A Note of Appreciation and Thanks To You

From CEO Avah Stalnaker

The Dog Days of Summer are here. As much as we love the sunshine, sometimes the heat makes us wish for Fall, but we want to make certain we do not wish our lives away. I just want to take this opportunity to thank everyone for all that you do each and every day. When I consider the extra responsibilities that all staff have taken on with this Cerner project, I have to say that you are all doing a wonderful job. When we meet to discuss the status of the project, it never ceases to amaze me what we have accomplished and what we will continue to accomplish. The work is all worth it, as our patients will truly benefit. Please understand that Administration and the Board know the tremendous effort you are putting forth and it is greatly appreciated. I am proud to work beside each of you. Keep up the good work and enjoy the Summer while it lasts.

CHAMP Initiative Will Start This School Year

By Rebecca Young

CHAMP Initiative is a new program that has been in development since 2015, due to efforts made by Lewis County Schools psychologist Britayne Cooper, Behavioral Interventionist Barb Tucker, Lewis County Family Resource Director Deanna Palmer, and counselors throughout the school system. The initiative stands for Community Helper and Mentorship Program. CHAMP is designed to help students who might benefit from a “positive connection with a respected and trustworthy adult,” Lewis County Schools psychologist Britayne Cooper said.

The mission statement of the program is “to ensure that all students are granted the opportunity to develop a strong sense of self-confidence throughout their educational careers and throughout their lives.” The program is not designed to be therapeutic or advisory. It’s a way for students at all grade levels to get a little extra attention from someone with similar interests who is interested in helping the youth of Lewis County succeed. Prospective mentors will have to follow the same policy established by Lewis County Schools when applying for volunteer opportunities. Lewis County Schools already has in place protocol that all volunteers must abide by, including background checks and fingerprinting. If someone is currently an accepted volunteer, they will not have to reapply but they must fill out a CHAMP application. Tucker has been a proponent of CHAMP and stresses that this program is an outreach of the parent volunteer program. Cooper will develop a record of approved mentors, which will also contain their interests, to ensure proper pairing of mentors and students. No confidential information is given, accessed, or maintained in relation to students.

The application process is simple and instructions and applications can be picked up at the Lewis County Schools Central Office and at Lewis County Family Resource Network. FRN Director Palmer said one of the top wish list items that she hears all the time is for Lewis County to create more mentorship and volunteer roles within the county. Palmer believes this program will help give the community a chance to not only give back, but to share the responsibility of helping in the raising of Lewis County’s children. FRN will not provide direct referrals, but will help families get in touch with school administrators if they are interested in signing their children up for the program.

Students will be referred by their school’s Student Assessment Team. If the team feels a student would benefit from CHAMP, they will make a recommendation and parents will be required to sign a permission slip for each child in the program. Students will then be matched with an approved mentor who shares similar interests, whether it’s music, sports, or another area of interest. Mentors are only required to contribute one hour a month, which would be during lunch or recess, as this program will not take away from instructional time. Mentors can contribute more time than that if they so choose.

Cooper plans to meet with counselors monthly to get feedback about the program, not just from them but from teachers and administrators as well. Teachers and administrators around Lewis County are supportive of CHAMP and how it can help. Cooper said, “When we pull together as a community to support our children, we build a better world for tomorrow, one child at a time. Volunteers in similar programs say they feel rewarded many times over for the help they provide in making a difference in the lives of children.”

Cooper commends everyone who helped bring this program to fruition and wishes to acknowledge the Lewis County School employees and school board members, Lewis County Family Resource Network, and the Lewis County Chamber of Commerce. For more information, please contact Britayne Cooper at 304-269-8300, ext. 139 or email britayne.cooper@k12.ext. 139 or email britayne.cooper@k12.
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Integration Testing 2 – Carole Norton

We are getting ready begin our second round of testing in the Cerner system. We will have two rounds of testing beginning the week of August 22nd for Clinical testing and the week of August 29th for Financial testing. We have worked with Cerner to complete the list of open issues we had left from Integration Testing 1. We will be using the same test scripts from Integration Testing 1 that outlined patient flow in the hospital in Integration Testing 2 with the addition of a few more scripts. We will have a team representative from each department of hospital present for this event. We will also test equipment that we have available in the CareConnect Center and if the equipment is not available we will be testing that equipment in the department of the hospital. This testing will simulate the system that we will go-live with in November.

How Will I Get My Reports In Cerner?

– Brian Beals

Whether you need an electronic summary or a detailed print out of information, we all rely on reports to do our job. You currently run these in CPSI or another system, and in some cases create them manually, but when we go-live with Cerner on November 6th, will you still have what you need? The answer is absolutely!

Early on in the project, the Team Representatives from each department collected samples of all of the reports currently in use today. These samples were evaluated and the details of each one were added to a Reports spreadsheet for Cerner to review. The Cerner Solution Architects (SA) from each area then compared what SJMH currently uses to the reports that are standard in Cerner system. All reports that look like a good match to what we have were identified and will be validated by the Team Reps prior to go-live. If a comparable match to an existing report was not found, these were marked as possible Custom DA2 (Discern Analytics 2) reports. This evaluation process is known as a Gap Analysis. We have identified the gaps between what reports come ‘out of the box’ from Cerner, and what SJMH will have to create as Custom reports.

As a part of the contract with Cerner, SJMH will be sending two people to Kansas City to learn how to write custom reports. This is done with a Cerner application called Discern Analytics 2. The team has selected Tara Arnold and Heather Ryan to attend on our behalf. They will spend 3 days learning how to create reports in Cerner, and then will be able to return and teach other select team members how it’s done. We will evaluate what Custom reports are absolutely necessary on the first day of go-live and give those priority. Others that aren’t as critical will go onto a list and continue to be written as time and resources allow. A formal process will also be developed so that future report requests will be evaluated by the Reporting team for approval and coding.

The goal of an Electronic Health Record is to be as paperless as possible, but rest assured that the project team is working very hard to ensure that you will have the reporting information you need, when you need it!

Physician Documentation – Tara Arnold

Cerner offers a wide variety of ways for providers to document directly into Cerner. Which method is chosen will be based on provider preference and in some cases, the setting of care. The two primary methods are PowerNote and Dynamic Documentation.

PowerNote offers the provider a point and click type method to their documentation and the ability to save a “precompleted note”. This will give the provider a saved note based on the diagnosis or note type. The provider can then
access the save note later and pull in all the save clicks. This will allow the basics to be documented so the provider can just make the adjustments for this particular patient. PowerNote templates are prebuilt by Cerner and the content cannot be changed. Providers do have free text options within PowerNote and can also leverage Dragon to assist in those free text sections.

Dynamic Documentation is a workflow page that the provider sees when they enter a patients encounter. The provider can go through and review the patients record via the tabs, just like the old days with a paper chart! Providers can then start “tagging” information as they review the chart in the workflow page. At the bottom of this workflow page, they will see a soap note template that they can leverage Dragon to dictate text into those fields or use prebuilt templates. Once the note is created, they can then insert in the tagged information into their note, then sign the note.

Dragon Medical One, a voice to text software, will be used to assist provider with the sections of either note type. This will allow providers to quickly enter and complete their note without having to type!

The rollout of providers documenting in Cerner will start day ONE of Go-Live. ALL clinic and ED notes will be done directly into Cerner. The Inpatient notes will be phased in quarterly over the course of the next year.

What is a Superuser

– Cheryl Scott, Clinical IT

A Superuser for an information system project is defined as someone who knows a lot about a computer program, is very comfortable using computer programs, and can help other people to use it. Superusers are typically trained more extensively on how the Cerner application works in their department. They attend early training sessions during the planning phase and building of the new information system. They provide input into how the new system should look to interface with the hospital’s daily clinical/non-clinical workflow. They represent your department during the planning and build phases to ensure that the system will work well with your clinical/non-clinical area as you interface with your patients and clients. Also, they help the Cerner Representatives to test the new system and any updates or changes; often testing occurs several times with changes before the system is allowed to Go-Live.

They receive specialty training from Cerner Representatives about how the Cerner application works, including different methods for using the different components of the application. They receive training about how to effectively train people to learn new concepts. Additionally, they are trained as to how to help individuals trouble shoot problems with their Cerner application, including typical issues that occur with individuals learning the new program and its different components. Most importantly, they provide positive support to everyone as we go through the process of adapting to a new electronic medical record system with all of the interfacing applications throughout the Medical Center. Often they can help your department understand why the system is set up to function the way that it does in order to interface or support another department for functionality or reporting purposes.

Prior to the implementation phase (Go-Live), superusers will assist with training of individuals in their department. We will be having training programs for each department, beginning September 18, 2016, concluding the week of October 23, 2016. Superusers will be conducting or assisting with these training sessions; they can help you learn and practice using the Cerner applications during the training classes, so take advantage of their expertise and knowledge during these sessions. During the initial application implementation phase (Go-Live), they are assigned to work in the department to support their colleagues with remembering how to use the different components of the system (it’s easy to forget how the application functions after training until you use it every day). Also, they can help people who are having problems with accessing the system and using the application most effectively. Often they can provide daily support to everyone until they get comfortable using the system on a daily basis; chocolate is helpful during the phase of the process. Just remember to ask questions and seek assistance if you are having trouble using the application in your department; your Superuser can be a great resource for you!

Continued on Next Page
Medication Administration – John Pope

When it comes to our patients’ safety, it is imperative that the hospital staff uses all means necessary to make sure that our patients receive the correct medications. This revolves around the 5 R’s of medication administration: 1.) Right Patient; 2.) Right Drug; 3.) Right Dose; 4.) Right Route; and 5.) Right Time.

In the past, nurses would ask the patient their name and date of birth as two identifiers prior to the administration of medications, however through the advancements of Electronic MARs, barcode verification at bedside of the patient and medications has helped develop new safeguards. When patients are admitted to the hospital, they are fitted with an armband that has their information and a barcode containing the patient visit number as a unique identifier. As nurses approach the patient, the nurse will ask the patient name and date of birth, read it on the patient armband, then scan the barcode to identify the patient in the Electronic MAR to ensure that this is the right patient.

By confirming that it is the right patient, nurses can ensure the safety of the patient when administering medications that are ordered on patients’ Electronic MAR through allergy, drug interaction, and food interaction checking. Through the use of technology, the hospital strives to ensure that patient safety is the number one priority.

POSITIVE PATIENT IDENTIFICATION – Angela Cedeno

Many positive changes are expected for the laboratory in the upcoming Cerner conversion. These changes are going to help us improve care and patient safety at SJMH. One of the most impactful changes that we will see moving forward, is positive patient identification.

Many hospitals lack a consistent approach to patient identification. This can result in costly errors.

Positive patient identification system (PPID) which will allow scanning of wristbands at the bedside prior to a lab draw, will ensure that we are collecting the correct specimens on the correct patient. This can minimize waste, decrease the time to treat the patient and help with patient satisfaction. The PPID will provide speed, efficiency, and the reduction of errors.

FetalLink and FetalLink+ - Robin Drake

FetalLink is a maternal and fetal monitoring system used during pregnancy and labor to evaluate fetal well being. It provides a graphical display of maternal vital signs, fetal heart rate patterns, uterine contractions and provider/nurse annotations. The graphical display is available for live and historical viewing at the patient’s bedside, at the nurses’ station, in the physician office and even through remote access by the providers allowing for a clear and accurate assessment of labor progression and fetal response to the stresses of labor anywhere and at any time.

At SJMH, we pride ourselves on minimizing risk and ensuring a high standard of quality care for our mothers and their babies. We are looking forward to using a system that is easily accessible, readily available an integrated into the patient’s electronic medical record for a complete and comprehensive record of care.
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**

**ACCRUAL 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

**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**

**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**

**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**

**PAYLOCITY APP**

**PAY-VIEW PAYSTUBS**

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Meet & Speak to vendors with any benefit questions or concerns.

Friday, August 19 from 7am to 2pm
Outside on Ground Floor

Open Enrollment changes must be made online in Paylocity Portal—Web Benefits Menu Link
During the following dates: 8/15 12:01 am – 8/26 11:59 pm

You still MUST designate beneficiaries in NEW WebBenefits system

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Joanne Jaeger Tomblin
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Light snacks will be served

Ronald Pearson, RPh, MD
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Friday, August 19
HOT DOG SALE
11 a.m. to 1 p.m.
on ground floor
$4
2 Hot Dogs, Drink Chips

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How do employees find their email... Easy as 1-2-3-4
3. [Image of SJMH Stonewall Jackson Memorial Hospital website]

4. [Image of Outlook Web App]

**Domain/user name:** Enter your email address. First initial of first name and then last name. Those who have a first and last name as another employee will have a 1 or another number after.

EX: nhefner@stonewallhospital.net; nhefner1@stonewallhospital.net

**Password:** Usually last name and last 4 of SS#

*If you have any issues please contact IT.*