Changes Are Coming to Medical Records

By Kay Butcher

In November, our hospital will be moving from a hybrid (paper and electronic) health record to a complete “paperless” EHR (electronic health record).

The job tasks of medical record staff will remain the same; chart analysis, coding, transcribing and releasing records. However, the workflow and processes will have major changes. No more sifting through pages and pages of paper records! Staff will be able to access the medical record with just the click of the PowerChart icon. Job tasks for medical record staff will be assigned based on work queues. For example, the chart analysis clerk’s daily work queue will consist of all discharges from the previous day. A paper deficiency will no longer be created. The chart deficiency will be entered in Cerner and assigned to the specific physician.

All hospital staff that currently review paper charts, will now be accessing the chart through the PowerChart icon. The goal is to have the patient’s information readily accessible to several healthcare providers at the same time. No need to wait for a chart to be pulled or another staff member to hand you back the chart. Records can be shared across different healthcare settings. For example, a physician at Lively Healthcare can look at a patient’s record at the same time as the patient’s family physician.

The content of the EHR, as guided by Joint Commission and CMS, will remain the same, but the physical appearance and location will differ. Currently we utilize a specific chart order of documents. In Cerner, these documents can be grouped by different choices; by type, by status, by date, by encounter and performed by.

Although medical records will encounter multiple changes with the Cerner implementation, we will continue to be committed to ensuring all patient information is secure, accurate, timely, legible and easily accessible to authorized providers and staff.

Continued on Next Page
PowerChart Touch
By Tara Arnold
Each of our SJMH clinic providers will have the ability to use an iPad with Cerner’s PowerChart Touch application. PowerChart Touch will allow the provider to review current and past patient records, document a visit note, and place orders. This mobile application of Cerner will give providers a way to leverage a simple and versatile workflow to achieve the most efficient processes in the clinic setting. Providers will also be able to leverage Dragon voice recognition software that is inherently built into the PowerChart Touch application to document their clinic note.

Integration Testing: Round 1
By Carole Norton
We have completed our first round of Integration Testing in Cerner. We had two full weeks of in depth, workflow testing. The first week was clinically focused, where we had Team Representatives from each department of the hospital and their Cerner Solution Architects involved. We completed 36 test scripts that represented different patient visits to the hospital and each physician clinic. There were a total of 3,081 line items that were evaluated from the test scripts. We had a total of 235 line items that failed which gave us an overall 92% total average score for the scripts.

The second week of Integration Testing was focused on the financials. We had our Coding and Billing Team representatives and the Cerner Team review the same 36 test scripts. Their job was make certain the charges looked correct and that we can properly send out bills to get reimbursed for our services. There were a total of 295 line items that were tested in which 162 line items failed. This made an overall average score of 55% for the test scripts.

Most of the failures were due to parts of the system that were not completely built yet and most of the computer systems that need to have an interface between systems have not been completed. All script failures were reviewed by our Hospital Team Representative and Cerner Representative, and if it was an issue that Cerner could not fix while they were on site the failure was logged as an issue into eService. This is Cerner’s issue tracking system that assigns the issue to the appropriate team at Cerner for resolution. Once Cerner notifies us the issue is fixed, we retest it to make sure that we agree and then issue is closed.

We are in the process of retesting all the failed items from IT1. We will also begin testing the interfaces that have to be built for our other systems to be able to communicate with Cerner. For example, the Pyxis machine has to be tested to make sure the medications the physician orders communicates with Cerner so we can give our patients their medications. Each department of the hospital also has to test specific conditions in their department to make sure the new Cerner computer system works how it is intended. Our last big testing event is August 22nd to the 26th for Clinical Testing and then August 29th to September 2nd for Financial testing. We will be testing the same 36 test scripts however we have added additional workflows based on our better understanding of Cerner. We will be adding a few more Test Scripts because we have identified more patient scenarios we need to validate. There was a lot of work put into this first round of testing and we just want to thank everyone that helped make the Testing event a success.

724 Computers
By Tara Arnold
724 computers provide historical access to up-to-date clinical data currently available in the production database when the system or supporting infrastructure is otherwise unavailable yet the network is still functioning. Designated 724 computers will be located throughout the hospital and physician clinics. These 724 computers will allow us to still be able to take the best possible care of our patients when we have any type of disaster that results in the loss of internet. The 724 computers located in the hospital will be connected to emergency power in the event of a disaster with power loss. The 724 computer will have printing capabilities and give you information like a patient’s MAR, allergies, and other pertinent information.

Keep on Smiling!
Order Through Soc/Rec by Wed., Aug. 24 - $55 a ticket

WEST VIRGINIA

MEDICAL EMPLOYEE APPRECIATION NIGHT

EVENT INCLUDES:
- SPECIAL PRICE FOR MEDICAL EMPLOYEES
- LIMITED PRE-GAME FIELD ACCESS PASSES
- SCOREBOARD RECOGNITION

EVENT PRICE:
$55

ORDER DEADLINE:
FRIDAY, AUGUST 26TH

FOR QUESTIONS: LEE HARRIS | 304.293.8641
Due to the continued rise in healthcare costs, the Medical Insurance Premiums are increasing for the New Plan Year beginning 9/1/2016. Please see the chart below showing the current rates through 8/31/16 and the new rates effective 9/1/16-8/31/17. SJMH paid $3,900,653 in claims for employees and family members from 4/1/16 - 3/31/16. Highmark BCBS is estimating a 16.5% increase in claims cost to $4,544,650 for the period of 4/1/16 - 3/31/17.

### INSURANCE CHANGES FOR PLAN YEAR 9/1/16 - 8/31/17

**NON-TOBACCO USER RATES**

<table>
<thead>
<tr>
<th></th>
<th>NEW SEMI-MO PREMIUM</th>
<th>CURRENT SEMI-MO PREMIUM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FULL-TIME</td>
<td>PART-TIME</td>
</tr>
<tr>
<td>SINGLE</td>
<td>$57</td>
<td>$220</td>
</tr>
<tr>
<td>FAMILY</td>
<td>$150</td>
<td>$510</td>
</tr>
</tbody>
</table>

**TOBACCO USER RATES**

<table>
<thead>
<tr>
<th></th>
<th>NEW SEMI-MO PREMIUM</th>
<th>CURRENT SEMI-MO PREMIUM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FULL-TIME</td>
<td>PART-TIME</td>
</tr>
<tr>
<td>SINGLE</td>
<td>$80</td>
<td>$250</td>
</tr>
<tr>
<td>FAMILY</td>
<td>$195</td>
<td>$600</td>
</tr>
</tbody>
</table>

Medical premiums are only withheld the first & second pay periods of each month (24 pays), same as ALL.

NO CHANGES TO DENTAL OR VISION - premiums remain the same for the New plan year.

<table>
<thead>
<tr>
<th>DENTAL - both plans</th>
<th>MONTHLY</th>
<th>SEMI-MONTHLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>25.20</td>
<td>12.60</td>
</tr>
<tr>
<td>Single+Spouse</td>
<td>49.38</td>
<td>24.69</td>
</tr>
<tr>
<td>Single + Child(ren)</td>
<td>58.54</td>
<td>29.27</td>
</tr>
<tr>
<td>Family</td>
<td>77.40</td>
<td>38.70</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VSP DIRECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>VISION - Base Plan</td>
</tr>
<tr>
<td>Single</td>
</tr>
<tr>
<td>Single+Spouse</td>
</tr>
<tr>
<td>Single + Child(ren)</td>
</tr>
<tr>
<td>Family</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VISION - Premier Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
</tr>
<tr>
<td>Single+Spouse</td>
</tr>
<tr>
<td>Single + Child(ren)</td>
</tr>
<tr>
<td>Family</td>
</tr>
</tbody>
</table>
The AAA discount program that has been offered during the Benefit Fair the last numerous years will **NOT** be offered again this year.

Several AAA Clubs have merged recently and they must have at least 50 employees participating to offer the discount. Since we only have about 15 employees taking advantage of this program, AAA will not be taking new participants this year.

If you have participated this last year, you will receive a notice and invoice in the mail. The discount will continue to be offered to you because of your past loyalty. If you should ever drop the coverage and later wish to re-enroll, the discount will no longer apply.

---

**NEWS About AAA Discount Program**

We want to know what songs motivate you.

Eye of the Tiger

Fight Song

I Will Survive

What makes you move and groove and work to be better?

Email your song titles and artists to Rachelle

rnicolson@stonewallhospital.net

Can’t wait to hear from you!
BENEFIT OPEN ENROLLMENT

Coming Soon!! The ONE-time opportunity to make Benefit changes outside of a “Change in Status” will be available beginning Thursday August 11 at 12:01 am and ending Thursday August 25 at 11:59 pm.

This will be a MANDATORY ENROLLMENT for ALL Full-time and Part-time as well as PRN employees that have been offered Health Insurance. All other PRN employees will not even be in the system.

Reason for the Mandatory Enrollment, we have moved from the EBIX/ Benergy Enrollment software we have used the last 4 years to Paylocity’s Enrollment software called Enterprise Web Benefits. Human Resources has worked diligently to ensure all your benefits made the transfer without issues. The Beneficiaries you had in EBIX, however, DID NOT transfer over. Therefore, when going through your enrollment, PLEASE assign your beneficiaries. You took life insurance to provide loved ones financial assistance in the event of your death – Please make sure they will properly receive it.

Paylocity Web Pay and Web Benefits have one Single Sign-on. If you are currently viewing your pay stubs on-line please log-in the same way. In the upper left corner, click on the Gray “Web Pay” box. This will drop down a menu where you will select Enterprise Web Benefits.

You will see a menu on the left side and all your benefits listed on the right side.

Click on Edit my Profile, select Beneficiaries from the next Menu.

An example of how Beneficiary options could be listed. If you have a beneficiary that is NOT a dependent you would need to add them to list of choices. Make your designations add up to 100%. The “Second (or Contingent) Beneficiaries” would only apply IF you and your Primary Beneficiaries die simultaneously OR they pre-deceased you & you failed to change your designation.

<table>
<thead>
<tr>
<th>Relationship</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Employee)</td>
<td>My Estate</td>
</tr>
<tr>
<td>(Spouse)</td>
<td>Michael Hager</td>
</tr>
<tr>
<td>(Child)</td>
<td>All Living Children Equally</td>
</tr>
</tbody>
</table>

Open Enrollment link should appear like:

Welcome to your enrollment!
Enrollment Deadline: 8/25/2016
Your Status: Not Started

Start Your Enrollment
Don’t forget the annual Benefits Fairs is August 19. The SJMH Relay for Life team will be having a fundraiser that day, also.

Volunteers Needed

The Theresa Snaith Hospital Auxiliary is always looking for new volunteers to help with activities at SJMH. One of the most important jobs for the group is to man the Hospital Gift Shop. If there are people who would be interested in joining the Volunteers, please contact the SJMH Marketing Office at 269-8167.

WVU Game Planned

Members of the Social/Recreation Committee are planning a trip to WVU for a game in October. The annual Medical Employee Appreciation Night will be Oct. 22, WVU versus TCU with a cost of $55 per person. Reservations should be made and paid by August 24.

Annual Golf Tournament

The annual SJMH charity golf tournament is planned for Tues., Oct. 11, at Stonewall Resort. The tournament has been the funder for over $200,000 in scholarships to students pursuing degrees in healthcare.

Books. Are Fun

We bring the store to you!

BOOK & GIFT FAIR
30-70% off retail

Friday August 12th
11 am – 3:30 pm
2nd Floor Classroom

Proceeds to Benefit SJMH Soc. & Rec. Committee

Antiques on Main
Sat., Sept. 17, 2016
10 am – 5 pm
Visit Downtown Weston
For a Wonderful Display of Antiques
Call 304-269-3066 for more info

Vendors will be on Main Avenue Sidewalks
Done in collaboration with the Museum of American Glass and Weston Fairs and Festivals Committee
SJMH will be providing a piece of wholesome, fresh fruit for each child, who visits the Market.

Open Every Saturday through the summer

THE DEPOT FARMERS MARKET

10 a.m. to 2 p.m.

Call Geoff Kraus - Market Master 269-7177

or the City Building 304-269-6141

located at 102 West Second Street, Weston

Facebook: The Depot Farmers Market
Where do I find...???

**PAYLOCITY WEB PAY PORTAL**

**COMPANY INFORMATION**
- Café Menus
- Upcoming SJMH Events

**NEWS**
- Weekly Newsletters
- Other Info Flyers
- Recognize Co-Workers

**HI, “YOUR NAME”**
- Personal Profile–edit
- Demographic Changes
- Public Profile – add/edit

**PAY**
- Pay Stubs
- W-2
- Direct Deposit Accounts
- Tax Forms
- Check Calculator – What ifs

**TIME OFF**
- Accrual Balances

**BENEFITS**–Learn about them
- Benefit Plan Summaries
- Dependent Changes-edit
- Emergency Contact-edit
- Required Notices to YOU

**APPLICATION**
- Configure Self Svc Portal
- User Preferences
- Employee Training Docs
- Internal Applicants
  - This will soon replace our internal transfer form

**CAREER**
- Skills – can add
- Education – can add
- Reviews

**EMPLOYMENT**
- Employment Status
- Dept / Position

**NOVATIME PORTAL**

**VIEW TIMESHEET**

**ENTER MILEAGE EXPENSES**
- Once approved by Supr. will drop to your timesheet for payment on next pay period.

**SCHEDULE**

**ACCURAL BALANCES**

**POINT BALANCE-(OCCURRENCES)**

**REQUEST TIME OFF**

**RECEIVE MESSAGES**

**SEND MESSAGES**

**VIEW YOUR PROFILE**
- Make changes in Web Pay

**CALENDAR HISTORY OF:**
- TIME WORKED
- VACATION DAYS TAKEN
- SICK DAYS TAKEN
- HOLIDAYS TAKEN
- PERSONAL DAYS TAKEN
- ABSENCES

**NOVATIME APP**

**CLOCK IN/OUT**
- At any SJMH Facility

**VIEW TIMESHEET**

**VIEW SCHEDULE**

**VIEW ACCRUAL BALANCES**

**REQUEST TIME OFF**

**VIEW/SEND MESSAGES**

**APPROVE/SUBMIT TIMESHEET**

**TIMECLOCKS - ICONS**

**PUNCH IN/OUT**

**TRANSFER DEPT/JOB**
- List will appear to choose

**EDUCATION CLOCK IN SUPERVISOR**

**CHARGE NURSE**

**SUPR. AND CHARGE NURSE**

**CALL BACK**-will pay OT

**SLEEP STUDY CALL BACK**

**ULTRASOUND CALL BACK**

**NUCLEAR MED CALL BACK**

**MAINTENANCE CODE**

**PACU CODE**

**VIEW TIMESHEET**

**VIEW SCHEDULE**

**VIEW ACCRUAL BALANCES**

**VIEW POINT BALANCES**

**WEB BENEFITS**

**BENEFITS ENROLLED IN**
- As of any Date Selected

**MAKE LIFE EVENT CHANGES**

**UPDATE BENEFICIARIES**

**OPEN ENROLLMENT CHGS**

**BENEFIT CALCULATOR**

**LIBRARY OF BENEFIT PLAN SUMMARIES**