

From: Internal Communications
Sent: Wednesday, May 09, 2012 12:22 PM
To: Internal Communications
Subject: Management Update - May 9, 2012

Management Update

May 9, 2012

Manager Action Items

Continue Celebrating National Hospital Week and Nurses Week through May 12

Children's continues to celebrate National Hospital Week and National Nurses Week through Saturday, May 12. Schedule time with your team to celebrate the remaining theme days:

- **Wellness Wednesday:** Host a healthy potluck meal and share healthy recipes. Schedule a power walk or contact trainers at [Egleston](#), [Scottish Rite](#) and [The Park](#) to join a walk with the Wellness team.
- **Thank You Thursday:** Employees will receive a gym bag, towel and water bottle with the new Children's logo. Note: For those designated to pick up gifts for their departments, here's a [list of pick up times and locations](#).
- **Fun Friday:** Bring board games or coordinate an activity or game. Make time for fun with your staff during the day.

- Not sure what to do to celebrate in your area? Wytaria Henley, ext. 57232, and Karla Mavity, ext. 57796, would love to help.

What to Do

As referenced in this week's Management Update:

- ▶ Continue celebrating National Hospital Week and National Nurses Week through Saturday, May 12.
- ▶ Take note of non-stock order schedule for Memorial Day Monday, May 28.
- ▶ Remind staff to cash out excess PTO by Saturday, May 12.
- ▶ Submit *Management Update* articles to [Meg Flynn](#) by 5 p.m., Monday, May 14.

Take Note of Non-Stock Order Schedule for Memorial Day

Supply Chain Purchasing will close Monday, May 28, for Memorial Day. During that week, the purchasing team will only place orders for non-stock items Wednesday, May 30, and Friday, June 1. Release orders to [your buyer](#) by 11 a.m., as usual.

If you have an emergent order requiring delivery Friday, May 25, or Tuesday, May 29, contact your buyer and provide the requisition number for prompt processing. For more information about Emergency Requisition Guidelines, see Policy [6.09](#). Contact your buyer with questions.

Share with Staff

PTO Cash-Out Period Ends May 12

Twice per year, non-managerial staff can cash out paid time off (PTO) balances in excess of 100 hours. Please note that only Staff PTO is eligible, and requests must be entered through eHR by Saturday, May 12. The PTO payment will be reflected in the Friday, May 18 paycheck. Encourage your staff to [read the Careforce Connection article](#) for more

information about how to complete the PTO cash-out request.

Ambulatory Version of Epic Expands to Chamblee Primary Care Center

Today, Children's extended the ambulatory version of Epic to the Chamblee Primary Care Center. The software is the same version of Epic we are using as part of Pediatrics360, our community health record. Other Epic users throughout Children's now have access to the Center's clinical documentation, encounter progress notes, orders and other types of data for individuals who also are patients of the Center. Similarly, their physicians and clinicians now can instantly access more comprehensive patient information across the continuum of care.

This launch broadens the Children's electronic health records (EHR) expertise into primary care, enabling us to better support the Pediatrics360 program.

New Posters, Table Cards about Patient Surveys Arrive this Week

Earlier this year, we switched to NRC Picker as our survey tool to gather feedback from patient families who use our Emergency, Ambulatory Surgery, Immediate Care, Inpatient and Radiology services. Families began receiving the surveys via mail in early January, and we're pleased with the response rate. We continue to review survey responses and share feedback with each area, as well as identify changes we can make to improve the quality of our care.

Posters and table cards about the surveys will arrive at our hospitals and neighborhood locations this week. The updated materials include our new logo and let patient families know they may receive a survey after their child's visit or stay. Share these talking points with your staff to help them respond to questions from families.

Contact Jeff Rehberg with questions about survey materials.

Key Dates at a Glance

May 12: Last day to cash out your PTO

May 20: Walk Now For Autism Speaks