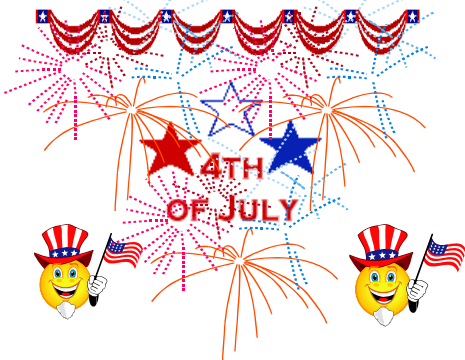




# Patient Financial Services News

## What's Happening?



### Catch A Shining Star

- Stephanie Schlosser
- Valerie Faulkner
- Annette Knight
- Tracy Reynolds
- Jennifer Powell
- Felecia Moore
- Betty Oliver
- Dipika Patel
- Deana Ruby
- Karen Moss
- Jo Line

### Two Time Nominee

Carrie Jennings

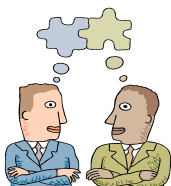
### New PFS Staff

Amanda Thomas  
MA/MCO Dept.

### Quote of the Month

For many, negative thinking is a habit, which over time, becomes an addiction. A lot of people suffer from this disease because negative thinking is addictive to each of the big three, the mind, the body, and the emotions. If one doesn't get you, the others are waiting in the wings.

Peter McWilliams



## News to Know

Whenever a spreadsheet is sent outside of the Hopkins family with EPHI (Electronic Protected Health Information), it must be password protected. The following steps show how to password protect spreadsheets in Excel 2007. **Remember, the password cannot be sent in the same email as the password protected document!**

	<p>Once the spreadsheet is open, Click on the MS Office button located in the upper left corner of the window.</p>
	<p>Select the "Prepare" option from the menu.</p>
	<p>Select "Encrypt Document" from the menu.</p>
	<p>In the pop up window, enter an appropriate password.  It is case sensitive.  JHHS policy requires passwords be between 6-8 characters long and contain at least 1 number.  Click "OK."</p>
	<p>A new pop up window appears. Retype the same password. Click "OK."  <b>REMEMBER:</b> If this password is forgotten or lost, there is no record of it and <b>no way to have it reset!</b></p>

## HR Corner

It's that time of year. The summer PTO sale for employees of The Johns Hopkins Hospital and Health System begins July 1. This is a voluntary opportunity for employees who want to convert their unused PTO into extra cash for the summer.

The minimum number of hours that may be sold is eight. Full-time employees are required to keep a minimum PTO balance of 80 hours. Part-time employees are required to keep a minimum PTO balance of 40 hours. All PTO sales are voluntary and payment is 50 percent of the amount sold. The PTO Payout Request form is available on the HR Web site ([www.hopkinsmedicine.org/jhhr/forms](http://www.hopkinsmedicine.org/jhhr/forms)) or at the HR Service Center (HRSC) in Phipps (4th floor).

Completed forms should be left at HRSC desk or e-mailed to [aberrym1@jhmi.edu](mailto:aberrym1@jhmi.edu) only. Faxed forms will not be accepted. The deadline for submitting a request for the sale is July 31. You will receive the payout in your August 21 paycheck.

Question? Contact Armentia Berryman at 410-614-3941.

## Birthdays

Happy Birthday!

Chris Samuels	7/4
Vanessa Leineweber	7/4
Mag Elliott	7/7
Mary Kerns	7/11
Janet King	7/11
Pat Reinhardt	7/16
Pat Schech	7/16
JoAnn Pelham	7/18
Louise Shaw	7/21
Mamie Green	7/22
Norma Milchling	7/26
Rynthia Williams	7/31
Randy Zimmerman	7/31

## 4<sup>th</sup> of July Word Search

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

declaration	flag
independence	fun
hancock	July
king	parade
sign	war



Happy Birthday  
America!

## PFS Website Information

The web address is:  
<http://finance.jhmi.edu/finance.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 proceeding the publication month. Submissions may be edited due to space limitations.

## Year End Results Are In

1. JHH, JHBMC, HCGH, JHBMC- CC, have made the cash target for the month and the target for the quarter !
2. HCGH broke the record for the month with approx. \$19.708m in cash.
3. It appears that JHH has met the stretch (assuming that the \$10m yet to be posted does not include any large non-patient cash amounts.)

Thank you all for your hard work and helping to achieve a successful year-end for our hospitals. We will know more details about performance over the next few days but need to await the completion of our year-end financials to have absolute closing numbers.

Thanks again,  
Linda

## Staff News



The Orwig family would like to convey their appreciation for everyone's thoughts and prayers during their time of sorrow. Your support during this time was very comforting. Marie Orwig was loved very much and will be missed greatly by all her family and friends.



Kelly Kehne works in the Medicaid dept. had a boy Griffin Cole Lee 8lbs. 5ozs. born on 6/2.

Amanda Blose Team Leader of HMO dept. had a girl Addyson Mae 6 lbs. 10ozs. 20" inches long on 06/19.

Ashley Behe works in the Medicare dept. had a boy Logan Charles, 8lbs. 11ozs. 20 1/2 inches long on 6/21.

Tiffany Whyte works in the Medicaid dept. had a girl Naima, 7lbs 2.9 oz 19.3 inches long on 06/19/09.



Congratulations to Bernethia Moyd. She has completed her course in medical billing and coding. She will graduate from Medix School West on June 5, 2009.

Alice Bailey has accepted the position of Senior Project Analyst, effective June 25, 2009. In her new role she will be working closely with management teams to design tracking and productivity reports. She will continue in her role as the support person for RAM (Care Center). She will also be assisting the cash team.

## Relay For Life



PFS supports the American Cancer Society at Relay for Life.  
The special programs team picture:  
Fighting back against Cancer with "Fight Like a Girl" t-Shirts