



Patient Financial Services News

What's Happening?



September 4th



Grandparents Day
September 10th



Begins
September 23rd

Line Staff Schedule

BMC Campus

Sept. 5th 8-9:00 - 9:15-10:15
Asthma Allergy Auditorium

JHH Campus

Sept. 12th 8:30-9:30
9:30-10:30
JHH-Phipps 360

New PFS Staff

Martha Frazier – Comm. Dept.
Mara Taveras – BX Dept.
Lydia Tanksley – MA Dept.

Quote of the month

Even if you're on the right track,
you'll get run over if you just sit
there.

Will Rogers



Catch A Shining Star

Sharon Tumminello
Sabrina Henderson
Glenda Matthews
Ametrise Leazer
Beverly Brewer
Ebony Sellman
Margo Garner
LaShawn Hall
Krystal Beard
Veronica Farr
Jeanne Radke
Noah Young
Aletha Jones

The nomination form is located
at:

[http://www.hopkinsmedicine.org/
service/recognition/nominationfo
rm.html](http://www.hopkinsmedicine.org/service/recognition/nominationform.html)

News to Know

Workplace Violence Resources

We all know workplace violence is an organizational concern. In our continuing effort to actively manage this issue, a Hopkins Workplace Violence website and brochure have been created. This is the culmination of several years of work and reflects the dedication of many individuals throughout the Johns Hopkins Institutions.

The purpose of these new resources is to:

- alert employees, patients and visitors about our workplace violence policies and procedures;
- let them know where to turn and what to do if they experience or observe workplace violence;
- describe the Risk Assessment team and the protocols used to evaluate reported cases and make recommendations on appropriate disciplinary actions to leadership.

The website is www.safeathopkins.org.

Keeping you informed is important. Please direct questions or comments to HR Consulting/Labor Relations Director, Peter Tollini at ptollin1@jhmi.edu

E-Mail Clean Up

Your GroupWise mailbox is subject to a 180 day clean up policy. If your messages are not archived, and older than 180 days they will be deleted.

To create an archive to keep “must have” information: From the menu bar, click on Tools > Options > Environment > File Location > Specify the location of your archive directory in the Archive Directory text box (this should be your “H” drive) > then click OK.

To move e-mail to this directory, highlight the e-mail in your mailbox, right click the mouse and select “move to archive” from the drop down list.

Your “H” drive has a size limit on it as well, so only keep what you “must have”. If there are attachments to the e-mail, it takes less space to save the attachment than store the e-mail with the attachment. If you “must have” only the attachment, save it, and delete the e-mail.



August CPAT Results

The following staff passed the CPAT exam in August:

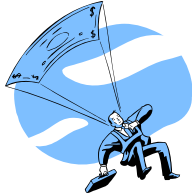
- Tracey Haddox
- Lisa Terry
- Betty Monroe

Training classes for the November exam will begin in early October.

Staff News

Larry Lasker, Customer Service Representative will be retiring on October 6, 2006. Larry has worked for Hopkins for 38 years.

Happy retirement Larry!



Birthdays

Veronica Farr	9/2
Michele Yost	9/4
Consuela Barnes	9/7
Kila Faulkner	9/8
Jeanne Steps	9/10
Dottie Grubb	9/13
Dorothy Nolan	9/13
Crystal Terry	9/16
Tonya Bell	9/18
Brenda Faulkner	9/21
Terah Overby	9/23
Sherri Stevens, RN	9/24
Ivy Cuan	9/25
Bonnie Jackson	9/27
Ava Wallace	9/29
Debbie Addicks	9/30

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. The deadline is the 20th of the month preceding the publication month. Submissions may be edited due to space limitations.

Employee Recognition Week Sept. 18-22, 2006

PFS Employee's Celebrating Milestones

Norma Green	40 Years
Viola Hughes	30 Years
Eva Hecner	30 Years
Joyce Redd	20 Years
Dorothy Nolan	20 Years
Bonnie Hadel	20 Years
Alice Bailey	20 Years
Wilma Dobbins	10 Years

5 Years

Kim Smith, Christopher Samuels,
 Patricia Reinhardt, Jennifer Powell,
 Brenda O'Guin-Plantholt, Michaelle Nesifort,
 Mary Montague, Karen McGhee,
 Laura McCauley, Felicia Lawrence,
 Berth Kuchta, Susan Knight,
 Maleka Kaka, Aletha Jones,
 Carrie Jennings, Tia Horsey,
 Lori Holland, Vincent Hilliard,
 Denise Gladden, Wayne Gair,
 Kimberly Carter, Krystal Beard, Michael Allen

Baker King Award Winner:

Carol Duvall, Blue Cross Department

Employee Recognition Week Activities

Mon, Sept. 18	Bagels and Muffins @9:00 Employee Service Award Ceremony 1-2:30 Turner Auditorium ** Employees celebrating their 10, 20, 30, 40 and 50 year anniversary will be recognized along with the Baker-King award winners.
Tues, Sept. 19	Gift Give-away
Wed, Sept. 20	Cookies @9:00 Gift Give-away
Thurs, Sept. 21	PFS Picnic @12:00-4:30 VFW Post 6506 8777 Philadelphia Road
Fri, Sept. 22	Food Give-away

New York City Bus Trip



Please join us for our yearly bus trip to NYC. You will have the opportunity to see various sites, shop, and dine in the Big Apple during the holiday season.



Hunt Valley Motor Coach has reserved a single bus with occupancy of 57 seats. Seats are available on a first come, first served basis.

In order to reserve your seat, please see Denice Lentz, located on the 2nd floor or she can be reached at ext. 0-7393. Ticket price is \$35.00 per person. We will depart from A/C @ 7:00 am, return to A/C 10:00 pm December 2. The bus will leave Times Square at 7:00 pm. The Alpha Commons lot will be open for parking.

Donuts will be served and Christmas movies will be played.

Recreation Committee News

Discovery Toys will have products for sale in the Alpha Commons lobby on Friday September 22. 20% of the purchases will go to the Child Life Department at Johns Hopkins Hospital.