

**MONTROSE MEMORIAL HOSPITAL**  
**GRAPEVINE**  
**January 4, 2008**

*Welcome New Employees*

Welcome to the following new MMH employees:

**Anna Cuevas – Environmental Services**  
**Francie Smiles – San Juan Cancer Center**

*Final Note on the  
Holiday Door Decoration Contest*

Thank you to everyone who participated in our Annual Holiday Door Decorating Contest. This contest donated over 700 pounds of food to the Sharing Ministries Food Bank with a total of 775 food items.

The winners of the Annual Door Decorating Contest are:

**Respiratory – 265 food items**  
**Accounting – 144 food items**  
**Health Info. Management – 76 food items**  
**Medical Imaging – 71 food items**

A huge thank-you to Robert Herrera, Jean Deneen and Duke Richardson for their help counting and carrying! Special thanks to Leann Tobin for coordinating this event.

*Employee Club Board*

The new Employee Club Board for 2008 is:

Sharon Holbrook, Emergency Room  
Pat Chaloupka, Medical Records  
Domenica Martinez, Radiology  
Debra Archuleta, Cancer Center  
Joan Douglas, Accounting  
Dee Dee Salazar, Housekeeping  
Joni Hornbeck, Same Day Surgery, (new member)  
Kathy McKie, ex-officio, Human Resources

Please contact anyone of us for any financial hardships, illness, death, births, retirements and we will see that every request is dealt with quickly and fairly.



**Brush Up on Your HIPAA**

Josh never stays in one place. He's on the go, checking patients, attending meetings, and catching up on his patient notes, phone calls, and e-mail wherever he can. Throughout the day, he logs on to many different shared workstations. If a computer is already logged on to the system he needs, he just uses the previous user's access and he rarely bothers to log off, even if he used his own ID and password. He took the HIPAA training, so he knows he's violating policy, but he justifies his behavior to himself as saving time and he knows the computer systems time-out eventually anyway. Is what he's doing acceptable?

It's true that many healthcare workers have to deal with stress and a fast pace, but those conditions don't exempt people from the responsibility to protect patient privacy and security—ethical and now legal responsibilities under HIPAA. Using someone else's credentials or access to data is contrary to HIPAA and standard information security practice. Failure to log off when walking away creates a vulnerability, which is also contrary to HIPAA and standard security practice. Josh may need refresher training to remind him of what to do and why it's important. If he's already had training, and consciously and willfully ignores the organization's policies, the organization needs to take steps to correct the situation, including applying sanctions.

Remember, even if it's tempting to skip these steps, always log on using your own user ID and password (or other approved authentication), and always log off before walking away. This protects you from being blamed for someone else's activity and protects your organization's patients from privacy and security breaches.

*Welcome New Volunteers*

**Joyce George – Gallery Information Desk**

## *Bob Zweck Retires*

A retirement party was held for Bob Zweck on January 3<sup>rd</sup> in the Atrium. There was a nice crowd in attendance to wish Bob the best for his retirement. **Congratulations to Bob.**

## *Live Healthy*

As a recognized healthcare leader, Montrose Memorial Hospital is working to create a healthier environment for all of us. By becoming a tobacco-free campus, MMH is able to help protect our patients and their families, visitors, employees, and clinicians from the harmful effects associated with tobacco use.

Montrose Memorial Hospital and all of its campuses are **TOBACCO FREE**. Smoking and use of tobacco products at outdoor benches, sidewalks, parking lots, doorways and designated areas on hospital grounds are no longer allowed. **Thank you for supporting Better Health!**

## *Robbery Prevention*

At Home:

- Do Not allow strangers into your home. If they are hurt or say they need help offer to call the police and keep your doors locked.
- Do Not advertise that you live alone.
- Keep curtains and shades closed at night.
- Keep outdoor lights on at night.
- Keep your doors and windows locked.
- Change the locks when you move into a new place.
- Don't leave notes on your door announcing when you will be home.
- Never give information to an unknown caller, and report nuisance calls.
- Don't be afraid to report suspicious noises, circumstances, people, or vehicles to the police. It is always better to be safe than sorry.

On The Road:

- Keep your car in gear, doors locked, and windows rolled up.
- Park in open areas that will be lit when you return.
- Walk to your car in a group or ask someone to walk you to your car.
- Avoid ATM machines at night.
- Be alert and aware of your surroundings at intersections and stop lights.

- If you are being followed, don't get out of your car or drive home. Drive to the nearest police station or open convenience store for help. Note the license plate and description of the car as well as the people in it.
- If someone tries to get into your car while you are stopped, drive away quickly.
- When using valet parking, provide your parking clerk with a valet key. This prevents strangers from looking in your trunk or locked glove box for your garage door opener and personal home information.

## *2007 W-2's*

W-2's must be mailed to employees by January 31 each year. We try to complete them earlier if possible but at this point we cannot predict when they will be completed. Every January many employees call Accounting to ask about the W-2's, but this only slows down the process. Thank you for your patience and we will have the W-2's to everyone as soon as possible.

## *Employment Opportunities*

- Admissions Registrar – PRN – Admissions
- Biller – Full time – Patient Financial Services
- Cardiopulmonary Rehab Registered Nurse (PRN) Rehab
- Clinic Manager – Full time – Basin Clinic
- Dietitian/Diabetic Educator – Full time – Nutrition Services
- Dosimetrist – Part time – San Juan Cancer Center
- Exercise Technician or Exercise Physiologist – PRN – Rehab
- Housekeeper – Full time – Environmental Services
- Licensed Practical Nurse – PRN – Acute Rehab Unit
- Medical Assistant or LPN – PRN – Olathe Medical Clinic
- Medical Imaging Clerical Supervisor – Full time
- Pharmacist – Full time – Pharmacy
- Physical Therapist – Full time – Rehab
- Rehab Technician – PRN – Rehab
- Respiratory Therapist – Full time (2 positions available) – Respiratory Care
- Ultrasound Technologist – Full time – Medical Imaging