**Pre-Admission Central Document Processing**

Pre-Admission Central Document Processing (CDP) was implemented at Lehigh Valley Hospital, 17th & Chew, on November 23, and at Lehigh Valley Hospital, Cedar Crest & I-78 on January 18. CDP provides a central location for pre-admission documents including:

- histories and physicals
- consultations
- consents
- physician orders
- diagnostic results
- other specific physician/procedure requirements

Documents are collected and monitored, and physicians’ offices are notified of missing/incomplete documents within 48 hours prior to admission.

Major advantages to patients, physicians, and physicians’ office staff include:

- A central location for all pre-admission documents in addition to a tracking and notification system for incomplete/missing documents.

- A mechanism to avoid delays by providing required paperwork and diagnostic results prior to admission.

Physician offices are encouraged to take advantage of the services provided by CDP. The CDP office, located in the Admitting Department, is open seven days a week, 24 hours a day for your convenience.

If you have any questions, please call CDP at 402-2426 (17th & Chew) or 402-4203 (Cedar Crest & I-78).

---

The next issue of *FOCUS* will be published in April, 1993. If you wish to submit an article for publication, please contact Janet M. Laudenslager in the POPS Office at 402-9853 by April 1.
Changes Within Access Services

Pediatric and Outpatient Treatment Unit Reservation Changes

Effective January 25, ALL pediatric and Outpatient Treatment Unit (OTU) reservations for 17th & Chew can now be made by calling the Central Reservation Office at 402-8060. Protocol for calling in a reservation will remain the same as currently exists for inpatients called into Central Reservation. A copy of the reservation will be forwarded to the Pediatric Unit or OTU; therefore, any information you wish to relay to the staff may be given at the time of reservation.

Changes in Admission Protocol at 17th & Chew

Effective February 12, 1993, on a Friday, Saturday, or holiday, from 11 p.m. to 7 a.m., the admission process will occur at the registration desk in the Emergency Department rather than in the Admitting Office.

Continue to use 402-8060 to contact Central Reservation, or 402-2217 to contact the Admitting Office at 17th & Chew.

If you have any questions, please contact John A. Horoski, Director, Access Services, at 402-8340.

Lehigh Valley Chapter of PAHCOM Organized

by Colleen Burgess
Allen Neurosurgical Association

The second organizational meeting of the Lehigh Valley Chapter of PAHCOM was held on January 13 at Lehigh Valley Hospital with 28 office managers in attendance.

Enrollment status was discussed and a decision was made to formally apply to the National Organization of PAHCOM for local chapter status. Local chapter dues are $25 and will be collected at the March meeting. Membership in the National Organization is required prior to joining the local chapter. Membership information is available from Colleen Burgess at 433-3143.

The PAHCOM Annual Conference will be held in Washington, D.C., March 17-20. This year's program offers attendees a wealth of educational presentations, informative exhibits, special entertainment, and the nation's only certification examination for health care office managers. In the end, however, the most important aspect of the annual conference is the opportunity for networking. The benefits to be gained from meeting your peers, discussing mutual concerns, and discovering professional support are invaluable. So far, 10 PAHCOM members from the Lehigh Valley are planning to attend. For more information, contact PAHCOM at 1-800-451-9311.

The next meeting of the Lehigh Valley Chapter of PAHCOM will be held on Tuesday, March 23, from 6:30 to 8:30 p.m., in the Sun Room at Sacred Heart Hospital. Featured topic will be Personnel Management - Conflicts in the Workplace. If you plan to attend, please call Janet at 402-9863.
**Test Your MRI Knowledge**

When asked to schedule an MRI, do you know everything you should to answer your patient’s questions? Take a few minutes now to test your MRI knowledge:

1. What do the initials MRI mean?
   a. Many Radiologists Involved
   b. Magnetic Related Images
   c. Magnetic Resonance Imaging
   d. Might Require Insurance

2. How much radiation is involved?
   a. An enormous amount
   b. Absolutely none
   c. As much as required
   d. Depends upon patients size

3. What three components are necessary to perform an MRI scan?
   a. Hope, wish and a prayer
   b. CT scanner, transistor radio, and technologist
   c. X-ray machine, lead apron, and barium
   d. Magnet, radio frequency, and computer system

4. Does the strength of the magnet make a difference?
   a. Never
   b. Always
   c. Only if the patient is completely made of metal

5. Who performs the scan?
   a. Medical secretary
   b. Board-certified Radiologic Technologist

6. Who reads the scan?
   a. Board-certified Radiologic Technologist
   b. First-year medical student
   c. Registered nurse
   d. Board-certified Radiologist/Neuroradiologist

7. When is the scan read?
   a. Half-time, during the Monday night football game
   b. Within 24 hours of scan completion
   c. Whenever there is nothing else to do
   d. On Tuesdays

8. Is there any preparation required for an MRI scan?
   a. Occasionally, for specific examinations
   b. Sedation or pain medication
   c. Completion of a metal questionnaire
   d. All of the above

(Answers may be found on Page 7)

Although humorous at times, this quiz was prepared by the staff of the Lehigh Magnetic Imaging Center (LMIC) to provide general information about Magnetic Resonance Imaging. The staff of LMIC welcomes any questions you or your patients may have regarding MRI. Please feel free to call either Lynne Fowler-Blatt or Mary Ellen Doublet at 740-9500.
Upcoming Educational Opportunities

Physician Office Practice Forum

Are you interested in accomplishing more and in finding time to do just that? If so, plan to attend the next Physician Office Practice Forum on Wednesday, February 17, from 12:15 to 2 p.m., in Classroom 1 at Lehigh Valley Hospital, Cedar Crest & I-78.

This presentation will provide ways of becoming more organized and eliminating drains on your time. Topics will include the hows and whys of goal setting, prioritizing tasks, managing procrastination patterns, and self-assessment techniques.

In addition to this very worthwhile topic, brief presentations will be given regarding Changes in the Operating Room Block Scheduling Guidelines and Follow-up Letters used by the Tumor Registry.

As lunch will be provided, reservations are required. To register, please call Janet M. Laudenslager in the POPS Office at 402-9853.

Americans With Disabilities Act Task Force Meeting

On Friday, February 12, the Americans With Disabilities Act (ADA) Task Force is sponsoring a presentation to provide a brief overview/history of the ADA and then focus on the implications for office furniture in today's workplace with regard to the disabled employee.

The program will be held at Lehigh Valley Hospital, Cedar Crest & I-78, in Classroom 3, from 8 to 9:30 a.m.

Any office manager interested in learning more about this issue is welcome to attend. For more information or to register, contact Karen Duford, Administrative Services, at 402-8415.

Medicare Part B: Reimbursement Solutions for Medical Practices

The practice of medicine in the United States today stands at a crossroad, pulled in one direction by sweeping Medicare reforms and dragged in another by increasing and diverse patient demands. Pushing from behind is the overwhelming need to depart from old ways of practicing medicine, treating patients and reporting codes. Never before has there been such a crucial time to develop practice strategies and long-range plans.

Because massive Medicare changes threaten the health of all practices, The Medical Management Institute (MMI) has scheduled a special one-day seminar to help physicians, managers, and staff focus on vital issues affecting Medicare.

This program will be held at The Allentown Hilton on April 8. For more information or a list of additional dates and locations, contact MMI at 1-800-334-5724.

Continued on Page 5
Pennsylvania Medical Society Seminar - Physician Payment Updates

Physician Payment Updates for 1993, a one-day, Pennsylvania Medical Society (PMS) sponsored workshop to help physicians and office staff maximize reimbursement under the second year of the RBRVS fee schedule, will be presented next month at a number of locations.

The seminar covers the major changes in the Medicare Fee Schedule for 1993, including: new relative values and coding changes in the 1993 CPT book (new trauma codes, modifiers, global surgery, concurrent care, and others). It also explains more than 50 Medicare "clarifications" to physician payment policies.

Locations and dates are as follows:

February 2 - Pittsburgh, Greentree Marriott
February 3 - Harrisburg, Pennsylvania Medical Society headquarters
February 4 - King of Prussia, Sheraton Great Valley
February 9 - Allentown, Sheraton Jetport-Lehigh Valley
February 10 - Scranton, Lackawanna Station Hotel
February 11 - State College, Holiday Inn-Penn State

Registration fee is $195 per person for members and their office staff; $225 for non-members, with additional discounts for multiple registrations from the same practice. Enrollment is limited.

Detailed brochures on Physician Payment Updates for 1993 were mailed to all PMS members in December. To register, complete and return the registration form in the brochure.

To receive another brochure, or for credit card registrations only, call Linda Boyer, Department of Meeting Services, at 1-800-228-7823.

Medical Group Management Association
Upcoming Conferences

February

17  Coding for 1993, Memphis, Tenn.
19  Coding for 1993, Cincinnati, Ohio

March

1-3  Total Quality Improvement: Here's How It's Done, San Diego, Calif.
10-12  Patient Relations, Minneapolis, Minn.
28-30 10th Annual Legislation Conference, Washington, D.C.

April

5-6  25+ Ways to Market Your Practice, St. Louis, Mo.
15-16  Cost Management, Orlando, Fla.

For a current program update or for more information, call the Education Department of the Medical Group Management Association at (303) 397-7881.
Five Ways to Stay Healthier in 1993

If half of all Americans would live up to the following five New Year's resolutions, more than a million lives could be saved each year, according to the American Medical Association.

1. Quit smoking or help someone else quit. Each year, 400,000 Americans die from smoking-related illnesses such as emphysema, lung cancer, and heart disease. And new evidence suggests that passive cigarette smoke raises the risks for these diseases for non-smokers as well.

2. Moderate your alcohol consumption. Alcoholism results in 120,000 deaths each year. Intoxication is a factor in 40 percent of all traffic deaths.

3. Test for lead in water and paint in your home. Lead contamination can cause brain damage in infants and children.

4. Write a family health history. Many treatable health conditions are linked to heredity, especially heart disease, breast cancer, and high blood pressure. Talk to your relatives. Their answers may help your doctor detect health problems earlier.

5. Pick an exercise program and stick with it for life. Twenty minutes of aerobic exercise three times each week will help control weight, lower blood cholesterol, and strengthen your cardiovascular system. As always, check with your doctor before starting an exercise program.

OBSERVANCES & DATES TO REMEMBER

January: Blood Donor Month - How often do you get a chance to help someone who is ill or injured or even to save someone's life? You get the opportunity to do so by donating blood. As a blood donor, you'll feel great knowing you have helped someone else recover from an injury or illness. To be eligible, you must be at least 17 years old, weigh more than 100 pounds, and be in good health. For more information on how to be a blood donor, contact your local blood center or chapter of the American Red Cross.

February: American Heart Month and National Children's Dental Health Month

February 14: Valentine's Day - An old tale says that birds choose their mates on Valentine's Day. It is now one of the most widely observed unofficial holidays for humans, an occasion to exchange cards, flowers, sweets, or other gifts and to declare love and affection.

March: American Red Cross Month, Foot Health Month, Save Your Vision Month, and National Nutrition Month

March 20: FIRST DAY OF SPRING!

March 21-27: National Poison Prevention Week
**Lighten Up**

- One of the nicest things about your conscience is that it never bothers you until you’ve had your fun.

- A little girl pointed to a cage of green parakeets in the pet shop window. "Look, Mommy," she exclaimed, "there are some canaries that aren’t ripe yet."

- Have you ever noticed that a neighbor will stand at the front door and talk for 24 minutes because she doesn’t have time to come in?

---

**Answers to MRI Quiz**

1. c. Magnetic Resonance Imaging

2. b. Absolutely none. MRI utilizes a magnetic field and no radiation is involved.

3. d. Magnet, radio frequency, and computer system. The basic principles of MRI have been used throughout the scientific community for many years; however, medical applications of the technology are relatively new. The presence of hydrogen in the human body, in conjunction with a magnetic field and radio frequency, allows images to be obtained.

4. b. Always. MRI systems come in a variety of field strengths, from high-field strength (1.5T) to low-field strength (.3T). High-field strength magnets consistently provide top image quality in a shorter amount of time. Other applications of high-field strength magnets include MR Angiography, Rapid-scanning techniques, and multiple-coil imaging.

5. b. Board-certified Radiologic Technologist. Certification is granted from the American Registry of Radiologic Technologists upon fulfillment of educational requirements from an accredited school and successful completion of a written examination.

6. d. Board-certified Radiologist/Neuroradiologist. Incorporated into the formal education of a radiologist is the physics necessary to understand MRI. Training also focuses on correlation of MRI with other diagnostic imaging modalities. Hours of continuing education are mandatory to maintain accreditation both in general radiology and radiology subspecialties.

7. b. Within 24 hours. Rapid interpretation of images results in earlier treatment protocols for patients. Reports can be called or faxed to referring offices to expedite this process.

8. d. All of the above. At the present time, the only MR examination requiring patient preparation is prostate imaging. Sedation provided by the referring physician, prior to scanning, has been found to be very helpful in managing anxious or claustrophobic patients. An MRI is extremely sensitive to motion. During scanning, a patient is required to lie completely still. Many patients with back pain find this extremely uncomfortable. Oral pain medication, as prescribed by the referring physician, will frequently "make the difference" in successful completion of the scan.

- A small number of patients are unable to have an MRI examination due to the presence of the magnetic field. It is for this reason that an extensive metal history be obtained prior to the patient undergoing an MR procedure. The following devices prohibit the use of MR diagnostic imaging: pacemaker, or implanted pace wires, implanted pumps for medication, and implanted TENS unit.

MRI might not be possible for patients with some types of aneurysm clips, heart valves, or other metallic implants. Further information on type and manufacturer of said implants is necessary to determine the advisability of MR scanning.
FOCUS is published quarterly for the office staffs of physicians on the Medical Staff of Lehigh Valley Hospital. Articles for the next issue should be submitted by April 1 to Janet M. Laudenslager, Physician Office Practice Services, Lehigh Valley Hospital, 1243 S. Cedar Crest Blvd., Allentown, PA 18103. For more information, please call Ms. Laudenslager at 402-9853.