



# Patient Financial Services News

## What's Happening?



**Groundhog Day**  
02/02/09

**Lincoln's Birthday**  
02/12/09



**Valentines Day**  
02/14/09



**Presidents Day**  
02/16/09



**Washington's Birthday**  
02/22/09

## Definition of the Month

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February, 2009

### Authorization

Approval from third party payers to provide specified care in a particular setting via written, electronic or verbal means that the services will be covered under the terms of the patient's healthcare plan.

## Quote of the month

Plan your work and work your plan. Decide in advance exactly how you are going to get from where you are to where you want to go.

Brian Tracy



## Catch A Shining Star

Felicia Lawrence  
Paula Skyrzczuk  
Jeanne Radke  
Deana Ruby  
Razia Khan  
Jo Line

## Microsoft Office Tips

### Adding Images



Adding images to your documents (Word, Excel or PowerPoint) can enhance the look and meaning. But remember to use care when grabbing images from the Internet. Some images are protected by copyrights and require permission before you can use them in your documents. Along with permission you must also cite the source for the image in your document. In addition, downloading images from questionable sources can damage your computer. The Clip Art and Media site on Office Online (<http://office.microsoft.com/clipart>) allows free use of their clips and images as long as you agree to their terms of use.

## A Friendly Reminder

Please review and comply with rules described in our Radio Policy & Procedure

- Radio must be used for "your ears only," meaning the person next to you cannot hear your radio, and someone on the telephone (patient, insurance company, etc.) cannot hear your radio.
- Use of Headphones will be based on job function. Directors will determine and communicate applicability for your area.
- JHHS is NOT responsible for your personal property; each employee should ensure that his or her radio is secure when left unattended.
- Computer PC's are not to be used as sound devices.
- The shape/size of a radio cannot interfere with desktop space.
- Management reserves the right to approve/disapprove specific radios.
- All radios must conform to JHHS safety standards

## Resetting EPR Passwords

All of us are familiar with that sinking feeling from seeing four little words:

### Your password is revoked.

The nice people at EPR have found a way to ease our pain by allowing users to reset their own password. Although a pop up window tells you that you will be locked out after 3 failed login attempts, if you try a fourth time without success you are given the opportunity to reset it.

A window will appear telling you that your password is revoked, but it provides a hyperlink to the JHED login page.

- Click on the blue text that says "Hospital Mainframe Password Reset." You'll then be taken to the JHED login page.
- Login with your JHED ID & password (the same one you use to unlock your computer in the morning).
- Then follow the directions on typing in a new password and re-entering it to confirm.

Shortly after resetting your password, you will receive an email at your GroupWise address confirming your password has been reset.

## Birthdays

Christine Crawford	2/5
Tina Metzger	2/8
Carol DuVall	2/10
Nicole Hawkins	2/11
Tracy Varney	2/11
Lori Boyd	2/13
Ametrise Leazer	2/16
Ashley BeHe	2/19
Ellen Pecora	2/23
Janice Stenhouse	2/25
La'Shone Stamper	2/25
Mary Wallace	2/27
Joyce Redd	2/28

## Valentine Word Search

H F L O W E R S X W C Y  
H U T X G E R P S F A I  
G Y D N A B S U H T N C  
V K C V A F N A S L D H  
G I R L F R I E N D Y O  
Z N R R D D A T E E S C  
K D S W E E T F B N K O  
T N P E J E O G X Z A L  
P E M K V C D H O L C A  
Q S Q H C O B F L T W T  
V S A S W C L O J T Z E  
E M F O L A C E C S M F



CANDY  
CHOCOLATE  
DATE  
FLOWERS  
GIRLFRIEND  
HUSBAND  
KINDNESS  
LACE  
LOVE  
SWEET



## PFS Website Information

The web address is:

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

following information.

- ~ Johns Hopkins Medicine Mission
- ~ Training and Development
- ~ Policies and Procedures
- ~ Department Phone Listing
- ~ Newsletters
- ~ Link to other JHHS sites
- ~ Finance Dept Vision Statement

## Got News?

If you would like to contribute news or information send it to Pat Degenkold @

[pdegenk1@jhmi.edu](mailto:pdegenk1@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.

## HR Corner

### INCLEMENT WEATHER – REMINDER

Please take the time to better understand both the JHHS policy and the PFS (MIS008) policy on inclement weather timekeeping. PFS directors and managers will follow the policy and guidelines to ensure fair and uniform compliance with requests for time off as well as lateness. If you are unsure of the policy, please sit down with your manager and review and ask questions before the next bad weather day occurs.

### Selecting Multiple Items

Most of us are familiar with using our mouse to click (or sometimes double-click) on an item to select it. The following tips will assist in selecting multiple items in a variety of programs.

<p>If selecting multiple consecutive items: <b>Shift</b></p> <hr/> <p>Click on the first item (Joseph), then hold down the <b>Shift</b> key while clicking on the last item <b>(Patricia)</b></p> <p>Every item in between is selected.</p>	<p>If selecting multiple nonconsecutive Items: <b>Ctrl</b></p> <hr/> <p>Hold down the <b>Ctrl</b> key every time you click an item (Joseph, Jose, and Patricia). Only the items clicked are selected.</p>

Give it a try in Group Wise, Excel, or soon to be implemented XClaim.

## Staff News

### Atlantic City Bus Trip

#### We are having our annual PFS Atlantic City bus trip

This trip will include: the cost, the tip for the driver, snacks on the bus and gambling vouchers.

Cost: 30.00 pp

The date APRIL 11, 2009 FROM 11AM DEPARTURE AND 11PM RETURN

This year we will need anyone and everyone who is interested to contact a committee member. Charlotte Blue- Keene or Tenille Johnson will have sign up sheets and will be able to collect the money.

## Black History Month

### February is Black History month

Black History month is a remembrance of important people and events in the history of African dispora and how their role shaped our nation's history. It is celebrated annually in the United States and Canada. The remembrance was orginated in 1926 by historian Carter G. Woodson. The month of February was chosen because it marked the birthdays of two americans who greatly influenced the lives and social conditions of black americans: Former president Abraham Lincoln and abolitionist Frederick Douglas. Black history month explores and documents the countless advances pioneered by African Americans in the world of policies, science, education, buisness, and the arts.

- The History Channel