

Upcoming Events

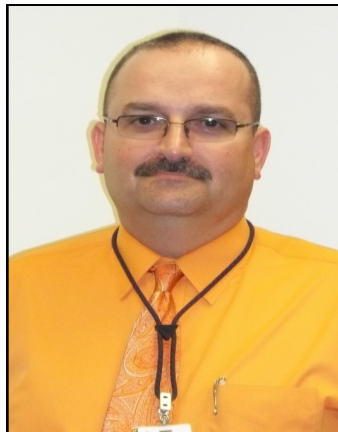
March 7- Individual retirement Meetings
 March 8- HR making rounds for night shift
 March 10- Daylight Savings Time Begins
 March 14- Healthcare Provider CPR
 March 15- CPR Heartsaver
 March 21-March 22 PALS Certification Class
 March 24- Employee Family Easter Egg Hunt
 March 26- General Orientation
 March 27- Nursing Orientation
 March 28- Nursing Orientation
 March 29- HR making rounds for night shift

AOA SURVEY SUCCESS!



Colquitt Regional Medical Center is accredited by the American Osteopathic Association for Healthcare Facility Accreditation Program. HFAP is authorized by the Centers for Medicare and Medicaid Services (CMS) to survey hospitals, for compliance with CMS standards. These surveys are conducted tri-annually. We would like to congratulate Colquitt Regional Medical Center's staff on a job well done during this year's survey! Thank you for all that you do!

Colquitt Regional Medical Center's Employee of the Month



Michael Lewis was recently named as the Employee of the Month for January. Michael works in the Guest Relations Department as a Patient Representative. Michael has been employed with Colquitt Regional Medical Center since March 2006. In his free time he enjoys hunting, fishing, traveling and spending time with his wife, Jonna.

Employee Committee Column

The Colquitt Regional Medical Center Employee committee will be hosting an Easter Egg Hunt on Saturday, March 24 at 10:00 AM on the Front Lawn. The Egg Hunt is open to employees' children and grandchildren ages 12 and under!



CEO's Corner...

Congratulations!

Thank you for your continued efforts in providing our guests with exemplary customer service! I would like to encourage you to continue to be diligent in practicing the 10 & 5 rule. Every person, every time.

Beginning in April, you will have another opportunity to be recognized for your excellent customer service skills. Directors and management staff will be watching for customer service that is "above and beyond". If you are caught, you will be awarded a *You Make a Difference* coin. This coin is worth up to \$5.00 in the cafeteria or The Pink Pearl gift shop. I hope you get caught!



Also, during the month, I am going to make an effort to meet with Directors to see if there's any concerns or questions. Make sure you pass along any information you would like for them to share with me. I like to hear from employees and would encourage you to stop me in the hall or stop by the office if you would like to talk about anything. I am here to serve you.



Jim Matney

Let's Recognize...

- Kelly Goff of Maternal/Infant passed her RN boards
- Tangelia Colbert of Oncology passed her RN Boards

Congratulations!

New Policy Overview

Social Networking

- No personal social networking while on duty; unless employee has permission to do so in the course of his/her work responsibilities.
- If social networking while off-duty, employees must be responsible! Must use personal e-mail address.
- Must not defame co-workers, management of hospital.
- Must not divulge confidential or patient information.
- Must not harass, bully or intimidate other employees or engage in conduct that is prohibited by hospital policy.
- Failure to comply with this policy subjects employee to disciplinary action up to and including termination.
- You may obtain a copy of the full policy from your department director or Human Resources.

Current Job Openings

*Home Health - Staff Physical Therapist (RPTB or RFT)
*Surgical/Orthopedics - Staff RN (RFT) 3-11pm
Private Duty - CNA/PCA (Temp)
Nursing Administration - Baylor RN
Patient Financial - Director (RFT)
Community Relations - Assistant Vice President (RFT)
Information Systems - Meditech Specialist (RFT)
Housekeeping - Second Shift Supervisor
Physician Billing - Patient Account Rep
Dietary- Cashier (RFT)

*Denotes Finder's fee

EMS Golf Tournament

Region 8 EMS-Children will be hosting their annual Golf Tournament May 4th, 2012 at Circle Stone in Adel. Shotgun start at 9am with Lunch beginning at 12. \$100 entry fee per person includes lunch and t-shirt. Awards will be given for Best Score and Hole in One. Hole Sponsorship is also available for \$100. For more information, contact Chrystal Vickers with Colquitt Co. EMS at 229.890-3569.



Benefits 411

- Just a reminder to file your 2011 **flexible spending** accounts by 04/30/12. You must spend your 2011 money no later than 03/15/12.
- Employees on the **Health Insurance**. Please check to see if providers are in-network before scheduling your appointments. You can check in-network providers by logging on to www.1stmn.com, or call Diane Sprunger in Human Resources if she can assist you with in-network providers.
- Nick Pappas, **Retirement** Consultant will be here on March 7, 2012 to conduct individual meetings. Please contact Human Resources to schedule an appointment.
- We have the capability to print out **Delta Dental** Insurance cards. Stop by Human Resources if you need a copy of your dental card.
- If you received your **first year retirement contribution** this year and you didn't meet with the Retirement Consultant, please contact Human Resources to complete your beneficiary forms.
- Just a reminder to stop by Human Resources if you need to make a beneficiary change on your **Group Life Insurance, AD&D, or Voluntary Life policies**.
- **PLAN FOR YOUR FUTURE!** You can make contribution changes or enroll in a **retirement** savings account at any time during the year. Let us know if we can be of any assistance with this, or make plans to meet with the retirement consultant on the day he's here monthly.

HR is in the House!

Human Resources will be on site March 8th & March 29th making rounds for night shift employees.

Daylight Savings Time Begins March 11th. Don't forget to set your AHEAD one hour before going to bed Saturday night!

Also, this is good time to change the batteries in your smoke alarms.



Making the Rounds is a monthly publication for the employees of Colquitt Regional Medical Center.

Editor: Britini Bullard

Director of Human Resources: Dawn Johns

Submissions, story ideas and suggestions from Colquitt Regional Medical Center employees are welcomed and encouraged.

Please place information in the Human Resources mailbox, fax via 891-9493, call ext. 3533 or email bbullard@colquittregional.com.