the Geriatric Interest Network organized an educational program and display in the Anderson Wing Lobby, CC&I-78. Information on the hospital's services for the elderly and Vials of Life were also available. A Vial

of Life is a small plastic tube for storing a written copy of a person's medical history and current list of medications. The vial is kept in the freezer for safe keeping so this vital information is readily available in an emergency situation. For more information about the Vial of Life, contact Jeanine DeLuca or Lisa Lacko via E-mail.

Did You Know.....

The Americans with Disabilities Act is a federal law that requires businesses and public institutions to provide equal access in a reasonable manner to people with disabilities.

At Lehigh Valley Hospital, amplified phones, close captioned TVs and interpreters for foreign and sign languages are only a few of the resources available for disabled patients. ADA equipment and volunteer employee translators are listed on the bulletin boards on E-Mail.

Another focus of the ADA requirements is that of the disabled employee, who has the same rights in the workplace as the public has in the institution or business.

Suggestions for the hospital's ADA committee can be sent to Maryanne Falcone, Patient Representative, or Michael Gilson, Administrator, Facilities Management.

Pages On Aging

Family Care

Lehigh Valley Hospital will launch a Family Care program later this summer in the new patient centered care prototype units. The program will encourage families to become more involved in the patient's care. This can involve attending physical and occupational therapy sessions with the patient, helping the patient with personal hygiene, joining the patient for meals, and/or learning to administer a treatment. Each family's involvement may be different and will be individualized by members of the care team. The family members or "care partners," as they will be called, will be encouraged to be

active participants in the health care team. The goal of this increased involvement is that patients and families will be better prepared when they leave the hospital.

A family room is currently under construction on the 7th floor. The family room will be a place where patients and families can gather for a meal or for group educational sessions. There will also be a simulated home setting where family members can practice skills learned in therapy sessions. In addition, a kitchen area will be available for use by patients and their families.

Aging Tips

If you squint while driving at night, chances are that age is affecting your eyesight. Changes in the retina cause altered visual acuity and night vision while changes in the iris and the lens can make it difficult to adjust from light to dark. There is also a natural yellowing of the lens that occurs which can impair the ability to discriminate blue, green colors.

To minimize the effects of these changes, schedule yearly eye exams. Also, always allow your eyes adequate time to adjust to light changes, for example, stand for a full minute when you turn on the lights of a darkened room. Mark your last few basement steps with bright colored tape to avoid falls. Finally, consider buying yellow, brown sunglasses instead of green ones. It may improve your vision!



Dear Minnie

What's the scoop on estrogen replacement therapy (ERT)? I'm going through menopause and wondering if there

is anything to this bone density business?

Estrogen replacement therapy (ERT) is given to women at high risk of developing osteoporosis and to those with severe symptoms of menopause.

Estrogen loss is the leading cause of bone loss in older women. A lowered estrogen level increases the calcium lost from bone; in some women lack of estrogen contributes to osteoporosis, a bone disease producing weakened, fragile bones.

In recent years, the FDA announced that estrogen can be effective for the treatment of postmenopausal osteoporosis. This does not mean that estrogen is necessarily recommended for all menopausal or postmenopausal women. Women at highest risk for developing osteoporosis are those who have an early or surgical menopause. Other factors are being white, being extremely inactive, using corticosteroid medicines, and having a slight build. A low intake of calcium in the diet, cigarette smoking, excess use of alcohol, and thyroid and kidney disease are also factors. If you are at high risk of developing osteoporosis, you should talk to your doctor about the pros and cons of ERT.

If you have a question for Minnie, address it to Jeanine DeLuca or Lisa Lacko via E-Mail.

Bulletin Board

- Clyde Leonard, SPD, 17th & Chew will compete in the Demolition Derby on August 29 at the Allentown Fair. Leonard and his partner, Steve Mayes, of C&S Racing Team hope all hospital personnel will be on hand to cheer them on. Tickets are available at the fairground box office.
- Discounted Dorney Park coupons will be available at the payroll window at both sites on Thursday, August 17. The coupons, priced at \$15 for adults and \$4.95 for children under 4, are good for the entire day for all rides, Wildwater Kingdom, and Berenstain Bear Country. The tickets can be used August 19 through September 4, 1995. After August 17, tickets can be obtained in the HR Dept., 4th floor of the JDMCC. Call Sharon Bartz, ext 8906 for more information.
- Lehigh Valley Health Network has a comprehensive plan in place, in accordance with Act 148, to quickly and effectively deal with accidental blood and body fluid exposures. A needlestick hotline, 402-STIK, details steps to take in the event of an exposure. There is also an Emergency Health Services nurse on call 24 hours a day to provide immediate management if needed or employees can leave a message and EHS will return the call by the next working day. It is important to deal with accidental exposures quickly, including counseling to deal with the anxiety associated with these injuries. If you have any questions or concerns, please contact Carol Acernese or any Employee Health Professional at ext 8869.
- The Radio City Musical Hall Christmas Show is just around the corner and tickets are going quickly. The dates are November 25 and December 2. The bus leaves at 8 a.m., the show starts at 3 p.m. and the bus returns immediately after the show. The trip is sponsored by the Allentown Auxiliary of Lehigh Valley Hospital. Please contact Hazel Kramer at ext. 2391 to make reservations.
- The First Annual Firemark Specialties Golf Tournament to benefit Lehigh Valley Burn Center will be held on Friday, August 25 at the Irem Temple Country Club in Dallas, Pa. You can be a "hole sponsor" for \$25 or join in the golfing fun for \$80/person. This price includes greens fee, cart, refreshments, buffet meal and prizes in all groups. Call ext. 3031 for more information and an application.
- Wanted: Walkers with heart and soles. Put on your sneakers and sweats and head out to Allentown's scenic Rose Garden on Sunday, September 17, for the 1995 American Heart Association Heart Walk. Registration starts at 9 a.m. at the pavilions in the Rose Garden off Ott St, Cedar Crest College side. The walk gets under way at 9:30 a.m. Join Elliot Sussman, M.D., CEO, Louis Leibhaber, chief operating officer, and many of your friends and fellow employees on this worthwhile, healthy fund-raising walk. This 6.2 mile event benefits the research programs of the AHA. For the fourth year running, Lehigh Valley Hospital will be a major sponsor of this event. Last year, more than 100 people walked for LVH with total contributions exceeding \$10,000. Challenges have gone out to the local hospitals to see who can recruit the most walkers and raise the most money. The top institution walks away with a commemorative plaque. In addition, the AHA is offering a range of prizes for donations raised by individual walkers. All walkers for the hospital will receive \$25 towards their goal and a hospital incentive item. The top three fund-raising individuals at the hospital will win special prizes from Health Promotion-Disease Prevention. For more information, or to register for this fun event, call Audrey Lichtenwalner, Non-Invasive Cardiology, at ext. 8855.

Bulletin Board

- Lehigh Valley AIDS WALK '95 kicks off at noon Sunday, September 24, from the bandshell at Bethlehem's Rose Garden. The 5-kilometer walk will raise much needed funds for AIDS services, prevention and education. Prizes will be awarded to the four people who raise the highest amount of pledges, the team that raises the most money and the team that has the most members. Call 974-8701 for more information.
- Two additional PCC Staff Information sessions have been scheduled for Monday,

August 28 and Wednesday, August 30 from 2-3 p.m. in the auditorium, CC&I-78. Each session will include a report by Lehigh Valley Hospital staff nurses on site visits to Rush Presbyterian-St. Luke's Medical Center and University of Chicago Hospitals, Chicago, IL. A report on PCC implementation on the 7th floor will also be presented by 7th floor staff. A question and answer session will follow. All staff members and volunteers are encouraged to attend.

Education

Hospital Orientation

The next hospital orientation will begin at 8 am at CC&I-78 on Monday, August 21. An optional tour of both sites will be held on Wednesday, August 23 beginning at 1 pm at 17th & Chew and 2:30 pm at CC&I-78. Reservations are required for the tour. To register, call ext. 1211.

CPR Certification

CRP Certification will be held in two parts and attendance is required at both. Part I will be held Wednesday, September 6 from 9 am to noon in Room 900, School of Nursing, 17 & Chew. Part II will be held Wednesday, September 13 from 9 am to noon, same location. To register, complete and return the appropriate form located on the monthly HRD calendar, outside Room 900, School of Nursing, 17th & Chew, and the AV Services area, CC&I-78.

CPR Recertification

CPR Recertification will be held in the 24-hour period beginning at 10 am on Wednesday, August 30 in the Nursing Learning Lab, 2nd floor, GSB, CC&I-78.

Symposia Reminder

The Office of Education has announced the next topics of the Regional Symposium Series to be held in the auditorium at CC&I-78. To register, please call ext. 1210.

- Laboratory Symposium: Transfusion Medicine will be held on Friday, September 15. Topics will include: "Overview of Bone Marrow Transplantation," "Leukodepletion of Blood Components," and "Transfusion Management of Hemostatic Abnormalities in an Actively Bleeding Patient."
- Eighth Annual Cardiovascular Nursing Seminar will be held on Wednesday, September 20. Topics will include: "Optimizing Pain Management in the Cardiac Patient," "Congestive Heart Failure: Across the Continuum," "Ethics of Clinical Decision Making in Cardiac Care," "Cardiac Anesthesia: Update and Review," "Marketing Yourself as a Professional Nurse," "Current Trends in Cardiothoracic Surgery," "Assault and Violence: Be Prepared," "Infectious Disease Issues for Cardiovascular Nurses," "Controlling Confusion in the Cardiac Surgery Patient," and "Managing of the Elderly Patient with Cardiac Disease."
- Sleep Disorders will be held on Saturday, September 30. Topics will include: "Insomnia-Evaluation and Treatment," "Behavioral Aspects of Insomnia," "Circadian Rhythm Disorders: Shift Work, Jet Lag, Delayed Phase Syndrome," and "Sleep Apnea-Modern Concepts."

Items for Sale

Air Conditioners: Westinghouse 17,000 BTU, \$275.; Fedders 5,000 BTU, \$150.; Frigidaire 5,050 BTU, \$125.; Amana 6,500 BTU, \$175. All under 5 yrs old & energy eff. Call 264-9871.

Scuba Equip.: Dacor BCD, 100 cu. ft. tank, 1st/2nd stage octopus, wetsuit, fins. All mint cond. Call 398-6249.

Walker/Stepper/Jogger: exer. multiple muscle groups w/ onemotion. Excellent cond., \$150. Call 395-1830

Two sofas: good cond., one is sleeper \$75. OBO for both. Call 967-1139

Truck cap: fiberglass, three sliding windows, fits 6' bed, locking door, \$200. Call 395-3681

Washer/Dryer: apt. sz., portable, 3 yrs old, washer hook-up to sink, \$500. for both. Call 966-2874

5 pc. antique white bedroom set: bed frame, 2 chests, 1 dresser w/ mirror, 5 drawer tall dresser. Orig. \$1500., asking \$750./OBO. Call 433-2533, leave message.

Swimming Pool: 18'x12' oval pole pool, 5 yrs old, auto chlorinating DE filter & all accessories incld solar cover. \$400./OBO. Buyer must dismantle and remove. Call 398-0771

Passport Radar Detector: cassette sz w/ mounting bracket, earphone plug. very good cond. \$50./OBO Call 820-5857

Antique ruby glass collection: cups, saucers, plates, vases, dessert glasses, tumblers, plus many more. Call Linda at 820-9541

Kenmore Microwave & stand, exercise bike, boy's 16" bike, toddler bike, assort. baby and toddler toys, outdoor patio/deck furn. Everything in excellent cond. Call 285-4150

Bassettesofa bed, good cond., neutral colors, \$125.; Commodore C64 computer, full color monitor, disk drive, ed. software, games, paperback writer, datafax, database and lots more all for \$145.; BodyTech 635 aerobic stepper, new, \$75.; exercise bike, \$25.; baby pure breed Netherland Dwarfs w/papers, 2-3lbs full grown, cages avail., \$25. Call 965-8763 after 4pm or weekends.

White Provincial desk and double dresser table w/ glass top, 3 chairs, lg round chair for 2, other assorted items. Call 797-2530

New stainless steel sink and fittings ideal for wet bar, \$20.; four wooden, louvered doors, 15 7/8"x79", \$10. ea.; drapes, off-white, 112"x84", ideal for patio door, \$10. Call 395-4929

Frigidaire, 19 cu ft refrigerator, 13 yrs old, harvest gold, good cond, \$250./OBO. Call 868-5731

Lenox Temperware Dishes: oven-proof, sevice for 8, beautiful floral pattern, excellent cond, \$150. Two Dhurrie Rugs: ea approx 8'x12', off-white w/ floral pattern, great cond, \$40.-\$50. ea or 2/\$80. Call 346-6088

Vehicles for Sale

1978 Mercedes Benz 450 SL: cream convertible w/ new canvas top, completely recon. 159K, new Sony stereo w/ AM/FM CDw/Pioneer speakers, A/C, 4 new tires, new insp., have all invoices, \$12,900. Call 432-1177 betw. 9am-5pm.

1989 Plymouth Colt: 5 spd, hatchback, blue/blue int., A/C, new tires, AM/FM cassette, 106K. Retail \$3225., asking \$2400. Call 433-8664

1971 VW Super beetle: many new parts, plus extras, AM/FM cassette, 2 piece bra., runs well, has been inspected, \$1795./OBO. Call 395-6963

Chrysler LeBarron GTS Turbo: 4 DR, auto, A/C, fully loaded, 50.8Kmi., excellent cond., \$5000. Call 262-6688

1995 Eagle Talon ESI: loaded, bought in Feb for \$19,143, must sell due to job change, \$15,700. Call 967-5909, leave message.

Real Estate for Sale

Bi-level Home in North. Lehigh SD: spectacular view, 3BR, 2 BA, 1 acre wooded lot, new kit, new floors, anx. to sell, \$124.5K Call 767-3412

Allentown Brick Row Home: 4BR, 1 1/2 BA, 4 yr old kit w/ ceiling fan, remodled BA, 16'x12' deck, ceiling fans and new floors in DR/LR. FHA&VA welcome, \$41.5K Call 437-2107, leave message.

Allentown House: 5BR, 2BA, LR, DR w/ HW flrs, lg FR and playrm, C/A, new kit appliances, maintenance free yard w/ brick courtyard, close to schools, YMCA, lib, parks. Move-in cond., \$88.5K Call Maria 821-4967

Townhouse: 3BR, 1 1/2 BA, LR, DR, kit, basement, 1 car gar, wooden deck off DR, 6 yrs old, excellent cond., conv location to hospital and I-78. Call 398-9742 after 7pm, ask for Chris.

West End Row Home: 3BR, LR, DR, 1BA, sunrm, remodled kit, fenced yard, new windows, ceiling fans, 4 window A/C, walking dist to Muhlenberg Schools, anx to sell, reduced to \$78K. Call 435-3587

Real Estate for Sale

O.C. MD Condo-still time for summer vacation, avail. 8/26-9/2, 9/2-9/9 & after 9/23. On Bay, sleeps 6, 2BR, 2BA, W/D, micro. A/C, back deck at pool, walk to beach, tennis, playgr, etc. \$650./wk Call 967-3939

Stone Harbor: 2nd house from beach at 89th St., 5 BR, 3 1/2 BA, kit, Florida rm, 2 decks, gar, DW, W/D, full ocean view, all new furn, avail wkend of Oct. 28th. Stone Harbor ranch duplex, 3BR, new full tile BA, W/W carpet, full deck, laundry rm, new kit, 3 blks to town, 2 blks to beach, outdr shower, avail wks of Sept 23 and 30 and wkends in Oct. Call (601)435-1531, ask for John.

Lake Wallenpaupack at Tanglewood Resort Condo: 2 BR, w/ jacuzzi, pool, tennis, lake, boat rentals, health club, boat slip all nearby; sleeps 6, , avail 8/19-8/26. Value \$960. asking \$650. Call 966-3328.

Wanted

Professional woman to share house in Bethlehem area. 5 min from I-78, many amenities incld. pool. Call 882-9174, leave message.

Permanent, loving home for 10yr old Terrier mix, currently in "foster care." He's med/sm sz, blond, neutered, playful and adorable. Looking to live out his senior yrs w/ a caring, loyal companion. Call 967-1906

Marketplace Submission

Send to *Marketplace, Public Relations, 1243 SCC.*

Copy (please print or type) _____

Check Category

- Items for Sale
- Vehicles for Sale
- Real Estate for Sale
- Real Estate For Rent
- Wanted

Home Phone (will appear in ad) _____

Daytime Ext. _____

Submitted by _____

Dept. _____