

# CHN E-NEWS

ANOTHER COMMUNICATION TOOL FOR KEEPING OUR EMPLOYEES INFORMED

04-02-09

## Across My Desk... Douglas Guy

### Accolades to Accounting

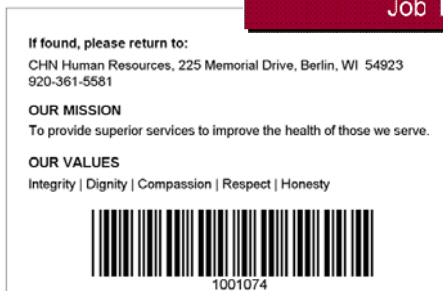
I wanted to take a moment to spotlight a department that receives little recognition but interacts with and affects every employee and department at CHN – Accounting. The accounting department includes various functions: payroll, accounts payable, cash reconciliation, fixed assets, general ledger maintenance, budgeting & audit. Payroll diligently works to ensure that every employee receives their paycheck every other week. They have never missed a deadline, even if they have to work well into the wee hours of the morning or on holidays. Payroll also tracks and transmits payroll taxes, withholdings such as health and life insurance, HSA's and they ensure that you receive accurate W-2's at year end. Currently, payroll is in the process of implementing an automated time and attendance system with the assistance of Human Resources.

Accounting also includes accounts payable which tracks and pays every invoice that CHN receives and ensures that all invoices are coded properly and organized and filed efficiently. All cash received and paid is reconciled monthly and accounted for "to the penny", and all of the assets of CHN are tracked and accounted for. The accountants in accounting make sure that all revenues and expenses are properly recorded according to Generally Accepted Accounting Principals (GAAP) and assist with budgeting. Accounting reports statistics, provides report information, and produces financial reports for the Board of Directors. In addition, the entire accounting department pitches in and assists with the year end audit. In the past few years, CHN has had no audit entries or adjustments, which is quite an achievement. A thank you goes out to this department, working diligently behind the scenes.



## Schedule for taking Photos for the new ID badge...

With the implementation of the automated time and attendance system,



all CHN employees will be receiving a new identification badge.

### Thursday, April 2<sup>nd</sup>

Home Care (unit meeting): 2:30 pm – 4 pm

### Monday, April 6<sup>th</sup>

CHN Medical Center – Ripon: 8:15 am – 10:30 am

Wautoma Pharmacy: 1 pm – 2 pm

Juliette Manor Chapel Area: 3 pm – 4:30 pm

### Tuesday, April 7<sup>th</sup>

BMH Human Resource Office – 7 am – 4:30 pm

### Wednesday, April 8<sup>th</sup>

CHN Medical Center – Eastridge: 8:15 am – 9 am

BMH Human Resource Office: 10 am – 4:30 pm

### Monday, April 13<sup>th</sup>

CHN Medical Center – Redgranite: 9 am – 10 am

CHN Medical Center–Wautoma 10:30am–12:30pm

BMH Human Resource Office: 2 pm – 4:30 pm

### Tuesday, April 14<sup>th</sup>

Community Medical Center–Green Lake:  
8:30am– 9:30 am

CHN Medical Center – Montello: 11 am – 12 pm

Women's Health & Resource Center: 1 pm – 2 pm

Juliette Manor Chapel Area: 2:30 pm – 4:30 pm

### Wednesday, April 15<sup>th</sup>

CHN Medical Center – Princeton: 9 am – 10 am

CHN Medical Center – Markesan: 11 am – 12 pm

BMH Human Resource Office: 1:30 pm – 4:30 pm

### Thursday, April 16<sup>th</sup>

Juliette Manor Chapel Area: 7 am – 9am

BMH Human Resource Office: 10 am – 4:30 pm

### Friday, April 17<sup>th</sup>

BMH Human Resource Office:  
7 am – 8 am; 9:30 am – 12 pm

### Rooms made to feel warmer...

One of CHN's patients made a very special donation to Internal Medicine. Monica Kozlowski along with her daughter, through the Foundation for Photo/Art in Hospitals, have warmed up the patient rooms of Internal Medicine. The foundation was formed after artist Elaine Poggi lost her mother due to a battle with non-Hodgkins



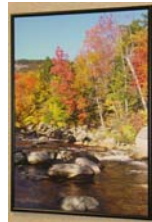
lymphoma. Elaine spent much of the three months with her mother in an ongoing stay in a hospital down in Missouri. She found the rooms to be sterile (which is what we all understand in a Medical environment).



However she found that it truly was not good for herself or her mother's morale. She brought enlarged photos and decorated her mother's room with places she had traveled to. This not only helped her mother's morale but hers as well being the visitor.



The hospital was buzzing



with the art and how it made anyone who entered the room feel. After returning to Italy to be with her family she decided to start this Foundation to help other facilities make their patients and visitors feel warm and relaxed.

The staff in Dr. Racki's office spoke of how many patients truly enjoy the photos and have commented on how warm the rooms now feel. It seems to take them to their "happy place" regardless of the reason for their visit. The



Photos of the Barn and Swan were taken



by Monica's daughter. Many times the nurses find patients either staring at the pictures or actually up off of their chair looking closely at them.

### Cross Training...

As we continue to look at efficiencies in our organization, and the change in the economy, the census in the hospital, home care, long term care, and clinics may be impacted. We know as employees, you may not be working your scheduled hours. This is a great opportunity for some of you to become cross trained in other areas especially CNA's, LPN's and RN's. If this is of interest for you, please call Human Resources at ext 5581.

### Take a peek...

You may want to take a closer look at your pay voucher on Friday. If you see an increase - it's not a mistake but a change in the Federal tax tables.

### Construction Corner...

\*Work in the Diagnostic Imaging Department is beginning. A mobile Nuclear Medicine van will be here and in place by early next week. This mobile unit will be located out by the MRI. It will be here until the Nuclear Medicine renovation is completed and the new Nuclear Medicine unit is in place. (Scheduled for the end of May)

\*Other work that will be going on in that area will be a new ultrasound room, storage room and an office.

\*New handrail has been installed in the MOB tunnel. We had this handrail and the project on the books for some time. It was a unique problem and challenge to get this secured to the wall due to how the tunnel was constructed. A solution was finally found and the work completed.

### Fundraising Success...

A heart-felt thank you to all who took part in the CHN Foundation Have-A-Heart campaign. WOW – what a great effort put forth by many at CHN, and special thanks to the CHN Pharmacy of Wautoma staff, selling **453** hearts!!



The total campaign raised \$3,809 overall. Supporting the Foundation truly supports many of our own. Thank you.

### Laughter's the Best Medicine...

Feeling run down? Try laughing more. Some researchers think laughter just might be the best medicine, helping you feel better and putting that spring back in your step.

- Lighens the load
- Avoids negativity
- Unites hearts
- Gathers people together
- Heals heartaches
- Tickles the soul
- Energizes the human spirit
- Restores us to wholeness

### Part of a Great Day in Wautoma

This Saturday, April 4<sup>th</sup>, CHN will be participating in the Blue Ribbon Kid's Day in Wautoma held at Parkside School from 8:30 am to 12:30pm. The family fun and resource fair is an opportunity to share information to area families. Last year over 1,250 attended the free family fun day.

CHN will be well represented by CHN Medical Center Wautoma, Surgical Care Center, Cyndi Kuncel and Lisa Verheyen and Community Relations. CHN's family activities will be "How Clean is Clean" hand washing station, Mini Golf, "Operation" and "Jump for the Health of It". It will be an action-packed time. Every child will receive a CHN jump rope, and the families will receive a "Go Green" shopping bag. Stop by the CHN activity area and see the great things happening.