

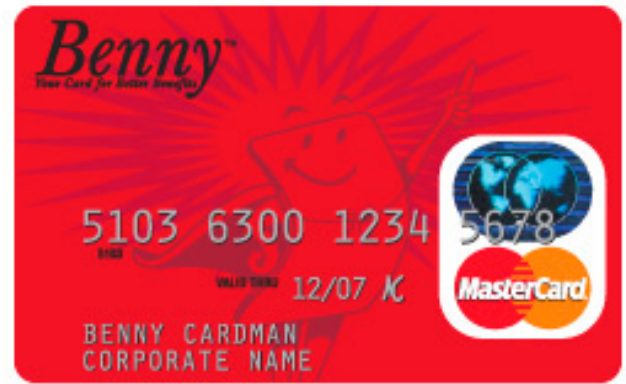


# Flexible Spending Update

Employees who participate in Flexible Spending may view the new Summary Plan Description (SPD) on the intranet under HR in the Flexible Spending Folder.

Also, employees with remaining balances for 2011 have until March 15, 2012 to use their 2011 money.

Finally, Employees can visit their Account Summary page at [www.MyBenny.com](http://www.MyBenny.com) to check your balance and track spending in three easy steps.



**Step One:** Click on the box next to Member ID. Enter your Member ID into the box. The Member ID is your Social Security Number.

**Step Two:** Enter your five digit Zip Code into the box.

**Step Three:** When all boxes are filled, click on the tab marked LOGIN.

If you have questions, or are unable to log in, please call the number on the back of your card or call Maurine Perry at Ext. 9092.

## Calling all Radio Stars!



The first Wednesday of each month, for more than two years, Knox Community Hospital has been featured on WMVO's morning program. CEO Bruce White starts the program with updates and interesting information about what's going on at KCH. Members of our medical staff and our clinical staff follow that with health information, and the phone lines are opened for call in questions.

As a thank you to our "Radio Stars", we'd like to invite every one who has participated on-air to join us for lunch on Friday, January 13. Drop by the Urgent Care Classroom between noon and 1:30 pm for a special buffet lunch and thank you gift. Please RSVP to Carole Wagner at ext. 9086 by Tuesday, January 10.

We appreciate your willingness to help us spread the word about our services and how the community can stay healthy....you truly are stars!

## Shining Star of the month

### Introducing the... "Shining Star of the Month" program!

Each month the Reward and Recognition Team will draw 2 names from Star Cards.

**Don't miss the opportunity for an excellent defining moment with a patient, visitor or a fellow employee.**

**Don't miss your chance to win!**



<b>Index</b> (Titles book-marked in pdf file.)	Flexible Spending Update .....	p. 1
	Calling all Radio Stars! .....	p. 1
	"Shining Star of the Month" program! .....	p. 1
	Human Resources NEWS .....	p. 2
	Pathway to Change - New Session Begins SOON! .....	p. 2
	Are you a Kroger shopper? .....	p. 3

Have you Asked? .....	p. 4
2012 Excel Classes .....	p. 4
The Birthing Center .....	p. 5
Finding a MSDS has been made easier!.....	p. 5
The Education Corner .....	p. 5
Are you using Quantros? .....	p. 5





# Human Resources NEWS

## VERY IMPORTANT: 2012 Insurance Cards

Any employee who is enrolled in our medical plan for 2012 should have or will be receiving new insurance cards within the week by either interoffice mail or at your home. New insurance cards were distributed due to the elimination of Plan A and Plan B.

On Friday, December 30 an email was sent with the 2012 Employee Medical Summary highlighting the components of our new plan. Remember – Vision is included in our medical plan (see Vision Summary for more information).

Unfortunately, the new cards have the wrong amount listed on the back for co-pays. EBMC has been contacted about this error.

All other information on the card is correct. You may use these cards for any medical/dental/vision service.

If you have any questions – you may contact Human Resources at 9612 or 9092.

*Thank you for your understanding.*

## CHECKING YOUR PAY CHECK

The first pay of 2012 will be this Friday, January 6. It is your responsibility to check your pay to ensure the accuracy. If you have any questions/concerns – you may contact Human Resources at either 9612 or 9092.

## Pathway to Change

A Weight Management Program

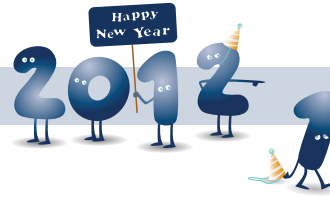
**New Session Begins SOON!**  
**KCH employees get a 50% discount on Pathway to Change fee.**

Pathway to Change is a program to help you lose weight and lower your health risk factors through education and support. A new session will begin on Wednesday, January 11, 2012. Lectures will be presented by dietitians, RN's and exercise physiologists.

The program is held weekly on Wednesdays from 5:30 pm - 6:30 pm at the Center for Rehabilitation on Wellness at 1375 Yauger Road. The Pathway program offers access to weight management experts (dietitian, exercise physiologist and nurse). In addition to diet information and exercise instruction, there is a support component to the program. Some of the topics covered during the 12 weeks deal with setting realistic goals, the health benefits of physical activity, and overview of cholesterol levels, metabolic syndrome, diabetes and pre-diabetes. Personalized and self-directed, Pathway to Change is also eligible for Health Reimbursement Savings Plan (Flex).

**Let us help you start the New Year right!**

**Pre-registration is required by January 4, 2012 by calling Jason Mentzer, exercise physiologist, at 393.9875.**



## Are you a Kroger shopper? You can help the KCH Foundation without spending extra CA\$H...



Kroger shoppers who use the Kroger Plus Card can register their Plus Card to support the KCH Foundation. The Kroger Plus Card pays the KCH Foundation for every purchase made using the card. There is no additional cost to the customer. This is part of Kroger's Community Rewards program.

All it takes is 5 minutes to register (instructions are below) and here's what others say about using this as a way to support the KCH Foundation.

*It was super easy to register my card. – Peggy Severns, RN*

*It really is a no-brainer to do this and costs the person nothing since you have to buy food anyway. If those purchases give back even a little bit to us, then why wouldn't you do it? – Sandy Beidelschies, MSN, RN*

*It is an easy way to give to The Foundation. – Carolyn Bebout*

*Signing up for the program was easy it only took about three minutes. - Ann Russell BBA R.T. (R) (CT)*

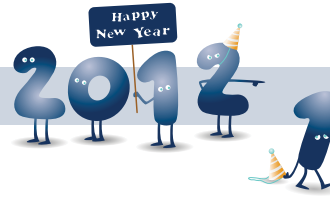
In 2012 The Foundation is raising \$275,000 to purchase items to enhance our ENT services. Support EnhancemENT 2012, the annual campaign to improve ENT services for our community.

The Foundation for Knox Community Hospital is participating in the Kroger Community Rewards Program. This is an easy way for you to support The Foundation without any extra money out of your pocket. Do you shop at Kroger and use the Kroger Plus Card? Simply register your Kroger Plus card online by selecting The Foundation for Knox Community Hospital as the organization you support. Then when you shop at Kroger a portion of your purchase amount will be donated to The Foundation for Knox Community Hospital.

### TO USE THE KROGER COMMUNITY REWARDS PROGRAM:

- Register online at [krogercommunityrewards.com](http://krogercommunityrewards.com)
- Be sure to have your Kroger Plus card handy and register your card in support of The Foundation for Knox Community Hospital after you sign up.
- If you do not have a Kroger Plus card, they are available at the customer service desk at any Kroger.
- Click on Sign In/Register
- Most participants are new online customers, so click on SIGN UP TODAY in the 'New Customer?' box.
- Sign up for a Kroger Rewards Account by entering zip code, clicking on favorite store, entering your email address and creating a password, agreeing to the terms and conditions
- You will then get a message to check your email inbox and click on the link within the body of the email.
- Click on My Account and use your email address and password to proceed to the next step.
- Click on Edit Kroger Community Rewards information and input your Kroger Plus card number.
- Update or confirm your information.
- Enter NPO number (80388) or name of organization (The Foundation for Knox Community Hospital), or select organization from list and click on confirm.
- To verify you are enrolled correctly, you will see your organization's name on the right side of your information page.
- REMEMBER, purchases will not count for your group until after you register your card(s).
- Do you use your phone number at the register?

Call 877-576-7587 to get your Kroger Plus card number. Members must swipe their registered Kroger Plus card or use the phone number that is related to their registered Kroger Plus card when shopping for each purchase to count.



## Have you ASKED?

- ★ "How can I earn Star Bucks?"
- ★ "How did you earn all those Star Bucks?"
- ★ "Wow, I could have done that to earn a Star Buck!"

Here are some ideas from the Reward and Recognition team on how YOU can earn Star Bucks:

- ★ Patient/visitor writes a Star Card thanking you for something special you did for them.
- ★ Comments from a Press Ganey survey.
- ★ Patient/visitor writes a positive comment on the Red Jacket folder that is given to them at registration.
- ★ Positive comments from a follow-up phone that is forwarded to the committee.
- ★ Star Cards received from co-workers for going above and beyond your Job Description.

Directors may present a Star Buck for:

- ★ Star Cards from co-workers.
- ★ Participation in the department service excellence core group.
- ★ Volunteer to set up a department event.
- ★ Perfect attendance.
- ★★★★ If they seen you do something:
  - ★★★★ Extra kind
  - ★★★★ Extra polite
  - ★★★★ Extra special



YOU can acknowledge a co-worker for helping you, if they went above and beyond their job description.

- ★ Fill out a Star Card
- ★ Ask your Director to present a Star Buck.

### STAR CARDS & DROP BOX:

Star Cards and Drop Boxes are located at the Hospital Front Lobby, Central Registration, ER waiting area, elevator landings on each hospital floor, and Pavilion Ground Floor (entrance of the hall leading to the tunnel, on right).

There are also blank cards in several departments and waiting areas.

**BECOME INVOLVED** in the Rewards and Recognition Committee and share your ideas and enthusiasm.

Contact Jessica Beeman #9822 or Bette Elder #9069



## Excel Class Update!

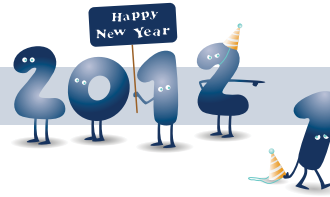
*Please note that the following Excel class schedules. We are moving them to the Training Trailer for hands-on coaching.*

### Excel Basics

- Friday, January 6, 2012
- Friday, January 20, 2012
- Friday, February 17, 2012
- Friday, March 16, 2012

**All classes will be held in the Training Trailer across the parking lot from the main building. Class times are 12:15 pm – 1 pm and will be taught by Barb Woodruff, Financial Analyst.**

**To register contact Trisha Harding at Ext. 9921 or [Trisha.Harding@KnoxCommHosp.org](mailto:Trisha.Harding@KnoxCommHosp.org)**



## The Birthing Center

All classes are FREE but registration is required. Please call 740.393.9731 to register.

### Lactation Class 2012

January 10, Tues.: Breast Feeding Class  
 Time: 6:30 pm - 8:30 pm  
 Location: Childbirth Training Center

### Childbirth Education Class 2012

January 9, 16, 23, Mon.: Childbirth Education Class  
 Time: 6 pm - 8:30 pm  
 Location: Childbirth Training Center

### Breathing & Relaxation Class 2012

February 13, Mon.: Breathing & Relaxation Class  
 Time: 6 pm - 8:30 pm  
 Location: Childbirth Training Center



### Grandparent and Sibling Tours

Private Tours: Grandparent and Sibling Tours  
 Time: Private Tour | Varies  
 Location: Childbirth Training Center

## The Education Corner



### 2012 Upcoming Classes

Pre-registration required for all classes.

Please call Kathy Gray at ext 9791.

Jan. 16, Wed.	Heartsaver AED 8 am	Cost: \$35.00 non-employees   FREE to KCH employees
Jan. 16, Wed.	Heartsaver First Aid 1 pm	Cost: \$30.00 non-employees   FREE to KCH employees
Jan. 17, Tues.	BLS (Basic Life Support) - Renewal 8 am, 11 am, 2 pm & 5 pm	Cost: \$35.00 non-employees   FREE to KCH employees
Jan. 18, Wed.	BLS (Basic Life Support) - New/Initial 8 am & 1 pm	Cost: \$50.00 non-employees   FREE to KCH employees
Feb. 10, Fri.	NRP	Cost: \$125.00 non-employees   \$35.00 to KCH employees
Mar. 2&3, Fri.&Sat.	PALS	Cost: \$45.00 to KCH employees Renewal Cost: \$150.00 non-employees Initial Cost: \$175.00 non-employees
April 21, Sat.	ACLS RENEWAL	Cost: \$150.00 non-employees   \$45.00 to KCH employees
April 28&29, Tues.&Wed	ACLS	Cost: \$150.00 non-employees   \$45.00 to KCH employees

Please call Trisha Harding at ext 9921 to register.

January 19, 23, 27, 31 and February 3, 2012 Basic Dysrhythmias  
 Presented by: Pam Tuttle, BSN, RN  
 Times: Days 1 – 4: 8 am – 4:30 pm | Day 5: 8 am – 1 pm  
 Location: Education Resource Center  
 Cost: \$150.00 non-employees  
 FREE to KCH employees  
 Must attend all five days days

Contact Hours: **31.8**

February 9, 2012 Medical Terminology  
 Presented by: Pam Tuttle, BSN, RN  
 Time: 8 am – 4:30 pm  
 Location: Education Resource Center  
 Cost: \$25.00 non-employees | FREE to KCH employees

## Finding a MSDS has been made easier!

You no longer need to log in or have a password. Just click on the MSDS 3E Online icon on your desktop. It will take you to a search page where you can search for the desired MSDS.

Please contact Mary Day if you have any questions at 393.9855 or by email at [mary.day@knoxcommhosp.org](mailto:mary.day@knoxcommhosp.org).

## Are you using Quantros?

All incidents/near misses can be reported easily using Quantros. This takes the place of reporting using the Good Catch Form. If you have questions or concerns about using this software contact your director, Mary Day (x9855) or Kathy Swihart (9799) for more information. Thank you.

<https://qxpert.quantros.com/KNOX>

The link above can also be found on the home page of the website under Staff Links. It is not required that you log in to report on the site.

Dialogue Copy Deadline is on Thursdays at Noon.