



TODAY

Informing the South Jersey Healthcare Family

September 3, 2008

Dial carefully when faxing

Should I dial a '9' first when sending a fax?

Fax machines whose numbers begin with the following digits require a "9" to be dialed first:

363-1XXX (Elmer)

641-7 (or 8)XXX (RMC)

575-4XXX (Bridgeton Health Center)

507-XXXX (Vineland Health Center)

When sending a fax from all other fax machines (those whose numbers do not begin with any of the above), dial the number as if you are dialing from home—without a "9."

“Oh, excuse me, I must have dialed the wrong number.” It’s a mistake we have all made, and unless you have awoken someone, generally no harm is done. On the other hand, send a fax to the wrong number, and you could violate HIPAA.

Two types of mistakes can result in a fax reaching the wrong person. Certainly a simple misdial can send a fax off course. The other type of error occurs when proper dialing procedure is not followed. This can happen when a person mistakenly dials “9” before a fax number, when sending a fax from a machine that does not require this step. In all cases, employees should use a fax cover sheet that clearly identifies the sender and who to contact if the fax is received in error.

“Many of our faxes contain information that is confidential and protected by law,” said **Jeff Scribner**, director of Corporate Compliance. “Our patients depend on us to keep their information private and, as an organization, we are committed to safeguarding this information.”

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Recycling push brings out the green in everyone

Imagine a mountain of trash, 96 tons in all – not being dumped into a landfill. That has been the effect of South Jersey Healthcare’s successful recycling initiative. Although it only began in August of 2007, SJH reduced its trash sent to the landfill by nearly 100 tons compared to 2006. At the same time, the SJH family increased its recycling of paper, cardboard, glass, plastic, tin, and aluminum by 47 percent. The recycling effort was also cost-effective, racking up more than \$16,000 in savings in 2007. SJH also recycles batteries, light bulbs, computers and other electronics, and oil.

“Recycling has taken off at SJH”, said **Tina Beakley**, director of Environmental

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“The time was right for expanding our program and employees responded beautifully.”

–Tina Beakley

RECYCLING PUSH (cont.)

Services and Transport. “Individuals and departments have come to us, asking how they can recycle items used in their departments. Everyone is thinking green.”

The most visible symbol of the recycling effort has been the increased number of recycling containers found in SJH facilities. The containers not only serve as a reminder to recycle, they also make recycling more convenient. The containers were so popular, that several departments requested additional ones for their units/departments.

Prior to the launch of the campaign, the Environmental Services Department conducted a system-wide recycling education and awareness program, to build interest and a better understanding of the recycling effort.

“A lot of employees and departments were already recycling, but we knew there was room for improvement,” said Beakley. “The time was right for expanding our program and employees responded beautifully.”

Several departments even contacted environmental services about recycling materials that were not originally part of the initiative.

“The pharmacy wanted to recycle pill bottles,” said Beakley. “The Lab was interested in recycling re-agent bottles and labor and delivery called to find out how they could recycle baby bottles. Everybody has gotten on board with recycling.”

Yet recycling is only part of the going green story, explained Beakley. Reducing the amount of waste produced is equally, if not more, important. Producing less means dumping less, and that’s good for the environment and cost effective. To build momentum for this next phase of going green initiative, a friendly challenge among nursing units is being held at the RMC. The goal is to reduce the amount of unused products that are forced to be discarded because they have been brought into patient rooms. More information about the challenge will be provided in a future issue of *SJH Today*.

SJH welcomes new employees

South Jersey Healthcare welcomes between 25 and 50 new employees each month. Listed below are new employees who attended the August 11 general employee orientation session.

Lillian Ashmore, Lab Assistant, Elmer
Jessica Brooks, Cytotechnologist, RMC
Tiffany Burdsall, Food Service Aide, RMC
Elizabeth Cavacini, R.N., PICU, Elmer
Marie Cuate, L.P.N., Women’s Center
Julie Daly, Case Mgr., RMC
Janice DiPalma, EVS aide, RMC
Emily England, Clinical Dietitian, RMC
Debbie Erlandson, Program Coordinator, AHEC
Debbie Fey, R.N., Cardiac Acute
Judy Hamb, EVS Aide, RMC
Teneya Henry, Radiologic Technologist, RMC
Gilda Jabel, Laboratory Technologist, Elmer
Jason Jamison, Transporter, RMC

Christencia Leano, Transporter, RMC
Jalpa Lotia, R.N., PICU, Elmer
Day Shawna Lowe, Social Worker, Case Mgt., RMC
Crystal Montanez, Stockperson, RMC
Terrelle M. Powell, Food Service Aide, RMC
Shana Puff, Nurse Aide, Maternity, RMC
Kevin Raible, Laboratory Technologist, RMC
Iris Rodriguez, Tech., SPD, RMC
Melanie Roe, R.N., ER, RMC
Jennifer Russo, Nuclear Med Tech, Elmer
Ana Silva, R.N., ER, RMC
Edward Wright, R.N., CRT, Elmer

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