

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: September 26, 2011

Re: Updates

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- **Reception 1A** – The new construction of registration area 1A is moving along. You can see the changes now involving the hallway outside the Cath Lab. The plan is to have the construction completed on Oct. 10. It will likely open on a Monday later in October. At that point, 2 members of the Medical Imaging front office staff will move to work in that area. There will be one or two staff members in the Front Office to help with non-registration duties. The hours of coverage by a separate front office staff member will change once 1A opens. The other hours will be covered by the technologists working during those hours. Several meetings have occurred already to plan the switch and agree on the processes. The final specifics including hours of coverage will be discussed at the next Radiologists' meeting.
 - **New Employees in Medical Imaging** – **Megan Namack** is training to work as a pool tech in CT and will also train in General Radiography. She will work primarily evenings and weekends at the Main Campus. **Lisa Howard** is returning to our department as a pool tech in MRI beginning tomorrow. **Lois Carpenter** will begin training in early October to fill the part time technologist position in MRI. **Deonna Fraley** has been hired to work pool in Ultrasound until **Loreen Dimmick** retires in November. At that point, Deonna and Loreen will swap with Loreen working pool in US. Several people have applied for the open part time position in NM. The nursing pool position remains open with very few applicants.
 - **Ultrasound schedule** – Laura Halsall is back to work. The Ultrasound appointments have been resumed with US in Beaver creek on MWF, STC on TTH, Vandalia on TW, Middletown on F. Hours of coverage at the main campus are M,T,Th,F 0630-1830, W 0630-2030, and Sat 0630-1500. There will be restricted appointment hours at the off sites the week of Oct. 16 because of vacation. The hours are as follows: 10/18 STC US in afternoon, 10/19 hours split between BVK and VAN, and 10/20 BVK closed but STC open. Please be sure to thank the US techs for all their extra effort during Laura's absence. I know it is hard to keep up with all of this. I hope this helps a bit.
 - **Want to delete confusing or unneeded US images from PACS before dictating?** – If you believe some of the US images sent to PACS from US are unnecessary or confusing, you can unverify the study and notify the US tech to delete the images you think are unnecessary. This must be performed BEFORE you dictate the study.
 - **QGenda learning opportunity** – We will have a Q and A teleconference with QGenda beginning at 1 pm during our next radiologist meeting on Oct. 3. This will be held in the Radiology Teaching Room to allow viewing QGenda on line during the teleconference. Please plan to attend and bring your questions and concerns.
 - **Professional Staff Meeting** – You recently received a notice from John Jacher of the Professional Staff Office concerning a Professional Staff meeting on Oct. 10 at 5:15 pm in the Auditorium. This meeting is **VERY IMPORTANT** and I strongly recommend that you make every effort to attend. The purpose is to vote on a proposed amendment to the By Laws which would do away with the Professional Staff Executive Committee. The PSEC is made up of professional staff members, both hospital and community based, as well as Dr. Murphy as VPMA. The committee is responsible for reviewing and approving any changes to procedures and policies in the hospital, medical education of the pediatric and surgery residents, revisions of by laws and policies requirements, and approving the recommendations of the Credentials committee. The meetings are open to professional staff members who want to voice concerns or ask questions. The committee's work allows the other professional staff members to not have to attend a meeting every time a policy, procedure, or credential needs to be voted on. To do away with the PSEC would require all professional staff to attend a monthly meeting. Please try to attend the meeting on Oct. 10. If you have questions, feel free to discuss this with Dr. Murphy, Dr. Christian, Dr. Cox, Dr. Ross, Dr. Bob Meyer, Dr. Eberhart, Dr. Roer, Dr. Doebele, or me.
 - **Next radiologist meeting** – Monday, October 3 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 will be provided.