

# Patient Financial Services News

## What's Happening?

**Daylight Savings Time Begins March 11th**



**March 17th**

**Spring Begins March 21st**



## New PFS Staff

Gina Springstead - HMO Dept

## Quote of the month

Note how good you feel after you have encouraged someone else. No other argument is necessary to suggest that you should never miss the opportunity to give encouragement.



George Adams

## Catch A Shining Star

- Oluwatoyin Obayanju
- Vanessa Leineweber
- Sabrina Henderson
- Glenda Matthews
- Lorraine Gorham
- Norma Milchling
- Ametrise Leazer
- Kimberly Carter
- Teresa Spangler
- Tracey Burchell
- Crystal Wooten
- LaShawn Hall
- Terah Overbey
- Krystal Beard
- Margo Garner
- Margo Stokes
- Christine Bell
- Tess Spradlin
- Jeanne Radke
- Twan Towah
- Vivian Green
- Kim Thomas

The nomination form is located at:

<http://www.hopkinsmedicine.org/service/recognition/nominationform.html>

## News to Know

### Before You Go!

Start your vacation worry-free by taking care of these details first:

Determine who will handle questions or problems in your absence. Meet with this person briefly before you go to provide a status report of where projects are, who might be calling and why. Try not to leave this person with any unexpected issues.

Set a reply message on your GroupWise email notifying people you are out of the office, when you will be returning and who they can contact in your absence. Record a similar message on your voice mail. If you are unsure how to do this, contact the PFS Training department.

Remind your manager, supervisor, co-workers and/or clients that you will be on vacation a week before you leave to find out if they need any assistance now rather than on Friday as you are walking out the door. It will make your get away easier on all.

Clean up your workspace before you go. Nothing kills a vacation glow like returning to an avalanche of papers, mail and files on your desk.

### Groupwise Archiving:

GroupWise mail is deleted after 180 days. Saving an email to a folder will not prevent it from being deleted. To permanently save an email, it must be archived.

If you've not used this function, you must first create an Archive. When creating your Archive, be sure that you are logged into the Lan workstation that gives you access to your space on the "H" drive.

Click on **Tools** from the GroupWise main menu bar, then click **Options**. Choose **Environment**.

Click on **File Location** and enter the following information.

To move mail to the Archive, right click on the email, then select **Move to Archive**.

To get the Archive, click on **File** from the Menu bar and select **Open Archive**. The Title bar will change to show you are in the

Archive. Your archived email will now show in the items window.

To return to the mailbox, click on File from the Menu bar and select **Open Archive** again. The check mark next to the options indicates you are in the Archive.

## Just for Fun

### EPR POP QUIZ

Match the Icon to its name.



Inpatient Census



Patient Identification



Suggestion Box



Lock Work Station



Central Physicians  
Directory

## Birthdays

Helen Myers	3/1
Natalie Jackson	3/1
Krystal Beard	3/2
Lorraine Gorham	3/3
Betty Oliver	3/4
Karen McGhee	3/9
Michael Brijbasi	3/10
Karen Connor-Quamina	3/10
Kristen Burke	3/12
Helen Battle	3/18
Susan Davis	3/19
Lisa Freistat	3/20
Teresa Spangler	3/20
Debbie Ross	3/20
Gregory Koutek	3/23
Deborah Ross	3/25
Lisa Silwonuk	3/26
Teresa Jones	3/28
Sharon Waugh	3/29
Clare Hash	3/30
Stefanie Kelley	3/31
Audrey Davis	3/31

## PFS Website Information

The web address is:

<http://finance.jhmi.edu/FinancePFS/pfsMain.html>, you can find the following information.

- ~ Mission
- ~ Training and Development
- ~ Policies and Procedures
- ~ Department Phone Listing
- ~ Newsletters
- ~ Link to other JHHS sites

## Got News?

If you would like to contribute news or information send it to Pat Degenkold @ [pstokes@jhmi.edu](mailto:pstokes@jhmi.edu). The deadline is the 20<sup>th</sup> of the month preceding the publication month. Submissions may be edited due to space limitations.

## CPAT



### February 2007 CPAT's

Christine Butler	Martha Frazier
Lisa Freistat	Kimberly Scribner
Susan Knight	Samantha Manigualt
Carolyn Williams	Diszell Williams

## HR Corner

Be sure to visit the sites below to view the Training and Development Catalogs offered by JHHS and BMC.

Bayview training catalog

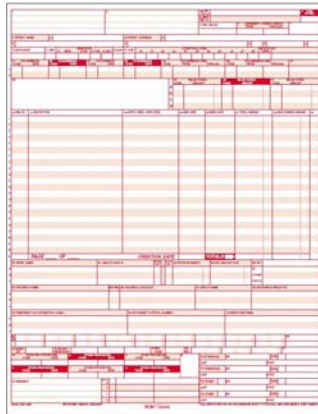
<http://www.insidehopkinsbayview.org/hr/files/training/spring07catalog.pdf>

JHH Training catalog

<http://www.hopkinsmedicine.org/jhhr/Organization/January-June2007.pdf>

## Training Update

### Training Updates



**The UB04 is set to become effective on May 23, 2007. There are a number of changes from the UB92 format. Some Field Locators will be added, some moved and others discarded. A few of these changes are:**

#### New Fields

- Additional room for Condition and Occurrence Span codes
- Fields for reporting the NPI and legacy numbers
- Accident State field for reporting on auto accident related claims
- Expanded fields for Diagnoses codes

#### Eliminated Fields

- Covered, Non-covered, Coinsurance and Lifetime Reserve Day fields will be replaced with Value Codes
- Patient's Sex
- Employment Status code
- Employer Location

Training sessions for the UB04 will be held in throughout March, April and May.



Bayview's **Meditech Client Server** is being upgraded to the 5.5 version. The "Go Live" date is April 13, 2007. Most staff members will encounter very few changes with the upgrade. A memorandum will be sent via email describing the screen changes. The Process Client Routine (Care Center, Elder Plus, etc.) has undergone a notable change. Training will be provided on the Client Routine early in April prior to the "go live". Check the PFS Training calendar for classes.