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October 22, 1993

Secretaries Establish Liaison Committee

There are 183 of them, all with the same basic title - but they don't belong to a single department. Yet, like everyone else, many secretaries crave peer recognition, opportunities for professional growth and even a little mutual support now and then.

That's what a relatively new organization, the Secretarial Liaison Committee has as its general goals. Now that the group is well organized, it's looking for a higher profile in the hospital system.

Linda Moyer, who is an executive secretary in Patient Care Services and chairperson of the committee, says the group began to gain formal structure as the result of a task force organized to give secretarial input into the uses of the new electronic mail system being implemented by Information Services.

That experience evolved into a general forum that listened to the needs of peers and, working with Human Resource Development, became a chartered committee.

The committee comprises 10 secretaries within the system with one year terms. They plan to augment the membership yearly with five new members.

High on the group's agenda is organization of a standard reference book to be used as a resource for secretaries in the system. It would

help a new employee settle into the department work flow quickly and efficiently by explaining in detail what forms to use, where to find various information, how to reserve meeting rooms, and any of the myriad requests that a secretary handles daily.

The committee is interested in providing a newsletter for 183 secretaries in the hospital. The goal would be to develop a network for sharing tips and hints for better performance and to provide a vehicle to encourage teamwork among secretaries.

Recognition is also a concern for secretaries. Moyer explains that because most employees are members of a department specific to their job title, organized recognition programs flourish and do a fine job. But secretaries, who also make a valuable contribution to the organization, have a limited path to peer recognition. They are scattered throughout the organization, often serving as the only one with that job description in an entire department. In the past, during secretaries' week, the hospital has recognized each secretary's efforts and contributions by presenting them with a carnation. The group envisions the recognition of professional excellence in the secretarial field, and hopes the committee may be the route to establish such a program.

A system for continual enhancement of professional skills is also desired. The committee notes with satisfaction how Human Resource Development classes in management skills are being opened up to any employee that a department head identifies as having potential to be a future leader in the organization, giving secretaries interested in administrative leadership positions a unique opportunity to gain the necessary skills.

But the first step is to get the word out to secretaries and their supervisors that the hospital has taken positive steps forward in job recognition for an entire block of important people. The committee invites inquiries and ideas and you may contact any of the committee members. *(please turn to page 2)*

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Prevention Key to Child Safety

This year, more than 20,000 children will die as a result of injury — more than from all childhood diseases combined.

Injuries are also the leading cause of disabilities in children; approximately 30,000 suffer disabling injuries each year.

To promote "Solutions Before Problems," the theme of Child Health Month, Lehigh Valley Hospital offers these tips for reducing your child's risk of injury in and outside of the home.

- Always turn pot handles toward the back of the stove so your child cannot reach up and grab them. Also, be careful not to put hot food or liquids near the edge of a table where a child can reach up and grab them.
- Set your hot water heater no higher than 120 degrees Fahrenheit (48 degrees Celsius) to prevent scalding. When your child is old enough to turn the faucets, teach him or her to start the cold water before the hot and turn the hot water off before the cold.
- Children can drown in just a few inches of water, so be sure bathtubs and buckets or pails are emptied completely after each use. Also, do not leave children unattended in the bathtub.
- Do not purchase a baby walker. At least 29,000 infants suffered brain damage, fractures, and burns while they were using a walker. In

fact, these devices actually hinder the process of learning to walk because they strengthen the wrong muscles.

- Stabilize, move or remove heavy items that are balanced on high tables and shelves.
- Inspect wooden fences, decks and porches and remove peeling paint, protruding nails, loose boards or splinters. Make sure wire fences have no sharp ends or broken links.
- If you must keep a handgun in your home, keep it unloaded and locked up. Ideally, guns should not be in an environment where there are children.
- When traveling, secure your children in correctly installed safety seats. Safety seats, which are now required by law for transporting newborns to four-year-olds, can reduce the risk of death in traffic collisions by 71 percent, hospitalizations by 67 percent and minor injuries by 50 percent.
- Before your kids ride off on their bikes, make sure they put on their bicycle helmets. Helmets have been shown to reduce the risk of head injury by 85 percent and the risk of brain injury by almost 90 percent, yet only 5 percent of child bicyclists nationwide wear them.
- Install smoke detectors throughout your home and check them periodically. Each year, approximately 1200 children die and 11,400 are injured in residential fires. Chances of dying in a residential fire are cut in half in homes with working smoke detectors. ■

Ninety percent of all childhood injuries are preventable.

Secretaries (from page 1)

Secretary Liaison Committee Members:

Linda Moyer, Patient Care Services
Administration, *Chairperson*
Ruth Davis, Advisor
Liz Fulmer, WomanCare
Melody Herb, Food Services
Pat Huber, Radiology

Sue Knerr, OB/GYN
Rose Lippy, Human Resource Development
Karen Nodoline, Administrative Services
Gail Pitsko, Public Relations
Deborah Strauss, Information Services
Rose Ann Wiley, Clinical Lab Administration

CheckUp is a biweekly employee publication of Lehigh Valley Hospital, Public Relations, 1243 S. Cedar Crest Blvd., Allentown, PA 18103. Interoffice mail submissions should be addressed to 1243SCC-PR. For additional information call extension 3000. Lehigh Valley Hospital is an equal opportunity employer. M/F/D/V

Patient Escorts Key to Healthcare "Delivery"

In the course of a day, patient escorts at Lehigh Valley Hospital go back and forth between departments, up and down elevators and flights of stairs, and in and out of their work stations, all with a level of energy and enthusiasm that often goes above and beyond the call of duty. Whew!

It goes, as they say, with the territory of accompanying patients to and from testing and treatment areas. On any given day, a patient escort may transport anywhere from 35 to 75 patients.

Because they may be asked to help with lifting patients, patient escorts are trained in proper body mechanics and are also certified in CPR.

Each hospital site has a dispatcher who coordinates the services of the transport team. A

separate transport team serves the Radiology Department at Cedar Crest & I-78.

Since they literally can't sit still, a group photo of the patient escorts is next to impossible. But, Lehigh Valley Hospital would like to take this opportunity, during National Patient Transport Week, to thank them for their contributions to patient care.

They are — at 17th & Chew — Keely Choi, Renee Holmes, Jose Ortiz, Alicia Phan, Steven Roth, Mark Shimko, Penny Smith, William Trexler Jr., and Anthony Zancolli. At Cedar Crest & I-78 —Lori Bowers, Michael Gee, Charles Hittinger, Tami Jago, Cheryl Hoffner, Cindy Kalmer, Mark Niemkiewicz, Eddie Sanchez, Linda Steely, Gregory Trexler and Margaret Watson, and in Radiology, Matthew Butz, Tina Helfrisch, Philip Hobel, Kim Howard, Kerry Knauss, Patrick Kramer, Joseph Kristopatis, Nicole McCardle and Reynoldo Nino. ■

About Our People...

Denise Shank, RRT, was selected as Respiratory Care's Employee of the Month for September. She was chosen by the department's Reward and Recognition Committee for her exemplary clinical performance. *Michelle Battaglino, RRT*, was chosen as August's Employee of the Month. She was selected for her superior work ethic and positive attitude.

Noreen Williams, Executive Secretary, Finance, Deb Graner, RN, Operating Room and *Ralph Montesano, Senior Perfusionist*, are

cast members in the Macungie Minstrelaires' upcoming production of "Journey to Make Believe" being held on Nov. 5, 6, 12 and 13 at Howard Eyer Jr. High School, Macungie. Show time is 8 p.m. each night and 2 p.m. for the matinee shows on Nov. 6 and 13. Proceeds from the show are donated to local charities. For tickets or more information, call 966-4430.

Cindy Knopf, Radiology, announces her engagement to Guy Schwartz, III. The couple plans to marry in May. ■

Philadelphia Taking Calls to Poison Hotline

Emergency poison information, which had been provided locally by Lehigh Valley Hospital, is now available by calling the Philadelphia Poison Center at (215) 386-2100. The transfer of this service was initiated by the state to consolidate hotline centers and reduce costs.

Three centers now serve the needs of the entire state with thorough resources to answer any telephone inquiries about suspected poisoning cases. Because the hospital believes that prevention through education, especially among children, remains a vital issue, it continues to provide poison education services. Speakers are available for schools and community groups and can be scheduled by calling WomanCare at ext. 2903. ■

HR Development Information

■ *Hospital Orientation*

The next hospital orientation will begin at 8 a.m. at Cedar Crest & I-78 on Monday, Nov. 1 and an optional tour of both sites will be held on Wednesday, Nov. 3 beginning at 1 p.m. at 17th & Chew and 2:30 p.m. at Cedar Crest & I-78.

■ *CPR Certification*

CPR certification, for which pre-registration is required, will be held in two parts, and attendance is required for both. Part I will be held Tuesday, Nov. 2 from 1 to 4 p.m. in Room 900, School of Nursing, 17th & Chew. Part II will be held Tuesday, Nov. 9 from 1 to 4 p.m., also in room 900, School of Nursing. To register, complete and return the appropriate form which is available on a monthly HRD calendar, outside HRD, room 1914, School of Nursing, 17th & Chew, or outside the HR benefits area at Cedar Crest & I-78.

■ *CPR Recertification*

CPR Recertification will be held in the 24

hour period beginning at 10 a.m. on Wednesday, Oct. 27 in the Pediatric Classroom, 5th floor, 17th & Chew.

■ *HR Development Presents "Workforce Diversity"*

H.R. Development will present "Workforce Diversity," a program designed to enlighten participants to differences in the workforce. At the completion of the program, participants will be able to describe how it feels to be excluded, describe how individuals can be viewed as different, explain how differences are a necessary and positive part of life and list three principles that will promote an unbiased and functional work environment.

Interested employees may attend the session on **Thursday, Nov. 11, 9:15-10:45 a.m.**, Cedar Crest & I-78, Classroom I. Class size is limited to 25. To register, complete an HR Development registration form and return to Ruth Davis, HRD, 17th & Chew, SON. Registration forms are attached to the educational calendar or may be picked up outside room 1914 in the SON building or the HR benefits area at Cedar Crest & I-78. If you have questions, call Ruth Davis at ext. 4615.

Symposia Reminder

The next three topics of the Regional Symposium Series were announced by Human Resource Development. All will be held in the auditorium at Cedar Crest & I-78. Additional information is available by calling ext. 4609.

Current Trends in Cancer Care will be held Saturday, Oct. 23. Topics for the day include "Treatment of Primary Breast Cancer: Conservative Surgical Approach and Adjuvant Therapy," "Using Combination Therapy in Lung Cancer Treatment," "Cancer: New Developments in Imaging" and "Nuclear Medicine Techniques in Diagnostic Care."

Non-Invasive Vascular Testing will be held Saturday, Nov. 6. Topics to be presented include "Ocular Pneumoplethysmography," "Duplex Insonation," "Transcranial Insonation (TCD)," "Magnetic Resonance

Arteriography," "Arterial, Venous Doppler" and "Arterial, Venous Duplex Insonation."

Update on Upper Extremity and Cervical Spine Problems: A Primary Care Approach will be held Saturday, Dec. 4. Topics for the day include "Cervical Spine Pain," "Shoulder Impingement," "Shoulder Arthritis," "Elbow Tendonitis," "Elbow/Wrist Neuropathy," "Wrist/Hand Tenosynovitis," "Carpal Tunnel Syndrome," "Osteoarthritis of the Wrist/Hand," "Upper Extremity/Hand Tumors," "Hand Infections," "Nail Bed and Finger Injuries" and "Upper Extremity/Hand Vascular Problems."

There will be a community symposium presented by Lehigh Valley Hospital's Departments of Surgery and Radiology entitled *Treatment of Vascular Occlusion Disease: A Team Approach*. The symposium will be held Saturday, Oct. 29 from 8:30 a.m. to 1 p.m. in the auditorium of Lehigh Valley Hospital, Cedar Crest & I-78.

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Bulletin Board

■ *Department of the Month*

The Recreation Committee salutes the Pediatric Unit for the month of October. Pediatrics is a family centered department, dedicated to meeting the emotional and medical needs of hospitalized children, as well as providing ongoing support for parents and other family members. Inpatient care is provided for seasonal and communicable illnesses such as bronchitis, gastroenteritis and sepsis. Inpatient and outpatient surgical care cover multiple services, ranging from plastic surgery to fracture stabilization. Congratulations to the employees of the Pediatric Unit - our department of the month for October.

■ *"I'm Worth It!" Winners*

The Health Promotion and Disease Prevention Department has drawn the September winners for the "I'm Worth It!" incentive programs. The winners and prizes are:

1st Prize: \$75 Gift Certificate

Marlene Boyer, MR, CC&I-78

Jane Green, 6N, 17th & Chew

2nd Prize: \$50 Gift Certificate

Sol Maria Burgos, SPD, CC&I-78

Sandy Dinnie, OR, 17th & Chew

3rd Prize: Vivitar Camera

Mary Ann Muraro, Anesthesia, CC&I-78

Gwen Rosser, HRD, 17th & Chew

■ *1994 Entertainment Books*

The Credit Union will be selling 1994 Entertainment Books during their regular hours at both sites. This sale will benefit the Recreation Committee. The books cost \$35 each and should be paid for by check.

■ *Holiday Bazaars*

The Recreation Committee will sponsor a Holiday Bazaar at each site. The bazaar at Cedar Crest & I-78 will be held in the main lobby on Thursday, Nov. 11 from 6 to 8:30 p.m. and again on Friday, Nov. 12 from 7 a.m. to 3 p.m.

The bazaar at 17th & Chew will be held in the main lobby on Thursday, Nov. 18 from 6 to 8:30 p.m. and again on Friday, Nov. 19 from 7 a.m. to 3 p.m. All items are hand crafted by

over 30 hospital employees. Shop early for the best selection.

■ *Windows Orientation Seminars*

Information Services Customer Service is sponsoring several one-hour Windows orientation seminars for hospital employees. The presentation will be a demonstration of Windows basics. Topics will include use of the mouse, windows title bars and menu bars, icons and how to use them, tips and techniques to use Windows more effectively and how to minimize, maximize, close and restore various windows. There will be time for questions and answers. The seminars will be held:

Oct. 25 - 17th & Chew

7-8 a.m. and 9-10 a.m.

Oct. 27 - Cedar Crest & I-78

3-4 p.m. and 5-6 p.m.

Please call customer service at ext. 8303 to register for a session. A minimum of ten participants is required. If a session is cancelled, registered participants will be contacted to reschedule. Additional sessions will be provided as the need arises.

■ *Personal Self-Defense Training*

The Security Department will be conducting personal self-defense training classes on Oct. 27, Nov. 3 and 10 from 6-9 p.m. at Cedar Crest & I-78. Each class stresses personal safety awareness and techniques to use to get away from an attacker. Participants should wear comfortable, loose-fitting clothing and sneakers or running shoes. Each class is limited to 20 participants. Call ext. 8220 between 8 a.m. and 4 p.m. to register. If you have questions, please call ext. 2987. Class times and locations are as follows:

Oct. 27 - Classroom 2

Nov. 4 - Classroom 4

Nov. 10 - Classroom 1

■ *GICU-East & West Merger*

On Oct. 10, the merger of two units was realized. GICU-East and GICU-West was merged into GICU. The responsibility center will be 221. The beds on the east side will become ICE 01-07 and the beds on the west side will become ICW 08-16. The two main phone numbers will be ext. 8710 for beds 1-7

(Please turn to page 8)

“Curbside Counselor” Lends Support To Flood Victims

Even as the rain-swollen rivers return to normal levels, it's unlikely that life in the Midwest will, at least not anytime soon.

That's the assessment of Lisa Taylor who provided “curbside counseling” and crisis intervention to victims of the devastating flood.



This is just part of the devastation caused by the Great Flood of '93 Lisa Taylor witnessed during her two weeks of volunteer work in the Midwest.

A clinical social worker in the dialysis center at Lehigh Valley Hospital, Taylor volunteered two weeks of her time as part of the American Red Cross's emergency relief effort. As part of the Disaster Mental Health Services, in cooperation with the American Psychological Association, and the National Association of Social Workers, the Red Cross recently bolstered its efforts to address the psychological needs of disaster victims.

“When you have a lot of people who normally function well trying to deal with an impossible situation, their needs go far beyond food, clothing and shelter,” Taylor says.

That not only applies to disaster victims but also the relief workers putting in 12 to 14-hour days. Many complained of stomach

problems, nightmares, loss of appetite and lack of sleep. Taylor reassured them that they were responding as anyone else would under these stressful circumstances.

It was not as easy to comfort the region's Vietnam veterans. “The rain created tropical conditions and a lot of vets were having flashbacks,” Taylor says.

Otherwise, most people seemed to be coping remarkably well which both impressed and concerned her.

“Many were reluctant to ask for help,” she says. “Others referred the relief team to their neighbors who were “hit harder than me.””

In a small town in Illinois, Taylor talked with townspeople as their homes were red-tagged (declared uninhabitable) by the Red Cross damage assessment team.

“They were angry and resentful and felt they had no control over the situation,” she says. “We tried to reassure them in a casual, non-threatening way. We never identified ourselves as mental health professionals,” she adds. “That would have sent them running.”

As victims of the Great Flood of '93 work to rebuild their lives, Taylor expects the hardship to continue in the coming months and years. Those she sees at risk are farmers who may not be able to plant next spring because of soil erosion, children whose schools were destroyed and have been reassigned to other school districts, and uprooted elderly residents who have lost the comfort and security of their lifelong neighbors and homes.

Fortunately, a network of community agencies, churches and civic organizations is in place to address and respond to these needs.

Despite the devastation, Taylor was heartened by the experience of working with total strangers who became fast friends with a common goal. “It challenged me to really put my skills to the test,” she says. It also reaffirmed her belief in the value and importance of Red Cross relief efforts. “I know what I'm going to do when I retire,” she says enthusiastically. ■

JCAHO Accredits Health Spectrum

Health Spectrum Medical Products and Spectrum Apothecary have been accredited by the Joint Commission on Accreditation of Health Care Organizations (JCAHO), an organization that evaluates the delivery of services of more than 9,000 hospitals and healthcare providers nationwide.

"This voluntary accreditation demonstrates our commitment to providing quality health-care services beyond the traditional hospital structure," noted Elliot J. Sussman, MD, president and CEO. "We should all be proud of Health Spectrum and the services they offer as part of our continuum of care. Their efforts deserve our recognition and support."

A division of Lehigh Valley Health Network, Health Spectrum specializes in products and services for home care patients and residents of long term care facilities. These include enteral feedings, parenteral nutrition, intravenous antibiotic medication, apnea monitoring and other respiratory therapies, hospital beds and accessories and prosthetic and orthotic devices.

The Health Spectrum staff, which includes registered pharmacists and respiratory therapists, intravenous nurse specialists and certified rehabilitation specialists, tailors products and services to the needs of each patient in consultation with the patient's physician.

The staff also provides personal guidance and instruction to patients who utilize Health Spectrum products and services.

Accreditation applies to all services offered by Health Spectrum.

"We sought accreditation because it represents the highest level of clinical and technical expertise," says Christopher Rock, Administrator of Health Spectrum and other specialty services, who noted that the JCAHO survey is voluntary.

"We credit our employees for helping us to attain this honor," adds Bernadette Krajcirik, supervisor of patient care, who worked with the Health Spectrum staff to prepare for the survey.

JCAHO, which was founded in 1951, employs more than 500 physicians, nurses, healthcare administrators, therapists and technicians to perform accreditation surveys. ■

Symposia Reminder (from page 4)

Speakers include James Jaffe, MD, Director of Cardiovascular and Interventional Radiology, Dennis Bandyk, MD, director of Vascular Surgery, University of South Florida, Franklin Miller, MD, chief of Interventional Radiology, University of Utah Medical Center and Bruce Perler, MD, director of the Vascular Surgery Service and Diagnostic Laboratory, Johns Hopkins University. Registration is on site and there is no fee. A buffet luncheon will be served following the program. For additional informa-

tion contact the Department of Surgery at ext. 1296. The Lehigh Valley Area Health Education Center is accredited by the Pennsylvania Medical Society to sponsor continuing medical education programs. The Lehigh Valley Area Health Education Center designates this continuing medical education activity for four credit hours in Category 1 of the physician's Recognition Award of the American Medical Association and the Pennsylvania Medical Society membership requirement. ■

Reminder: Parking

Employees are reminded that the parking lot outside the Emergency Department at Cedar Crest & I-78 is reserved for patients needing urgent care. With the addition of the Chest Pain Emergency Service, these spaces will be in even greater demand. So, for the benefit of our patients, please park in the designated employee areas. Thank you. ■

Bulletin Board (from page 5)

and ext. 8715 for beds 8-16. An intercom system has been installed to aid in communications for all staff. The official mailing address will be GICU. Information or questions related to a specific patient should be identified by bed number whenever possible.

■ **Oldies Dance**

The Professional Nurse Council, Friends of Nursing and the Recreation Committee are sponsoring an oldies dance on Friday, Nov. 19 at the Schnecksville Fire Company Pavilion on Route 309 in Schnecksville. Doors open at 7:30 p.m. and dancing is from 8 p.m. to midnight. Tickets are \$8.00 and include soft drinks, beer, chips and pretzels. Prizes will be awarded for the jitterbug, limbo and twist contests! "Oldies" attire is optional.

Tickets may be purchased through the nursing administration office at Cedar Crest & I-78, Mary Kinneman's office at 17th & Chew or by mail from Erma Aquino, Accounts Payable, School of Nursing, 17th & Chew. Checks only, payable to Lehigh Valley Hospital.

Reservations will be taken for a full table of 16 only. Please provide the last name of one person in your party.

■ **Senior Citizen Free Flu Shots**

Lehigh Valley Health Services, through Spectrum Apothecary, is again offering the free flu vaccination program to senior citizens. Vaccinations will be available from 10 a.m. to 4 p.m. at the following locations:

Oct. 26 — Whitehall

Jefferson Street Playground Recreation Building (behind Toys R Us)
Jordan and Jefferson Sts.

Oct. 28 — Macungie,

Macungie Memorial Hall
Macungie Park, Poplar St.

Nov. 2 — Walnutport

Diamond Fire Company Bingo Hall
110 Main St.

Nov. 4 — Allentown

Eastern Salisbury Firehouse
1000 E. Emmaus Ave.

For more information please call Lehigh Valley Health Services at ext. 7450. ■

Health Promotion Programs, Fall 1993

For information and to register for any of these programs, please call the Health Promotion and Disease Prevention Program at 821-2150.

■ **Smokers Challenge**

A contest for smokers and their non-smoking coaches to work together to help the smoker quit and earn great prizes. Class begins on Nov. 5.

■ **"What's In the Cart! ShopsmartSM" Cancer Prevention Program**

A one and one-half hour tour in the supermarket highlighting types of food and various food preparation methods to help prevent cancer. Classes will be held Oct. 27 and Nov. 9.

■ **Learn How To Relax**

The emotional and physical impact of stress as well as techniques for relief will be discussed. Class begins Nov. 5

■ **All Stressed Up and Nowhere To Go**

This advanced course highlights muscle relaxation, visualization, autogenics and other techniques that will help you manage the stress in your life.

■ **Think Light! Lowfat Living**

A ten-week program designed to help make nutritious eating a fact of life while also leading to weight loss.

■ **The Time Factor: Stroke Awareness and Treatment**

Attend this lecture to learn the signs and symptoms of stroke and why time is of the essence when treating stroke victims. Class will be held Nov. 4.

■ **Prostate Cancer Update**

This disease is the most common cancer in men. Attend this lecture to help alleviate your fears about prostate cancer and learn how to prevent it. ■

You are invited to the

Seventh Annual Art Exhibition & Sale

in the
Carl Anderson Wing

at Lehigh Valley Hospital, Cedar Crest and I-78

Sponsored by the
**Arts Advisory
Council**

**Arts Advisory Council of
Lehigh Valley Hospital Trust Fund**

Dean Dimick, M.D., Chair
Linda Chmielewski,
Chair of Exhibition
John Altobelli, M.D.
Thomas Baxter
Kay Beckner
Audrey Berman
Alyse Casciano
David Cerulli
Susan Coker
Gail Evans
Eileen Fatzinger
Glenn Kratzer, M.D.
Carol Leet
Jean Lerner
Sophia Levin
Alice Lukac
George Lukac
Glenn Ossiander
Eva Sheesley
Wilbur Springer
Susan Traub
Joan Vernick
M. Bruce Viechnicki, M.D.
Ricardo Viera
Les Vrabel



Peter Schnore

Study /portrait little girl

Oil on canvas 20 X 28

Donated by the Artist to the permanent
collection of Lehigh Valley Hospital.

Dates and hours
of the exhibition

- Friday,
November 5, 1993
Artists' Reception
5 - 8 p.m.
Public welcome
- Saturday,
November 6, 1993
11 a.m. - 7 p.m.
- Sunday,
November 7, 1993
12 noon - 7 p.m.
- Monday,
November 8, 1993
10 a.m. - 7 p.m.

The Arts Advisory Council of Lehigh Valley Hospital Trust Fund is pleased to present its Seventh Annual Art Exhibition and Sale. As in years past, over 100 juried works by Pennsylvania regional artists will be on display and available for purchase in the unlikeliest of places. Come and see how an ordinary hospital classroom is transformed into a breathtaking, gallery-like exhibition. Whether you come to buy or simply to browse, the exhibition offers something for everyone! It's free and open to the public.

ADMIT ONE

The Seventh Annual Art Exhibition & Sale
Win an original painting!

Give this coupon to a volunteer at the show
for a chance to win an original work of art.

Name _____
Address _____
Phone # _____

For additional information contact Gail Evans at 215 402-3031

Mini Flex Open Enrollment Informational Meetings

Below is a list of the scheduled dates and times for the Mini-Flex meetings. At the meeting you will hear a presentation from a Benefits Representative on the Flexible Spending Accounts and from a CIGNA Representative on the Group Universal Life and Accidental Death and Dismemberment Insurance. Eligible employees will receive an enrollment packet with detailed information the week of October 18, 1993. All meetings will be held in the Auditorium unless otherwise indicated.

Date	Time	Site Location
10/26	9:30 - 10:30 a.m.	17th & Chew
10/26	2 - 3 p.m.	17th & Chew
10/27	9:30 - 10:30 a.m.	CC & I-78 - CR 1
10/27	2 - 3 p.m.	CC & I-78
10/27	9 - 10 p.m.	CC & I-78
10/28	9:30 - 10:30 a.m.	17th & Chew
10/28	2 - 3 p.m.	17th & Chew
10/28	2 - 3 a.m.	CC & I-78
10/29	3 - 4 a.m.	CC & I-78
11/1	2 - 3 p.m.	17th & Chew
11/2	6:45 - 7:45 a.m.	17th & Chew, OR Conf. Room
11/2	9:30 - 10:30 a.m.	CC & I-78
11/2	2 - 3 p.m.	CC & I-78
11/3	9 - 10 p.m.	17th & Chew
11/4	9:30 - 10:30 a.m.	CC & I-78
11/5	2 - 3 a.m.	17th & Chew
11/5	3 - 4 a.m.	17th & Chew
11/9	6:45 - 7:45 a.m.	CC & I-78, OR Conf. Room
11/9	2 - 3 p.m.	2166 S.12th St.
11/9	3 - 4 p.m.	2166 S.12th St.

Listed below are dates and times in which a Benefits Representative and a CIGNA representative will be available outside the cafeteria to explain and answer questions regarding the Mini-Flex Program and to assist employees with the completion of enrollment forms. There will be no presentation at the tables. Please bring your enrollment packets with you.

Date	Time	Site Location
11/3	9:30 - 10:30 a.m.	17th & Chew
11/3	2 - 3:00 p.m.	17th & Chew
11/4	2 - 3 p.m.	CC & I-78

11/8	9:30 - 10:30 a.m.	CC & I-78
11/8	2 - 3 p.m.	CC & I-78
11/10	9:30 - 10:30 a.m.	17th & Chew
11/10	2- 3 p.m.	17th & Chew
11/10	9- 10 p.m.	CC & I-78
11/11	9:30 -10:30 a.m.	CC & I-78
11/11	9- 10 p.m.	17th & Chew
11/12	2- 3 p.m.	CC & I-78

As a reminder, employees will be receiving an enrollment packet with detailed information sent directly to their home the week of October 18, 1993. In the meantime, if you have questions on the FSAs, please call Maryjane Zanders, ext. 1230, Gerrienne Keiser, ext. 8839 or Leilani Souders, ext. 8807. If you have questions on the Group Universal Life insurance or AD&D insurance, please call CIGNA directly at 1-800-828-3485.

Employee Service Anniversaries *November 1993*

Twenty Five Years of Service

Nov 12 Bernadette Kratzer Infection Control

Fifteen Years of Service

Nov 6 Janine Fiesta Legal
 Nov 6 John Kiriposki Security
 Nov 13 Vicki Girodo Lab-Microbiology
 Nov 15 Dorothy Pfeiffer Radiology-Diagnostic C
 Nov 27 Perna Letha OR C

Ten Years of Service

Nov 7 Anita Breitfeld Nursery
 Nov 7 Mary Green Outpatient Treatment Unit
 Nov 7 Lynn Roth OR A
 Nov 7 Agnes Schwartz 6N Adult Psychiatry Unit
 Nov 14 Susan Bajan 4B Medical/Surgical Unit
 Nov 14 Nancy Fahler OR C
 Nov 14 Yvonne Gisler Emergency Service C
 Nov 14 Janet Peck 7B Medical/Surgical Unit

Five Years of Service

Nov 2 Beverly Dillman Health Page
 Nov 7 Robert Coffey Shock/Trauma Unit
 Nov 7 Mary Frost Nursery
 Nov 7 Jeffrey Grube Security
 Nov 7 Judith Hodgkinson Transitional Care Unit
 Nov 7 Brenda Howell Obstetrics
 Nov 7 Linda Jaworski Nursing Float Pool
 Nov 7 Frank Kucia Pharmacy C
 Nov 7 Gerald Lawrence Security
 Nov 7 Cyril Mayer Emergency Service A
 Nov 7 Evelyn McVeigh OR Centralized Scheduling
 Nov 7 Matthew Moyer General Services C
 Nov 7 Ai Jee Ng Progressive Coronary Care Unit

Nov 7 Francis Paulson Security
 Nov 7 Constance Seidel Emergency Service C
 Nov 14 Anita Beekman Respiratory Therapy C
 Nov 14 Debra Zarro Perfusion
 Nov 17 Carol Houseal Employment
 Nov 21 David Brown Bio-Med Engineers
 Nov 21 Linda Garber Radiology-Diagnostic C
 Nov 21 Robin Guignet Heart Station
 Nov 21 Anthony McGraw Bio-Med Engineers
 Nov 21 Suzanne Micek Nursing Administration
 Nov 21 Susan Nevada Central Nervous Unit
 Nov 21 Eleanor Person Obstetrics
 Nov 21 Ann Pierre Social Services
 Nov 21 Michelle Trzesniowski Acute Coronary Care
 Nov 28 Mary Boyer Admitting Office
 Nov 30 Michelle Onuschak Burn Unit

This listing of service anniversaries is presented through the courtesy of Human Resources, which congratulates all for their continuing service to Lehigh Valley Hospital.