

# Bartlett Buzz

March 30, 2016

## HR Notes

### NEW EMPLOYEES!

Rick Morrison, HR Technician  
Stacie Bishop, PRN II – CCU  
Tera Sanders, Dietary Aide



Fragrance Free Zone

### Important Reminder

The chemicals used in scented products can make some people sick, especially those with fragrance sensitivities, asthma, allergies, and other respiratory ailments. Bartlett Regional Hospital is fragrance free. This includes: perfume, cologne, and ANY other agents that create a fragrance (lotions, fabric softener, deodorant, soaps, hairspray, etc.)\*

### **What do you do when you notice a co-worker wearing a scented product?**

Approach your co-worker in a positive manner and share your concerns about the scented product being worn.

### **What if approaching a co-worker about not wearing a scented product in the area does not work?**

Talk to your supervisor about your concerns. Explain to your supervisor what you have tried to do in an attempt to resolve the issue.

\*Refer to Policy 9400.206 – Personal Appearance Guidelines

## **BRH Benefit Enrollment** **Mark Your Calendars!** **May 16 – June 3, 2016**

BRH Employee Benefit Annual Enrollment is just around the corner! This is your chance to review and/or make changes to any of the benefits below:

- Health & Dental Benefits including dependent verification(s)
- Flex Spending Account for Medical and Dependent Care
- Voluntary Life Insurance
- Aflac Group Voluntary Benefits
- 457 Deferred Compensation through ICMA-RC

**Stay tuned for further information and important instructions!**

## **Health Information Professionals Week, April 3-9, 2016**

By Rachel Stark

Bartlett's Health Information Management Department (HIM), also known as Medical Records, exists to promote quality patient care by maintaining and managing health information in a timely manner. The staff ensures all medical information is maintained in a confidential manner, as well as providing patient

access to records in accordance with patient rights.

The services provided by HIM include record storage, retrieval, assembly, analysis, coding, abstracting, medical transcription, and inputting birth data to aid in the preparation of birth certificates for the Bureau of Vital Statistics.



Our staff is responsible for checking each file that comes into the department for completeness and accuracy. We do analysis for all inpatient, mental health unit, emergency room, short stay surgery, observation visits and clinical visits. We provide transcription service for the hospital including transcription of History and Physicals, Discharge Summaries, procedure notes, consults, operative reports, sleep studies, physical therapy visits, occupational therapy visits and speech therapy visits, as well as oncology specialty clinic visits. We also do coding and abstracting for all revenue generating departments in the hospital. Everyone in the HIM Department is dedicated to Bartlett Regional Hospital's Core Values of Caring, Accountability, Respect and Excellence.



## Shout Outs!

*From Rachel Stark*

I would like to thank **Juvi Demederios, Ashley Bolyard, Abby Cook, and Pam Nelson** for their hard work this past year with the Meditech upgrade and making sure HIM continued to provide excellent customer service. Thank you all for being a great HIM team for Bartlett Regional Hospital.

## Patient Access Services Week, April 3-9, 2016

*By Sheryl Love*

Patient Access Week acknowledges the unique contributions Patient Access has on the patient experience.

Patient Access Associates are the first people that patients and visitors encounter in our health care organization. These dedicated staff members fill the roles and duties of receptionists, patient registration for services, insurance verification and financial counselors, create and maintain the daily on call list, lost and found, valuables safe keepers, Emergency Department waiting room reception and bedside registration, Bartlett House management, main communications for the hospital which include switchboard, base station radio, rapid response team notification, disaster event notification, emergency alarm monitoring, response and communication for medical gases, generator, and code blue, and code red events.

In keeping pace with the rapid changes in health care, the roles and responsibilities of patient access associates in health care organizations has grown. This week acknowledges the expanding role of this group of dedicated professionals. We offer our congratulations to the

PAS team here at Bartlett and appreciate their contributions.

During Patient Access Week, please help us recognize and celebrate the Patient Access Associates who daily assist our patients, visitors, physicians, staff members, and Southeast community in which they serve.

## Batter Up!

*By Mike Lopez*



Hello, sports fans! Is there any employee or family member above the age of 15 that would like to play softball?

Maybe it's been a while since you last played. Well, here is your opportunity to play with Bartlett Regional Hospital's CO-ED team (**Bartlett Bruisers**). This team is made up of players who have a desire to discover their inner softball talents, have fun, and enjoy the camaraderie of the team each week of play.

Anyone interested in playing can register online at [Juneau Softball Association - Juneau Alaska Softball League](#).

After selecting the link, the web page will open to the JSA home page where you can register!

You can print out the registration form and submit the form, with your \$45 fee, to **Bobbie J. Andersen** of Case Management or **Mike Lopez** of Security.

Please come out and cheer the team on. "GO, Bartlett!" The schedule will be out in April.

Thank you!

## Compliance Corner

*By Beth Mow*

### What is healthcare compliance?

Understanding the subject of healthcare compliance is not simple at all. Actually, this is an extremely complex field. Still, the most important fact that should be mentioned is that healthcare providers always have to offer their patients the best treatments possible.

Regardless of the disease patients may be suffering from, they need medical assistance and the most adequate treatment, all with the main purpose to overcome the condition easier. However, it is important to consider that healthcare compliance will not only affect healthcare providers, but also patients, who fall under the legal regulations as well.

All healthcare providers should be well informed on the latest compliance regulations and have their own compliance plan.

The first one who can tell me what the seven essential elements of a Compliance Plan are wins a prize.

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