

Memorandum

To: Mary K. Greene, M.D.
Anne L. Calkins, M.D.
Barbara Wolfson, M.D.
Dawn Light, M.D.
Mark Warren, DO.
Mark J. Halsted, MD



From: Elizabeth H. Ey, M.D.

Date: May 15, 2011

Re: Updates

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- **Successful ODH inspection** – Many thanks to IdaMae Ho and Dr. Light for their work during the recent ODH site inspection for Medical Imaging. We had no major citations. There was one Type 3 citation for lack of appropriate follow up paperwork on a previous service need for one of the portable machines which does not need to be corrected.
 - **Department phones** – I have noticed ongoing problems with the **Cisco cordless phones**. Sometimes the phones drop many/most of the incoming caller's words without disconnecting. Hospital staff members are looking into the problem. If you experience this or other problems, please report the problem to IdaMae Ho. The **new corded phones** should be installed throughout the department in the next week or so.
 - **Epic fingerprint readers** – The current fingerprint readers are being changed to a different vendor. We may be asked to be re-fingerprinted in the future.
 - **Radiology Room in the ED** – The new DR room should be up and running in the ED before Memorial Day. A radiology technologist will be stationed in the ED to perform studies in that room. The room was made possible by a donation to the PTEC from Dr. Frank Johnson, former/original radiologist at Dayton Children's. An ED/Medical Imaging meeting will be held on Tuesday to discuss the workflow for the new room.
 - **Staffing for the Front Office** – Staffing changes will be made as the new Registration 1A area is completed. Once it is completed, the Registration 1A area will be staffed 0630-2130 Monday through Friday; 0800-1630 Saturday; and not staffed on Sundays. In our transition to the new Registration 1A area, we will be changing how the Medical Imaging front office is staffed. Currently the proposal is to have front office personnel from 0600-2230 Monday through Friday, 0600-1700 Saturday, and 0700-1530 Sunday. During the remaining hours, the phones and front office requests will be covered by the radiology techs. The details are still being considered. We will have the opportunity to discuss this with Joanne Hand and Kathy Moore at the radiologist meeting on Monday.
 - **IT Connection to Cincinnati Children's** – The connection for image transfer is currently waiting on approval from the IT department at Cincinnati Children's.
 - **ACR Recertification for MRI** – The ACR recertification for MRI is due in February 2012. Andrea Lillie will be in charge of submitting our protocols and images.
 - **Cardiac MRI/MRA problems** – Andrea Lillie, Mike Ralston, and Joanne Hand are working with Karl (MR Service engineer), Todd Moyer (GE Sales), and GE applications to work out the problems we have been experiencing on the contrast enhanced MR angiograms.
 - **Ruth Ann Janeway** will begin working as the temporary Office Coordinator II starting Monday, May 16. Idamae and Peggy will help her learn the many job responsibilities. She will be able to help out until this October. By that time, we should know what our needs are for that job.
 - **Next radiologist meeting** – Monday, May 16 at 12:30 pm in the **Radiology Conference room**. If you have an agenda item to discuss, please forward it to me in an e-mail. Lunch from Charlie's will be provided. Please be sure Peggy has your order for lunch.